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Summer 2017

Job Corps Disability Support Newsletter

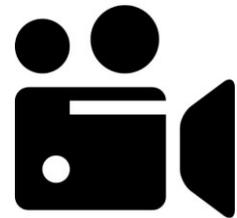
Assistive Technology and Reasonable Accommodation in CTT

Career Technical Training (CTT) education and applications often come with many inherent teaching and learning strategies and benefits. These CTT settings contain “universal” designs or accommodations such as project-based and hands-on learning that provide access and remove barriers for students with or without disabilities. One way to further provide access and individualize accommodations is to include the use of technology—specifically, assistive technology (AT). AT is any item or piece of equipment that is used to increase, maintain, or improve the functional capabilities of individuals with disabilities in all aspects of life, including at school, at work, at home, and in the community (<http://www.gatfl.org/assistive.php>). Technology is not meant to replace the role of the instructor. It is used to enhance, support, and reinforce teaching and learning while promoting independence and employability.



One way to improve accessibility in CTT, in fact in all aspects of center life, is using videotaped instruction. Brief videotaped instructional segments demonstrating a task, policy, procedure, concept etc. can:

- ▶ Provide content in an alternate (multi-sensory) format;
- ▶ Allow students to review at his/her own pace;
- ▶ Afford students opportunities to have models to compare to completed work or expected outcomes;
- ▶ Assist students with language/vocabulary development;
- ▶ Provide students with opportunities to work independently (allows them to work ahead and/or at least review instructional content as frequently as needed for mastery).



Other ways to use AT/improve accessibility and remove barriers in CTT include:

- ▶ Large print text
- ▶ Visually supported lists
- ▶ Canes and walkers
- ▶ Reachers and grabbers

AT and Reasonable Accommodation in CTT (cont'd)

- Specialized pen or pencil grips
- Talking blood pressure monitors, talking scales, talking calculators
- Instructional videos (YouTubes...)
- Amplifiers
- Modified tools (handle grips, extenders...)
- Power wheelchairs, scooters
- Digital hands-free headsets
- Bluetooth integration for wireless connectivity
- Noise cancellation headsets
- Voice-recognition software



Various AT Tools for CTT

AT in CTT on Job Corps Centers

- **Little Rock Job Corps:** Home Builders Institute instructors use student-created short instructional videos to teach/re-teach safety rules, plumbing concepts/tasks, as well as an alternate way for students to demonstrate mastery. Jeopardy games are created and used on the computer and Promethean Board to teach, review, and reinforce key concepts and certification questions.
- **Pittsburgh Job Corps:** The center purchased specialized hand tools and knives for a culinary arts student that was missing fingers on one of her hands so the student could progress safely and independently.
- **Long Beach Job Corps:** The center uses their Bookshare membership in conjunction with Read Out Loud software and cell phones in Medical Administration Assistant (MAA) and Certified Nursing Assistant (CNA) trades to provide students with print disabilities an alternate way to learn the written material.

Tips for purchasing AT for CTT

- Think “universal” applications:
 - Will the purchase benefit others on center?
 - How might the purchase be used to remove barriers in other areas on center besides CTT?
- Is training needed, and if so, will it be included in the purchase?
- Is technical support available, and if so, will it be included in the purchase?
- Is the product compatible with other technology used on center?
- How will the AT be funded?
 - Is there free or reduced AT available that can provide the same support?
 - Can any of the center’s partners support the purchase of AT for students with disabilities?

Avoiding the Pitfalls: Applicant File Review Process

The center's Applicant File Review (AFR) Coordinator (e.g., the Health and Wellness Manager) is encouraged to periodically review the center's AFR standard operating procedure to ensure that it is in alignment with Job Corps policy and legal requirements. Doing so lessens the likelihood that the center's File Review Team will encounter a process pitfall that can result in an applicant file being returned to the center for additional review or paperwork completion. Three commonly encountered process pitfalls are:

- **Pitfall** – Using outdated or incorrect forms to document a recommendation of denial of an applicant's file or failing to complete and include required AFR forms.
- ✓ **Solution** – Visit the Job Corps Disability Website to obtain required, current forms and/or check with your Regional Disability Coordinator and/or Regional Health Specialist to verify you are using the correct forms and documents.
- **Pitfall** – Failing to consider reasonable accommodations for applicants who have disabilities but who may have been non-compliant with outside provider recommended treatment regimens and/or for applicants with medically-related conditions.
- ✓ **Solution** – Ensure that any applicant who either requests and/or provides documentation of a disability is engaged in an interactive reasonable accommodation process to discuss possible accommodation needs. The individual can refuse to accept the accommodations, but be sure to document discussing and offering specific accommodations on a Reasonable Accommodation Request Form if one is not already present in the file.
- **Pitfall** – Failing to sign the Health Care Needs or the Direct Threat Assessment.
- ✓ **Solution** – Ensure that the licensed health professional completing the assessment signs the completed assessment. Typed italicized names/credentials is not an acceptable signature.



Disability Resources

Stamp Out Stigma

[Stamp Out Stigma](#) is an initiative spearheaded by the Association for Behavioral Health and Wellness to reduce the stigma surrounding mental illness and substance use disorders.

AbleData

[AbleData](#) is a database for comprehensive information on products, solutions, and resources to provide access and improve productivity through the use of AT. Staff and students can search for technologies by product, by product-makers, or by categories such as daily living, education, disability, communication etc.

Upcoming Webinars

- Assistive Technology 101
- Disability Coordinator Orientation Part 1
- Disability Coordinator Orientation Part 2
- Applicant File Review Tracking Log

Please check the [Event Registration](#) page on the Job Corps Community Web site for dates/times

Disability Program Training Tips

Jumpstart your required annual Disability Program staff training with these ideas...

- Encourage staff to attend and get attendance certificates for upcoming Disability Program webinars
- Invite a speaker from a local university or school district who has a special expertise in working with students with learning disabilities, autism, challenging behaviors, PTSD, etc.
- Invite a speaker from a local disability community organization or agency
- Pick a topic from the reasonable accommodation process to review with your staff:
 - ✓ How to implement and regulate the use of specific accommodations and assistive technologies such as the use of headphones or mobile devices
 - ✓ How to provide feedback about a student's progress during their evaluation of student progress panels
 - ✓ How to refer a student if a disability is disclosed or suspected
- Develop a training from the Job Corps Disability Website; use the wide range of materials under trainings and webinars to focus on a topic that has been challenging for center staff
- Work with the Center Mental Health Consultant to develop a staff training on the impact of mental health disabilities, how they manifest, and proactive strategies for interacting with students when they present challenging behaviors or emotions



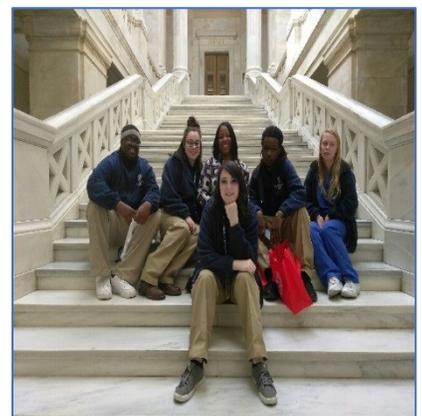
Center Disability Program Promising Practices

Wind River: To improve AFR log documentation, whenever an applicant file is returned to the Admissions Counselor, the Records Manager embeds related emails in the electronic AFR Log in the “comments” section to document the files were returned for allowable reasons.

Treasure Island: To recognize Post Traumatic Stress Disorder (PTSD) Awareness Month, Liz Carter, the Disability Coordinator, worked with staff and students to create awareness posters, and hold a “table topic” discussion at lunch.

Little Rock: Valerie Perry, the Disability Coordinator, and students with disabilities attended the 5th Annual Day at the Capitol for Individuals with Disabilities hosted by the Arkansas State Independent Living Council.

Arecibo: To recognize Autism Awareness Month, staff organized several awareness activities, including a "Paint Your Heart Blue" activity where students painted T-Shirts with informative messages and with their personal experiences with autism.



Little Rock JCC students attending the 5th Annual Day at the Capitol Event

Spotlight on AT

AT for CTT can take on many forms such as graphic organizers, software programs, apps, and adaptive tools. AT can support functional limitations associated with a variety of disabilities (physical, emotional, mental, etc.). The following examples of AT are low to no cost.



Medical Terminology: This app can be installed to use offline. It has medical terminology with common and uncommon words, terms, and phrases. The app can be used in medical trades to find the meaning of each component of a medical word and includes free interactive medical terminology exercises.



Auto Repair and Mechanic Terminology: This app supplies students with over 350 auto repair terms in a series of flash cards, dictionary, and multiple choice quizzes made up from randomized terms. The app can help auto trade students stay current with auto repair and mechanic terminology.



Finance Terminology: Students in business and finance trades can use this app to get free access to more than 26,000 financial and business terms. Searches can be made with voice or typing. The app contains detailed entries for disciplines such as investing, taxes, financial analysis, banking, insurance, and more.

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