Process: ADA Accommodation Request
Objective: Complete ADA Accommodation request

| Maintain Employee Data			
1.1.3.7.1 ADA Accommodation Request			
Roles	**Transaction**	**Approve Workflow**	**Deny Workflow**
*Employee	Completes online ADA Accommodation form Complete medical inquiry document Monitor status Receives notification of options		
ADA Field Coordinator	Receives workflow with request Determine Accommodation type Approve or Deny Request	Approve ADA Accommodation request	Deny ADA Accommodation request
ADA Officer	Receive paperwork Discuss document findings Document recommendation Receive notification of Approval or denial		
Administrative Official	Receive notification about ADA Accommodation Reroute ADA Accommodation request with recommendation Approve or Deny Request ADA Accommodation data is updated	Approve ADA Accommodation recommendation	Deny ADA Accommodation recommendation
Inputs:	Online ADA Accommodation request form		
Outputs:	ADA Accommodation request recommendation		
* Initiates process			

Process Details
Employee completes the online ADA Accommodation form and completes the medical inquiry document. The Employee can view the status request at any time and is notified with option from the Administrative Head.

ADA Field Coordinator receives workflow with the ADA Accommodation request to initiate a conversation with the Employee and indicates any findings as well as the accommodation type. Then forwards the Employees paperwork to the ADA Officer. If the ADA Field Coordinator approves the request, the Accommodation data is updated. If it is denied, the Field Coordinator discusses the document findings with the ADA Officer.

ADA Officer initiates a discussion with the ADA Coordinator on the document findings and documents a recommendation to route to the Administrative Head.

Administrative Official approves or denies the request with the recommendation. If the request is approved, the ADA Accommodation data is updated. If the request is denied, an email is sent to the ADA Officer with a notification.
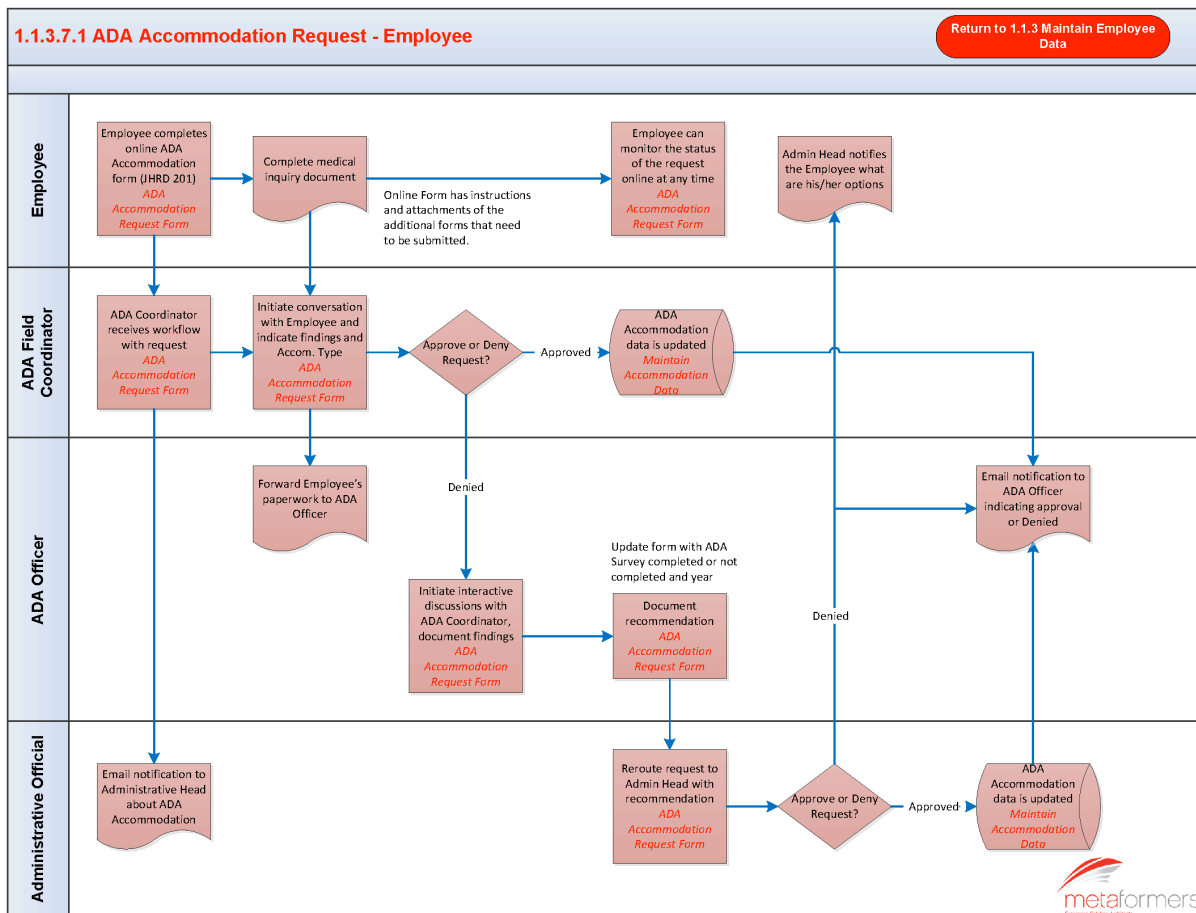
Process Exceptions and Errors: TBD (here we include any errors users may encounter)

Knowledge and Skill Level: Each role has a certain level of responsibility in the process. Employees should aim at understanding the processes per their role and become skillful in applying their knowledge to complete transactions efficiently and with minimal errors. To guide

you in understanding what your level of knowledge and skill to aim for based on your role refer to the table below. Also, below, is a table with descriptions for each level.

Position Management	1 = Fundamental
	2 = Intermediate
Name Change Request	3 = Comprehensive
Roles	**Knowledge and Skill Level**
Employee	2
ADA Field Coordinator	2
ADA Officer	2
Administrative Official	2

Level	Description
1	**Fundamental** – high-level understanding of process, basic ability to do tasks in CONNECT with some or no support, and may refer to a liaison for assistance.
2	**Intermediate** – full understanding of their individual role functions within a process and is proficient enough to operate effectively under minimal assistance. Has understanding of previous process tasks performed and the impact downstream.
3	**Comprehensive** – full understanding of process, related roles, activities and tasks performed to complete the process. Comprehensive ability of role functions within the process with no assistance. Ability to perform other tasks related to other roles within the process.