

U.S DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION
AMERICAN INDIAN VOCATIONAL REHABILITATION SERVICES
WASHINGTON, D.C. 20202-2800

September 14, 2007

Dear Project Director:

The purpose of this letter is to announce that RSA's Management and Information System (MIS) database is now available for you to access. The primary use of this database is to submit and track your annual performance data. Therefore, RSA request the grantees seeking continuation funds and the grantees that are in a final budget year to enter data in the MIS/AIVRS form.

In accordance with the regulatory requirement outlined in EDGAR 34 CFR 75.118 and 34 CFR 80.40, in order to receive a continuation award, grant recipients shall submit a performance report that provides the most current performance and financial expenditure information. Annual performance reports submitted in the MIS database meet the regulatory requirement and submitted reports will be reviewed to determine project's substantial progress. Only projects determined to have made substantial progress will be awarded continuation funding.

As indicated above, RSA is seeking data entry from grantees under two different categories:

- Grantees who are seeking continuation funding for the next budget period should complete the entire AIVRS form, or
- Grantees who are reporting on the fifth budget period {specifically those under the H250C02 project award number} will receive a separate letter with instructions specifically for submitting the Final Report.

The annual report is due no later than November 15, 2007. In addition to your Web-based annual report, you must also complete the ED 524B coversheet form (enclosed). **This form should be mailed to your program officer using the referenced address below for delivery on or before November 15, 2007.** Form 524B must be submitted by mail or fax because it requires an original signature of the funded organization's authorized representative. The authorized representative is the individual who signed the ED 424 Application face sheet when the application was submitted. Please note the following questions on the ED Form 524B are not applicable to your program and may be marked "NA":

Item 2. NCES ID
Item 10. Human Subjects

Item 11 "Performance Measures Status," please answer yes because your performance measures are entered in the online AIVRS report. Also, the second page of form 524B indicates an executive summary; please follow the enclosed instructions to prepare the summary. **NOTE: data entered and submitted in the six-month report WILL NOT appear in the 12-month annual report – all data must be re-entered to reflect the entire reporting budget period (10/01/06 – 09/30/07).**

The following information will help you access and complete the web-based report form:

1. The URL for the AIVRS program annual reporting form is <http://rsamis.ed.gov>
2. If you have a user ID and password, then you can log in and begin entering data. **IF you do not have a user ID or password or IF your PR Award Number (H250...) is also your user ID, you must request a new user ID and please follow these instructions to register:**
3. On the left hand side of your screen, you will see a list of links – click on the bottom link labeled “*Info for new users.*”
4. After you have read through the directions, you will click on a button you will find at the bottom of the page that says, “*Fill out a Request MIS Access form now.*”
5. The next page that opens up will have two option buttons. Click on the bottom button that says, “*I want to fill out a Request MIS Access form now.*”
6. The next page that opens up is step 1 of 3 and asks for identifying information. Please use your work address when filling this form out. In the drop down box for “State,” please choose the state where your program is located. Be sure to check the box that says, “American Indian Vocational Rehabilitation Services (AIVRS).”
7. Please make sure that the email address you place in this form is accurate because once the form is complete, a form will be sent you to you via email **that will need to be completed and faxed back to the RSA office.**
8. After you click on the “Continue” button at the bottom of the page, you will be taken to a step 2 of 3, which is a page that lists the AIVRS programs in your state. Please select your program, select the type of access needed (**you will need to select both “view” and “edit”**), and then select “American Indian Vocational Rehabilitation” and click on continue.
9. At step 3 of 3, please read the directions before you complete the registration process.
10. **Please note:** a username will be assigned to you. You will be sent a default password that you can change once you’ve successfully logged onto the system.
11. For technical assistance in completing your form, contact (preferably by e-mail) Ken Schellenberg (Systems Information Specialist). He is available Monday-Friday 9 a.m. – 4 p.m. EST.

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| August Martin August.Martin@ed.gov 202-245-7410 | Alfreda Reeves Alfreda.Reeves@ed.gov 202-245-7485 | Ken Schellenberg Ken.schellenberg@ed.gov 202-245-6589 |
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12. Mailing address for the ED 524B form:

**(Your program officer, i.e., Reeves, Clark, etc.)
U.S. Department of Education
Rehabilitation Services Administration
Potomac Center Plaza, Room 5051
400 Maryland Avenue, S.W.
Washington D.C. 20202-2800**

PLEASE INCLUDE YOUR PR/AWARD NUMBER ON ALL CORRESPONDENCE TO THE DEPARTMENT

Sincerely,

August Martin, Program Officer
Rehabilitation Services Administration

Enclosures
ED Form 524B
List of ED Program Officers

RSA PROGRAM OFFICERS FOR THE AIVRS PROGRAM

The following RSA staff has responsibility as AIVRS team Program Officers. These individuals have responsibility for the grants funded in the States listed under their names.

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| Alfreda Reeves 202-245-7485 Alfreda.Reeves@ed.gov | Ed Hofler 202-245-7377 Ed.Hofler@ed.gov | Sonja Turner 202-245-7557 Sonja.Turner@ed.gov | Kerrie Clark 202-245-7281 Kerrie.Clark@ed.gov |
| Suzanne Mitchell 202-245-7454 Suzanne.Mitchell@ed.gov <u>v</u> | Kia Weems 202-245-7569 Kia.Weems@ed.gov | August Martin 202-245-7410 August.Martin@ed.gov <u>v</u> | |