



Inclusive Leadership Strategies

Disability Accommodations and Advising

K-State Research and Extension
April 20, 2020

Accommodations Process

- Civil Rights Training
- 4-H Program Rally
- Thank you for your feedback
- UGC & ADA Coordinator
- Administrative Directive

Agenda

- Explore general guidelines related to KSRE disability accommodations
- Assistance evaluating situations on a case-by-case basis

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.

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.

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.

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.

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.