# PART E, CHAPTER 4: CASE SERVICE REPORT (RSA-911) AND DATA VALIDATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy Number** | **Authority** | **Scope** | **Effective Date** |
| Part E, Chapter 4 | The Rehabilitation Act [Section 13, 106, 101](https://rsa.ed.gov/sites/default/files/downloads/rehabilitation-act-of-1973-amended-by-wioa.pdf), [WIOA Section 116](https://rsa.ed.gov/sites/default/files/downloads/wioa.pdf), 34 CFR [Subpart E](https://www.ecfr.gov/current/title-34/subtitle-B/chapter-III/part-361#subpart-E), [§361.40](https://www.ecfr.gov/current/title-34/section-361.40), and [§361.12](https://www.ecfr.gov/current/title-34/section-361.12) | All TWC-VR staff | 9/3/2024 |

## PURPOSE

In accordance with the authority (Federal and State) listed above, this policy is issued by the Texas Workforce Commission Vocational Rehabilitation Division (TWC-VR). Adherence to these rules and regulations issued under the Rehabilitation Act of 1973, as amended by Title IV of the Workforce Innovation and Opportunity Act (WIOA), supports Texans with disabilities in gaining, maintaining, and advancing in competitive integrated employment (CIE).

Specifically, the purpose of this policy is to ensure adherence to meeting the standards outlined in the Rehabilitation Act, as amended, its regulations and WIOA for effectively reporting accurate and valid data, including data validation and internal control practices.

## DEFINITIONS

There are no specific definitions for this policy and these procedures.

## POLICY

### General Overview

The Rehabilitation Services Administration (RSA) uses the data collected through the Case Service Report (RSA-911) to describe the performance of the VR and Supported Employment programs in the Annual Report to the Congress and the President as required by the Rehabilitation Act.

RSA also uses these data—

* To assess the performance of the VR program through the calculation of the WIOA performance indicators;
* To support its other responsibilities under the Rehabilitation Act, such as—
  + Conducting annual reviews and monitoring of VR agencies;
  + The provision of technical assistance;
  + Program planning; and
  + Budget development; and
* In the exchange of data with the Social Security Administration, and the National Institute on Disability, Independent Living, and Rehabilitation Research within the U.S. Department of Health and Human Services.

These data are also used widely by researchers for disability-related analyses and reports.

Data validation requirements are outlined in WIOA Section 116 in relation to the WIOA performance indicators, including shared data elements with the core programs under WIOA.

### Policy Status

TWC-VR is in the process of developing policy and procedures for how it manages the requirements in both the RSA-911 and data validation guidelines.

When this policy and its procedures are developed, approved, and implemented, the final policy will be published here.

## PROCEDURES

There are currently no procedures requirements for this policy.

## APPROVALS & CONSULTATIONS

There are no approvals or consultations for this policy and these procedures.

**REVIEW**

The Policy Planning and Statewide Initiatives Team, or designee, is responsible for reviewing this policy and these procedures and will update the Document History log if necessary.

|  |  |  |
| --- | --- | --- |
| **Date** | **Type** | **Change Description** |
| 9/3/2024 | New | VRSM Policy and Procedure Rewrite |