

# RSA 572 MIS Review – 11/5/2013



A partnership between:



## References for Data Entry

- Prime Rate for all of FY13 is 3.25%
- Rural-Urban Continuum Code
  - \* Use current (2003) version for this year (FY13) data
  - \* Will use updated version (2013) for next year (FY14) data
- <http://www.ers.usda.gov/data-products/rural-urban-continuum-codes/.aspx#.Ump9xvUo7xB>

# Data Review

- Will do 572 manual review to supplement verification rule check done by MIS
- Identify issues like –
  - \* Original retail value of reuse device is zero
  - \* Missing transition narrative in either TA or training
  - \* Leveraged funding in wrong section
  - \* Numbers look “off” (compared to previous years)

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■ [diane.golden@ataporg.org](mailto:diane.golden@ataporg.org)

■ 816.616.7668



# RSA Website: Guidance and Technical Assistance

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**NOVEMBER 5, 2013**

# Today' s Presentation


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- Tour the RSA website: [rsa.ed.gov](http://rsa.ed.gov)
- Learn how to access information about your state and other states
- Learn about SRC online resources

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- » About your state
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- » Programs
- » Grants and funding
- » Orientation & Technical Assistance Guide for State Vocational Rehabilitation Directors
- » Annual reports to Congress

**How do I find...?**

- » Legislation and policy
- » Data entry
- » Ad hoc query
- » Get E-mail from RSA
- » Info for new users
- » Info for SRCs

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# Programs

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## Programs

RSA's programs are listed below. Please click on a link to view information about the program, or tab to or click on the info icon to view a brief description of the program.

### Assistive technology


- [State Grants for Assistive Technology \(SGAT\)](#)
- [Protection and Advocacy for Assistive Technology \(PAAT\)](#)

# Programs

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**State Grants for Assistive Technology (SGAT)**

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- ❖ Eligibility
- ❖ Applicant Info
- ❖ Awards
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- ❖ Resources
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⤴ **Laws & Regulations**

**Legislation, Regulations, and Guidance**

**Legislation**


*Rehabilitation Act of 1973, as amended, Title I, Parts A and B, Sec. 100-111; 29 U.S.C. 720-731.*


**Regulations**


34 CFR 361  [PDF \(373KB\)](#)


**Guidance**

**Policy Directives**

**PD-13-02**  
Apr 30, 2013  
"Extension of the State Plan for the Vocational Rehabilitation Services Program and the Supplement for the Supported Employment Services Program"  
 [MS Word](#) (240KB) | [PDF](#) (1.6 M)

**PD-12-09**  
March 15, 2012  
"OMB Approval of the Extension of the Quarterly Cumulative Caseload Report (RSA-113)"  
 [MS Word](#) (47KB) | [PDF](#) (306KB)

**PD-12-08**  
March 5, 2012  
"Announcement of Office of Management and Budget (OMB) approval for the on-line submission of the Vocational Rehabilitation Program Improvement Plan"  
 [MS Word](#) (45KB) | [PDF](#) (527KB)


**PD-12-07**  
March 5, 2012  
"Announcement of the OMB approval for the on-line submission of the Corrective Action Plan (CAP) for the Vocational Rehabilitation Services Program and the Supported Employment Services Program"  
 [MS Word](#) (45KB) | [PDF](#) (527KB)

# Policy

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## Legislation and Policy

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[» Vocational Rehabilitation State Grants](#)

[» American Indian Vocational Rehabilitation Services \(AIVRS\)](#)

[» Supported Employment Services for Individuals with the Most Significant Disabilities \(SE\)](#)

[» Demonstration and Training Programs](#)

[» Independent Living State Grants Program](#)

[» Independent Living Services for Older Individuals Who Are Blind](#)

[» Centers for Independent Living \(CIL\)](#)

[» State Grants for Assistive Technology \(SGAT\)](#)


[» Protection and Advocacy for Assistive Technology \(PAAT\)](#)

[» Client Assistance Program \(CAP\)](#)

# Policy

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## Legislation and Policy

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⬆ Vocational Rehabilitation State Grants


### Legislation, Regulations, and Guidance

#### Legislation

*Rehabilitation Act of 1973, as amended, Title I, Parts A and B, Sec. 100-111; 29 U.S.C. 720-731.*


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#### Regulations


34 CFR 361  [PDF \(373KB\)](#)

#### Guidance

#### Policy Directives

**PD-13-02**  
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## Legislation and Policy

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### Legislation and Policy

The Rehabilitation Services Administration (RSA) develops and administers many areas of policy and legislation that directly affect individuals with disabilities and their families. We also play critical roles both in the development of the regulations that bring policies into effect and in monitoring that these laws and regulations are followed.

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### Legislation

#### Rehabilitation Act of 1973

The [Rehabilitation Act of 1973](#), as amended, is the major legislative source for programs and initiatives administered by the Rehabilitation Services Administration (RSA).

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#### Assistive Technology Act of 2004

The [Assistive Technology Act of 2004](#) is the legislative source for the:

- Assistive Technology State Grant program (ATSG),
- Alternative Financing program (AFP), and the
- Protection and Advocacy for Assistive Technology (PAAT) program, also administered by RSA.

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#### Other Legislation


Other legislative sources for RSA programs and initiatives are:

- *The Randolph-Sheppard Act*, P.L. 74-732, as amended by P.L. 83-565 and P.L. 93-516; [20 U.S.C. Sec. 107](#) et seq
- *The Helen Keller National Center Act of 1984*, as amended by P.L. 99-506; [29 U.S.C. 1901](#) et seq

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## Legislation and Policy

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**Policy Directives** - a Policy Directive (PD) is a formal statement of required action(s) or condition(s) that must be carried out or met by state VR agencies or other RSA grantees in order to be in compliance with the Acts. A PD is legally enforceable because it is based on a statutory or regulatory provision.

- ▼ PDs for all years by date issued
- ▼ PDs for all years by title
- ▼ PDs for 2013
- ▼ PDs for 2012

### Policy Directives by Date Issued

Policy Directives from the Rehabilitation Services Administration (RSA).

The following table lists all Policy Directives (PDs) by date issued. Click on the Word or PDF link to view the PD.

Date Issued	RSA Number	Title	DOC	PDF
Apr 30, 2013	PD-13-03	OMB Approval for Application for Client Assistance Program, OMB 1820-0520	<a href="#">MS Word (46KB)</a>	<a href="#">PDF (116KB)</a>
Apr 30, 2013	PD-13-02	Extension of the State Plan for the Vocational Rehabilitation Services Program and the Supplement for the Supported Employment Services Program	<a href="#">MS Word (240KB)</a>	<a href="#">PDF (1.6 M)</a>
Oct 22, 2012	PD-13-01	Announcement of OMB Approval for Annual Report on Appeals Process (RSA-722)	<a href="#">MS Word (120KB)</a>	<a href="#">PDF (536KB)</a>
Sep 4, 2012	PD-12-10	Announcement of OMB Approval for Report Form RSA-661, Annual Protection and Advocacy for Assistive Technology (PAAT) Report.	<a href="#">MS Word (338KB)</a>	<a href="#">PDF (1.9MB)</a>

# People and Offices

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## People and Offices

Click on the information you wish to see (or tab to it and press enter)


**Contact RSA** » Other Useful Contacts » RSA Offices

- ✄ State Liaisons
- ✄ All RSA Staff
- ✄ Vocational Rehabilitation State Grants contact information
- ✄ American Indian Vocational Rehabilitation Services (AIVRS) contact information
- ✄ Supported Employment Services for Individuals with the Most Significant Disabilities (SE) contact information
- ✄ Demonstration and Training Programs contact information
- ✄ Independent Living State Grants Program contact information
- ✄ Independent Living Services for Older Individuals Who Are Blind contact information
- ✄ Centers for Independent Living (CIL) contact information
- ✄ State Grants for Assistive Technology (SGAT) contact information
- ✄ Protection and Advocacy for Assistive Technology (PAAT) contact information

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## People and Offices

Click on the information you wish to see (or tab to it and press enter)

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### State Liaisons

The following is a list of state liaisons and their contact information for questions or concerns regarding the following programs under the *Rehabilitation Act*:

- the vocational rehabilitation (VR) program, established under Title I;
- the supported employment (SE) program, established under Title VI, part B;
- the independent living (IL) program, authorized under Title VII, part B; and
- the independent living services program for older individuals who are blind (OIB), established under Title VII, Chapter 2.

State	State Liaison / E-mail	Telephone
Alabama	Pamela Hodge pamela.hodge@ed.gov	202.245.7388
Alaska	Sandy Derobertis sandy.derobertis@ed.gov	202.245.6769
American Samoa	Terrence Martin terrence.martin@ed.gov	202.245.7275
Arizona	Sean Barrett sean.barrett@ed.gov	202.245.7604
Arkansas	Sandy Derobertis sandy.derobertis@ed.gov	202.245.6769
California	Janette Shell janette.shell@ed.gov	202.245.7257
Colorado	Corinna Stiles corinna.stiles@ed.gov	202.245.7374
Connecticut	Joseph Doney joseph.doney@ed.gov	202.245.7526
Delaware	Lawrence Vrooman lawrence.vrooman@ed.gov	605.245.6523

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## People and Offices

Click on the information you wish to see (or tab to it and press enter)

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[» State Agencies/Contact Information](#)

### State Vocational Rehabilitation Agency

Every state has a vocational rehabilitation agency that is designed to help individuals with disabilities meet their employment goals. Vocational rehabilitation agencies assist individuals with disabilities to prepare for, obtain, maintain, or regain employment.

The following list includes links to websites and other contact information for vocational rehabilitation (VR) agencies located throughout the United States and Territories for the most recent Federal fiscal year.

#### Alabama

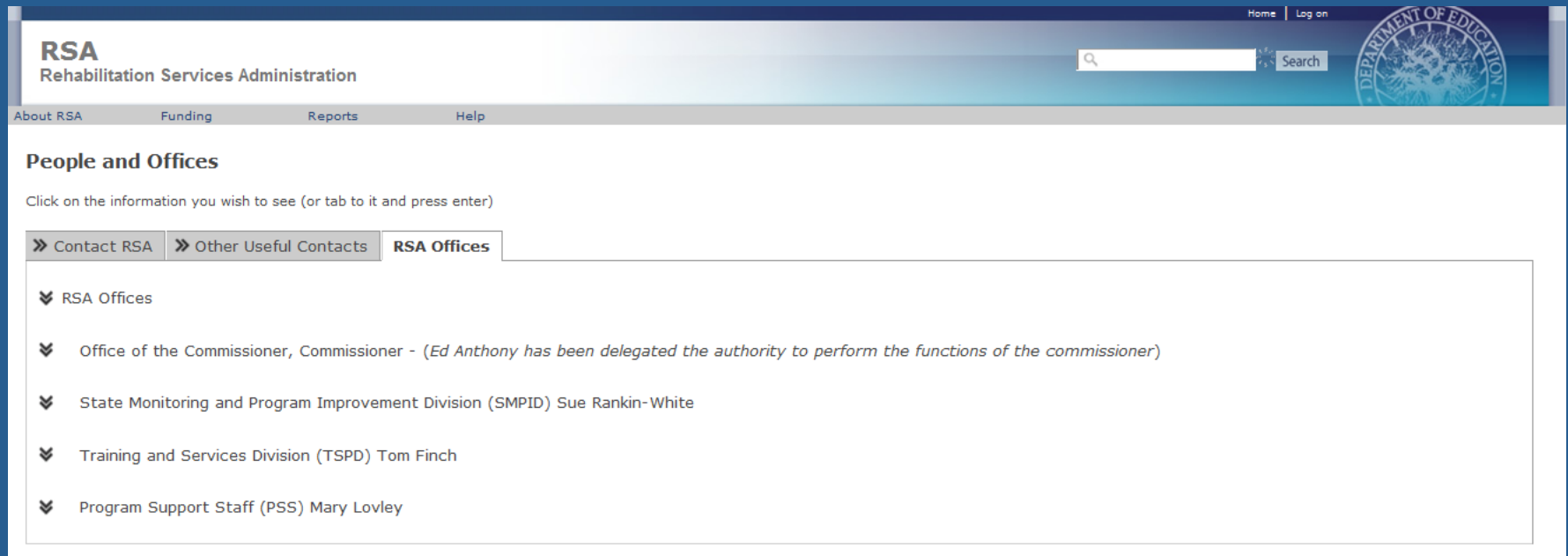
- **Alabama Department of Rehabilitation Services**  
Attention: Cary Boswell, Commissioner  
602 South Lawrence Street  
Montgomery, AL 36104  
Phone: 334-293-7200  
Toll-Free: 800-441-7607  
Fax Number: 334-293-7383  
Email address: cary.boswell@rehab.alabama.gov  
Recent awards: BASIC-VR FY2013: H126A130082 , IL FY2013: H169A130001 , IL-ARRA FY2009: H398A090001 , OIB FY2013: H177B130001 , OIB-ARRA FY2009: H399A090001 , RAND-SHEP FY2012: RANDS12PAL , SE FY2013: H187A130001 , SGAT FY2013: H224A130001 , TRAINING-I FY2012: H265A100045 , VR-ARRA FY2009: H390A090082

#### Alaska

- **Alaska Dept of Labor and Workforce Development - Division of Vocational Rehab**  
Attention: Cheryl A. Walsh, Director  
Suite A  
801 West 10th Street  
Juneau, AK 99801-1894  
Phone: 907-465-2814  
Fax Number: 907-465-2856  
TTY Number: 907-465-6927  
Email address: cheryl.walsh@alaska.gov  
Recent awards: BASIC-VR FY2013: H126A130001 , IL FY2013: H169A130036 , IL-ARRA FY2009: H398A090036 , OIB FY2013: H177B130002 , OIB-ARRA FY2009: H399A090002 , RAND-SHEP FY2012: RANDS12PAK , SE FY2013: H187A130002 , SGAT FY2013: H224A130002 , TRAINING-I FY2012: H265A100007 , VR-ARRA FY2009: H390A090001



# People and Offices



The screenshot shows the RSA Rehabilitation Services Administration website. The header includes the RSA logo, navigation links (Home, Log on), a search bar, and the Department of Education seal. A secondary navigation bar contains links for About RSA, Funding, Reports, and Help. The main content area is titled 'People and Offices' and includes a prompt to click on information. Below this are three tabs: 'Contact RSA', 'Other Useful Contacts', and 'RSA Offices'. The 'RSA Offices' tab is active, displaying a list of offices with expandable icons.

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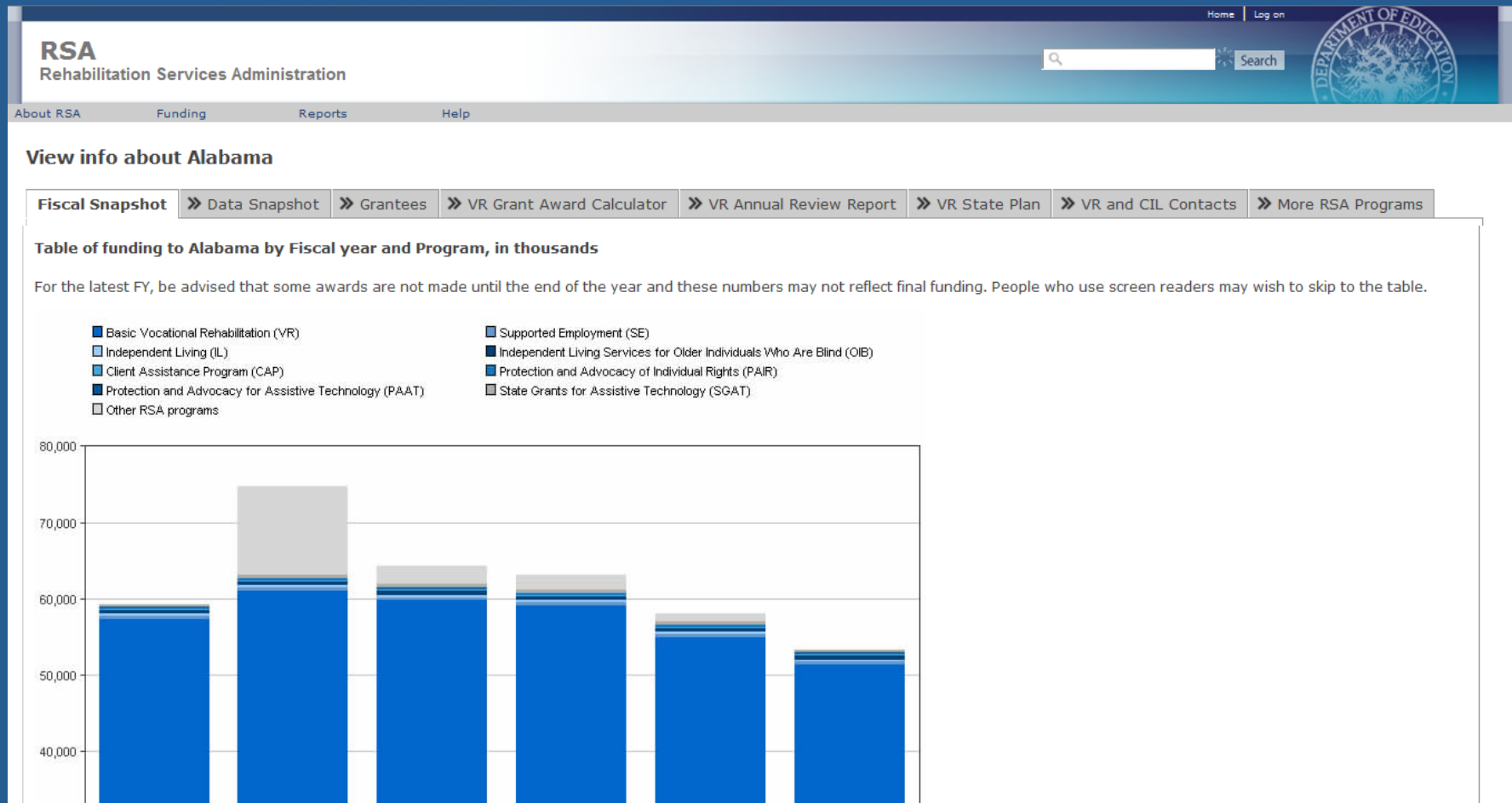
## People and Offices

Click on the information you wish to see (or tab to it and press enter)


» Contact RSA » Other Useful Contacts **RSA Offices**

- ✕ RSA Offices
  - ✕ Office of the Commissioner, Commissioner - (*Ed Anthony has been delegated the authority to perform the functions of the commissioner*)
  - ✕ State Monitoring and Program Improvement Division (SMPID) Sue Rankin-White
  - ✕ Training and Services Division (TSPD) Tom Finch
  - ✕ Program Support Staff (PSS) Mary Lovley

# About Your State



# About Your State


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 Rehabilitation Services Administration

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## View info about Alabama

**Fiscal Snapshot**   » Data Snapshot   » Grantees   » VR Grant Award Calculator   » VR Annual Review Report   » VR State Plan   » VR and CIL Contacts   » More RSA Programs


**Table of funding to Alabama by Fiscal year and Program, in thousands**

For the latest FY, be advised that some awards are not made until the end of the year and these numbers may not reflect final funding. People who use screen readers may wish to skip to the table.

Fiscal Year	Basic Vocational Rehabilitation (VR)	Supported Employment (SE)	Independent Living (IL)	Independent Living Services for Older Individuals Who Are Blind (OIB)	Client Assistance Program (CAP)	Protection and Advocacy of Individual Rights (PAIR)	Protection and Advocacy for Assistive Technology (PAAT)	State Grants for Assistive Technology (SGAT)	Other RSA Programs
2008	\$57,286	\$378	\$296	\$487	\$150	\$206	\$51	\$417	\$0
2009	\$61,050	\$378	\$313	\$516	\$150	\$217	\$51	\$435	\$11,555
2010	\$59,746	\$377	\$313	\$515	\$159	\$230	\$51	\$435	\$2,399
2011	\$59,102	\$376	\$312	\$510	\$159	\$229	\$51	\$434	\$1,987
2012	\$54,912	\$380	\$312	\$511	\$160	\$232	\$52	\$434	\$1,099
2013	\$51,344	\$351	\$295	\$478	\$151	\$219	\$50	\$411	\$0

# About Your State

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## View info about Alabama

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 Data Snapshot    
 » Grantees    
 » VR Grant Award Calculator    
 » VR Annual Review Report    
 » VR State Plan    
 » VR and CIL Contacts    
 » More RSA Programs

The following data snapshot shows information about the agency in Alabama which receives the Basic VR grant from RSA (our largest grant program).

Closure types for Alabama Department of Rehabilitation Services	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011
Closed with employment	7,792	7,802	7,554	5,969	5,067	4,547
Closed without employment	3,848	3,484	2,757	2,396	14,590	3,214
Closed from order of selection	0	0	0	0	0	0
Closed from trial work/extended evaluation	5	5	2	4	8	3
Closed as applicant	1,875	1,481	1,543	1,520	2,018	1,685
Total closed	14,723	13,698	13,229	11,079	23,967	10,547
Percent accepted for services who received no services	9.37%	7.58%	11.75%	12.45%	10.41%	12.39%

» Fiscal Snapshot    
 » Data Snapshot    
 Grantees    
 » VR Grant Award Calculator    
 » VR Annual Review Report    
 » VR State Plan    
 » VR and CIL Contacts    
 » More RSA Programs


Here is a chart and table of the grantees in Alabama and the total amount of funding received from RSA in 2012. People who use screen readers may wish to skip to the table.

Grantee	Total Funding
Alabama Department of Rehabilitation Services	\$56,647,717
Independent Living Resources of Greater Birmingham, Inc.	\$502,699
Independent Living Center of Mobile	\$393,288
Univ of Alabama Alabama - Disab Advocacy Program	\$231,611
Alabama Division of Rehab. Services And Children's Rehab Servs	\$160,119
Montgomery Center for Independent Living	\$102,826
Univ of Alabama -- School of Law/Adap	\$51,582

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**Annual Review Report**

**FY 2011**

**Alabama Department of Rehabilitation Services**



# Ad Hoc Query



The screenshot shows the RSA Rehabilitation Services Administration website. The header includes the RSA logo, navigation links (About RSA, Funding, Reports, Help), a search bar, and a Department of Education seal. The main content area is titled "Query - RSA-572: AT Annual Report" and contains instructions for running an Ad Hoc Query. The instructions are organized into sections: "Instructions: How to run an Ad Hoc Query", a list of steps, tips for setting criteria, and options for delivering results. A footer section indicates the next step: "Step 1: Set the criteria".

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## Query - RSA-572: AT Annual Report

### Instructions: How to run an Ad Hoc Query

There are two required steps to create an Ad Hoc Query.

- In **Step 1**, define the criteria to limit the data returned. Keep in mind, you do not need to fill in every item. In fact, it's better if you don't. Leave items blank if you want to return all values for that item. A common mistake is to define too many criteria which ends up excluding too much data. We suggest you keep the criteria broad (for example, choose FISCAL YEAR or STATE) then use tools in Excel to further refine your data.
- In **Step 2**, choose the groups of data you would like to see. For some types of data, one or more of the groups defaults to selected. For other, no group is selected by default. You must choose at least one group, but you may choose multiple groups.

After setting your selections in Step 1 and Step 2, you are ready to run your ad hoc query. Click the RUN QUERY or press ALT-R. However if you wish, you may specify addition criteria (in Step 3) or the sort order (in Step 4). However, we recommend you perform these functions in Excel.

We have a few tips for you about setting criteria. In some cases, you may be able to select the value from a dropdown list. In other places, you may be allowed to type it in. When typing in criteria, keep in mind that it must match the results exactly. Type carefully! If you wish, you may enter a list of values separated by commas (but be careful not to add extra spaces). If you're not sure what the values are you may use one or more percent signs as wild cards. For example, if you enter Y% the system will return any result that begins with the character 'Y': 'Yes', 'Yup', and 'Yabba Dabba Doo!' would all be returned.

When you run your Ad Hoc Query, you will have three options to deliver the results. **Format for printing** redisplay the results on a screen suitable for printing, though you may need to adjust your printer's settings for optimal results. **Save to Word** and **Save to Excel** create a document or spreadsheet (respectively) and open the file on your workstation. You will need to save it to your local hard drive if you want to retain a copy or if you wish to format it further.


If you need additional help with this feature, please send an email to [RSAMIS.Technical.Support@ed.gov](mailto:RSAMIS.Technical.Support@ed.gov).

### Step 1: Set the criteria

# Ad Hoc Query

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## Query - RSA-572: AT Annual Report

⌵ Instructions: How to run an Ad Hoc Query

⬆ Step 1: Set the criteria

To limit the data returned, set the criteria below. Only rows which match *all* of the criteria will be shown. You don't need to enter a choice on every line: leave a line blank if you do not want to filter on that line.

FY

State Name

⌵ Step 2: Choose type(s) of data to include

# Ad Hoc Query

## Step 2: Choose type(s) of data to include

This form has the following groups of data elements. Check the group or groups of data you would like to view in your query. **You must select at least one group.**

- ☒ Basic Information
- ☐ State Financing - A. Loan programs
- ☐ State Financing - B. Acquisition Activities
- ☐ State Financing - C. Reduced Cost Activities
- ☐ State Financing - D. Anecdote
- ☐ State Financing - E. Performance Measures
- ☐ State Financing - F. Customer satisfaction
- ☐ State Financing - G. Notes
- ☐ Reuse - A. Short-Term Device Loans by Type of Purpose
- ☐ Reuse - B. Number of Device Loans by Type of Borrower
- ☐ Reuse - C. Length of Short-Term Device Loans
- ☐ Reuse - D. Types of Devices Loaned
- ☐ Reuse - E. Anecdote
- ☐ Reuse - F. Performance Measures
- ☐ Device Loans - A. Short-Term Device Loans by Type of Purpose
- ☐ Device Loans - B. Number of Device Loans by Type of Borrower
- ☐ Device Loans - C. Length of Short-Term Device Loans
- ☐ Device Loans - D. Types of Devices Loaned
- ☐ Device Loans - E. Anecdote
- ☐ Device Loans - F. Performance Measures
- ☐ Device Demonstrations - A. Number of Device Demonstrations by Device Type
- ☐ Device Demonstrations - B. Types of Participants
- ☐ Device Demonstrations - C. Number of Referrals
- ☐ Device Demonstrations - D. Anecdote
- ☐ Device Demonstrations - E. Performance Measures
- ☐ Training - A. Training Participants: Number and Types; Geographical Distribution
- ☐ Training - B. Training Topics
- ☐ Training - C. Description of Training Activities
- ☐ Training - D. Notes
- ☐ Technical Assistance - A. Frequency and Nature
- ☐ Technical Assistance - B. Description of Technical Assistance Activities
- ☐ Technical Assistance - C. Notes
- ☐ Public Awareness and Information and Assistance - A. Public awareness activities
- ☐ Public Awareness and Information and Assistance - B. Information and Assistance
- ☐ Public Awareness and Information and Assistance - C. Notes
- ☐ State Improvement Outcomes
- ☐ Additional and Leveraged Funds - A. Previously Reported
- ☐ Additional and Leveraged Funds - B. Activities Not in State Plan
- ☐ Additional and Leveraged Funds - C. Notes
- ☐ All Performance Measures

Run Query




# Ad Hoc Query

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**RSA**  
Rehabilitation Services Administration

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**Ad Hoc Query - RSA 911: Case Services Report**

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# Other Important Pages

- *Emerging Practices*
- *Orientation Guide for State VR Directors*
- *What's New in RSA*
- *SRC Resources and Information*
- *Technical Support*

# Data Entry

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## State Grant for Assistive Technology Program - California Annual Report for Fiscal Year 2013

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- » State Financing
- » Reuse
- » Device Loans
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Local intranet | Protected Mode: Off 100%

# Data Entry

- New interface
- Improved Format for printing
- Improved export to MS Word
- Other related documents

## Other related documents

The following documents have been identified as being related to the information you are viewing.

- **Webinar: Overview of RSA.ED.GOV features** — This presentation is targeted for new users of the system and covers some of the main features and pages on RSA.ED.GOV. We cover basic navigation of the site, major resources available on the site, the About your state page, various data tools including Ad hoc query, and other important pages. This webinar is designed to help new and infrequent visitors to the site make more effective use of it.  
[Link](#) (External)

# Thank you!

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