

Attachment A

Key Guidance for Ensuring FY 2012 704 Report, Part II Compliance and Data Integrity

The following guidance is based on recent questions and RSA's analysis of common errors and omissions in the FY 2011 704 Report submissions:

Subpart I Administrative Data

Section A - Sources and Amounts of Funds and Resources

- Indicate the funding amounts that were received or became available to your CIL for FY 2012 (October 1, 2011 and September 30, 2012), not necessarily the amounts actually expended during that period.
- Item 1, Row B (Title VII, Ch. 1, Part C) must reflect the funding amount from the Part C grant award notification issued in September 2011.
- If your RSA-approved ARRA Part C 524 budget includes a funding amount in Project Year 3, that amount must also be added in Item 1, Row B.
- If your CIL receives Social Security reimbursement funds, those should be included in Row D (Other Federal Funds).
- If you administer multiple Part C-funded CILs, Section A must reflect the funding sources and amounts of each individual CIL, as appropriate.

Note: Funding sources and amounts in this section must be supported by verifiable documentation, subject to RSA review.

Subpart II Number and Types of Individuals with Significant Disabilities Receiving Services

- Consumers can be counted only once in Sections D through G. The total in each section cannot exceed the total number of consumers served in Subpart II, Section A, Row 3.
- If your ARRA 524 budget includes a funding amount for Project Year 3, please add the corresponding information for the consumers served through ARRA Part C funds, in addition to regular Part C funds, during FY 2012.

Note: Consumer information in this section must be supported by verifiable consumer service record (CSR) documentation, subject to RSA review.

Subpart III Individual Services and Achievements Funded through Title VII, Chapter I, Part B Funds

- Individual services and achievements can be counted only once in Sections A and B, under the single most appropriate category.
- If your ARRA 524 budget includes a funding amount for Project Year 3, please add the services and achievements made possible through ARRA Part C funds, in addition to regular Part C funds, during FY 2012.

Section A - Individual Services and Achievements

- Each IL service must be counted only once and under a single service type.
- Indicate the number of consumers requesting and receiving each type of service, not the number of times the service was requested or provided. (For any single service type, the numbers in “Consumers Requesting Services” and “Consumers Receiving Services” should not exceed the total number of CSRs reported in Subpart II, Section A, Row 3.)
- For each service category – except Information and Referral – “Consumers Requesting Services” must be equal to or greater than the corresponding number in “Consumers Receiving Services.” (Consumers Requesting Services must reflect all IL services sought in FY 2012, including those originally requested during a prior fiscal year.)
- Under Information and Referral, provide an unduplicated count of individuals requesting/receiving this service.

Section B Increased Independence And Community Integration

Item 1 - Goals Related to Increased Independence in a Significant Life Area

- Each consumer goal may be counted only once and under a single Significant Life Area.
- The numbers in “Goals Set” must be equal to or greater than the sum of “Goals Achieved” and “In Progress.”
- Goals Set must include all goals pursued in FY 2012, including those set during a prior fiscal year.

Item 2 - Access to Transportation, Health Care, Assistive Technology

- The numbers in “Consumers Requiring Access” must be equal to or greater than the sum of “Consumers Achieving Access” and “Consumers Whose Access is in Progress.”
- Consumers Requiring Access must include all access sought in FY 2012, including those in progress during a prior fiscal year.

Note: Individual services and achievements in this section must be supported by verifiable CSR documentation, subject to RSA review.

Subpart IV Extent of CIL Compliance with the Six Evaluation Standards

Section A - Compliance Indicator 1: Philosophy

Item 1 - Consumer Control, (B) Staff Composition

- Count full time equivalents (FTEs), not simply the number of individual staff members.
- Include pertinent staff from the entire CIL, not just staff directly associated with Part C-funded activities.
- In calculating FTEs, a CIL may exclude personal assistants, readers, drivers, and interpreters from its FTE calculations.
- If you administer multiple Part C-funded CILs, Section A must reflect staffing for each individual CIL.

Section D - Compliance Indicator 4: Community Options and Community Capacity

- Each activity can be listed only once, under one “Activity Type” and one “Issue Area” described in the 704 Report instructions. (Indicate “Other” if an activity does not fit any of the established categories.)
- The table must include at least one of each of the five mandated Activity Types: Community/ Systems Advocacy, Technical Assistance, Community Education and Public Information, Outreach Efforts and Collaboration/Networking.
- If your ARRA 524 budget includes a funding amount for Project Year 3, please include any applicable ARRA-funded community activities.
- If you administer multiple Part C-funded CILs, Section D must reflect the community activities of each individual CIL

Section F - Compliance Indicator 6: IL Resource Development Activities

- If you administer multiple Part C-funded CILs, Section F must reflect the resource development activities of each individual CIL.

Note: Your CIL’s compliance with the six evaluation standards must be supported by verifiable documentation, as applicable, subject to RSA review.

Subpart V Annual Program and Financial Planning Objectives

Section A - Work Plan for the Reporting Year

Item 1 - Achievements

- Complete this section by listing the work plan goals and objectives from last year’s 704 Report and then describing your CIL’s progress on each of those goals or objectives during FY 2012.
- If you administer multiple Part C-funded CILs, Section A must reflect the achievements of each individual CIL.

Item 3 - Comparison with Prior Reporting Year

- Compare your CIL’s activities in FY 2012 with its activities in FY 2011, e.g., recent trends, challenges, needs, etc.

Section B - Work Plan for the Year Following the Reporting Year

Item 1 - Annual Work Plan

- Include the goals or objectives from your CIL’s FY 2013 (October 1, 2012 - September 30, 2013) work plan. These should be measurable or verifiable wherever possible.
- If you administer multiple Part C-funded CILs, Section B must reflect the work plan of each individual CIL.