



JAN Job Accommodation Network

 Practical Solutions • Workplace Success

**Job Accommodation Network –
 How Does JAN Work?**

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 JAN is a service of the U.S. Department of Labor's
 Office of Disability Employment Policy.

1



JAN Job Accommodation Network

How Does JAN Work?

Overview

- JAN Services
- Demonstrations
- Accommodation Process
- Case Studies
- Questions



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2



JAN Job Accommodation Network

How Does JAN Work?

Overview

- Job Accommodation
- Americans with Disabilities Act / Rehabilitation Act
- Entrepreneurship




3

How Does JAN Work?

JAN
Job Accommodation Network

Overview

- Over 26 Years of Service
- Experienced
- Free
- National
- Easy to Use



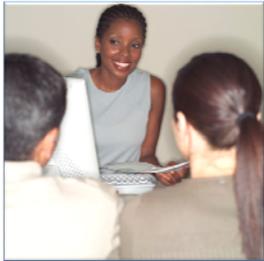
ODEP 4

How Does JAN Work?

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Overview

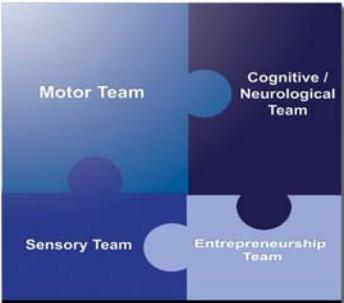
- Employers
- Individuals
- Service Providers
- Others



ODEP 5

How Does JAN Work?

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ODEP 6

How Does JAN Work? 

Overview

- Accommodation and ADA/Rehabilitation Act Consultation
- Technical Assistance Documents
- Process and Guidance
- Benefit/Cost Research
- Policy Development



 7

How Does JAN Work? 

Overview

- 32-38,000 contacts per year
 - 6-7,000 electronic contacts
- 3.5 million Webpage requests per year



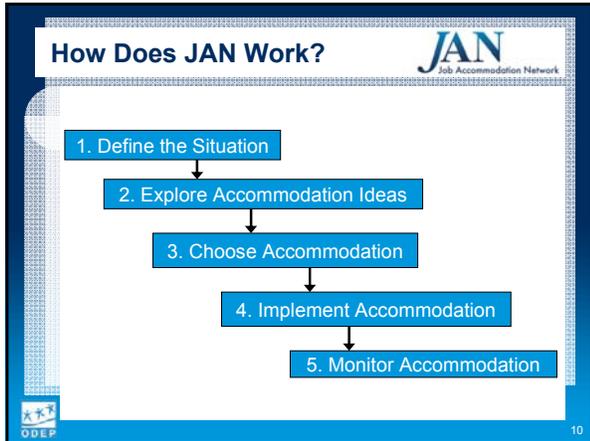
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How Does JAN Work? 

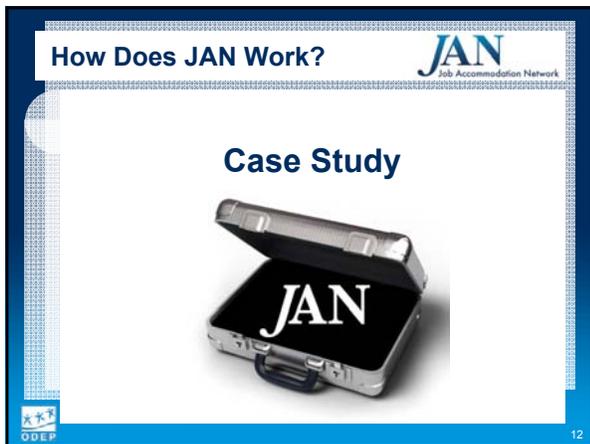
Demonstration



 9



- ## How Does JAN Work?
- JAN
Job Accommodation Network
- ### 1. Define the Situation
- Is this an accommodation request?
 - What are the person's limitations?
 - What is the person's job?
 - What is the person having difficulty doing?
 - Can medical information be obtained?
 - Is the condition progressive?
-
- ODEP 11



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2. Explore Accommodation Ideas

- Does the workplace need modified?
- Does the job need modified?
- Does a policy need modified?
- Does a piece of equipment need modified or purchased?
- Does a service need purchased?
- Is reassignment appropriate?



ODEP 13

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Case Study



ODEP 14

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3. Choose Accommodations

- Does the accommodation meet the person's limitations?
- What is the employee's preference?
- What is reasonable for the business?
- Is the accommodation an undue hardship or direct threat?



ODEP 15

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Case Study



ODEP 16

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4. Implement the Accommodation

- What is the installation process?
- Is training necessary?
- Does the accommodation work?
- Has the accommodation been communicated to essential personnel?



ODEP 17

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Case Study



ODEP 18

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5. Monitor the Accommodation

- Who will be responsible for monitoring effectiveness?
- Is there maintenance?
- Are updates necessary?
- How does the employee communicate changes to the accommodation?
- Have the employee's limitations changed?



 19

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Case Study



 20

How Does JAN Work? 

Ask JAN and we...

- Meet you where you are.
- Help meet timelines.
- Assist with the interactive process.
- Give targeted technical assistance.
- Provide comprehensive resources.
- Maintain confidentiality.
- Work as your partner in making the Federal government a model employer.

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 21

How Does JAN Work?



Contact

- (800)526-7234 (V) & (877)781-9403 (TTY)
- AskJAN.org & jan@askjan.org