

# Follow-up Webinar

## *Disability Accommodations and Advising*

K-State Research and Extension  
May 1, 2020



# Accommodations Process

- Civil Rights Training
- 4-H Program Rally
- Thank you for your feedback
- UGC & ADA Coordinator
- Administrative Directive
- Inclusive Leadership Pre-Recorded Webinar

# Agenda

- Ground Rules
- Review general guidelines and interactive process related to KSRE disability accommodations
- Agent Testimonials
- Review themes from your submitted disability-related questions
- Continuity Plan
- Questions?

# Defining Reasonable Accommodations

The Americans with Disabilities Act requires that persons with disabilities be provided “reasonable” accommodations and prohibits discrimination against persons with disabilities.

Accommodations are generally considered reasonable if they do not change the fundamental nature of the program or alter the essential criteria for participation. Accommodations that meet these standards should typically be provided.

**Reasonable accommodations are determined through an interactive process between the community member, State 4-H Office, and K-State Human Capital Services.**

# **In addition to disability accommodations...**

Resources, education and training are available to KSRE staff, youth, adult volunteers and community members to increase program accessibility and create a sense of belonging for persons with disabilities.



# Accommodation Statement

It is the responsibility of programming staff to ensure that the following statement appear on all public program marketing materials:

K-State Research and Extension is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting the event contact (**insert name**) two weeks prior to the start of the event (**insert deadline date**) at (**insert phone number and email**). Requests received after this date will be honored when it is feasible to do so.

# THE PROCESS OF DISABILITY ACCOMODATIONS

1. Community member, volunteer, program participant, youth or family member communicates that accommodations are needed for an event to be accessible (Equitable programming)
- 2. Extension professional works with local community member to fill out Accommodations Request form alerting 4-H State Office and HCS**
3. Formalized interactive process is launched between the 4-H State Office, local Extension unit, K-State Human Capital Services, and individual requesting accommodations
4. 4-H State Office contacts individual to schedule an “intake” that lasts between 30 minutes and one hour.
5. Intake consists of better understanding and formalizing the disability accommodations request and articulating what the Extension event entails to determine accessibility needs
6. Individual fills out Consent of Release of Information and a medical professional fills out a medical form and sends directly to HCS
7. 4-H State Office consults with K-State Human Capital Services
8. Individual and Extension professional are contacted with the determination of the disability accommodations request

# Online Submission

Agents will fill out an online disability accommodations request form with the KSRE participant indicating the following:

1. Contact Information of KSRE Participant
2. Type of accommodation requested (if known)
3. Indication of time sensitivity
4. Level of perceived support needed in granting the request

When responding to immediate accommodations requested (accommodations requested less than two weeks prior to the event) that are not easily identifiable contact Aliah Mestrovich Seay at 949-315-6116 or the State 4-H Office for assistance.



# Online Submission Continued

## Level of Perceived Support Needed in Granting Accommodations Request:

1. MINOR accommodation request/Easy to Grant (Local Unit)
2. MODERATE level of support from State Office (Medical documentation necessary)
3. HIGH LEVEL of support from State Office (Medical documentation necessary)
4. This is a repeat request WITH modifications (Provide date of service)
5. This is a repeat request WITHOUT modifications (Provide date of service)
6. UNKNOWN

# Online Submission Continued

Please note that the final accommodation granted may not be the one proposed by the participant.

Medical documentation is not submitted at the local level.

**An Extension professional should NOT make the final decision to refuse accommodations without consulting the State 4-H Office.** Providing or refusing accommodations is done on a case-by-case basis. Always contact the State 4-H Office before rejecting a proposed accommodation.

# Agent Testimonials

Erin Tynon

Extension Agent

Pottawatomie County Extension

Family and Consumer Sciences

Lindsey Shorter

Extension Agent

Greenwood County Extension

Agriculture and Natural Resources

# Established Protocol

- Following an established protocol for evaluating requests for accommodations that cannot easily be granted is important.
- This ensures consistent evaluation of the fundamental aspects of a program in relation to the accommodations that are requested.
- The ADA coordinator is trained to perform this function and provide assistance and expertise.

# Themes of Questions Submitted to UGC

- How to respond to "Day of" disability considerations
- Understanding liability
- What is defined as a disability according to the ADA?
- How are temporary disabilities different than chronic disabilities?
- How much should agents be involved in communicating policy changes?
- Do we always need medical documentation? (Example: youth in a wheelchair)
- Some youth may need aids for certain programs or overnight experiences
- Interpersonal communication challenges

# Providing Accommodations Upon Request

- It is illegal to “regard” someone as disabled, i.e., to presume they need a disability accommodation.
- Do not assume that a participant has a disability or needs an accommodation if they have not expressed a need unless that need is extremely obvious (e.g., the person is in a wheelchair that cannot be used on the stairs).
- The participant is responsible for asking for an accommodation if they need it.



# Short-Term Disabilities

- Fill out the same online accommodations request form
- If the question arises whether or not an ailment, qualifies as a disability, please contact the 4-H State Office immediately.
- This analysis is determined by a trained ADA coordinator.

# Religious Accommodations

Religious accommodations follow a similar analysis, but without all the same required documentation.

Consultation with on-campus partners will take place for religious accommodations that are not easily identifiable.

# Additional Training & Support

Requests for additional training and case-specific examples to help navigate current protocol more effectively can be provided for local units and system-wide.

# Questions

Please limit your questions to overarching themes regarding clarification of the process or what has been discussed on the Webinar.

Case-by-case examples can be responded to in an individual consultation with the local unit post webinar.