

Procedure Title:	DHS Training Accommodations				
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DHS Chief Administrative Officer

08/22/2007

Approved By: *(Authorized Signer Name)*

Date Approved

Procedure

Step	Responsible Party	Action
1.	Employee	<p>The employee is responsible for requesting needed accommodation, either verbally or in writing.</p> <p>Employees must make the request three weeks before the training session.</p> <p>If employees must cancel an accommodation request, they must do so five (5) days before the training session.</p> <p>Training Registration Procedure:</p> <p>The employees' responsibilities are:</p> <ul style="list-style-type: none"> • Completing a personal profile in the online DHS Learning Center; • Identifying the need for accommodation in the profile; • Registering for training; • Consulting with manager (or designee) about the need for accommodation and the type of accommodation needed; • Communicating or consulting with the instructor and human resource analyst about accommodations needed.
2.	Manager or designee	<p>The manager or designee is responsible for:</p> <ul style="list-style-type: none"> • Informing staff of procedure and times frames for requesting accommodations. • Consulting with employee regarding the accommodation request. • Arranging for accommodations when possible. • Consulting with human resource analyst about the accommodation request if necessary. (Note: Manager should consult with the human resource analyst if

		<p>denying or modifying the request.)</p> <ul style="list-style-type: none"> • Notifying training staff of accommodation request. • Ensuring that the accommodation is paid for through the employee's division processes.
3.	Human Resource Analyst	<p>Human Resource Analyst is responsible for:</p> <p>Coordinating response to the accommodation request in partnership with employee's manager and the DHS ADA Coordinator as necessary.</p> <p>This includes: determining reasonableness, identifying specific services or resources needed, making arrangements for the accommodation, and coordinating payment through employee's Division process.</p>
4.	ADA Coordinator	<p>The ADA coordinator is responsible for:</p> <ul style="list-style-type: none"> • Coordinating with the human resource analyst on response to accommodation requests that are received directly from employee, manager or instructor. • Arranging for the specific accommodation needed, including arrangement and scheduling of interpreters, equipment, and technicians to set up or operate equipment. • Notifying instructor that the accommodation request has been made and obtain any needed materials for conversion. • Coordinating with registrants who are not DHS employees on accommodation needs and payment through their own employer.
5.	Instructor/Trainer	<p>The instructor or trainer is responsible for:</p> <ul style="list-style-type: none"> • Consulting with employee/registant to ensure all needs and concerns have been addressed. • Contacting the ADA Coordinator to discuss registrant's accommodation need as soon as the Learning Center Notification is received or when the Instructor/Trainer become aware of the accommodation request. • Providing training materials to the ADA Coordinator for conversion or preview. • Using the Training Accommodation Guidelines found at the DHS Learning Center Web site.

Policy that applies:

[DHS-060-034, Reasonable Accommodation](#)

Form(s) that apply:

None

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Procedure History:

- **Version 1.0:**
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Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

