



UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES
REHABILITATION SERVICES ADMINISTRATION

DECISION MEMORANDUM

DATE: September 23, 2009

TO: Andrew J. Pepin
Executive Administrator
Delegated the authority to
Perform the functions of the
Assistant Secretary for OSERS

THRU: Jennifer Sheehy 

FROM: Edward Anthony, Ph.D. 
Delegated the authority
To perform the functions of
Commissioner for Rehabilitation
Services Administration

SUBJECT: Approval to Submit to the Office of Management and Budget (OMB)
a request for approval of an information collection request

PURPOSE

The purpose of this memorandum is to obtain your approval to submit to OMB a request for approval of an Information Collection Request for the Evaluation of the Helen Keller National Center (HKNC), an evaluation that OMB has requested that we undertake.

DISCUSSION

OMB approved our Fiscal Year 2008 Evaluation Spending Plan which included the Evaluation of HKNC. Work began in October of 2008. The information collection instruments have been designed, tested, and revised following the pilot-testing and RSA review of the package. This information collection request seeks approval for 201 responses and the associated 278 burden hours of response time.

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The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

The purpose of the HKNC evaluation is to provide RSA with independent and objective information by which to draw conclusions about the effectiveness (including cost effectiveness) of the Center. The evaluation will identify characteristics of the populations served by HKNC and the extent to which HKNC effectively serves consumers with different needs. The evaluation will also examine the relationship between HKNC and state vocational rehabilitation agencies and how well HKNC meets the needs of the agencies. Finally, the evaluation will include recommendations to improve HKNC programs and service delivery, including measures that could be used to assess ongoing performance of the Center, its regional staff and functions, and its national training program.

The Information Collection Package is attached for your review. The package includes the following:

- Information Collection Submission Worksheets (IC Data Parts I and II)
- Certification for Paperwork Reduction Act Submissions
- Paperwork Burden Statements
- Supporting Statement Part A
- Supporting Statement Part B
- Appendix A: Draft advanced letters containing assurances
- Appendix B: Information Collection Instruments
- Endorsement for the Evaluation from CSAVR
- Draft Federal Register Notices

RECOMMENDATION

The attached Information Collection Package complies with the Paperwork Reduction Act and we are requesting your approval, signature and transmittal to Regulatory Information Management Services for review by OMB.

Approve  _____ Date 9/25/09 _____

Disapprove _____ Date _____

Request a briefing

Comments:

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ATTACHMENTS