

Part I 704 Report

Key Reminders for Ensuring FY 2011 Compliance and Data Integrity

The following guidance is based on recent questions and RSA's analysis of common errors and omissions in the FY 2010 704 Report submissions:

Subpart I, Administrative Data

Section A, Sources and Amounts of Funds and Resources

- American Recovery and Reinvestment Act of 2009 (ARRA) funds corresponding to the reporting year must be included in Item 1, Row A (Title VII, Ch. 1, Part B)
- IL Part B state matching funds must be included in Item 2, Row E.

Section B, Distribution of Title VII, Chapter 1, Part B Funds

- The IL Part B amounts must include the corresponding ARRA funds, as appropriate.

Section C, Grants or Contracts Used to Distribute Title VII, Chapter 1, Part B Funds

- The IL Part B amounts must be consistent with the corresponding amounts in Subpart I, Section B, above.

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

- ARRA-funded consumers served during the reporting year must be included in Sections A through G.
- The totals in Sections D through G must each match the total number of consumers served in Section A, Row 3.
- Include information from any state program(s) and/or service providers that receive IL Part B funds or state matching funds, excluding CILs receiving any IL Part C funds directly from RSA.

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

- ARRA-funded IL services and achievements during the reporting year must be included in Sections A and B.
- Include information from any state program(s) and/or service providers that receive IL Part B funds or state matching funds, excluding CILs receiving any IL Part C funds directly from RSA.

Section A, Individual Services and Achievements:

- 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 A3).
- The numbers in “Consumers Requesting Services” must be equal to or greater than the corresponding numbers in “Consumers Receiving Services.” (Consumers Requesting Services must reflect all IL services sought in FY 2011, including those originally requested during a prior fiscal year.)
- Each IL service must be counted only once and under a single service type.

Section B, Item 1, Goals Related to Increased Independence in a 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 2011, including those set during a prior fiscal year.)
- Each consumer goal may be counted only once and under a single Significant Life Area.

Section B, 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 2011, including those in progress during a prior fiscal year.)

Subpart IV, Community Activities and Coordination

Section A Table

- ARRA-funded community activities during the reporting year must be included.
- Do not include any information for CILs receiving IL Part C funds directly from RSA.
- Each activity can be listed only once, under one “Activity Type” and one “Issue Area” Category provided in the 704 Report instructions. (Indicate “Other” if an activity does not fit any of the established categories.)

Subpart V, Statewide Independent Living Council

- Provide SILC membership information current at the end of the reporting year.
- Complete all of the required columns: Employed by CIL, State Agency or Neither; Appointment Category (ex-officio state agency representative, center representative, person with a disability not employed by a center or state agency, etc.); Voting or Non-Voting; Term Start Date; and Term End Date. Note: Indicate the original term start dates.
- Include current vacancies, along with the corresponding appointment category for each.