



Institutional Procedures

A written narrative must be submitted on letterhead of the licensed professional supplying their professional opinion as it relates to their interactions and observations correlating to the specific diagnosis. This must adequately support each accommodation recommended and must include responses for 1-7:

1. Name of Impairment(s) **and** DSM-V or ICD code associated with each.
2. A full description of the current difficulties and functional limitations caused by each impairment.

What major life activities are affected?

3. When the impairment was first diagnosed/treated by your office and whether the disability is temporary (estimated duration), episodic (estimated length of episodes and frequency), or permanent;
4. Information about what medication is prescribed and how any prescribed medication and/or other corrective measures may improve the impairment. Please include whether or not accommodations will be needed when utilizing medication or other corrective measures;
5. Activities or situations that should be avoided or would present a current significant risk of serious injury or death for the requestor or others; a With the restrictions listed, would you considered this person is essentially qualified to pursue their current role at this time?
b Are there any concerns for safety?
6. A clear and convincing **rationale for each requested accommodation** based on the degree of impact of the impairment and the resulting functional limitations.

How will these accommodations mitigate the affected major life activities?

7. Licensing credentials of person preparing the narrative.

OR

The latest psychological examination

The Department of Disability Services will make the final determination about the adequacy of disability documentation. All documentation is confidential. Decisions are communicated to the requestor.

Some types of documentation are **INSUFFICIENT**:

- Documentation consisting **only** of a diagnosis, recommendation, *case or chart notes and/or prescription notations* is insufficient to qualify persons for services and accommodations.

In cases where the documentation is incomplete, individuals will be required to submit additional information. This will delay accommodation decisions.