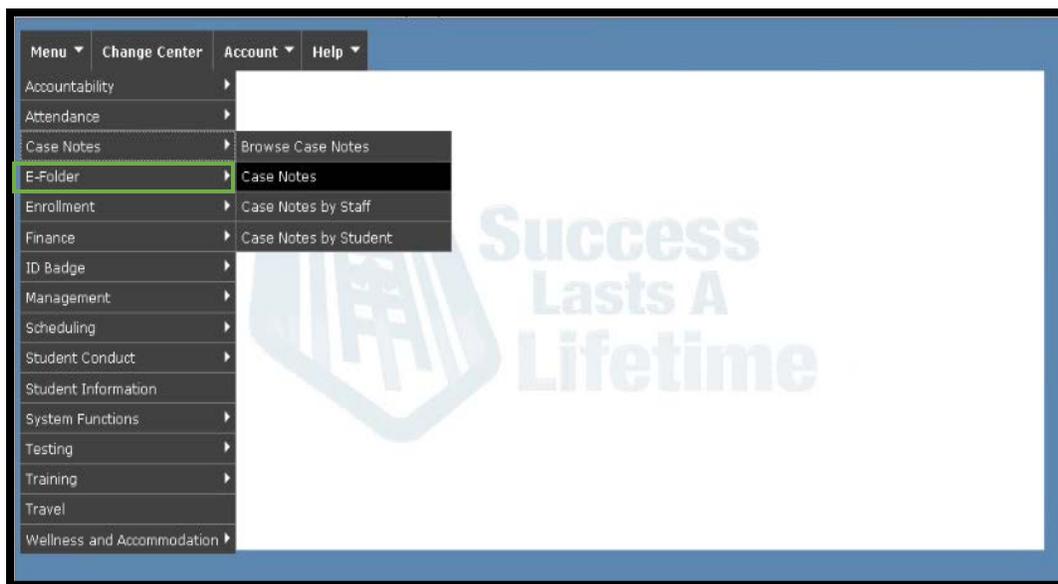


## Part 1: Navigating Disability Data in CIS3G

Part 1 of this guide provides DC with a step by step instructions of [how to access the Disability Data Collection Log in CIS 3G](#) and how to enter Disability Data in CIS 3G prior to the student entering the program and after the student has enrolled.

### Entering Disability Data Prior Student's Arrival on Center

Step 1: Select E folder from the menu bar and student look up will appear.



Step 2: Go to the drop down box in the upper left corner of the screen titled “status”. Select “Pending OASIS Arrivals” and click student search.

Menu Change Center Account Help

### Student Lookup

Search

Status: **Active** (dropdown menu open showing Active, Separated, Pending OASIS Arrivals) Duty Status: All Counselor: All

Student ID: Residency Separated

SSN: Resident: All Separation Type: All

Last Name: Dorm: All Separation Reason: Start Date: End Date:

First Name: Group: All

Gender: All

Student Search Reset Search Cancel

Step 3: A list of all applicants pending arrival will appear, select the appropriate student.

Menu Change Center Account Help

### Student Lookup

Search

Status: Pending OASIS Arrivals Duty Status: All Counselor: All

Student ID: Residency Separated

SSN: Resident: All Separation Type: All

Last Name: Dorm: All Separation Reason: Start Date: End Date:

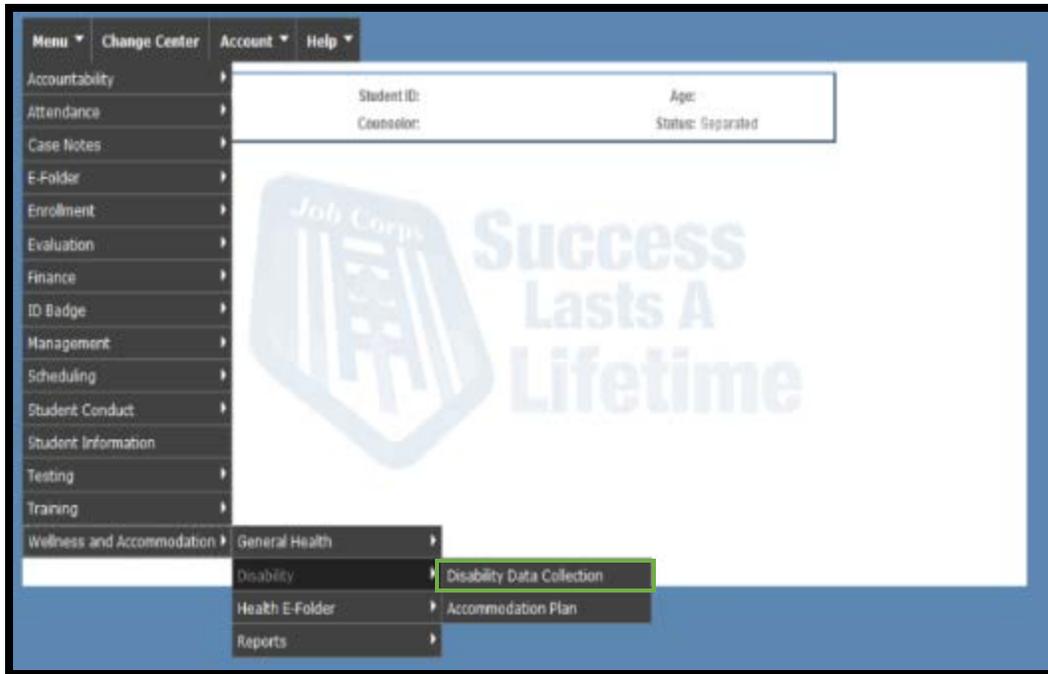
First Name: Group: All

Gender: All

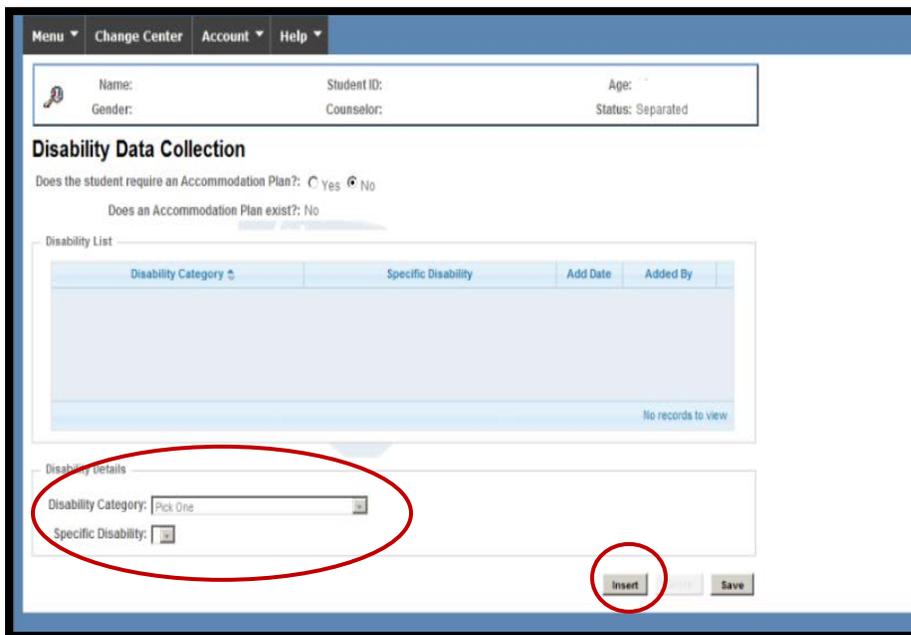
Student Search Reset Search Cancel

	Student Name	Student ID	Age	Enrollment Type	Anticipated Arrival	Application Status	Arrival Date	Enrollment Date	Screeener
Select				New Student		Pending Arrival Date Assig			
Select				New Student		Pending Arrival Date Assig			
Select				New Student		Pending Arrival			
Select				New Student		Pending Arrival Date Assig			
Select				New Student		Pending Arrival			

Step 4 Go to the CIS 3G Wellness and Accommodation Disability Data Collection Entry Screen.

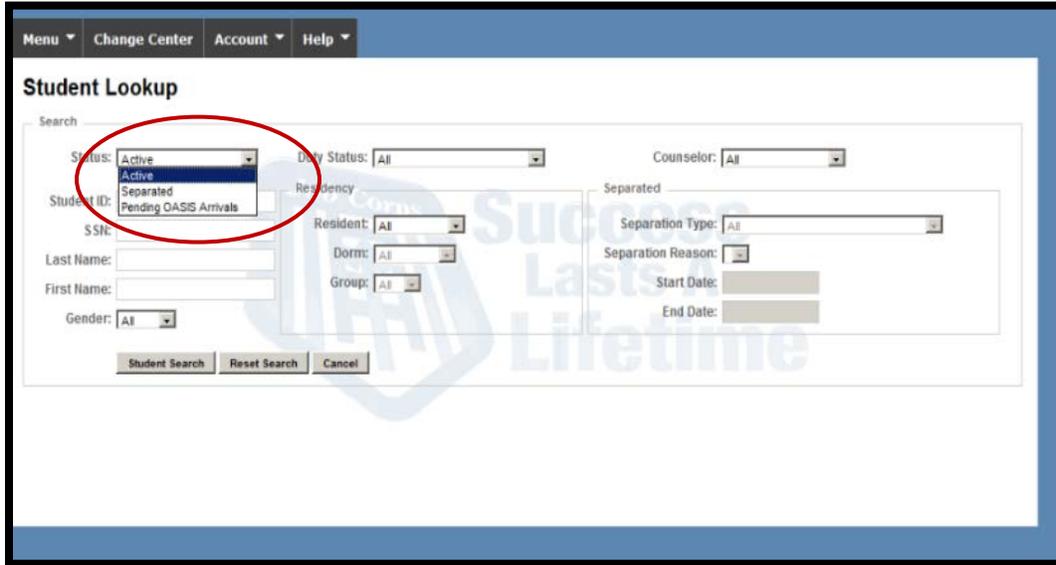


Step 5: Click insert in the bottom right corner of the screen and use the drop down boxes to select an appropriate disability category and specific disability category.



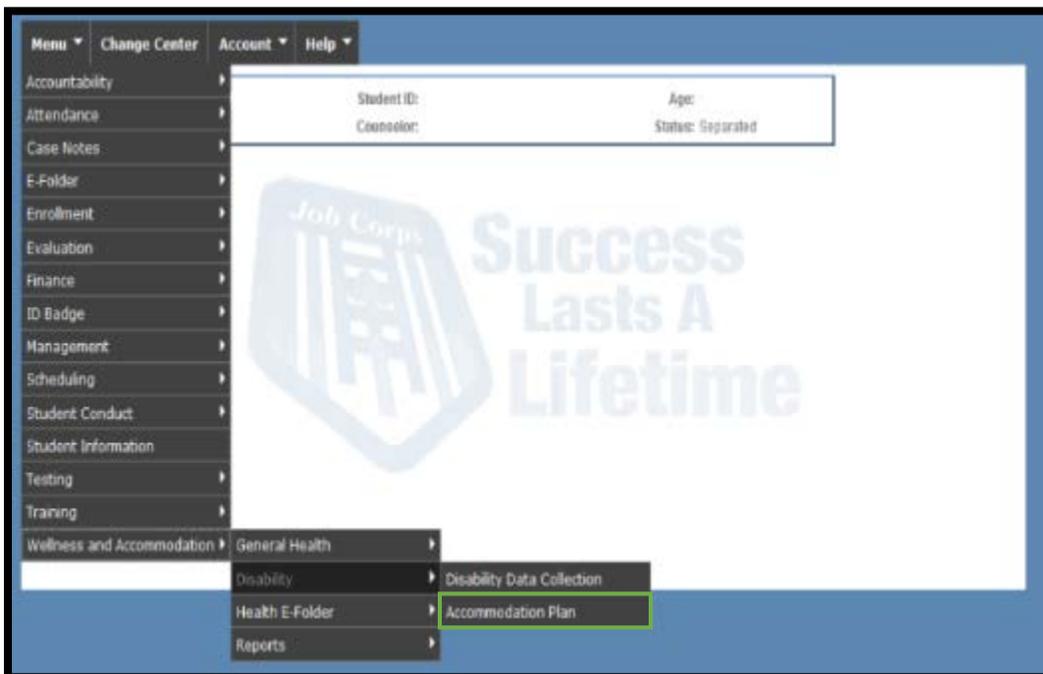
## Entering Disability Data After Student's Arrival on Center

Step 1: Select a student through the student look-up.



The screenshot shows the 'Student Lookup' interface. At the top, there are navigation tabs: 'Menu', 'Change Center', 'Account', and 'Help'. Below this is the 'Student Lookup' title and a search form. The 'Status' dropdown menu is open, showing options: 'Active', 'Separated', and 'Pending OASIS Arrivals'. The 'Active' option is highlighted. Other fields include 'Student ID', 'SSN', 'Last Name', 'First Name', 'Gender', 'Duty Status', 'Residency', 'Resident', 'Dorm', 'Group', 'Counselor', 'Separated', 'Separation Type', 'Separation Reason', 'Start Date', and 'End Date'. There are buttons for 'Student Search', 'Reset Search', and 'Cancel'. A large watermark 'Job Corps Success Lasts A Lifetime' is visible in the background.

Step 2: Go to the CIS 3G Wellness and Accommodation Disability Data Collection Entry Screen and click insert at the bottom right corner.



The screenshot shows the CIS 3G Wellness and Accommodation menu. The menu is open, showing options: 'Accountability', 'Attendance', 'Case Notes', 'E-Folder', 'Enrollment', 'Evaluation', 'Finance', 'ID Badge', 'Management', 'Scheduling', 'Student Conduct', 'Student Information', 'Testing', 'Training', 'Wellness and Accommodation', 'General Health', 'Disability', 'Health E-Folder', and 'Reports'. The 'Disability' option is selected, and its sub-menu is open, showing 'Disability Data Collection' and 'Accommodation Plan'. The 'Disability Data Collection' option is highlighted. A search form is visible at the top right, with fields for 'Student ID', 'Age', 'Counselor', and 'Status: Separated'. A large watermark 'Job Corps Success Lasts A Lifetime' is visible in the background.

Step 3: Utilizing the drop down boxes at the bottom left corner of the screen select an appropriate disability category and specific disability category.

The screenshot displays a web application interface for managing student accommodation plans. At the top, there is a header section with student information: Name, Student ID, Age (26), Gender (Male), Counselor, and Status (Active). Below this, there are two radio buttons for 'Does the student require an Accommodation Plan?' (Yes/No) and a text input for 'Does an Accommodation Plan exist?'. The main section is titled 'Disability List' and contains a table with columns: Disability Category, Specific Disability, Add Date, and Added By. The table lists two entries: 'Cognitive' (Learning) added on 03/12/2012, and 'Mental Health' (Mood) added on 06/13/2012. Below the table is a 'Disability Details' section with two dropdown menus: 'Disability Category' (set to Cognitive) and 'Specific Disability' (set to Learning). At the bottom right, there are three buttons: 'Insert', 'Delete', and 'Save'. Red circles highlight the dropdown menus and the 'Insert' button.

Disability Category	Specific Disability	Add Date	Added By
Cognitive	Learning	03/12/2012	[User]
Mental Health	Mood	06/13/2012	[User]

## Part 3: Navigating Accommodation Plans with Notes in CIS3G

Part 3 of this guide provides DC with a step by step instructions of how to access the Accommodation Plans and Accommodation Notes entry screens in CIS 3G and how to enter Accommodation Plans and Accommodation Notes in CIS 3G prior to the student entering the program and after the student has enrolled.

PRH 6.14 R5 a. A DC will accurately enter the required data in the disability data collection and accommodation plan icons in CIS as soon as possible after the student enters the program.

PRH 6.14 R5 c. Only the DCs will have access to the disability data collection entry screen, disability data report and the accommodation plan report with notes report in CIS.

PRH 6.14 R5 d. Generally only the DCs will have access to the accommodation plan entry screen; however, if a designees is appointed to enter accommodation plans, this staff person can have access.

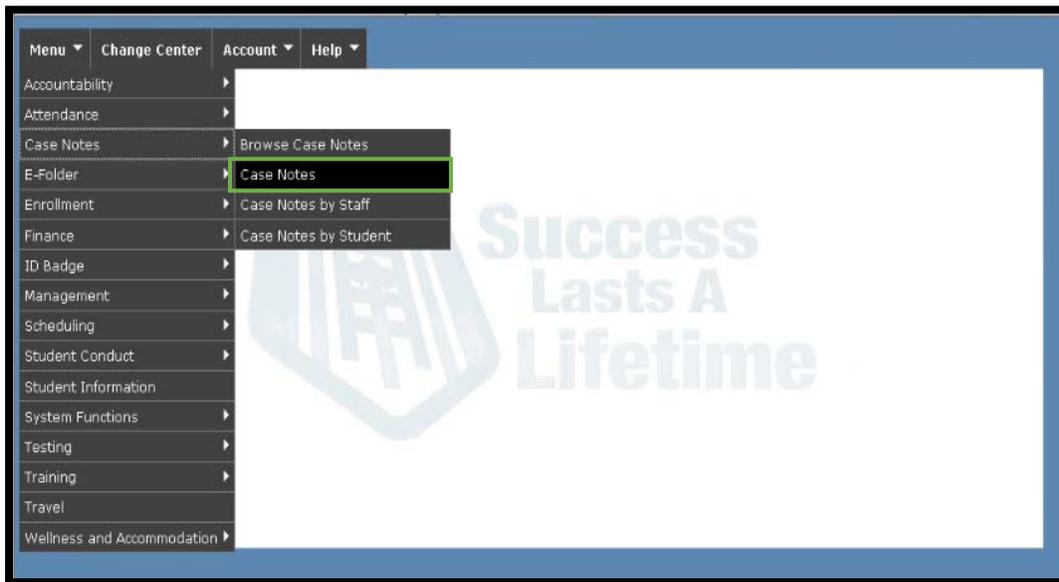
PRH 6.14 R5 e. All center staff responsible for providing accommodation will have access to the accommodation plan report in CIS.

PRH 6.14 R5 f. Accommodation plans will not contain any medical or diagnostic information.

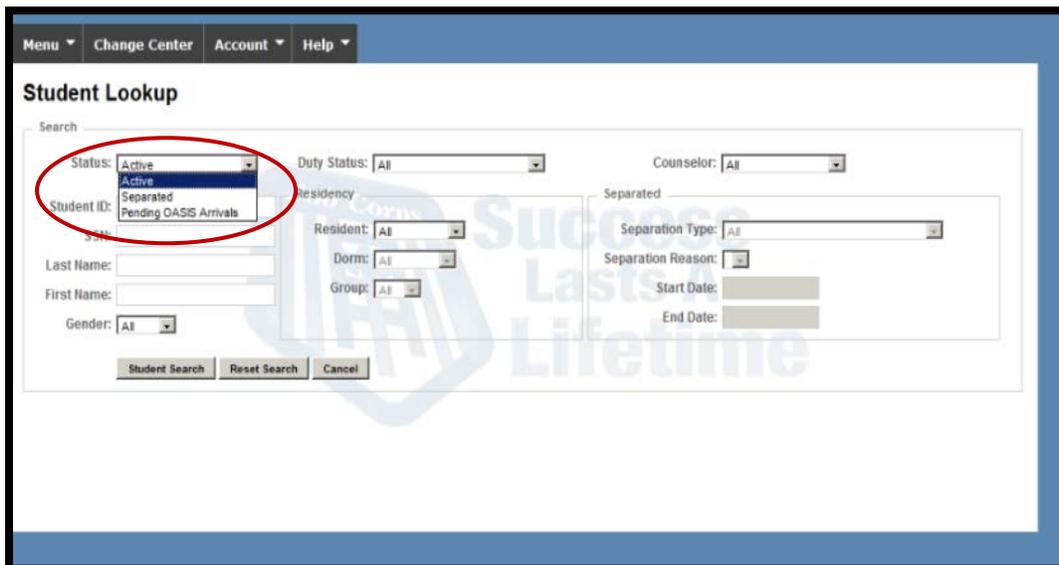
PRH 6.14, R3(a); Appendix 605. Determining the need for accommodations, documentation, reviewing a request, determining reasonableness, entering the accommodation plan, determining accommodation effectiveness, documenting the accommodation process in CIS accommodation notes tab.

Prior to arrival

Step 1: Select case notes from the menu bar and student look up will appear.



Step 2: Go to the drop down box in the upper left corner of the screen titled “status”. Select “Pending OASIS Arrivals” and click student search.



Step 3: A list of all applicants pending arrival will appear, select the appropriate student.

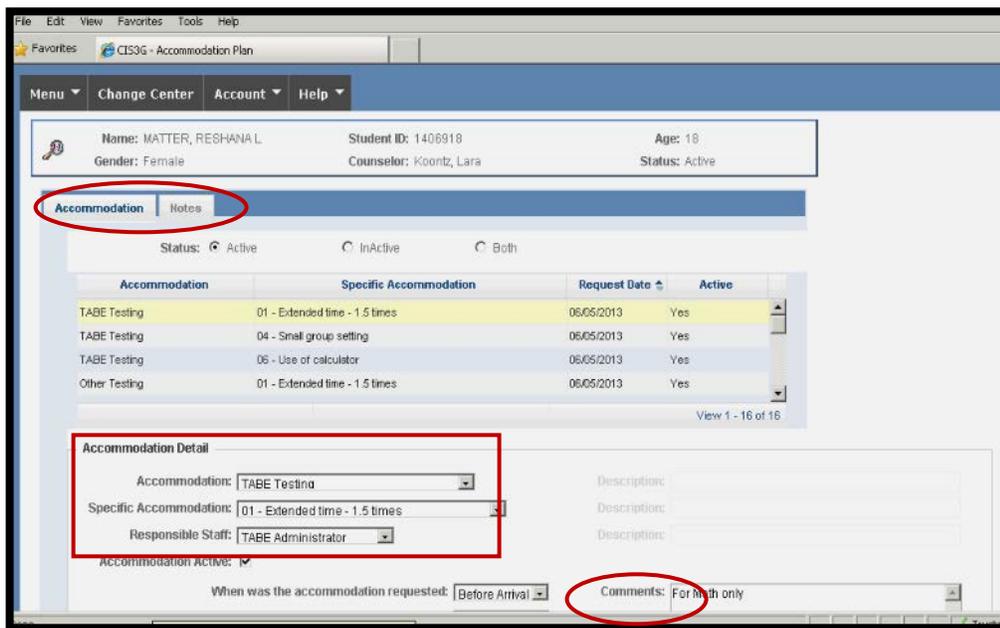
The screenshot shows the 'Student Lookup' interface. At the top, there are navigation tabs: Menu, Change Center, Account, and Help. Below this is a search section with various filters: Status (Pending OASIS Arrivals), Duty Status (All), Counselor (All), Student ID, SSN, Last Name, First Name, Gender (All), Residency (Resident: All, Dorm: All, Group: All), and Separated (Separation Type: All, Separation Reason, Start Date, End Date). There are buttons for 'Student Search', 'Reset Search', and 'Cancel'. Below the search section is a table with the following columns: Student Name, Student ID, Age, Enrollment Type, Anticipated Arrival, Application Status, Arrival Date, Enrollment Date, and Screener. The table contains five rows of data, all with 'New Student' enrollment types and 'Pending Arrival' or 'Pending Arrival Date Assig' application statuses. The 'Student Name' column is highlighted with a red box.

Student Name	Student ID	Age	Enrollment Type	Anticipated Arrival	Application Status	Arrival Date	Enrollment Date	Screener
Select			New Student		Pending Arrival Date Assig			
Select			New Student		Pending Arrival Date Assig			
Select			New Student		Pending Arrival			
Select			New Student		Pending Arrival Date Assig			
Select			New Student		Pending Arrival			

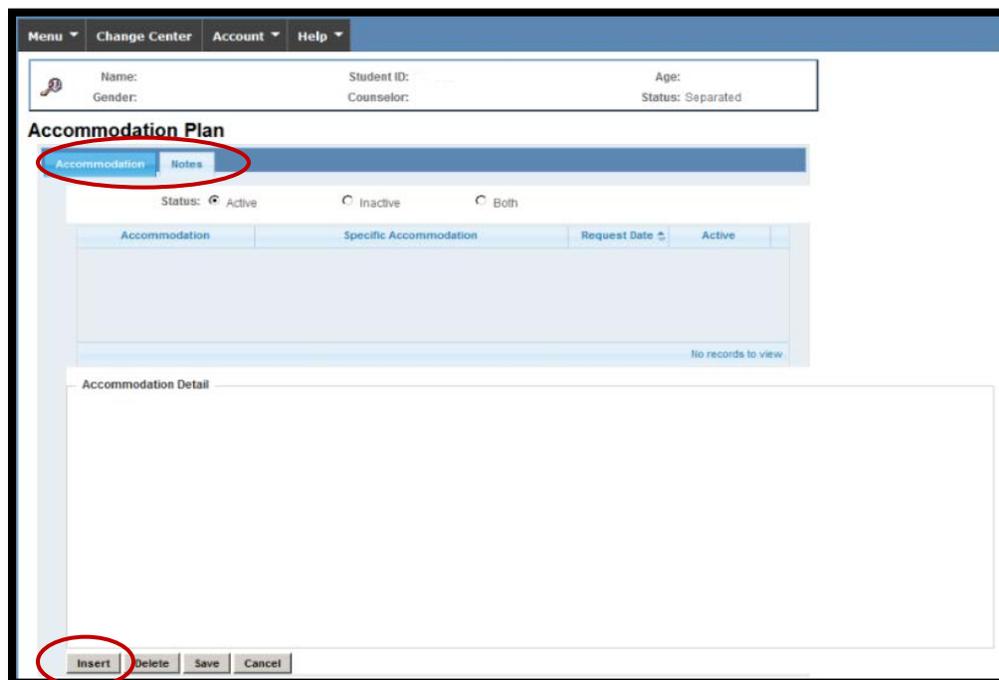
Step 4: Go to the CIS 3G Wellness and Accommodation, Accommodation Plan Entry Screen.

The screenshot shows the 'Wellness and Accommodation' menu in the CIS 3G system. The menu is open, showing options: General Health, Disability, Health E-Folder, and Reports. The 'Disability' option is selected, and its sub-menu is open, showing 'Disability Data Collection' and 'Accommodation Plan'. The 'Accommodation Plan' option is highlighted with a green box. In the background, there is a form with fields for Student ID, Age, Counselor, and Status (Separated). The Job Corps logo and the slogan 'Success Lasts A Lifetime' are also visible.

Step 5: Use the drop down boxes on the left bottom corner of the screen to select an appropriate accommodation and specific accommodation. Specify accommodations further by using the comments box in the right hand corner of the screen.



Step 6: Click the notes tab at the top of the page.



Step 7: Click insert at the bottom left corner of the page and enter any notes related to the provision of reasonable accommodation.

After arrival on center

Step 1: Select a student through the student look-up.

Menu ▾ Change Center Account ▾ Help ▾

### Student Lookup

Search

Status: **Active** ▾  
Active  
Separated  
Pending OASIS Arrivals

Duty Status: All ▾ Counselor: All ▾

Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Gender: All ▾

Residency

Resident: All ▾

Dorm: All ▾

Group: All ▾

Separated

Separation Type: All ▾

Separation Reason: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Student Search Reset Search Cancel

Step 2: Go to the CIS 3G Wellness and Accommodation, Accommodation Plan Entry Screen.

Menu ▾ Change Center Account ▾ Help ▾

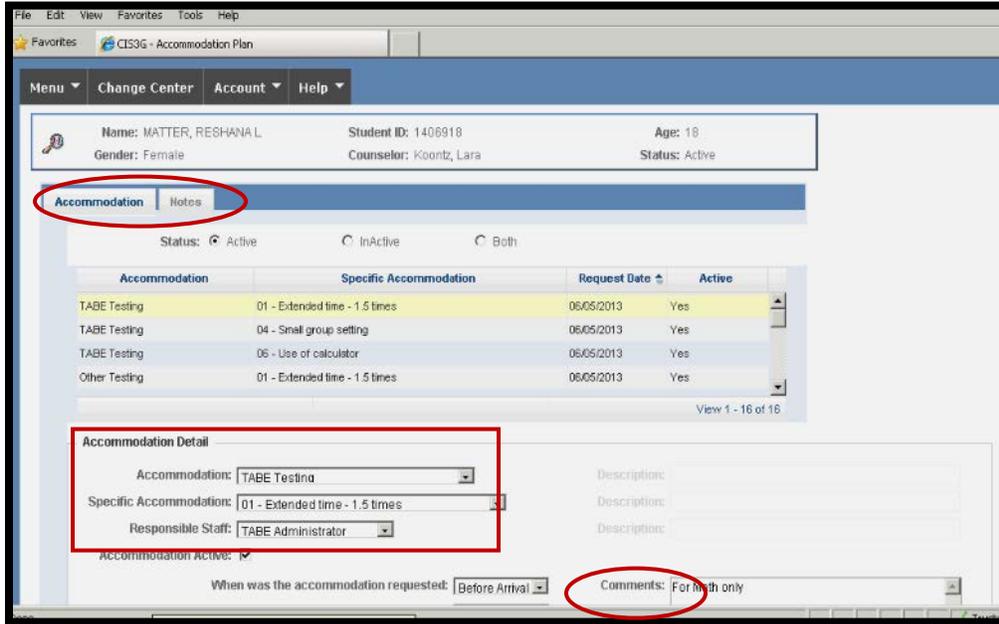
- Accountability
- Attendance
- Case Notes
- E-Folder
- Enrollment
- Evaluation
- Finance
- ID Badge
- Management
- Scheduling
- Student Conduct
- Student Information
- Testing
- Training
- Wellness and Accommodation
  - General Health
  - Disability
    - Disability Data Collection
    - Accommodation Plan**
  - Health E-Folder
  - Reports

Student ID: \_\_\_\_\_ Age: \_\_\_\_\_

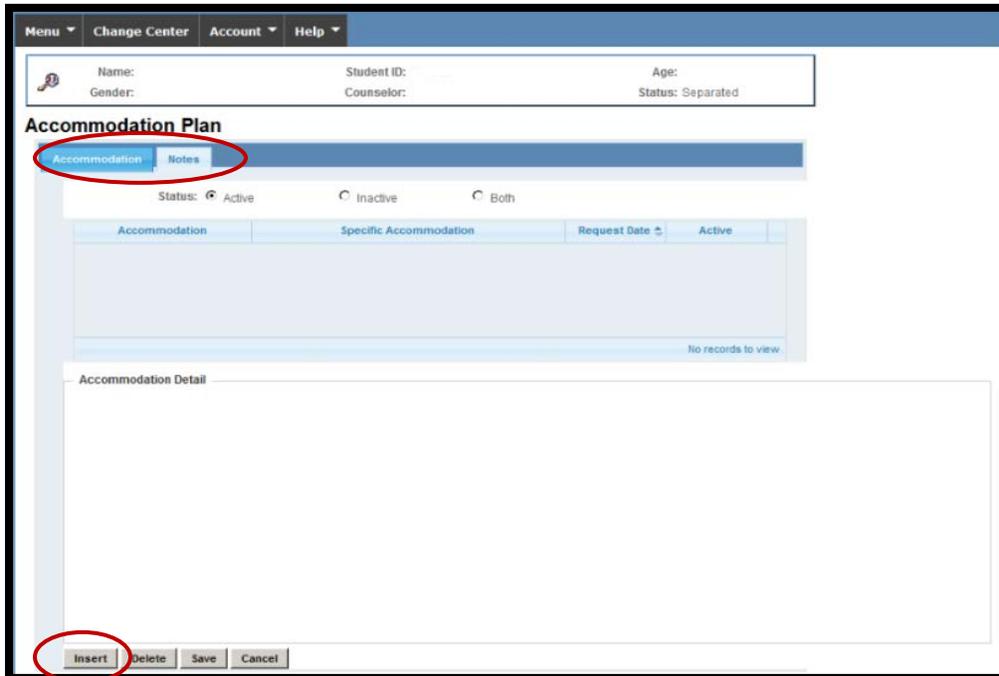
Counselor: \_\_\_\_\_ Status: Separated

Job Corps Success Lasts A Lifetime

Step 3: Use the drop down boxes on the left bottom corner of the screen to select an appropriate accommodation and specific accommodation. Specify accommodations further by using the comments box in the right hand corner of the screen.



Step 4: Click the notes tab at the top of the page.



Step 5: Click insert at the bottom left corner of the page and enter any notes related to the provision of reasonable accommodation.

