

# Carnegie Mellon

Equal Opportunity Services • Whitfield Hall, 143 N. Craig Street, Pittsburgh PA 15213

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<http://hr.web.cmu.edu/dsrg/index.htm>

## Guidelines for Documentation of Chronic Health/Orthopedic Disorders in Adolescents and Adults (Employment)

### Introduction

Qualified individuals are entitled to reasonable accommodations under the Americans with Disabilities Act (ADA regulations). Accommodations are determined on a case-by-case basis. Equal Opportunity Services serve as links between individuals with disabilities and the campus community. Information released will provide documentation of a disability for faculty, staff, students and prospective students of Carnegie Mellon University. All information will be considered confidential and only released to appropriate personnel on a need to know basis. To access services, individuals must initiate a request in writing for specific services/accommodations (books on tape, enlargements, interpreters, etc.). Accommodations prescribed only apply to Carnegie Mellon University and may not be valid elsewhere. The individual takes full responsibility for ongoing assistance. **In order to receive services/accommodations verification of a disability is required.** Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with documented chronic health/ orthopedic disorders are guaranteed certain protections and rights to equal access to programs and services. In order to access these rights, an individual must present documentation indicating that the disability substantially limits some major life activity, including learning. The following documentation requirements are provided in the interest of assuring that documentation is appropriate to verify eligibility and to support requests for accommodations, academic adjustments, and/or auxiliary aids This document provides guidelines necessary to establish the impact of chronic health/ orthopedic disorders on an individual's educational performance and to validate the need for accommodations. In instances where there may be multiple diagnoses, evaluators should consult the Guidelines for Documentation statements at <http://hr.web.cmu.edu/dsrg/index.htm> (**Disability Resources**)

### Documentation Requirements

**I. A Qualified Professional Must Conduct the Evaluation**-Professionals conducting assessments and rendering diagnoses of specific chronic health/ orthopedic disorders and making recommendations for appropriate accommodations must be qualified to do so. The name, title, and professional credentials of the evaluator, including information about license or certification as well as the area of specialization, and state in which the individual practices must be clearly stated in the documentation. It is not appropriate for professionals to evaluate members of their own families. All reports should be on letterhead, typed, dated, signed, and otherwise legible.

**II. Testing Must Be Current**-Because the provision of all reasonable accommodations and services is based upon assessment of the current impact of the individual's disability on his or her academic performance, it is in the individuals best interest to provide recent and appropriate documentation. Individuals who submit documentation that is not current, and/or inadequate in scope and content or that does not address the current level of functioning or the need for accommodation(s) may be required to update the evaluation report.

### III. Documentation Necessary to Substantiate the Chronic Health Disorder Must be Comprehensive and Include:

- A clear statement of the chronic health/orthopedic disorder
- A diagnosis
- A summary of assessment procedures and evaluation instruments/reports used to make the diagnosis
- Status of the individual; static, improving, or degrading
- A description of the condition's current functional limitation on working or other major life activity relevant to the Carnegie Mellon University environment
- A statement addressing the individuals suggested accommodations including a rationale as to why each suggested accommodation is needed.
- A statement regarding how the use of corrective technology, medication or therapy may or may not mitigate the chronic health disorder

**Please return requested information to:** Larry Powell, EOS Manager • 102 Whitfield Hall, 143 N. Craig Street, Pittsburgh PA 15213 (412) 268-2013– [lpowell@andrew.cmu.edu](mailto:lpowell@andrew.cmu.edu)

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