

## **Rehabilitation Services Administration**

### **Vocational Rehabilitation Program**

#### **Program Improvement Plan**

#### **Instructions for Completion of On-Line Form**

Pursuant to Section 106 of the *Rehabilitation Act of 1973*, as amended, RSA is required to evaluate the performance of state vocational rehabilitation (VR) agencies on established standards and indicators. Agencies found to be below federal performance requirements must develop program improvement plans (PIP) through which they will take action to meet performance measures using the on-line form located on the RSA management information system (MIS). In addition, the agencies must use the on-line form to report progress toward the achievement of targets for each indicator identified in the PIP on a quarterly basis. The MIS on-line form will be populated with performance data submitted by the VR agency. Only indicators for which the VR agency did not meet the required performance levels will be listed in the on-line form drop down menu. The instructions for completion of each field contained in the PIP on-line form are as follows:

#### **Strategies**

For each indicator for which the VR agency did not meet the required performance levels enter strategies that will result in achievement of performance goals and targets. For each strategy describe how it will result in achievement of the performance target. After the information has been entered select either the “save” or “save and open next section” option.

#### **Approval of Plan**

Once all strategies have been entered for all listed performance indicators, select the “save” option, and scroll to the top of the form. To submit the PIP to RSA for approval, select the option “Submit to RSA”. RSA will review, request changes if necessary, and approve the PIP, notifying the agency of this approval through email.

#### **RSA Approval**

RSA will review the submitted PIP, request revisions if necessary and notify the VR agency of the approval of the PIP through an electronic message generated by the MIS.

### **Quarterly Reporting of Progress**

Following approval of the PIP, report progress toward the achievement of the identified performance targets for each indicator by entering in data pertaining to the indicator at the close of the quarter and a narrative description of the strategies implemented through that date in the appropriate text field “Update for Current Quarter.”

### **Termination of PIP**

Once the required performance levels have been met or exceeded for all indicators covered by the PIP over a period of two consecutive years, as required by 34 CFR 361.89, RSA will notify the VR agency through electronic message generated by the MIS that the PIP is terminated and no further action is required.

### **Public Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 16 hours (development of PIP) and 3 hours (quarterly reporting) per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Rehabilitation Act of 1973, section 106). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4536 or email [ICDocketMgr@ed.gov](mailto:ICDocketMgr@ed.gov) and reference the OMB Control Number 1820-NEW. Note: Please do not return the completed Program Improvement Plan collection of information to this address.