



 Print

Close Window

RSA.ED.GOV User Guide

Table of contents

The initial 2003 version of the RSA website (<https://rsa.ed.gov>) supported the capability to enter the data recorded on:

- **RSA-113**, Quarterly Cumulative Caseload Report;
- **RSA-2**, Annual Program Cost Report; and the
- **SF-269**, Financial Status Report for the RSA formula grant programs.

Since then we have added many other programs and forms to the system.

- [Getting Started](#)
- [Using the Main Menu](#)
- [Entering information into RSA.ED.GOV](#)
- [What the 'Status' means](#)
- [Details on specific forms](#)
- [RSA-911 Aggregated Data](#)
- [Getting information out of RSA.ED.GOV](#)
- [How to use Ad hoc query](#)
- [How to use Quick tables](#)

Getting Started

RSA.ED.GOV is a web-based application, and may be accessed by any computer connected to the internet. You may use any web-browser to access the system. It has been tested with Internet Explorer versions 6-9, Mozilla Firefox, and Chrome.

To get to the system, enter the following address in your address bar. <https://rsa.ed.gov>. If you create a bookmark or 'favorite' for RSA.ED.GOV, make sure the web address is 'https://rsa.ed.gov' without any extra characters.

For people without a user ID

There is a lot of information available on the RSA web site even to people who do not have a user ID. If you don't need to enter information into the system, you don't need a user ID. If you're interested in looking at and reading

information in the system, you can skip the rest of this page and continue to the [Using the RSA.ED.GOV Home Page](#).

Obtaining a user ID

If you need to enter information into the system, and if you have never obtained a user ID, click on the words [Info for new users](#) on the RSA home page.

Read the entire page, then click on the button at the bottom and follow the on-screen and e-mail prompts. Basically, you will fill out a form on-line and a copy will be sent to you via email, obtain a signature from the Authorizing Official at your agency, then FAX the form to us.

Allow 1-2 business days for us to complete granting access.

Forget your password or user ID?

It's OK ... we all forget things from time to time.

We can send you your user ID, but since e-mail is not secure we cannot send your password.

1. From the main MIS screen, click on the words "Log in" then click on "Click here if you have any problems logging in" then open the "I can't log in" panel and click on "Try the automated process."
2. On the following screen, enter your user ID (if you remember it) or your e-mail address, then click the 'Send me my ID and reset my password' button.

To prevent someone else from taking your ID, we will lock your user account and we will send an e-mail to the address we have on file. This e-mail will have a clickable link. When you get the e-mail, click on the link in the e-mail to unlock your account and reset your password.

Note: you have 24 hours from the time the e-mail is sent. If you don't receive an e-mail after about 15 minutes, check your spam folder. If problems persist, click on the [Technical Support](#) link on the home page.

[RSA-MIS User Guide Table of Contents](#)

Using the RSA.ED.GOV Home Page

The following options are available from the RSA-RSA.ED.GOV Home Page to all users, even if you are not logged in.

- **RSA's mission**

Our mission statement.

- **About your state**

This report describes all of the RSA programs supported by the web site, and lists grant awards made to a particular state. It also allows you to view see all of the published data for that state. This is a good starting place if you would like an overview of RSA's activities and your state.

- **What's New in RSA**

The latest news and info.

- **Programs**

A list of programs supported by RSA. Click on the program name to view grants in that program and other information about the program.

- **Grants and Funding**

- **Orientation & Technical Assistance Guide for State Vocational Rehabilitation Directors**

This orientation is support new VR Directors in the important work of administering federal programs within your state funded under the Rehabilitation Act of 1973, as amended, including the Vocational Rehabilitation Services Program, the Supported Employment Program, the State Independent Living Services Program, and the Independent Living Services for Older Individuals who are Blind Program.

- **Annual Reports to Congress**

The RSA Annual Reports provide a description of the activities of RSA. RSA is the principal agency for carrying out Titles I, III, VI and VII, as well as specified portions of Title V of the Rehabilitation Act of 1973, as amended. RSA is responsible for preparing and submitting these reports to the President and Congress under Section 13 of the Act.

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[Table of Contents](#)

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[RSA-MIS User Guide Table of Contents](#)

Entering information into RSA.ED.GOV

To enter information into RSA.ED.GOV, click on DATA ENTRY on the RSA.ED.GOV Home Page.

You will see a list of grants to which you have been given access. If nothing shows up, click the word LOGOFF on the menu bar on the left, then log in again. If the problem persists, contact technical support.

For each Performance Report you've been given access to (such as the SF-269 or the CAP) you will see a box with the State, Grantee Name, PR Award Number, Award FY, Report though date, and Status. These will be listed most recent report first, including reports have not yet been entered.

Statuses

Performance reports are tagged with a status in RSA.ED.GOV. Here's a list of the statuses we use and what they mean.

- **Not entered—**

These reports have not yet been entered into the system. Reports at this status are placeholders for future reports. If you need to enter information in a report at this status, contact [Technical Support](#) and provide the *PR Award ID* and the *Report Through* date.

- **Partially saved—**
These reports that are open for data entry but are not yet complete. Users who have been given authority to add and update data will see a buttons labeled *View* and *Add/Update*. Reports will remain at this status until users click on the button labeled *Mark as complete and submit to RSA*, at which point the reports will be closed to further changes.
- **Complete—**
These reports have been flagged as complete by a user with authority to add and update. RSA staff review reports at this status. Reports will remain at this status until RSA staff indicate the report is *Approved*. The reports may still be viewed by users who have been given authority to view data, but may not be changed unless a request is made to *Disapprove* the report.
- **Approved—**
These reports have been flagged as approved by RSA staff. Reports will remain at this status until such time as RSA staff decides to mark the report as *Published*.
- **Published—**
Reports marked as *Published* are available to the public for viewing. Note: some reports may never be published, depending on the program and the report. RSA-113, RSA-2 and Annual Review Reports are routinely published, while SF-269s have never been published.

Details on Specific Forms

Specific detailed information about entering the following reports is also available. While viewing a form in Data Entry, look for the words *Other Related Documents* at the bottom of the form. Click on those words to open a list of the latest documents related to that particular form.

RSA-911 Aggregated Data

The RSA-MIS displays aggregate data from RSA's case service report. Beginning with MIS release 1.25a, data is aggregated by state agency and also in a variety of other subsets of data, also by state agency.

The aggregations currently supported are

- Agency totals
- Closure status 1: Employment without supports in integrated setting
- Closure status 2: Extended employment
- Closure status 3: Self-employment
- Closure status 4: BEP
- Closure status 5 or 6: Homemakers and unpaid family workers
- Closure status 5: Homemaker
- Closure status 6: Unpaid family worker
- Closure status 7: Employment with supports in integrated setting
- Competitive employment
- Disability: cognitive
- Disability: communicative
- Disability: mental
- Disability: other mental
- Disability: physical

- Disability: psychosocial
- Disability: visual
- Over 65
- SSDI Beneficiaries
- SSI Recipients and SSDI Beneficiaries
- SSI Recipients
- Supported competitive employment with SD
- Supported competitive employment
- Transition age competitively employed
- Transition age

We have attempted to make the data compatible with prior data previously posted; however the project of presenting data in this manner has reveal anolamlies in the way we had been presenting data in the past. If you are comparing RSA-911 data in MIS version 1.25a with data downloaded in the past, please be advised of the following changes in data.

1. Hours worked and months worked figures differ from previously posted numbers due to a change in the computation method.
2. Wage figures for all years differ slightly from previously posted numbers due to rounding.
3. The average difference in time to close in months in some cases differs from previously posted data slightly due to aggregation and rounding differences
4. For columns related to other mental impairments, in the previously posted data for 2007 and earlier we combined these with psychosocial impairments. With this version we are now separating them for all years.
5. For Over 65 and Transition Age, data previously posted was based on age at closure and data currently posted is based on age at application.

[RSA-MIS User Guide Table of Contents](#)

Getting information out of RSA.ED.GOV

The RSA-MIS offers several ways to get to information about RSA grantees. All of these are available to the public (you don't need a user ID to run these!). Among them are

- **View info about your state**
This report allows you to see all of the grant information recorded in RSA.ED.GOV and will allow you to view published data. It contains descriptions of each of the RSA programs supported by RSA.ED.GOV, shows you the grant award made to a state, lists RSA.ED.GOV forms that support the program in that state, and - where data has been published - gives links to the data submitted by the state agency.
- **Download databases**
This option allows you to download the data for all states and agencies for particular RSA forms into an MS Excel spreadsheet that you can save on your computer.
- **Ad hoc query**
Allows you to interactively query the RSA-MIS database. Please refer to the page [How to use Ad hoc query](#).

- **Quick Tables**
Generate custom tables and graphs from RSA data. Please refer to the page [How to use Quick tables](#).
- **Publications and general information**
This option allows you to view and download Standards and Indicators, Promising Practices, a blank AIVRS form, etc.
- **Annual Review Reports**
In order to provide state vocational rehabilitation (VR) agencies, disability advocates, VR consumers and service providers, and other VR stakeholders with information on the performance of the federal/state VR program, OSERS' Rehabilitation Services Administration (RSA) has published the Annual Review Reports for fiscal years 2006 and 2005 for each of the 80 state VR agencies.
- **Survey Results**
Results of the RSA Customer Satisfaction Survey about the FY 2007 Monitoring of Vocational Rehabilitation Agencies (OMB form 1800-0011)

[RSA-MIS User Guide Table of Contents](#)

How to use Ad Hoc query

The Ad hoc query tool allows you to retrieve exactly the information you want from RSA.ED.GOV. 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** redisplayes 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.

[RSA-MIS User Guide Table of Contents](#)

How to Use Quick Tables

Quick Tables lets you create a custom report from RSA data. The reports are pre-designed and may include graphs, though you have the capability to add a graph even if it isn't included by default. Here's how to use Quick Tables.

1. Select *Quick tables* from the *Main Menu*.
2. Choose the type of table (or tables) you would like to create from the list. The list contains the most frequently used tables. If you wish you may expand the list by clicking one of the [More like this](#) links. For any table listed, you can click the [View a sample](#) link to preview the table. (Tip: right-click on the link and choose "Open in New Window" from the pop-up menu.) When you're done, click the *Next Step* button at the bottom of the screen. (You may have to scroll down to find the bottom of the screen. To get there fast, hold down the CONTROL key and press the END key.)
3. The next screen will list each of the tables you have chosen. For each of the tables, you have one to five options for running the report, and you may choose one (or more) of the options listed for your table.
 - National totals, for several fiscal years
 - National averages, by fiscal year
 - Totals and Averages by type of grantee, for the latest fiscal year
 - Data for one grantee, for several fiscal years
 - Data for one grantee compared to its peers, for the latest fiscal year

Click the *Next step* button when done.

4. If you have selected *Data for one grantee* for your table(s), RSA.ED.GOV will ask you to select a grantee from the dropdown list. Click the *Next step* button when done.
5. If you have selected *Compare to peers* for your table(s), RSA.ED.GOV will ask you to select the peer agencies from a listbox. Hold down the CONTROL key and click on a name to select or deselect it. Click the *Next step* button when done.
6. When the report displays, you may choose output options.
 - You can re-run the same report for a different grantee.
 - You can format the report for printing
 - You can send the report to MS Word (no graphs will be generated)
 - You can send the report to MS Excel (no graphs will be generated)

You may change how the report looks by clicking the "Customize this report" link (we suggest only advanced users try this option).

[RSA-MIS User Guide Table of Contents](#)

 Print

 Close
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