## Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1.   | Employee            | The employee is responsible for requesting needed accommodation, either verbally or in writing. Employees must make the request three weeks before the training session. If employees must cancel an accommodation request, they must do so five (5) days before the training session. Training Registration Procedure: The employees’ responsibilities are:  
• 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 | The manager or designee is responsible for:  
• 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>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 3. | Human Resource Analyst  
**Human Resource Analyst is responsible for:**  
Coordinating response to the accommodation request in partnership with employee’s manager and the DHS ADA Coordinator as necessary.  
This includes: determining reasonableness, identifying specific services or resources needed, making arrangements for the accommodation, and coordinating payment through employee’s Division process. |
| 4. | ADA Coordinator  
**The ADA coordinator is responsible for:**  
- 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  
**The instructor or trainer is responsible for:**  
- Consulting with employee/registrant 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](DHS Learning Center Web site). |

**Policy that applies:**  
DHS-060-034, Reasonable Accommodation
Form(s) that apply:
None

Contact(s):
Name: Joe Hesting; Phone: 503-945-6610; Email: joseph.hesting@state.or.us

Procedure History:
- Version 1.0:
  08/22/2007 Initial Release

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