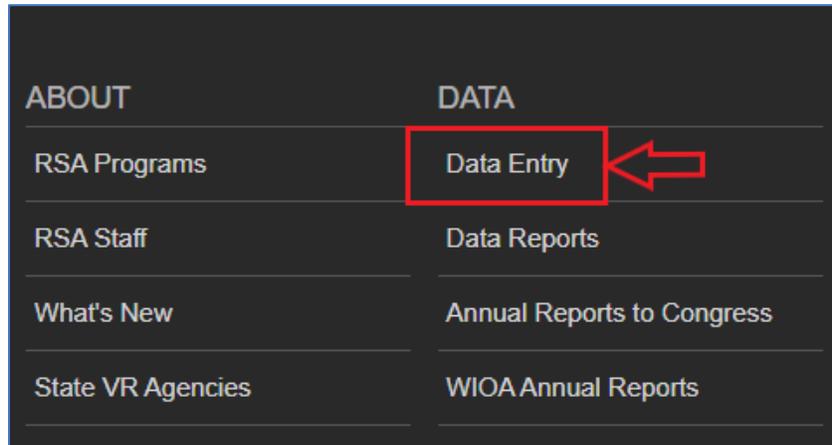


Reporting Instructions: How to Report Information Collections in New RSAMIS

After you have set-up your new RSAMIS account and you are logged-in, please follow the below steps to submit data collection forms at rsa.ed.gov (these steps use the RSA-692 as an example):

1. Scroll down to the menu at the bottom of the page. Under the column labeled “DATA,” select “Data Entry.”



2. This will take you to the “Warning” page. After reading the warning, select “Proceed to Data Entry.”

Warning

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

[Proceed to Data Entry](#)

- This will take you to a page listing your Grantee name that includes the data collection forms you have permissions to use.

Grantee: Name of Grantee

- [RSA-692](#)
- [RSA-911](#)

Grant awards

- Select the specific data collection form (e.g., RSA-692) you would like to use.

Grantee: Name of Grantee

- [RSA-692](#) ←
- [RSA-911](#)

Grant awards

- This will bring you to the RSA-692 data collection page or the page for whichever form you selected to use. This page includes information about the OMB-approved information collection and other details.

RSA-692

Form Name
RSA-692

Form Description
Grant Reallotment Form

OMB Form Number
1820-0692

OMB Time to Complete
2 minutes

OMB Send Comments To
Fiscal Unit Chief, US Department of Education, Rehabilitation Services Administration, 550 12th Street SW, Washington, DC 20202-2800

OMB Expiration Date
Tue, 06/30/2020 - 12:00

Programs using this form
[Vocational Rehabilitation State Grants](#)

RSA-692 FY 2020

RSA-692 FY 2019

6. To submit the FY 2020 RSA-692 report, for example, select “RSA-692 FY 2020.”

RSA-692

Form Name
RSA-692

Form Description
Grant Reallotment Form

OMB Form Number
1820-0692

OMB Time to Complete
2 minutes

OMB Send Comments To
Fiscal Unit Chief, US Department of Education, Rehabilitation Services Administration, 550 12th Street SW, Washington, DC 20202-2800

OMB Expiration Date
Tue, 06/30/2020 - 12:00

Programs using this form
[Vocational Rehabilitation State Grants](#)

RSA-692 FY 2020 ←

RSA-692 FY 2019

7. This will bring you to the page where you will enter data for the RSA-692 report. In the form, the grantee name will be prepopulated next to “Submitting Organization.”

RSA-692 FY 2020

Parent Form
RSA-692

Award FY
2020

Report Through
08/15/2020

Grant Reallotment Form

Submitting Organization

Grantee Information

The Rehabilitation Act of 1973, as amended, authorizes the Commissioner of the Rehabilitation Services Administration (RSA) to reallot to other grant recipients that portion of a recipients annual grant that cannot be used. The reallotment process maximizes the use of

- Once you have entered the data into the RSA-692 report or whichever data collection form you are using, you will need to indicate that you are signing the form, enter the date you are signing the form, and enter your signature. You then have the option of saving the report in draft by selecting “Save Draft” or you may submit the report to RSA by selecting “Submit.”

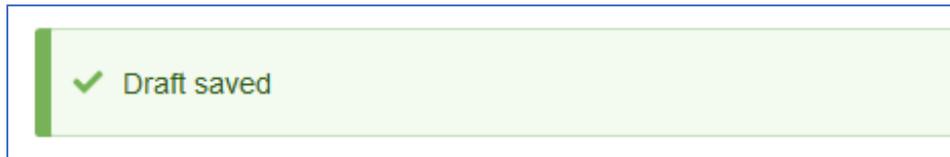
I certify that the state can fulfill the matching requirement by September 30th of the Federal fiscal year in which the funds were appropriated.

Signed? - None - v

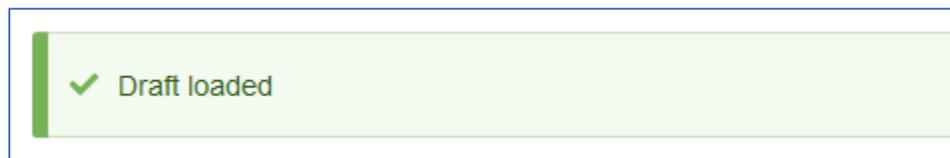
Signed date

Signed By

- If you save the form as Draft, you will see a confirmation message that reads, “Draft saved.”



- When you come back later to finish the form, you will see the message that reads, “Draft loaded” with the previously saved information.



- If you submit the report to RSA, you will see a confirmation message that reads, “RSA-692 report has been submitted.” You will also receive an email confirming submission.

RSA-692 FY 2020

RSA-692 report has been submitted.

[Back to form](#)