

The Daily Blurb

'Blurb' 27: Tracking ADA Accommodations

A reminder about ADA Accommodations...

At DTA we view our obligations under the Americans with Disabilities Act (ADA) very seriously and our employees are efficient at ensuring that our clients are able to communicate with us and access our programs.

One important thing to remember is: **Every time an action has been taken on an approved accommodation – whether by you or by a CAC - the Accommodation / Special Assistance Tracking page must be completed!**

If you don't complete the Tracking page, BEACON does not recognize that you acted on the Accommodation.

Example: Mary's accommodation is reminders about deadlines.

Mary's case manager calls her to remind her of verification that is due within five days. This action is recorded on the Accommodation Special Assistance Disposition Tracking page.

The case manager also contacts Mary to remind her that proof of her disability is due in 10 days. This action is *also* recorded on the Accommodation Special Assistance Disposition Tracking page.

If you need help using the Accommodation / Special Assistance Tracking page, check out the [Improving Services to Clients with Disabilities Job Aid](#) or [Accommodations Special Assistance Disposition Tracking](#) available through the Online Guide.

For even more information regarding accommodations or DTA procedures regarding ADA, visit the Disability Access – Harper splash page available in Policy Online.