



# User's Guide



## Job Corps Computer Information System

# Disability Data Collection

Disability Details  
Disability Category: Medical  Did the student receive a waiver of the upper age?

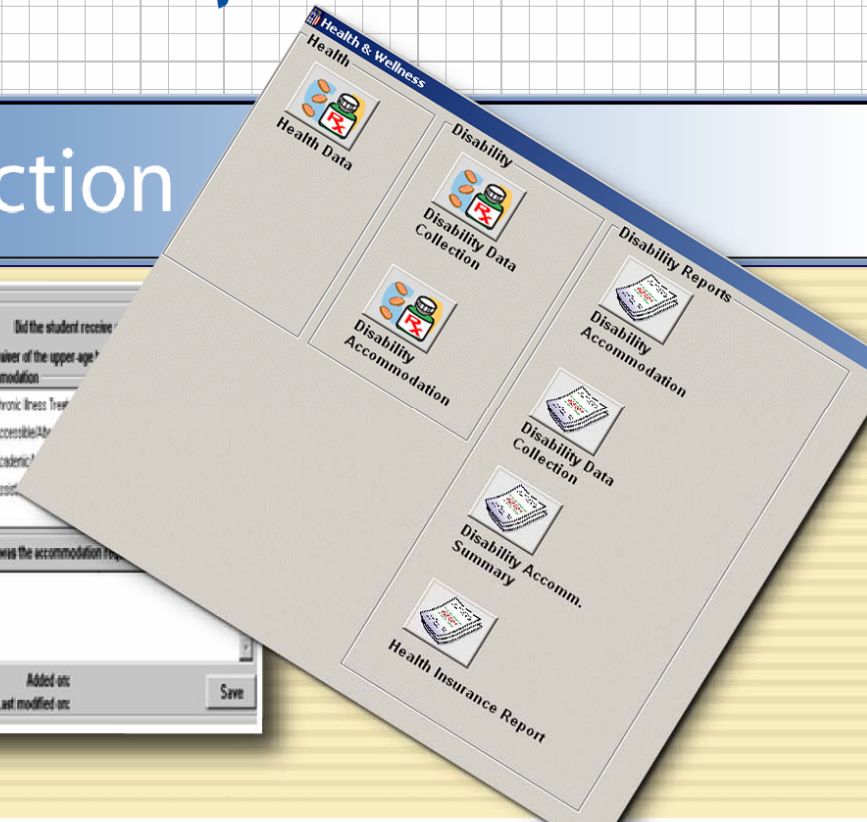
Specific Disability  
 Chronic Asthma  
 Diabetes  
 HIV/AIDS  
 Hypertension  
 Sickle Cell Disease

Accommodation  
 Chronic illness Treatment  
 Accessibility  
 Academic  
 Assistive Technology

Total cost of accommodations:  When was the accommodation request received?

Notes:

Added by:  Added on:   
Last modified by:  Last modified on:  Save



For Job Corps Centers Only

## 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. This information is used to:

- Respond to requests for disability information
- Determine topics for disability-related training
- Develop content for the Job Corps Disability Web site [www.jobcorpsdisability.com](http://www.jobcorpsdisability.com)
- Establish guidance for the field

In 2004, the Job Corps Data Center (JCDC) incorporated a disability data collection module within the Computer Information System (CIS). The CIS disability module provides more detailed data about students with disabilities, including outcomes and placement information. Centers are required to accurately collect and submit disability data using this module (**PRH 6: Section 6.11, R7 (c)**). Program Instruction 04-02 provides additional information about disability data collection in CIS, including an attachment on ensuring accurate data collection.

The JCDC offers center staff a one-hour training session on the CIS disability screens. All disability coordinators should participate in this training. Training dates and times will be announced on the JCDC training calendar at <http://training.jobcorps.org/calendar/calendar.htm>.

This guide includes:

- Technical instructions for entering disability data in CIS
- Resource and training information
- Frequently asked questions about CIS disability data collection

To enter disability data 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

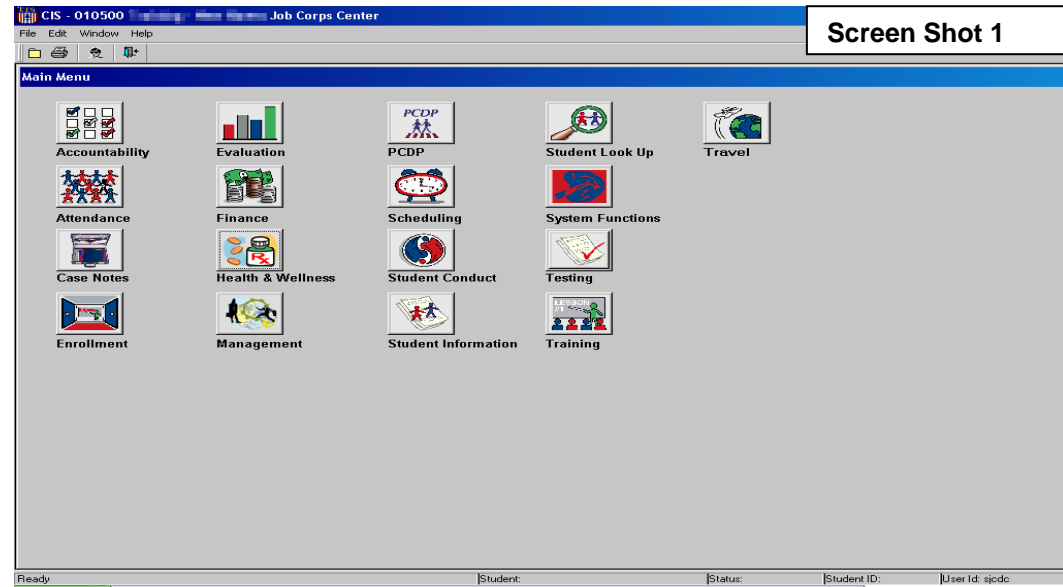
#### *Data Entry*

- √ Select student by clicking the student look-up icon or the face icon on the menu tool bar of the main menu screen
- √ Open health and wellness module
- √ Select disability data collection screen
- √ Click insert
- √ Enter requested data in fields
- √ Click save

# Technical Instructions

## 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., Health & Wellness), another window opens. This new window provides options that pertain to the tasks that can be performed within that module.

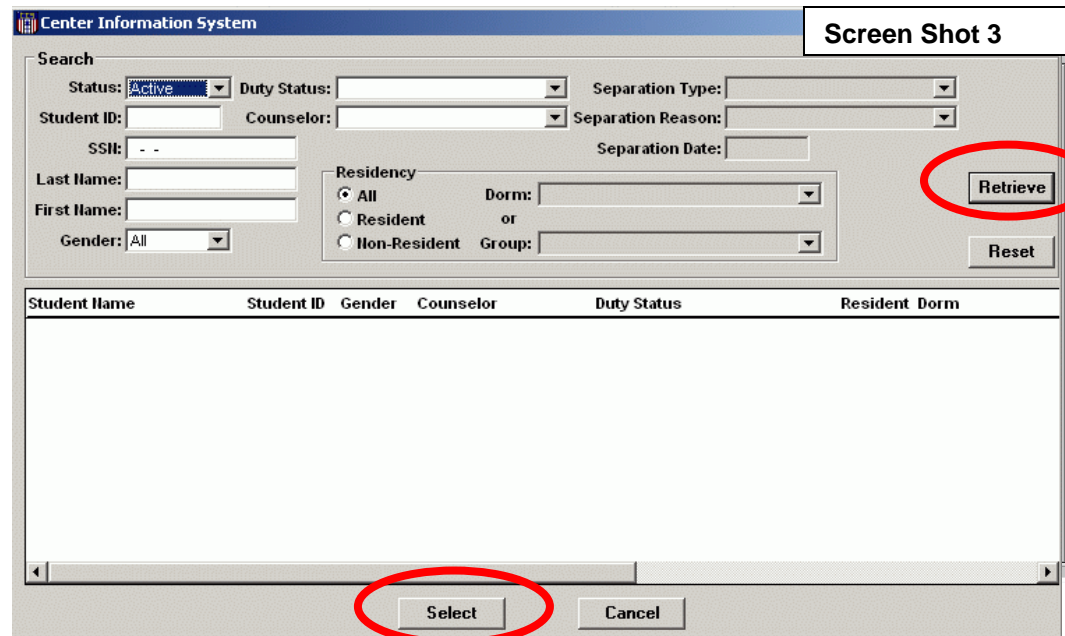
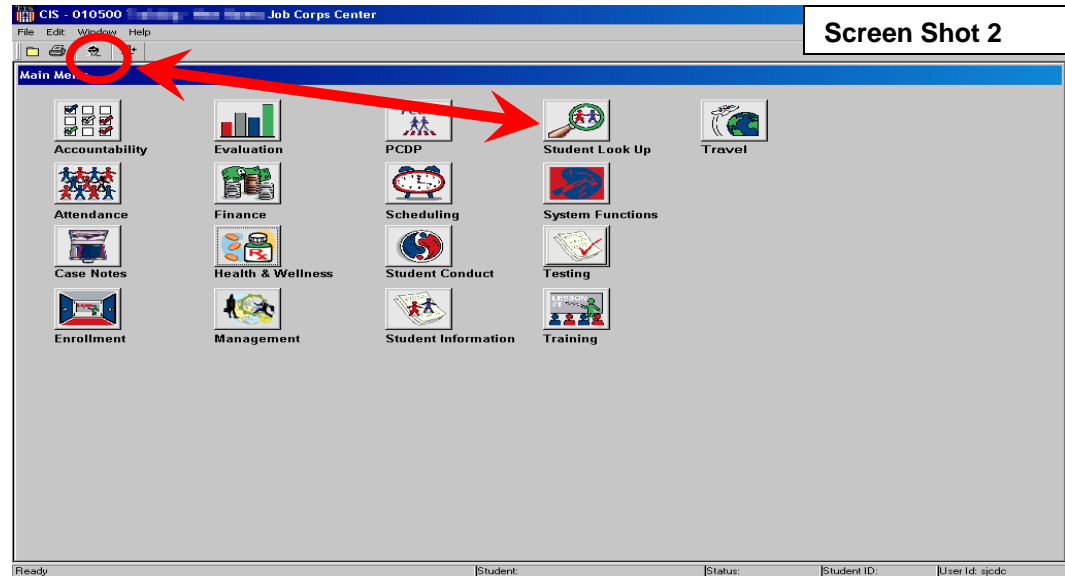


## Student Look Up

Use Student Look Up to select and enter disability data for a student.

### To Select a Student:

1. Click the Student Look Up icon or the face icon on the menu tool bar, main menu screen (Screen Shot 2). The CIS search window will open (Screen Shot 3).
2. Enter information in at least one field, click **retrieve**. 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**. When a student is selected, the CIS search window will close, and the main menu will appear (Screen Shot 4). The selected student's name is now displayed in the status bar at the bottom of the main menu window.

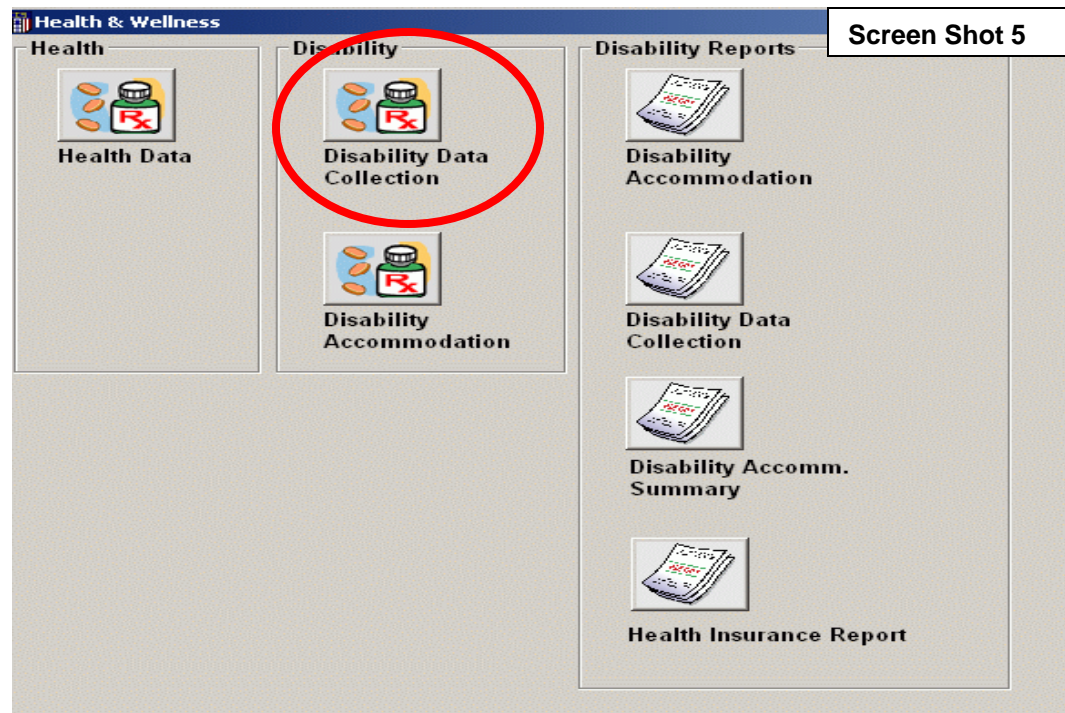
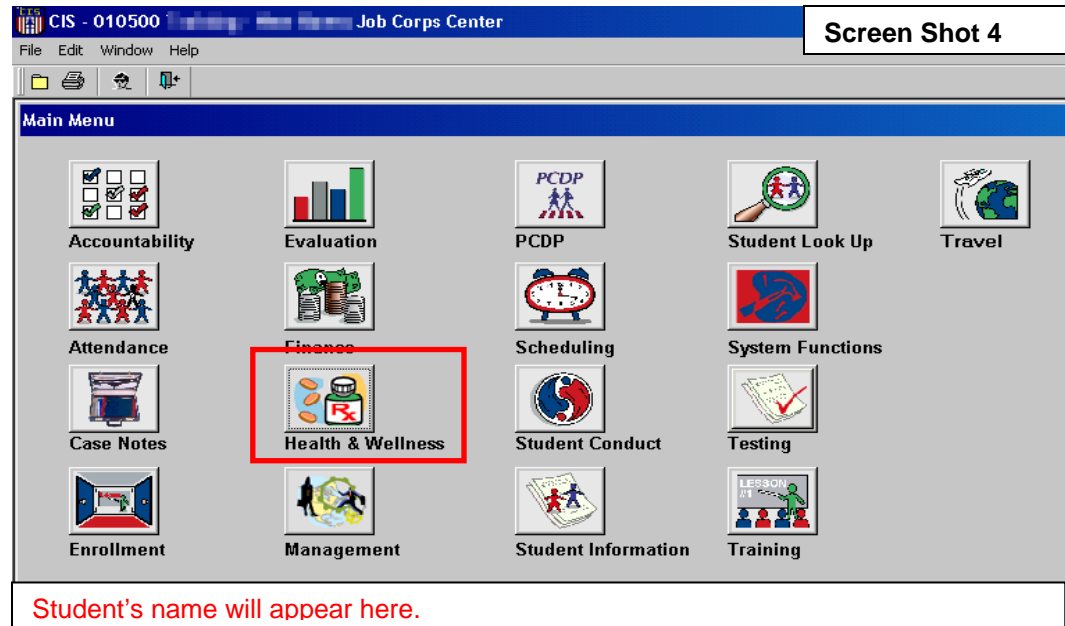


## Health & Wellness Module

The disability data collection screen is part of the Health & Wellness module.

### To access the disability data collection screen:

1. From the main menu, click **the Health & Wellness module icon** (Screen Shot 4). The Health & Wellness module window will open.
2. Click **the Disability Data Collection icon** (Screen Shot 5), and the screen will open for the selected student.



## Disability Data Collection Screen

The following fields must be completed on this screen:

- Disability Category (drop-down menu)
- Specific Disability (drop-down menu)
- Accommodation (Yes/No)
- Age Waiver (Yes/No)
- Type of Accommodation (drop-down menu)
- Accommodation Cost (data entry)
- When Accommodation Requested (Before/After)

### To enter disability data:

1. Verify the selected student name is correct, then click **insert** to enter data (Screen Shot 6). The lower fields become active.
2. Choose the **disability category** from the drop-down list (Screen Shot 7).

Disability Data Collection

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
Gender: Female Age: 22 Counselor: \_\_\_\_\_

Disability Category	Disability Accommodation	Age Waiver	Request Type	Total Cost

Insert

Disability Details

Specific Disability

Save

1. Verify Student  
2. Click Insert

Disability List

Disability Category	Disability Accommodation	Age Waiver	Request Type	Total Cost
Medical	Yes	No	After enrollment	\$

Insert

Disability Details

Disability Category: \_\_\_\_\_

Specific Disability: \_\_\_\_\_

Did the student receive accommodation?  Yes  No

Did the student receive a waiver of the upper-age because of disability?  Yes  No

Accommodation

- Other (user would specify)
- Mental Health Counseling/Treatment
- Psychotropic/Psychiatric Management
- Chronic Illness Treatment/Management

Total cost of accommodation: \_\_\_\_\_

When was the accommodation requested: \_\_\_\_\_

Notes: \_\_\_\_\_

Added by: \_\_\_\_\_ Added on: \_\_\_\_\_  
Last modified by: \_\_\_\_\_ Last modified on: \_\_\_\_\_

Save

Choose the Disability Category



Screen Shot 8

3. Click the check box(es) for the student's **specific disability(ies)** (Screen Shot 8). More than one specific disability can be selected. The choices available in the drop-down menu vary depending on which disability category is selected. For example if medical is selected, specific disability choices include asthma, diabetes, HIV/AIDS, hypertension, sickle cell disease, or other (user specifies disability).

4. Select Yes or No if the student received an **accommodation** for the selected specific disability (Screen Shot 8).

5. Select Yes or No for the **age waiver** question (Screen Shot 8).

6. Select the appropriate check box(es) for the **type of accommodation(s)** provided for the selected disability (Screen Shot 8). The user can select as many check boxes as appropriate.

7. Enter the total **cost** of accommodation (Screen Shot 8). This is a numeric field; no symbols (e.g., \$) or text can be entered. The total cost of accommodation should be the total amount (include center, regional, national funds) spent on accommodating the student for the time he/she was enrolled in Job Corps. The disability coordinator should keep track of all accommodation costs for the student in the center disability log and enter the total cost when the student separates. If the accommodation was provided at no cost to the Job Corps, enter zero.

8. Select before enrollment or after or enrollment from the drop-down list for the **when was the accommodation requested** question (Screen Shot 8).

9. The **notes** field is OPTIONAL. It is for center use only.

10. Click **Save** (Screen Shot 8). **If the student has more than one type of disability, click insert after saving to add additional disabilities.**

The screenshot shows a web form titled "Disability Details". It contains the following elements:

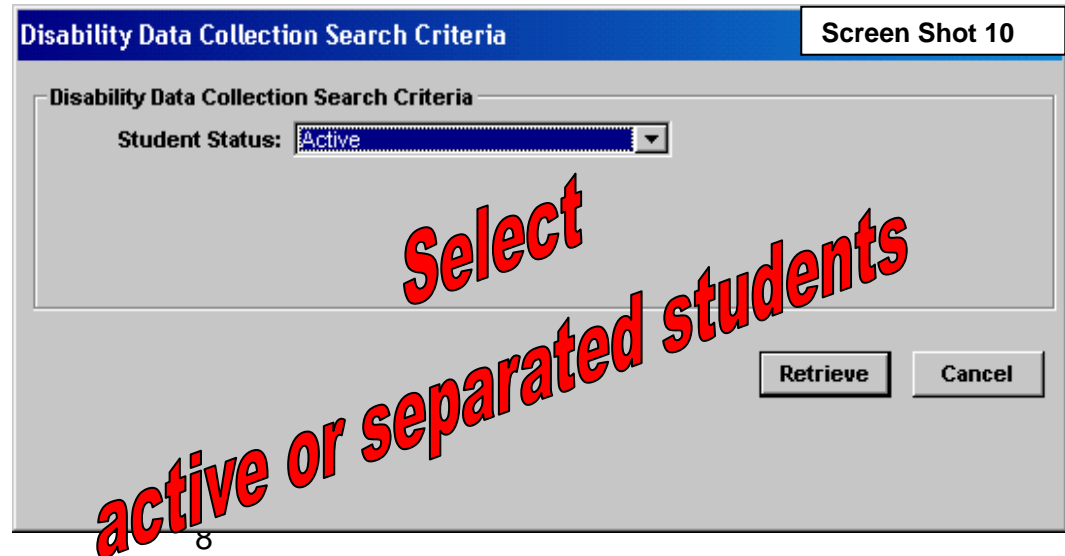
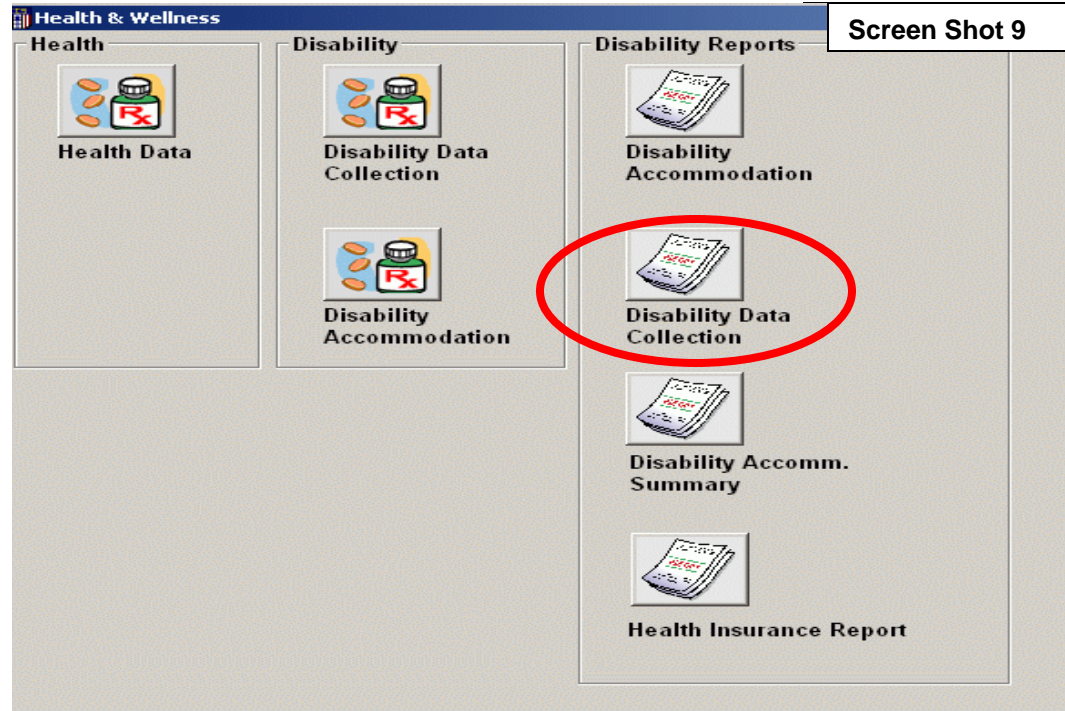
- Disability Category:** A dropdown menu with "Medical" selected.
- Did the student receive accommodation?** Radio buttons for "Yes" and "No".
- Did the student receive a waiver of the upper-age because of disability?** Radio buttons for "Yes" and "No".
- Specific Disability:** A list of checkboxes: Chronic Asthma, Diabetes (checked), HIV/AIDS, Hypertension, and Sickle Cell Disease.
- Accommodation:** A list of checkboxes: Chronic Illness Treatment/Management (checked), Accessible/Alternate Formats, Academic/Instructional, and Assistive Technology.
- Total cost of accommodation:** An empty text input field.
- When was the accommodation requested:** A dropdown menu with "After enrollment" selected.
- Notes:** A large text area for entering notes.
- Added by:** and **Last modified by:** fields.
- Added on:** and **Last modified on:** fields.
- Save:** A button circled in red.

## Disability Data Collection Report

The Disability Data Collection report is accessed from the Health & Wellness module.

### To access the disability data collection report:

1. At the Health & Wellness module, click Disability Data Collection in the reports section of the module (Screen Shot 9).
2. The Disability Data Collection Search Criteria window will open (Screen Shot 10).
3. Choose Active or Separated from the drop-down menu labeled Student Status. If separated is selected, a separation date range must be entered (Screen Shot 10).





4. Click **retrieve**. The report (Screen Shot 11) will display data collected in the disability data collection screen for all active or all separated students (in a date range).

Disability Data Collection Log  
Active Students

Screen Shot 11

Age Waiver?	When Accom. Requested?	Accom. Recd?	Disability Category	Specific Disability	Accommodation	Cost
Student Name/ID [REDACTED]						
Date of Birth: 09/24/1983			Enroll Date: 02/23/2004			
No	After enrollment		Medical	Diabetes	Chronic illness Treatment/Management Testing	
No	After enrollment	Yes	Medical	Other (User would spe	Other(user would specify)	
Student Name/ID [REDACTED]						
Date of Birth: 01/10/1987			Enroll Date: 11/10/2003			
No	After enrollment	Yes	Cognitive	Learning	Academic/Instructional	
Student Name/ID [REDACTED]						
Date of Birth: 06/07/1983			Enroll Date: 10/27/2003			

**Related Disability Information in CIS**

The Health & Wellness module also contains the disability accommodation screen. Currently data entry in this screen is not required. If you would like to use these features in CIS to create and track student accommodation plans, visit [http://training.jobcorps.org/cis/pdf/disability\\_presentation.pdf](http://training.jobcorps.org/cis/pdf/disability_presentation.pdf) for JCDC training on these features.

**Resource and Training Information**

- JCDC: For technical questions related to using CIS and training on disability screens, call 1-800-598-5008 Option 2 or review the training calendar at <http://training.jobcorps.org/calendar/calendar.htm>.

- Job Corps Disability Website, Data Collection: Central location for all information related to disability data collection. [http://www.jobcorpsdisability.com/html/orientation\\_prh\\_2.htm#datacollect](http://www.jobcorpsdisability.com/html/orientation_prh_2.htm#datacollect)
- Technical Assistance: Answers to disability data collection questions.  
Barbara Grove, National Office, National Nurse Consultant, 202-693-3116, [grove.barbara@dol.gov](mailto:grove.barbara@dol.gov)  
Michelle Day, Humanitas, Inc., Disability Coordinator, 301-608-3290 ext. 205, [michelle.day@humanitas.com](mailto:michelle.day@humanitas.com)

## Frequently Asked Questions: Disability Data Collection in CIS

### 1. When should disability data be entered?

*As soon as possible after student is identified. Many disability coordinators are setting up a specific day/time weekly or biweekly to enter/update data.*

### 2. Can data entered in the data collection screen be migrated to the accommodation screen?

*No. For the most part the data in the data collection screen is not in the accommodation screen and vice versa. The only data entry/typing for the data collection screen is the accommodation cost, the remainder is selecting from drop-downs or radio buttons. The accommodation screen is for center use to create and maintain student accommodation plans. This screen involves more data entry depending on the complexity of the student's accommodation plan. The accommodation screen is not required but is offered, as an alternative to documenting accommodation needs on paper.*

### 3. Why can't I enter data in the total cost of accommodation field?

*Check to be sure you have selected "yes" to question asking if the student received accommodation. Cost data can only be entered if you have indicated that the student received accommodation.*

### 4. If there is a specific format for entering cost data?

*This field only accepts numbers; no symbols (e.g., \$) or text can be entered.*

### 5. Is the total cost of accommodation a monthly cost?

*No, the total cost of accommodation should be the total amount (include center, regional, national funds) spent on accommodating the student for the time he/she was enrolled in Job Corps. You should keep track of all accommodation costs for the student in your center log and enter the total cost when the student separates. If the accommodation was provided at no cost to the center, enter zero.*