

Category Definitions and Clarifications

The Disability Support Services Council (DSSC) during the 2006-2007 year held discussions regarding what would constitute an appropriate expense under this model. The Council agreed to the following list. The list was then vetted through the Washington State Student Services Commission, the Washington State Board for Community and Technical Colleges, and the Business Affairs Council. The following list of “accommodation chunks” or categories are to be used when reporting expenses. A reporting definition and clarification is noted after each section. The expenses listed below can only be reported for student accommodations. If a disability support services office also provides accommodations for faculty, staff, or a community event with no students present, those expenses are NOT to be reported in this process. It is critical that all colleges are reporting similar data to provide for equity in disbursement and viable statistical information.

1. Provision of accommodations, to include, but not be limited to:
 - Reading services
 - Note taking services
 - Test proctoring services
 - Scribing services
 - Alternate media conversion services

Note: The focus of this category is the verb not the noun. Report expenses that relate to the provision of, not related to the person performing the duty. If a college chooses to report percentages of a person’s time, time and effort records must be kept for use during an audit to prove the percentage of time spent on direct accommodation provision. Supplies required for note taking services (i.e. NCR paper) are to be included in this category. Supplies for the other services listed are to be reported under #5.

Example: Program Assistant in DSS spends a portion of his work week making large print textbooks for a student with a vision disability. The only expense allowable to report in this category is the time he spent producing the large print textbooks. It is **NOT** allowable to include his entire salary and benefits in this category because part of his responsibilities is alternate media conversion.

2. Communication access services, to include, but not be limited to:
 - CART, Typewell Services
 - Real Time Captioning Services
 - American Sign Language Interpreting Services

Note: The focus of this category is the verb not the noun. Report expenses that relate to the provision of, not related to the person performing the duty. If a college chooses to report percentages of a person’s time, time and effort records must be kept for use during an audit to prove the percentage of time spent on direct accommodation provision.

Colleges that provide communication access services (i.e. ASL interpreters) to open public events as standard business practices, do not need to check to see if a student showed up to the event in order to count this expenditure in this model. This is a standard practice and provides access to students.

Example: American Sign Language interpreter coordinator spends 50 percent of her time providing interpreting services to students. The other 50 percent of her time is spent coordinating interpreters. The only expense allowable to report in this category is the time spent providing interpreting services. It is **NOT** allowable to include her entire salary and benefits in this category because part of her responsibilities is the provision of interpreting services.

- Preparatory Materials

Note: The preparatory materials are for those providing services in this category to use in preparation of their assignments for improved accuracy and transmission of message.

3. Alternate furniture, to include, but not be limited to:

- Adjustable chairs
- Adjustable height tables

Note: Furniture purchased and reported under this category must be purchased for a specific student.

Bulk purchases or proactive purchases can be reported as an expense as the student needs them. For example, College A buys 10 adjustable chairs in August. College A currently has 5 students, each taking one class fall quarter, that need an adjustable chair to satisfy their accommodation plans. College A can then report the cost of 5 of the chairs in fall. Then in winter quarter 3 more students, each taking one class, need adjustable chairs. College A can then report the expenditure of 3 of the original 10 chairs in winter quarter. College A ultimately reports 8 of the 10 chairs purchased.

Expenditures must be reported within the same fiscal year as the items were purchased.

Example: At the end of the year, DSS discovers a budget surplus and decides to purchase 5 adjustable tables for future use. The expense **CANNOT** be reported in this structure, unless the tables are for a specific student and the expenditure and student need are in the same fiscal year.

4. Laptops or PCs for accommodation use (i.e. tests, note taking).

Note: The purchase of laptops or PCs is only to be reported in this structure if the items are purchased for a specific student for a specific accommodation. Computers purchased for a student computer lab are not to be reported in this process.

Infrastructure and resources that are provided for all are not to be included as an expenditure in this model. If a college provides computer labs or kiosks for all students, then the college is responsible for providing the hardware needed in an assistive technology lab or kiosk station. Software or other components necessary to make the standard computer or kiosk accessible is allowable as an expense in this model and can be reported under #7 or #8. This funding source is not meant to be used to build infrastructure.

Example: Computing services contacts the disability support services office and explains that the computer in the student lab with the assistive technology is in need of replacement. The

replacement of this computer is **NOT** to be reported under this structure. (See #7 for information on reporting assistive technology expenses.)

5. Alternate media conversion supplies and equipment, to include, but not be limited to:

- Textbooks
- 11" by 17" paper
- Recordings for the Blind and Dyslexic membership
- Binding services
- Audiotapes
- CDs
- Braille paper
- Braille printers
- 4-track tape recorders
- Software for conversion
- Scanners
- Computer for e-text conversion

Note: This expense category is for the necessary products, supplies, and equipment to convert standard print materials into an accessible version for a student. This category is **NOT** to be used to report the people power involved in the conversion. Those expenses can be reported under #1 - provision of accommodations, if the college chooses to report these expenses. Refer to #1 for more details. Textbook expenses in this category relate to textbooks purchased by the disability support services office to be used in the standard print conversion process. If textbooks are purchased for students, this expense is **NOT** to be reported in this structure. As technology changes, so will this list. Focus on the overall concept of "alternate media conversion supplies and equipment." This list provides possible examples.

Bulk purchases or proactive purchases can be reported as an expense as the student needs them. For example, College A buys 10 Daisy players in August. College A currently has 5 students that need a Daisy player to satisfy their accommodation plans. College A can then report the cost of 5 of the Daisy players in fall. Then in winter quarter 3 more students need Daisy players. College A can then report the expenditure of 3 of the original 10 players in winter quarter. College A ultimately reports 8 of the 10 players purchased. **Expenditures must be reported within the same fiscal year as the items were purchased.**

Example: A computer and scanner are purchased for the disability support services office to use for in-house conversion of printed materials to e-text. This computer could be listed as an expense in this category. A computer is purchased for a Program Assistant in the disability support services office. This computer may at times be used for alternate media conversion, but the intent of the purchase is as the Program Assistant's desk computer. This computer is **NOT** to be recorded as an expense in this structure.

6. Accessible transportation for students with disabilities when transportation is provided to all students.

Note: If the college is not providing transportation to all students, any expense the college incurs for a student with a disability regarding transportation is **NOT** to be reported under this structure.

Example: The college is providing transportation for a class of students on a required field trip. The college vans are not accessible and after discussion with a student who uses a wheelchair, it is agreed that the student will take a private accessible cab to the location. The cost of the private cab can be reported in this category.

7. Assistive technology software, to include, but not be limited to:

- JAWS
- WYNN
- ZoomText
- Dragon Naturally Speaking
- Window Eyes
- Magic
- Service and maintenance agreements to keep technology current

Note: This category is to report the assistive technology software, not the computer hardware. As technology changes, so will this list. Focus on the overall concept of “assistive technology software.” This list provides possible examples.

Infrastructure and resources that are provided for all are not to be included as an expenditure in this model. If a college provides computer labs or kiosks for all students, then the college is responsible for providing the hardware needed in an assistive technology lab or kiosk station. Software or other components necessary to make the standard computer or kiosk accessible is allowable as an expense in this model and can be reported under #7 or #8. This funding source is not meant to be used to build infrastructure.

Example: A student needs JAWS in order to access the material presented in an Introduction to Word course. The purchase of JAWS can be reported in this category. If headphones are needed, the headphones would be reported under #8 – assistive equipment.

8. Assistive equipment, to include, but not be limited to:

- Close caption decoders
- Kurzweil systems
- Recorders and supplies
- Alternative keyboards
- Closed circuit televisions
- Daisy players
- Clarity Classmates
- Alpha-smarts
- FM systems
- Track balls
- Alternative input devices

Note: This category is for equipment (tangibles) that students need in order to access or input information via a means that is not provided as standard for all students. As technology changes, so will this list. Focus on the overall concept of “assistive equipment.” This list provides possible examples.

Infrastructure and resources that are provided for all are not to be included as an expenditure in this model. If a college provides computer labs or kiosks for all students, then the college is responsible for providing the hardware needed in an assistive technology lab or kiosk station. Software or other components necessary to make the standard computer or kiosk accessible is allowable as an expense in this model and can be reported under #7 or #8. This funding source is not meant to be used to build infrastructure.

Example: A student needs a 4-track tape player in order to access materials provided through Recordings for the Blind and Dyslexic. The recorder, batteries, and headphones could be reported under this category.

Example: A student needs a large screen monitor in order to access a computer in the assistive technology or standard student computer lab. The expense of the large screen monitor can be reported in this category, because it is not a standard component that the college is responsible for providing to all students. The expense of a standard sized monitor needing replaced in the assistive technology computer lab is NOT an allowable expense in this model. The college is responsible for providing to students with disabilities the same computer equipment provided to students without disabilities.

Each category has an “**OTHER**” section at the end. If there is an expense that does not align with a specific category listed, use the OTHER line item. In the comments field, provide detailed information as to the nature of the expense. Future reviews of the information in the OTHER expenditures may lead to an additional category.

IMPORTANT NOTE REGARDING EXPENDITURES NOT ALLOWED UNDER THIS MODEL:

DSSC members agreed that the following items would NOT constitute direct accommodations, therefore; expenses for the following items would NOT be reportable under this model.

- Provision of tutoring services
- Facilities construction or remodel
- Clerical support staff functions
- DSS managers, coordinators, etc.
- Personal aides
- Accessibility modifications to college or state owned vehicles
- Mileage reimbursements for relocation of equipment
- TTYs
- Videophones
- Maintenance and repairs of copy machines or furniture