

**Rehabilitation Services Administration
Vocational Rehabilitation Program
Corrective Action Plan
Instructions for Completing Online Form**

Pursuant to section 107 of the Rehabilitation Act of 1973, as amended by the Workforce Innovation and Opportunity Act, the Rehabilitation Services Administration (RSA) is required to conduct periodic monitoring of the vocational rehabilitation (VR) programs in each state. VR agencies found to be out of compliance with Federal requirements as a result of this monitoring must develop for RSA approval corrective action plans (CAP) using the online form located on the RSA website (rsa.ed.gov). In addition, the agencies must use the online form to report progress toward resolution of the findings specified in the CAPs on a quarterly basis. The instructions for completing each field in the CAP online form are as follows.

Monitoring Report URL (MSWord)

Enter the internet address link to the RSA published Monitoring Report in Microsoft Word document format located at <http://rsa.ed.gov>.

Monitoring Report URL (PDF)

Enter the internet address link to the RSA published Monitoring Report in Adobe PDF format located at <http://rsa.ed.gov>.

Monitoring Report Publication Date

Enter the publication date of the Monitoring Report found on the document cover page using two digit month/ two digit day/ and four digit year. Example: 12/01/2010.

Finding Headline

For each finding covered by the CAP, enter the Finding topical headline from the Monitoring Report. For example, "Internal Controls."

For each finding, enter data by selecting the "**Add a New Finding**" expansion menu and completing all information as identified below.

Finding

Enter a brief statement of the finding narrative as contained in the Monitoring Report into the text field provided. For example, "The agency is not in compliance with [citations of relevant statutory and/or regulatory provisions] because...." Typically, such statements can be copied directly from the Monitoring Report.

Mandated Corrective Action

Enter the mandated corrective action associated with the finding as contained in the Monitoring Report.

RSA Focus Area

Determine from the dropdown menu whether the finding relates to an RSA focus area and select the appropriate response.

Corrective Action 1.1: Action

Enter each corrective action separately that the agency will implement to address the finding and the result of the agency being in compliance with the Federal requirement by using the “Add a Corrective Action” expansion menu.

Standard to be Met and Method of Evaluation

Enter the identified compliance requirement or level of performance to be met to establish that the finding is resolved and enter the methods the agency will use to evaluate that it has resolved the finding.

Planned Start Date

Enter the projected start date for implementing the corrective action using two digit month/ two digit day/ and four digit year. Example: 12/01/2010

Actual Start Date

Enter the actual date of implementation of the corrective action using two digit month/ two digit day/ and four digit year. Example: 12/01/2010.

Projected Completion Date

Enter a projected date for each corrective action to be completed using two digit month/ two digit day/ and four digit year. Example: 12/01/2010.

Actual Completion Date

Identify the actual date on which the corrective action was completed using two digit month/ two digit day/ and four digit year. Example: 12/01/2010.

Quarterly Update

Enter the quarterly narrative update on the progress of the VR agency toward implementing corrective actions to resolve compliance findings into the text field.

RSA State Team Comments

RSA may enter narrative comment in the text field regarding the performance of the VR agency in the implementation of corrective actions taken toward the resolution of findings specified in the CAP and the effectiveness of those corrective actions in achieving compliance with the Federal requirement.

Resolved

For use by RSA only. RSA is to select this option when a finding has been fully resolved and the agency has met the Federal performance requirement.

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 Office of Management and Budget (OMB) control number. Public reporting burden for this collection of information is estimated to average 50 hours (development of corrective action plan) and 5 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 as amended by the Workforce Innovation and Opportunity Act). 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 and reference the OMB Control Number 1820-0649. Note: Please do not return the completed Corrective Action Plan collection of information to this address.