

**CIS DISABILITY DATA COLLECTION
ENSURING ACCURATE DATA**

Technical instructions for entering disability data in the Center Information System (CIS) are provided by the National Data Center (NDC) as a CIS release. The following additional information is provided to assist center staff with entering the appropriate and accurate data.

Disability Status

This is a Yes/No field. This field will be entered for all Job Corps students in a general data screen. If a student's disability status has been selected as Yes, the disability data collection screen must be completed.

Technical Instructions

➤ *Select Yes or No to indicate the student's disability status.*

Students with a disability include all students who:

- Indicate disability/accommodation on ETA 6-53 – Job Corps Health Questionnaire.
- Self-identify as a person with a disability, but do not require accommodation.
- Request/receive accommodation.

To be considered a person with a disability, the student must have documentation of the disability.

A student who has medical issues may not consider himself or herself a person with a disability. In other words, do not count all students whose folder indicates a medical issue as disabled.

DISABILITY DATA COLLECTION SCREEN FIELDS

Data should only be entered in the disability data collection screen for student's whose disability status has been selected as Yes.

Disability Category

This is a field with drop-down selections for the disability category. After a disability category is selected (e.g., cognitive) a disability menu, listing

Technical Instructions

➤ *Select the disability category.*

➤ *Select specific disability(ies) within disability category.*

➤ *If multiple disabilities, select all disability categories and specific disabilities that apply.*

specific disabilities, will appear (e.g., if selected cognitive, learning, attention deficit hyperactive disorder, mental retardation, traumatic brain injury will appear). All specific disabilities that apply can be checked (e.g., if cognitive is selected, it is possible to check learning and attention deficit hyperactive disorder). If the student has multiple categories of disabilities (e.g., cognitive and medical), select as many disability categories and specific disabilities as appropriate.

Exhibit 1 lists possible disability categories and specific disabilities within these categories.¹

Receive Accommodation

This is a Yes/No field.

This field should be answered Yes if:

- The student requested/received accommodation.
- The student made no formal request, but center staff asked if accommodation was needed, or suggested accommodation and the student agreed/accepted.
- The student received anything other than what is typically offered to all students. Though centers have always provided these types of services (e.g., breathing machines/daily medications for asthmatics, medication storage for diabetics), they should be counted as accommodations, and monitored as such.

Technical Instructions

➤ *Select Yes or No to indicate if the student received accommodation.*

When Accommodation Is Requested

This is a field with drop-down selections to be used when accommodation is requested. If the student requested accommodation prior to arriving on center, select prior to enrollment, if request was made after arrival on center, select after enrollment.

Technical Instructions

➤ *Select when the accommodation was requested.*

Types of Accommodation

This is a drop-down field that indicates types of accommodation provided. Indicate all areas where

Technical Instructions

➤ *Select types of accommodation provided.*

¹ This list **is not inclusive** of all disabilities in each category, or a list of the only types of disabilities Job Corps can accommodate. Note: ESL and pregnancy are not considered disabilities and should not be counted as such.

accommodations were provided. (Note: More than one area may be selected.)

Examples of possible academic/instructional accommodations include reading text aloud, using visual cues, tutoring, extra time from instructor, and shortened/alternative assignments.

Assistive technology is any item, piece of equipment, or product system, whether acquired commercially, off-the-shelf, modified, or customized, that is used to increase, maintain, or improve the functional capabilities of individuals with disabilities. Examples include a tape recorder, computer software, calculator, and voice-activated computer.

Cost of Accommodating Student

This is a user-entry field that indicates the cost of accommodating the student.

Technical Instructions

➤ *Enter the cost of accommodating the student.*

- The cost (including center, regional, and/or national funds) should be the total amount spent on accommodating the student for the time he/she was enrolled in Job Corps. If there were no costs associated with accommodation, enter zero.
- If cost is unknown, click the unknown checkbox, do not enter zero.
- Costs for staff time to determine and monitor accommodations should not be included.
- Costs for medications provided as accommodations:
 - If included in the Job Corps drug formulary, they should not be included in the accommodation cost.
 - If not included in the drug formulary, they should be counted as accommodation cost (unless billed to third party insurance, in which case, they should not be counted as accommodation cost).

Age Waiver

This is a Yes/No field.

The Job Corps upper age limit can be waived for students with disabilities. If the student received an age waiver at enrollment because of disability, click Yes.

Technical Instructions

➤ *Select Yes or No to indicate if the student received a waiver of the upper age limit based on disability.*

Exhibit 1–Disability Categories and Sub-Categories

Category: Cognitive

Specific Disabilities: learning disabilities, attention deficit disorder, attention deficit hyperactivity disorder, mental retardation, traumatic brain injury

Category: Drug/alcohol²

Specific Disabilities: alcoholism or chemical dependency

Category: Medical

Specific Disabilities: chronic asthma, diabetes, HIV/AIDS, hypertension, sickle cell disease

Category: Mental health

Specific Disabilities: psychotic disorders including schizophrenia; mood disorders including depression and bipolar disorder; anxiety disorders including obsessive-compulsive disorder and post-traumatic stress disorder; personality disorders including antisocial personality disorder, borderline personality disorder

Category: Physical

Specific Disabilities: head injury, cerebral palsy, amputation, multiple sclerosis, spinal cord injury, epilepsy/seizure, speech impairment, arthritis, short stature, dwarfism

Category: Sensory

Specific Disabilities: blind/visually impaired, color blind, deaf/hard of hearing

Category: Other³ (type of disability not listed), specify type of disability

² Do not count all students in TEAP or with drug/alcohol issues, only those who have documentation of alcoholism or chemical dependency as a disability and are enrolled in or have completed supervised rehabilitation program (or been otherwise successfully rehabilitated).

³ This category should rarely be used; the categories were designed to capture most disabilities. If you are not sure in which category a disability would fall, call or e-mail the disability coordinator listed on the Job Corps Disability Web site.