User's Guide

Disability Data Collection & Reasonable Accommodation Plans

Job Corps
Center Information System

Introduction

In 2002, the National Office of Job Corps began collecting and analyzing disability-related data from centers on a biannual basis using an online data collection system. In 2004, the Job Corps Data Center (JCDC) incorporated disability data collection and reasonable accommodation modules within the Center Information System (CIS). Since 2004 information has been gathered on how to make the system more user friendly and additional information has been learned about reasonable accommodation from a legal/regulatory perspective. As a result, in October 2009, the disability data collection and disability accommodation screens in CIS were updated. Job Corps Program Instruction 09-25 provides additional information about the changes.

Entering disability data is required by the Policy and Requirements Handbook (PRH), Chapter 6, Section 6.11, R7. This user's guide, which is designed to assist centers in meeting this requirement, includes:

- General CIS Information

- Technical instructions for entering disability data and accommodation plans in CIS

- Resource and training information

To enter disability data and accommodation plans you will need to access CIS using Citrix. If you do not have Citrix and CIS accounts, contact your center's CIS point of contact (POC).

Checklist

Prior to data entry

√   Know Citrix and CIS user name/ID and passwords

√   Log on to CIS
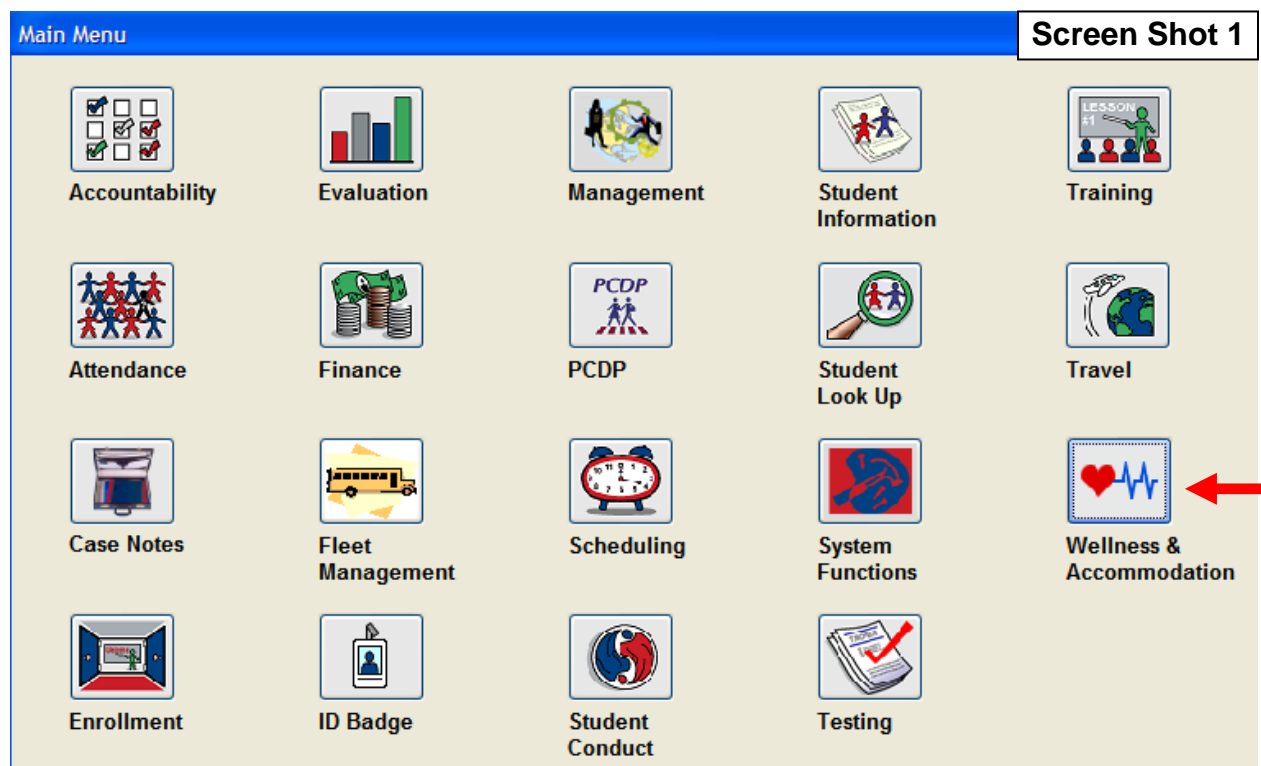
Data Entry

√   Select student by clicking the student look-up icon or the face icon on the menu tool bar of the main menu screen

√   Open wellness & accommodation module

√   Select preferred data entry screen (disability data collection or accommodation plan)

√   Click insert

√   Enter requested data in fields

√   Click save

General CIS Information

CIS Main Menu

When a user logs on to CIS, the main menu appears (Screen Shot 1). All tasks in CIS begin here. The center name will appear in the title bar at the top of the screen. Each of the icons in the main menu represents a "doorway" into a particular module. When the user clicks an icon (e.g., Wellness & Accommodation), another window opens. This new window provides additional options that can be performed within that module. Staff will use the **Wellness & Accommodation** module to enter disability and accommodation data. The exhibit at the end of this guide provides a description of each icon in the Health & Wellness module as well as information on which staff should have access.

Screen Shot 1

Main Menu

|				
Accountability	Evaluation	Management	Student Information	Training
Attendance	Finance	PCDP	Student Look Up	Travel
Case Notes	Fleet Management	Scheduling	System Functions	Wellness & Accommodation
Enrollment	ID Badge	Student Conduct	Testing	

Student Look Up

Use Student Look Up to select and enter disability data or an accommodation plan for a student.

To select a student:

1. Click the **Student Look Up** icon (Screen Shot 2). The CIS search window will open (Screen Shot 3).

2. Enter information in at least one field, click **retrieve** (#1). Search results are displayed in the white area at the bottom half of the screen.

3. To select a student, highlight his/her name and click **select** (#2). When a student is selected, the CIS search window will close, and the main menu will appear (Screen Shot 1). The selected student's name is now displayed in the status bar at the bottom of the main menu window.

Screen Shot 2

Screen Shot 3
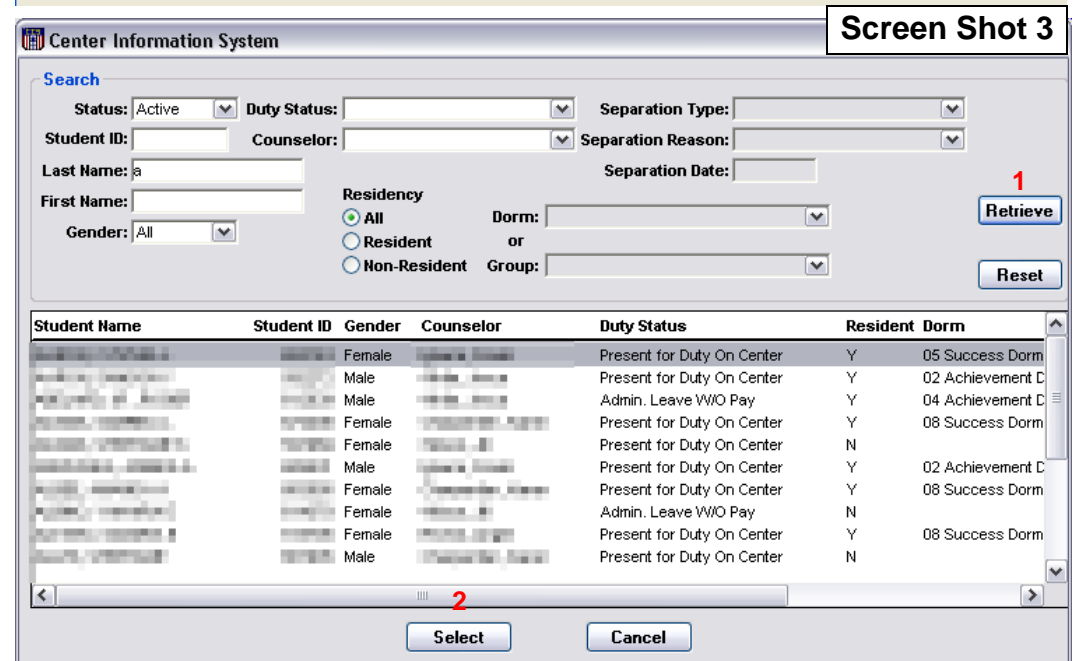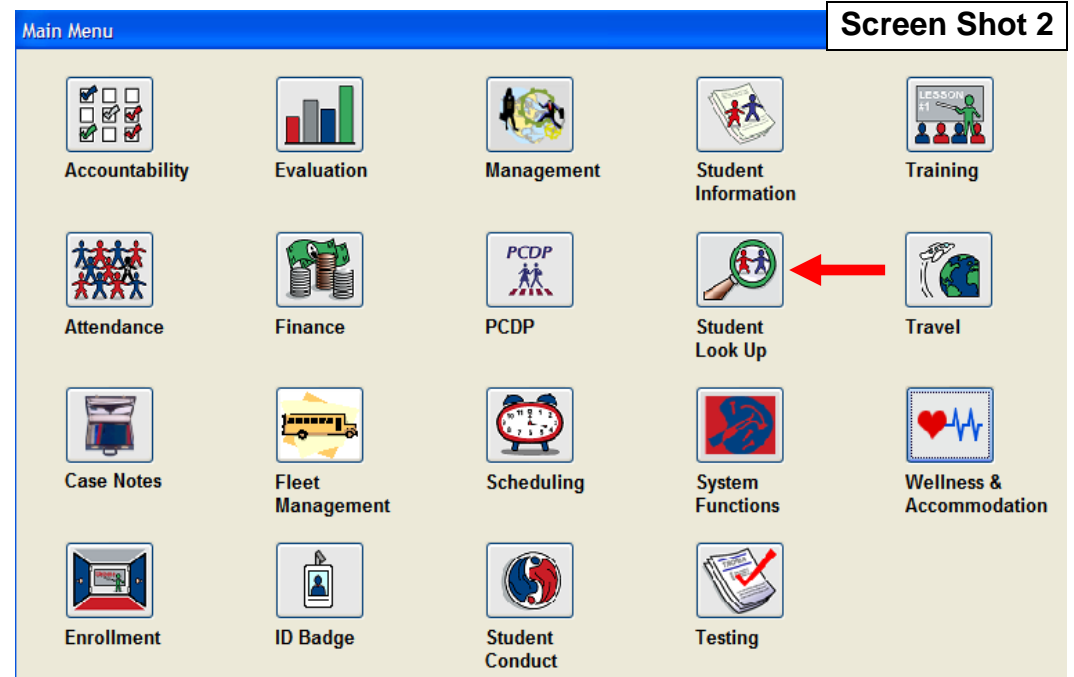
Disability Data Collection

Any medical, health, or disability-related information about a student must be treated with extreme care. Federal law requires that all such information be treated as strictly confidential, and that it be transmitted and stored in a way that ensures confidentiality. Therefore, the only staff who may have access to the Disability Data Collection screens for entry and viewing are the center's Disability Coordinators.

The categories of persons who are permitted to have access to a particular individual's underlying medical, health, or disability-related documents are still more limited. Even among those who may be informed either about the fact that an individual has a disability, or about specific details related to a disability or medical condition, very few people will genuinely need to see or use those documents.

Screen Shot 4
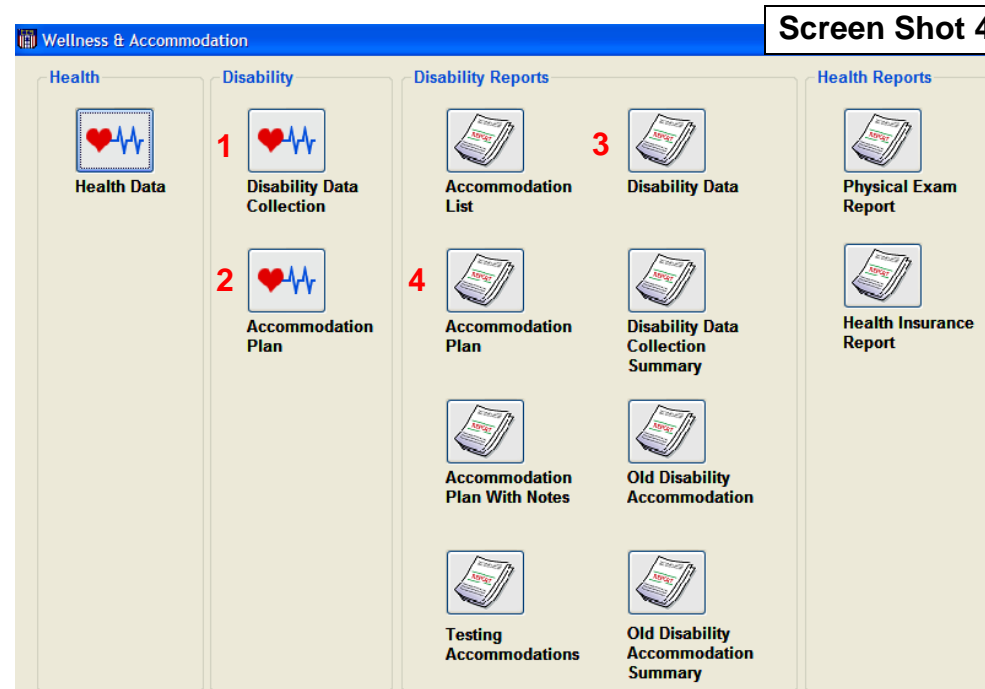
Disability Data Collection Screen

The disability data collection screen is part of the Wellness & Accommodation module. The Disability Data Collection Screen tracks disability data only. Students' personal information will be pre-populated in this module. The **Disability Category** and **Specific Disability** must be entered separately for each disability. Once data is entered and saved, no changes can be made to the disability category or specific disability fields.

To access the disability data collection screen:

1. From the main menu, click the **Wellness & Accommodation** icon (Screen Shot 1) to open the module window.

2. Click the **Disability Data Collection** icon (Screen Shot 4, #1), to open the data collection screen for the selected student (Screen Shot 5).

Screen Shot 5

To enter disability data:

1. Verify the selected student name is correct.

2. Click **insert** (#1) to enter data.

3. Select the **disability category** from the drop down list (#2).

4. Select the **specific disability** from the dropdown list (#3). *Note: For students with more than one disability, repeat steps 2-4.*

5. Select Yes or No depending on if the student will require an **accommodation plan** or not (#4). This field can be changed if the student requires an accommodation plan at any time during enrollment.

6. Click **save** (#5).

Once the Disability Data Collection Screen is complete, individual student accommodation plans can be entered, if needed.

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Disability Data Collection Report

To access the disability data collection report:

1. Begin at the **Wellness & Accommodation** main menu. Click Disability Data in the reports section of the module (Screen Shot 4, #3). The disability data search criteria window will open (Screen Shot 6).

2. Choose **search criteria** (#1).

3. Click **retrieve** (#2). The report (Screen Shot 7) will display disability data based on search criteria selected.

Screen Shot 6

Search Criteria

Search Criteria:
Name: Student ID:
Gender: Age: Counselor:

Enrollment Status: ⦿ Active   ○ Separated

Separation Start Dt: 00/00/0000   End Dt: 00/00/0000

Counselor: [▾]
Dorm: [▾]   ⟵ **1**
Group: [▾]
Disability Category: [▾]
Disability Sub Category: [▾]

2

[Select Student]   [Reset]   [Retrieve]   [Cancel]

Screen Shot 7

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                                        (center name)
                                   DISABILITY DATA REPORT

Student	ID	Enroll Date	Age	Disability Category	Specific Disability	Age Waiver	Accom. Required?	Does Accom. Plan Exist?
Brown, Michael	1111111	5/31/2009	20	Cognitive	Learning	N	Y	Y

ACCOMMODATION PLAN

The Wellness & Accommodation module also contains the disability accommodation screen. The center disability coordinator(s) are the only center staff members who will have access to the accommodation plan data entry screen to enter a student's accommodations. Access to the plan's content must be determined on a "need to know" basis. Deciding who has a need to know is based upon the differing departmental areas on center that must provide the agreed upon accommodations. In most situations, if the accommodation plan includes only accommodations and does not include any protected information (which it should not), access to the plan may be center-wide, as many accommodations need to be provided throughout all center departmental areas.

For example, a student who cannot read print due to a severe reading disability may have the need for information access throughout the center (i.e., student handbooks, dorm and recreation schedules, cafeteria menus, classroom and career technical instructional material, etc.). In this scenario, the "need to know" is a center-wide one.

Special Note: The TABE testing administrator must not be designated as the individual to enter TABE test accommodations into CIS because this is a standardized testing situation and applies to *all* testing situations on center. Having access to the CIS accommodation entry screen also gives this individual potential access to other types of information that may not fall within his/her need to know and therefore, must be treated as protected information.

Accommodation Plan Screen

The Accommodation Plan Screen includes two sections: the **Accommodation Plan** to provide accommodation information to staff, and a **Notes** section for disability coordinators to maintain documentation related to an accommodation plan (e.g., a record of any follow-up, updates, or new information related to the plan).

To access the Accommodation Plan screen:

1. From the main menu, click the **Wellness & Accommodation module** icon (Screen Shot 1). The Wellness & Accommodation module window will open.

2. Select a student (see student look up on page 4, if needed).

3. Click the **Accommodation Plan** icon (Screen Shot 4, #2), and the screen will open for the selected student.

To add an Accommodation (Screen Shot 8):

1. Make sure the **accommodation** tab (#1) is active, then click **insert** (#2).

2. Select an **accommodation** category (#3) from the drop down list.

3. Select the **specific accommodation** (#4) from the drop down list.

4. Select the **staff** category (#5) that will be responsible for managing the accommodation.

5. Click the box marked **accommodation active** (#6) to activate the accommodation. The box should be unclicked if the student no longer requires this accommodation.

Screen Shot 8

Accommodation			
Name:		Student ID:	
Gender: Male	Age: 20	Counselor:	

Accommodation | Notes

1

Status: ● Active   ○ Inactive   ○ Both

Accommodation	Specific Accommodation	Request Date	Active
TABE Testing	Extended time - 1.5 times	03/01/2009	Y

Accommodation: TABE Testing **3**
Specific Accommodation: Extended time - 1.5 times **4**
Responsible Staff: Academics **5**
Accommodation Active: ☑ **6**
When was the accommodation requested: After Arrival **7**   Comments: Stated in IEP
When was the accommodation plan developed: After Arrival **8**   **9**
Added by: Added on: 3/1/2009
Last modified by: Last modified on:

2   **10**
Insert   Save

6. Select whether the **accommodation was requested** before or after the student arrived on center (#7).

7. Select when the **accommodation plan was developed**, before or after the student arrived on center (#8).

8. Enter **comments** (#9), if needed. *Note: Comments may need to be added to indicate further details about a specific accommodation. For example, headphones may only need to be worn in high traffic areas or during individual work periods.*

9. Once all required information is completed for the accommodation, click **save** (#10) and repeat steps 1-9 for the next accommodation. *Note: Once accommodations are entered and saved, they cannot be edited. No change is allowed except if the user wants to make the accommodation inactive. Once an accommodation is inactive it cannot be reactivated. If the accommodation is needed again, user must enter it a second time.*

Notes Screen

The Disability Coordinator(s) should use the notes tab to document the reasonable accommodation process. Notes are added to an accommodation plan to indicate changes, updates, or follow-ups to a student accommodation plan. The date shown in the list indicates the date the note was entered into CIS.

To enter a note (Screen Shot 9):

1. Click the **notes** tab (#1).

2. Click **insert** (#2).

3. Enter **note** (#3).

4. Click **save** (#4).

■ Accommodation

Name: Student ID:
Gender: Male   Age: 17   Counselor:

Accommodation | Notes

List

Date Entered	Added By
07/25/2009	
08/01/2009	
08/31/2009	

Detail

Note: Student entered program on 10/17; DC met with student to go
over acc plan developed prior to entry and had student sign plan

Added By: Maureen Bucek   Added Date: 7/25/2009

Insert   Save

Accommodation Plan Report

To access the accommodation plan report:

1. Begin at the **Wellness & Accommodation** main menu. Click **Accommodation Plan** (Screen Shot 4, #4) in the reports section. The accommodation data search criteria window will open (Screen Shot 10).

2. Choose **search criteria** (#1).

3. Click **retrieve** (#2). The report (Screen Shot 11) will display accommodation data based on search criteria selected.

Screen Shot 10

Screen Shot 11

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                        CDSSQA - Grafton Job Corps Center
                          Accommodation Plan Report
                               Active Students

Student Name	Student Id	Accommodation	Specific Accommodation	Comments	Added By	Added On
		TABE Testing	Extended time - 1.5 times	Stated in IEP		03/01/2009
		TABE Testing	Extended time - 1.5 times	Active IEP		08/12/2009
		TABE Testing	Unlimited time			04/04/2008
		TABE Testing	Extended time - 1.5 times	Stated in IEP		03/01/2009
		TABE Testing	Double time	504 Plan		07/30/2008
		TABE Testing	Extended time - 1.5 times	Stated in IEP		03/01/2009
		TABE Testing	Extended time - 1.5 times	Stated in IEP		03/01/2009
		TABE Testing	Extended time - 1.5 times	Requested via IEP.		09/26/2008
		TABE Testing	Unlimited time			04/04/2008
		TABE Testing	Extended time - 1.5 times	Stated in IEP		03/01/2009

Total: 10

Resource and Training Information

- JCDC: Technical questions related to using CIS.
  1-800-598-5008 Option 2
  JC Community Web site, training calendar

- Disability section of the JC Community Web site, Data Collection: Central location for all information related to disability data collection.

- Regional Disability Coordinators: Nontechnical and policy-related questions related to disability data collection and reasonable accommodation. See the homepage of the Job Corps Disability Web site if you need contact information for your Regional Disability Coordinator.

Wellness & Accommodation CIS Module
Icon Descriptions and Access Information

Purpose: Allows Disability Coordinator to enter disability-related data on each student with a disability who enrolls in Job Corps regardless of whether an accommodation is requested.
Who Can Access: Only Disability Coordinator(s) and the Wellness Manager.

Purpose: Provides a list of the dropdown choices for the accommodation and specific accommodation fields within the accommodation data entry screen. This list is not all inclusive and "other" accommodations may be entered into the accommodation plan screen as accommodations are determined on an individualized basis.
Who Can Access: All center staff.

Purpose: Provides a list of individual or all students with disabilities on center.
Who Can Access: Only Disability Coordinator(s) and the Wellness Manager.

Purpose: Allows Disability Coordinator and/or designee to enter approved accommodation(s) for a student with a disability. By clicking the accommodation notes tab within this screen, notes documenting the accommodation process (e.g., updates on accommodation effectiveness, interdisciplinary meetings with the student) can be entered. Diagnostic information or specifics of the underlying condition must not be included.
Who Can Access: Only Disability Coordinator(s) and/or designee.
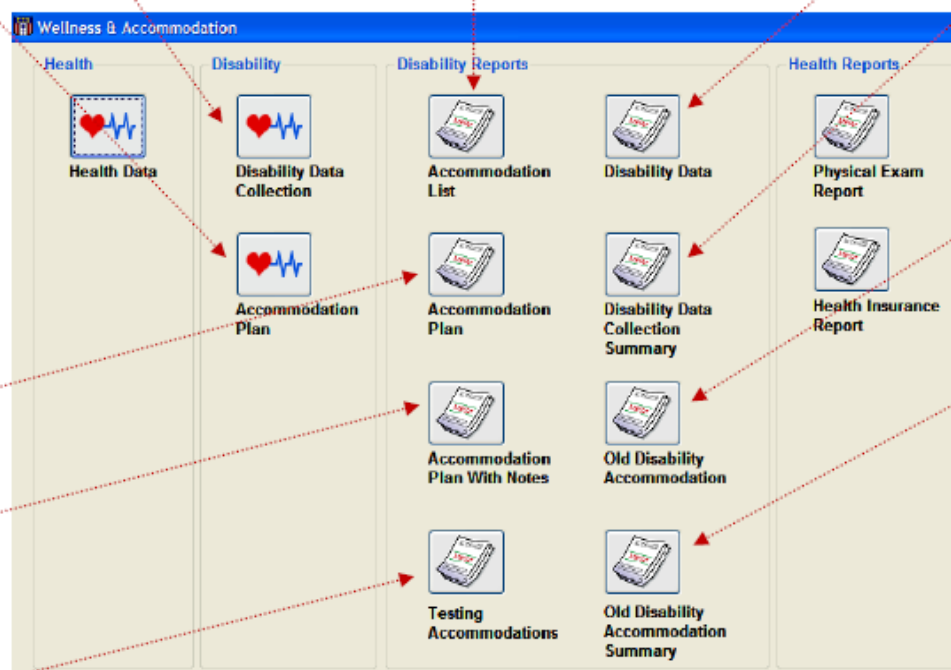
Purpose: Provides summary information about the number of students with a particular disability who have separated from the center. It also provides information on the types of accommodations provided. This report is customizable by date.
Who Can Access: All center staff.

Purpose: Provides accommodation plan information on an individual student which was not migrated to the new accommodation system.
Who Can Access: All center staff.

Purpose: Provides the accommodation plan for individual or multiple students.
Who Can Access: All center staff.

Purpose: Provides the accommodation plan for individual or multiple students and all of the accommodation notes.
Who Can Access: Only Disability Coordinator(s).

Purpose: Provides accommodation information on an individual or multiple students, active or separated, which was not migrated to the new accommodation system.
Who Can Access: All center staff.

Purpose: Provides TABE testing accommodation information for individual or multiple students.
Who Can Access: Only Disability Coordinator(s) and the TABE Administrator.

Wellness & Accommodation

Health — Health Data
Disability — Disability Data Collection, Accommodation Plan
Disability Reports — Accommodation List, Accommodation Plan, Accommodation Plan With Notes, Testing Accommodations, Disability Data, Disability Data Collection Summary, Old Disability Accommodation, Old Disability Accommodation Summary
Health Reports — Physical Exam Report, Health Insurance Report

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