

Explanation for Change

Attachment 4 of this information collection requires grantees to provide baseline data and short-term and long-term goals for seven performance measures. As originally developed, grantees were to submit this information to the Rehabilitation Services Administration (RSA) on paper. RSA proposes instead to create an online Attachment 4 so that grantees can enter their baselines, long-term goals and short-term goals electronically. The content of Attachment 4 will not be changed, nor will new or different information be collected. The only difference will be the mode of completing the attachment.

Further, the raw data that these grantees use to calculate their baselines and annual performance on their goals currently is entered electronically via a separate online data collection system (OMB Control Number 1820-0572 – Annual Progress Report and Data Collection Instrument Form for Assistive Technology Grantees). This system can be configured to automatically do calculations and submit the Attachment for the grantees. Once calculated, this data can automatically be transferred from 1820-0572 into 1820-0664, saving grantees the need to enter their baselines and annual performance themselves. So, instead of having to calculate a baseline and enter it into the system, then calculate their performance and enter it into the system, the only data entry grantees would be responsible for would be entering their goals for the following year. See the tables below for an illustration:

Paper Version of Attachment 4 from 1820-0662

Baseline Data	Long-term Goal	Short-term goal	Annual Progress toward Short Term Goal	Submit to RSA
State calculates and enters	State determines goal and enters	State determines goal and enters	State calculates and enters	On paper

Vs.

Online Version of Attachment 4 from 1820-0662

Baseline Data	Long-term Goal	Short-term goal	Annual Progress toward Short Term Goal	Submit to RSA
Automatically calculated and transferred from 1820-0572	State determines goal and enters	State determines goal and enters	Automatically calculated and transferred from 1820-0572	Automatically submitted to RSA by system

To make the proposed online Attachment 4 even easier for Grantees to use, RSA also proposes that the web page supporting it be located adjacent to the web page for the online 1820-0572. This would enable grantees to complete Attachment 4 online right after entering their raw data without having to log out of the system and log onto a new web page. A related 83-C for 1820-0572 will follow.