ADA Interactive Accommodation Process For Employment

**Trigger Event**

- Simple or Complex?
  - Simple: Dept need medical?
  - Complex: Dept have medical documentation?

**Simple Event**

- Dept issues EE/Medical Request (MIRF)
- Accommodation Needed? Available?
- Interactive Conversation b/w Dept and EE
- FSDS will contact Dept upon receipt
- Dept contacts FSDS & forwards related medical
- Dept need medical?
- If needed, request medical documentation (MIRF)
- Dept contacts FSDS & forwards related medical

**Complex Event**

- If needed, request medical documentation (MIRF)
- Dept contacts FSDS & forwards related medical
- Dept have medical?
- If needed, request medical documentation (MIRF)
- FSDS obtain medical clarification from THP
- Documentation is sufficient?
- Conversations including any combination Full team review job description and determine needs
- Health limitations or workplace needs?
- Clarify Expectations or discuss alternate solutions
- Essential Function?
- Task is eliminated
- Full team conversation, offer ADA Referral Process through FSDS

**Reasonable Accommodation Available?**

- Yes
- Implementation Wrap Up Meeting with Full team
- IDAD completed by Dept
- Agreement?
- Yes
  - FSDS and Dept follow-up with EE for six months
- No
  - EE completes Appeal Form

**Interactive Conversation b/w Dept and EE**

- No
- EE completes Appeal Form
- Accommodation Agreement?
- Yes
  - Implement Accommodation
  - Dept follow-up in with EE
- No
  - FSDS obtain medical clarification from THP
  - EE completes Appeal Form

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**Legend**

1. Simple Accommodation = Office furniture and accessories, computer software
2. Complex Accommodation = All other accommodation needs
3. Full team = Employee, Supervisor, designated HR staff, FSDS, and Treating Health Provider (THP)

EE - Employee
Dept - Designated HR Staff
IDAD - Interactive Disability Accommodation Document

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