

Attachment E

CIL Standards, Performance Report and Data Collection Guide Updated October 2015

Part 2: Direct Services and Statistical Report

Name of Center:

Report Period:

Count all statistical data from all funding sources.

The data report is to be submitted via the CIL web based data reporting system that can be accessed at the NYS Education Department website. Data reports in hard copy or other electronic formats will not be accepted. The report template below corresponds to the online report, and it can be printed to prepare a draft report. Do not submit the template below in addition to the online report. It is not necessary to provide documentation. However, centers are required to maintain for verification purposes the individual consumer data the report is based on.

I. Demographic Data for People with CSRs

Report unduplicated demographic data for all consumers with disabilities with a Consumer Service Record (CSR) served during the report year. Include data for new consumers with a CSR started since October 1 of the report year and returning consumers with a CSR served during prior report years that returned in the report year. Every item of demographic data must be recorded for every consumer with a CSR unless a consumer is unwilling to provide it (in which case "unknown" should be recorded for the missing data). Age, Education Status and Employment Status must be updated annually for each consumer with a CSR. The six demographic categories A. through F. must agree. These demographic categories do not need to agree with the disability data.

A. Age

- | | | |
|----|--------------|-------|
| 1. | Under 5 | _____ |
| 2. | 5 - 19 | _____ |
| 3. | 20 - 24 | _____ |
| 4. | 25 - 59 | _____ |
| 5. | 60 and older | _____ |
| 6. | Unknown | _____ |
| | TOTAL: | _____ |

B. Gender

- | | | |
|----|--------|-------|
| 1. | Female | _____ |
|----|--------|-------|

NYS ACCES-VR CIL Data Management and Reporting Review Protocol 4/13

- 2. Male _____
- 3. Unknown _____
- TOTAL: _____

C. Race/Ethnicity

Count each consumer under ONLY ONE category 1.through 8. If a consumer reports more than one race, that consumer must be counted once under 7. Two or More Races.

- 1. American Indian or Alaska Native _____
- 2. Asian _____
- 3. Black or African American _____
- 4. Native Hawaiian or Other Pacific Islander _____
- 5. White _____
- 6. Hispanic/Latino of any race or
Hispanic/Latino only _____
- 7. Two or more races _____
- 8. Unknown _____
- TOTAL: _____

D. Employment Status

- 1. Full Time _____
- 2. Part Time _____
- 3. Looking for a Job _____
- 4. Unemployed (not looking) _____
- 5. Student or in a Program _____
- 6. Retired _____
- 7. Participating in segregated work
or day program setting _____
- 8. Other employment category not specified above _____
- 9. Unknown _____
- TOTAL: _____

E. Education Status

- 1. Not Yet Enrolled in School _____
- 2. Pre-Kindergarten Program _____
- 3. Kindergarten -8th Grade _____
- 4. Some High School _____
- 5. Completed High School _____
- 6. Some College _____
- 7. Business Trade, Vocational School _____
- 8. Completed two year undergraduate degree program _____
- 9. Completed four year undergraduate degree program _____
- 10. Completed post graduate degree program _____

11. Unknown _____
 TOTAL: _____

F. Veteran

1. Veteran (served in US military) _____
 2. Non-Veteran (never served in US military) _____
 3. Unknown _____
 TOTAL: _____

II. Disability Data

Report all people with disabilities who received services (people with and without a CSR) during the report year that were reported under III. A. People With Disabilities (PWD). While an unduplicated count is provided for each of the five disability categories (A., B., C, D. and F.), the disability data can reflect more than one disability category selection of A. through D. by a consumer, which would also be reported under category F. For example, a consumer who selects both orthopedic and blindness would be reported under B. Physical, D. Sensory, and F. Multiple Disabilities. Reporting “unknowns” is not an option under categories A. through D. The Disability category must be recorded in order to document the establishment of a CSR. For the reporting of disability data, people without a CSR are individuals who received the service of Information and Referral (I&R) and the center obtained disability information for these consumers. When a center does not obtain disability information for an I&R consumer, the center cannot report that consumer under either II. Disability Data or III. A. People With Disabilities.

A. Cognitive

1. Intellectual Disability _____
 2. Traumatic and other brain injuries _____
 3. Learning Disability _____
 4. Autism _____
 5. Other cognitive disabilities _____
 TOTAL: _____

B. Physical

1. Spinal cord injury _____
 2. Neuromuscular _____
 3. Orthopedic _____
 4. Cerebral palsy _____
 5. Spina bifida _____
 6. Other congenital birth anomaly _____
 7. Epilepsy _____
 8. Muscular dystrophy _____
 9. Amputation _____
 10. Back injury _____
 11. HIV/AIDS _____

- 12. Environmental and other related illnesses _____
- 13. Other physical disabilities _____
- TOTAL: _____

- C. Mental
 - 1. Mental Illness _____
 - 2. Emotional/behavioral disabilities _____
 - 3. Substance Abuse _____
 - 4. Other mental illnesses _____
 - TOTAL: _____

- D. Sensory
 - 1. Blindness _____
 - 2. Low vision _____
 - 3. Deafness _____
 - 4. Hard of hearing _____
 - 5. Deaf/Blind _____
 - 6. Other sensory disabilities _____
 - TOTAL: _____

- E. Total of Disability Categories (A+B+C+D) _____

The total of the four disability categories may be equal to or greater than the total reported for III.A. People With Disabilities (PWD), 3. Total PWD Total Funding but not less than.

- F. Multiple Disabilities _____
 Report consumers with combinations of the categories A. through D. above. Not to be checked independent of the selection of two or more disability categories.

III. Total People Served During Year

Report the unduplicated number of consumers that were served either with ACCES-VR funds, with funds from sources other than ACCES-VR, or with both ACCES-VR funds and other funds in the following categories: A. People With Disabilities (PWD); B. Family Members/Significant Others; C. Other Non-disabled; and D. Total consumers receiving direct services. Count each consumer under ONLY ONE funding source ACCES-VR Only, Other Only, or Multiple. If a consumer is served through more than one funding source, that consumer must be counted once under Multiple Funding.

III.A. PWD, 1. Total CSRs Total Funding must equal the total reported for each category under I. Demographic Data. III.A. PWD, 2. Information and Referral (I&R) PWD Total Funding cannot be greater than IV. I. Information and Referral. III.A. PWD, 3. Total PWD Total Funding may be equal to or greater than the total reported for each category under I. Demographic Data but not less than. Total Funding for III.D. Total People Served must equal the total

reported for V. Total County(s) Served Total Funding.

People Served	ACCES-VR Funding Only	+	Other Funding Only	+	Multiple Funding	=	Total Funding
A. PWD							
1. Total CSRs	_____		_____		_____		_____
2. I&R PWD	_____		_____		_____		_____
3. Total PWD	_____		_____		_____		_____
B. Family	_____		_____		_____		_____
C. Other	_____		_____		_____		_____
D. Total (A3+B+C)	_____		_____		_____		_____
E. Total consumers projected in contract to be served							_____
F. CSRs returning served since Oct. 1 of report year and served during prior report year							_____
G. CSRs started (new) since Oct. 1 of report year							_____
H. Total CSRs served during report year (F + G)							_____
Equal to the total reported for each category under I. Demographic Data.							
I. Businesses/Agencies served							_____

IV. Individual services - Number of Persons Served

For each service offered, report the unduplicated number of consumers (with and/or without a CSR) receiving that service during the report year. The same consumer can be counted in more than one service area. Consumers receiving any independent living service(s) either on a one-time or infrequent basis or on a frequent or ongoing basis such as, but not limited to, C. Assistive Devices/Equipment (loan closet), E. Communication Services (interpreter services), I. Information and Referral (I&R) or U. Voter Registration, are counted in the applicable service category(s).

A. Advocacy/legal services	_____
B. Architectural barrier services	_____
C. Assistive devices/equipment	_____
D. Children's services	_____
E. Communication services	_____
F. Counseling services	_____
G. Family services	_____
H. Housing and shelter services	_____
I. Information and referral	_____
J. Independent living skills development and life skills services	_____
K. Mobility training	_____
L. Peer counseling	_____
M. Personal assistance services	_____

NYS ACCES-VR CIL Data Management and Reporting Review Protocol 4/13

- N. Recreational services _____
- O. Transportation services _____
- P. Youth services _____
- Q. Vocational Services _____
- R. Plan to Achieve Self Support _____
- S. Business/Industry/Agency services _____
- T. Benefits Advisement _____
- U. Voter Registration _____
- V. Other _____
- TOTAL: _____

V. County(s) Served

Report the county of residence for consumers served and report the number of consumers in each county served either with ACCES-VR funds, with funds from sources other than ACCES-VR, or with both ACCES-VR funds and other funds. Count each consumer under ONLY ONE funding source ACCES-VR Only, Other Only, or Multiple. If a consumer is served through more than one funding source, that consumer must be counted once under Multiple Funding. Total Funding for Total County(s) Served must equal the total reported for III. D. Total People Served, Total Funding.

Reporting “unknowns” is not an option under County(s) Served. Each consumer reported under III. A., B. and C. should have a mailing address to identify the county of residence. If a consumer lives in another state or country, identify the state or country.

	ACCES-VR County Name	Other Funding Only	+	Funding Only	+	Multiple Funding	=	Total Funding
1.	_____	_____		_____		_____		_____
2.	_____	_____		_____		_____		_____
3.	_____	_____		_____		_____		_____
4.	_____	_____		_____		_____		_____
5.	_____	_____		_____		_____		_____
6.	_____	_____		_____		_____		_____
7.	_____	_____		_____		_____		_____
8.	_____	_____		_____		_____		_____
9.	_____	_____		_____		_____		_____
10.	_____	_____		_____		_____		_____
	TOTAL:	_____		_____		_____		_____