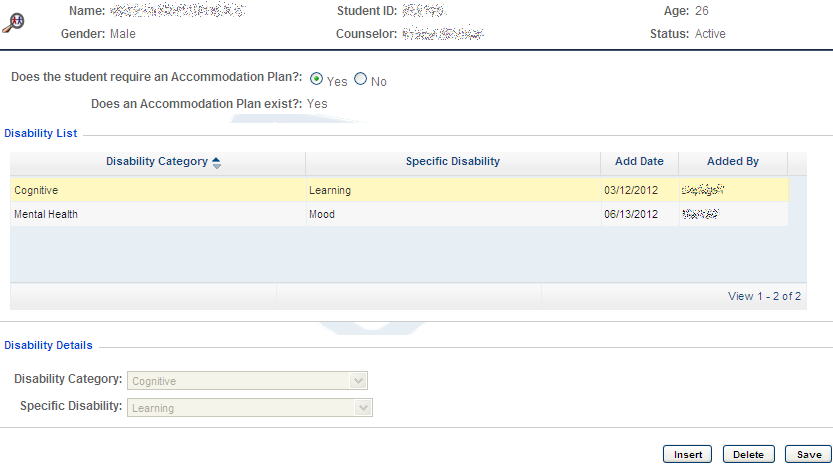
**NAVIGATING DISABILITY DATA AND ACCOMMODATION PLANS IN CIS3G**

**CIS 3g Wellness and Accommodation Disability Data Collection Entry Screen**

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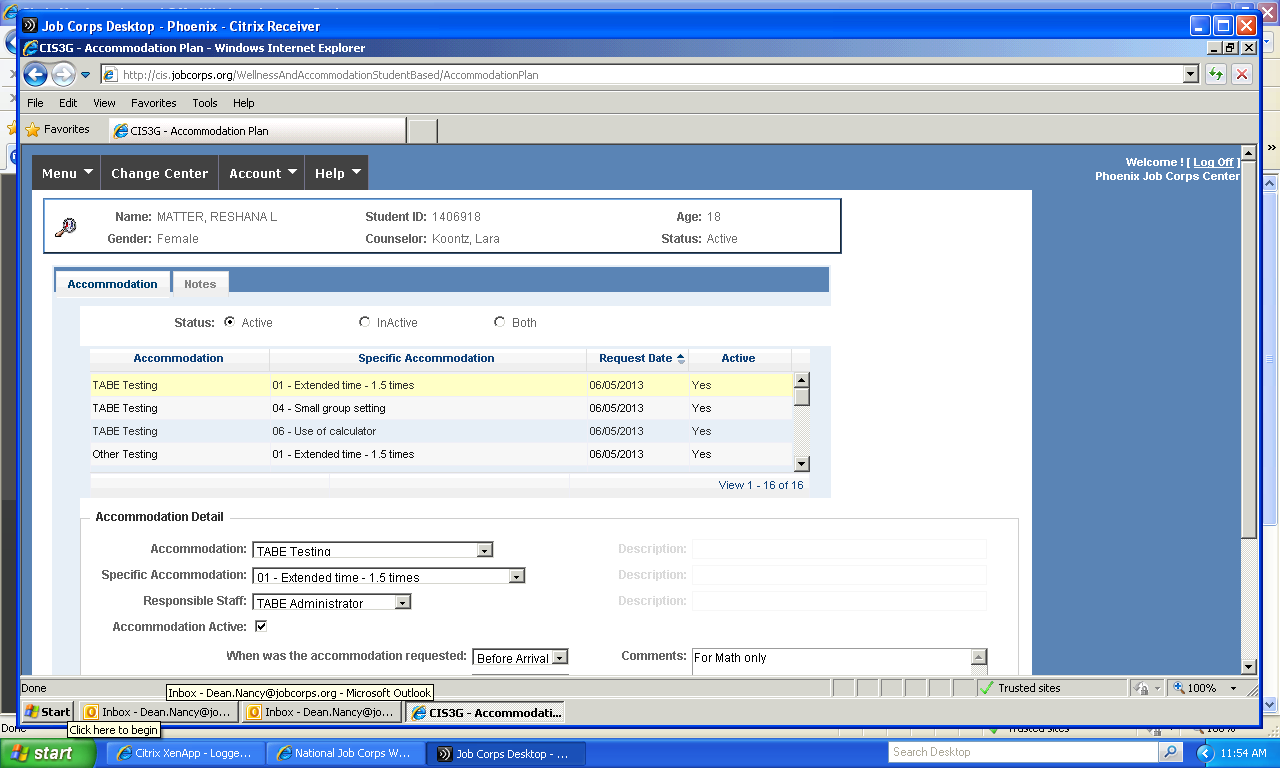
**Disability Data Entry Drop-Down Menu**

**Purpose:** Allows Disability Coordinator(s) to enter disability-related data on each student with a disability who enrolls in Job Corps regardless of whether an accommodation plan is provided.

**Who Can Access:** Only Disability Coordinator(s).

**Authorization in CIS:** WelAcc - Disability Data Collection, Module: Health & Wellness

**CIS 3g Wellness and Accommodation Plan and Notes Entry Screen**



**Accommodation Plan Entry Drop-Down Menu**

**Purpose:** Allows Disability Coordinator and/or designee to enter approved Reasonable Accommodation, Reasonable Modification in Policies, Procedures, or Practices, and Auxiliary Aids and Services (RA/RM/AAS) for a student with a disability.

**Who Can Access:** Only Disability Coordinator(s) and/or designee.

**Authorization in CIS:** WelAcc - Accommodation Plan, Module: Health & Wellness.

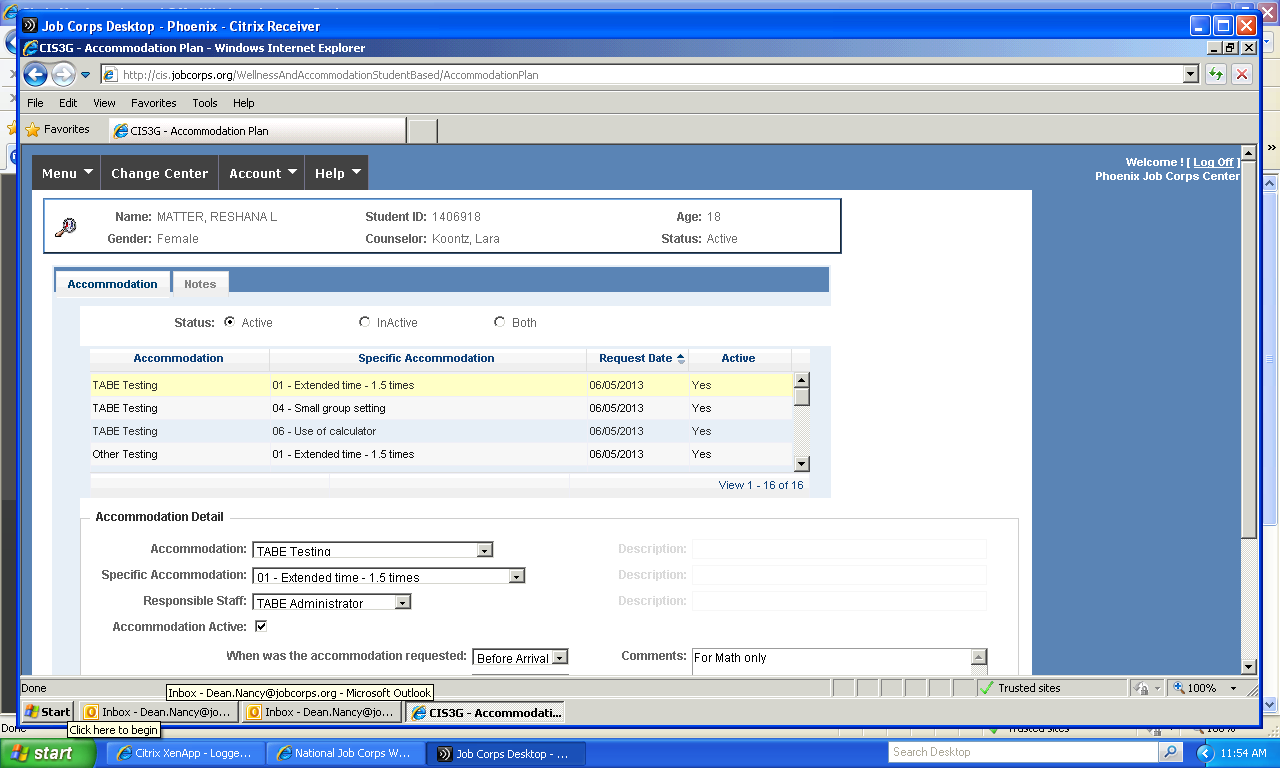
**Notes Tab**

**Purpose:** Allows Disability Coordinator and/or designee to document the Disability Accommodation process for students with accommodation plans. Disability accommodation notes should “read like a book,” detailing the disability accommodation process from what occurred prior to entry until separation. This would include initial Disability Accommodation Committee (DAC) calls/meetings, subsequent Disability Accommodation Committee calls/meetings, accommodation effectiveness reviews, etc.

**Who Can Access:** Only Disability Coordinator(s) and/or designee.

**Authorization in CIS:** WelAcc - Accommodation Plan, Module: Health & Wellness

**CIS 3g Wellness and Accommodation Plan and Notes Entry Screen**



**Disability Accommodations Active/Inactive**

**Purpose:** Allows Disability Coordinator and/or designee to communicate with staff implementing the RA/RM/AAS, if the RA/RM/AAS is ‘active’ and needs to be implemented or ‘inactive’ and no longer needed to be implemented.

**Who Can Access:** Only Disability Coordinator(s) and/or designee.

**Authorization in CIS:** WelAcc - Accommodation Plan, Module: Health & Wellness.

**Comments Section**

**Purpose:** Allows Disability Coordinator and/or designee to specify the RA/RM/AAS staff are being asked to implement. This information is visible to all staff; and therefore, should not contain protected health/disability information (e.g., diagnosis, other medical information).

**Who Can Access:** Only Disability Coordinator(s) and/or designee.

**Authorization in CIS:** WelAcc - Accommodation Plan, Module: Health & Wellness.

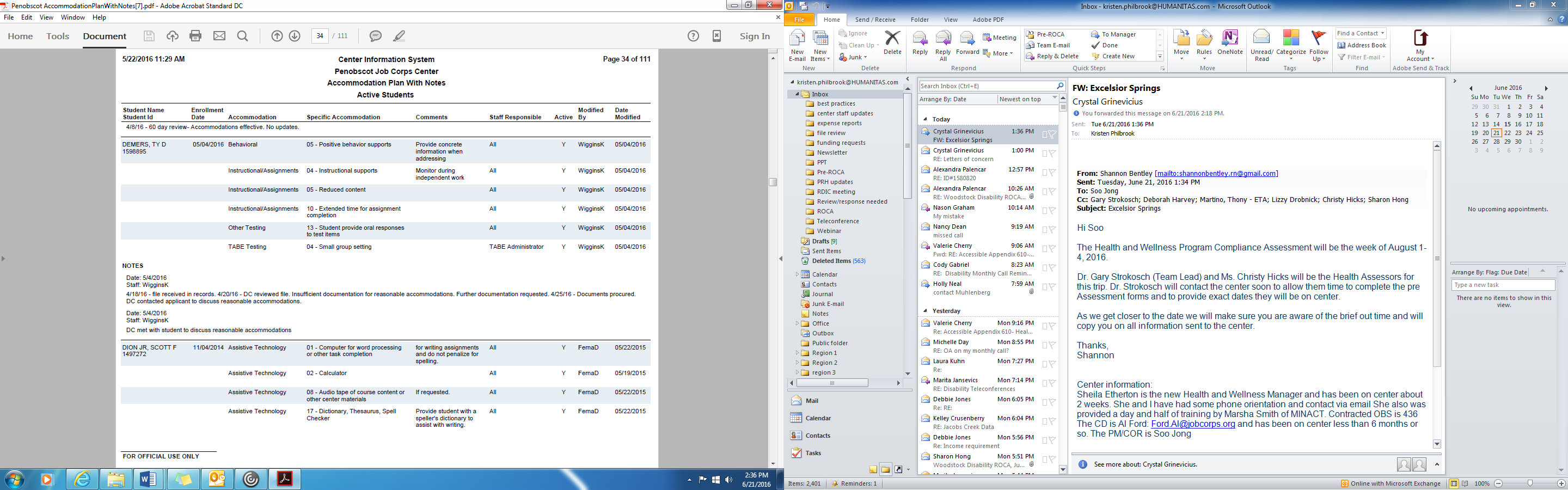
**Responsible Staff**

**Purpose:** Allows Disability Coordinator and/or designee to document what staff/departments should be implementing the RA/RM/AAS listed.

**Who Can Access:** Only Disability Coordinator(s) and/or designee.

**Authorization in CIS:** WelAcc - Accommodation Plan, Module: Health & Wellness.

**Example Accommodation Plan with Notes**



**Comment Added to Specify the**

**RA/RM/AAS the Student Needs**

**Staff Identified as Responsible for Implementing the RA/RM/AAS**

**Notes Documenting the Disability**

**Accommodation Process**

**Accommodation and Specific Accommodation Selected from the Drop- Down Boxes**