



# The Accommodation Process

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- **What is an accommodation?**
- **Steps in the accommodation process**
- **Setting the scope**
- **When to do an assessment**
- **Who does what?**
- **Comparing accommodations**
- **Questions**
- **Answers (if time allows...)**

# Today's Presentation





# What is an Accommodation?

**Any change in the work environment or in the way things are customarily done that enables an individual with a disability to enjoy equal employment opportunities\***

**... across the employee life-cycle.**



# What is an Accommodation?

\*Equal Employment Opportunity Commission (EEOC). [www.eeoc.gov/policy/docs/accommodation.html#general](http://www.eeoc.gov/policy/docs/accommodation.html#general)

**Most employers are already offering accommodations, they just might not know it...**



**If an employer has ever done something differently to enable someone to stay in a job or be more effective, they have provided an accommodation**

# What is an Accommodation?



# Benefits of Accommodation

- **Increased productivity and independence**
- **Retention of valuable employees**
- **Promotes communication and inclusion in the workplace**
- **Demonstrates good faith**
- **Leads to ADA/Section 503 compliance**

## What is an Accommodation?





# Accommodation Process



**It's interactive — a collaborative effort to identify effective accommodation solutions.**

**Gathering information on the situation:**

- The person, task and equipment

**Evaluate the overall impact:**

- Environment
- Cost
- Effectiveness
- Personal considerations

# Accommodation Process

## Problem solve

- Try equipment before purchase
- Look at natural supports

## Implement solutions

- Make sure the equipment works
- Works well within the environment

## Training

- Important that the person knows how to use the equipment properly



# Accommodation Process

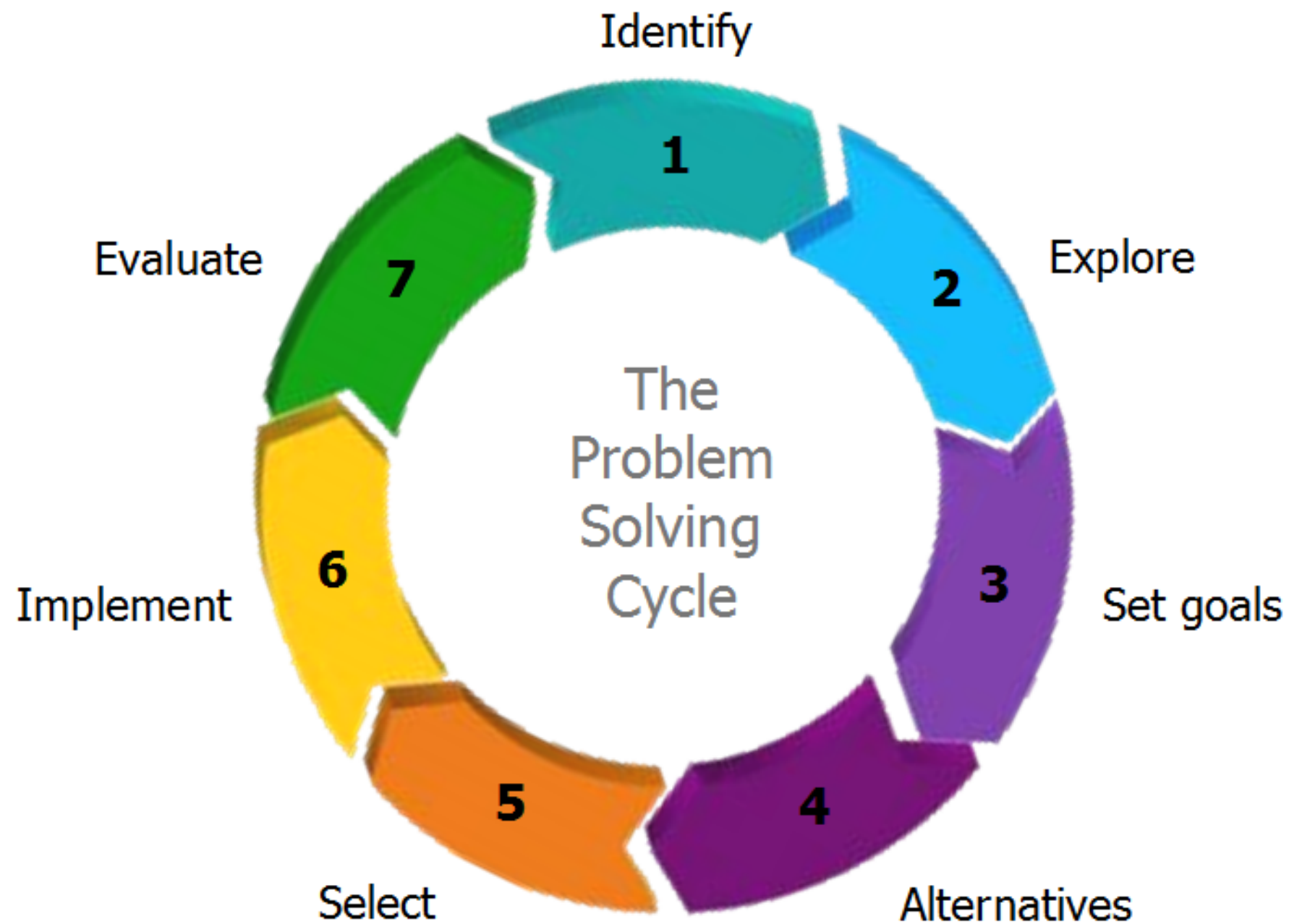
# Back to the Drawing Board..

- Sometimes we have to start over
- Needs of the job or the individual change
- Other Issues?
- More on that later



## Accommodation Process

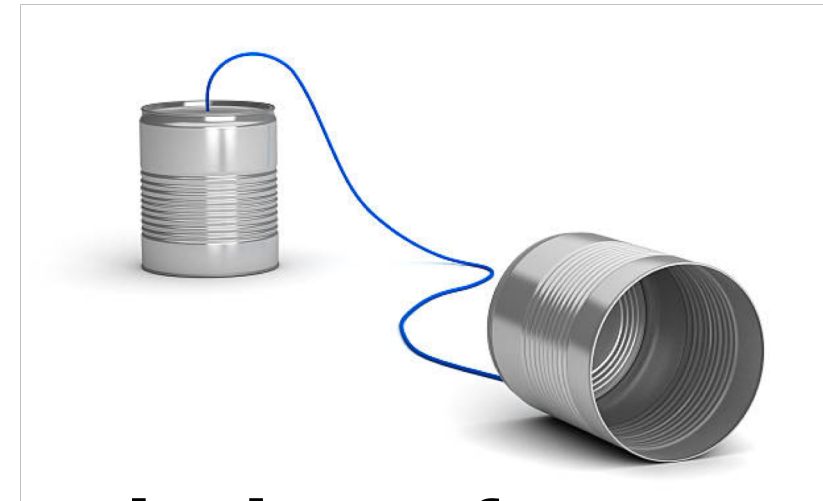




# Accommodation Process

# Communication is the Key

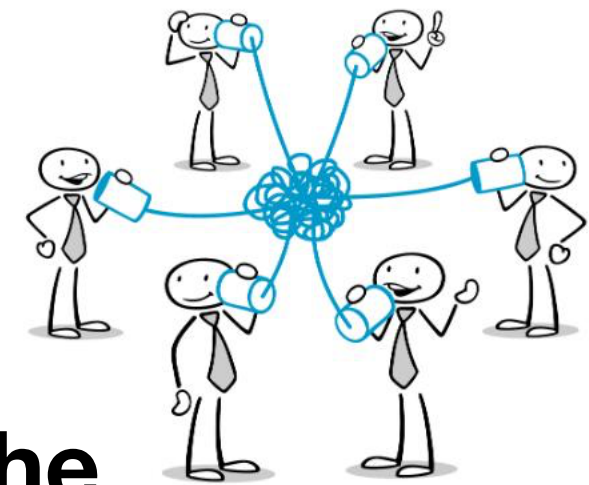
- **Starts and ends with communication...**
- **Talk with the person as you would anyone else**
- **Be clear and honest**
- **Don't make assumptions**
  - **The person with a disability is the best judge of what they can or cannot do**



## Accommodation Process

# Did I Mention Communication.....?

- Important to keep all parties involved
- Communicate throughout the entire process
- Discuss concerns
- Don't make assumptions
  - Communicate clearly all aspects of the accommodation



## Accommodation Process



# Setting the Scope



# **Did I Mention Communication.....?**

- **Define needs and requirements of the position?**
- **What are the barriers to meeting these requirements?**
- **Are there other metrics that need to be met?**
- **Other considerations?**
  - **HIPPA, FERPA, Other privacy concerns or weird acronyms to consider?**

## **Setting the Scope**

# Why is Setting the Scope Important?

- **Helps us to focus on the immediate need**
- **Lets us stay away from “I want” statements**
- **Keeps us out of the weeds**
- **Saves time and money**



## Setting the Scope





# When is the Right Time?

- **Is there a known disability?**
  - **Obvious**
  - **Voluntarily disclosed**
- **Is a need evident and respond graciously**
- **Timing - Is it too early or too late?**
  - **New hires**
  - **Current employees**
  - **Disciplinary issues**



# When is the Right Time?



- **If an accommodation is requested**
  - **The sooner the better**
  - **More time to test equipment and get the employee back to work quicker**
  - **Allows for easier scheduling (lots of parties involved)**
  - **Sometimes these are temporary (surgery)**
  - **See what is already available**

## When is the Right Time?

# Is there anything I/we can do to support you in your job?

- **Extend support**
- **Open the door to engage in the accommodation process**
- **Just good management practice...**



## Other Support



Who Assesses?

# Who does assessments?

- **Types of professionals (AT Spec, Therapists, Docs, Educators, Rehab Engineers, Home Mod Specialists)**
- **Credentials (ATP, licensing, agency)**
- **Knowledge and Experience**
- **Multidisciplinary team approach**

## Who Assesses?

- **Division of Vocational Rehabilitation**
- **Veteran's Administration**
- **Public and Private Insurance**
- **Workman's Compensation**
- **Alternative Finance Program (INDATA)**
- **Waiver Programs**
- **Independent Living Centers**



# Potential Funding Sources



# Comparing Accommodations





# Comparing Accommodations

# Aston Martins vs Chevrolets

- **No “Magic Bullet”**
- **Try different accommodations**
- **Free version? Trial version?**
- **System Compatibility?**
- **Open Source?**
- **Built Ins?**
- **Using what you have...in a whole new way?**

## Comparing Accommodations

# Aston Martins vs Chevrolets

- **More Expensive does not always mean better**
- **Free is not always bad**
- **Tailored to specific needs**
- **Best for specific tasks/person**
- **Make sure all needs are met/accommodated**
- **Do not “overwhelm” – minimum necessary**
- **Justify expense**

## Comparing Accommodations

# Communication!!!



## Keep Up Communication!





# Questions?

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**Thank You!**