8 simple steps to enhance your process!
Steps 1-4

Reasonable accommodations are changes in the workplace that enable individuals with disabilities to participate in work-related activities and are considered on a case-by-case basis. One of the best ways to provide effective reasonable accommodations in the workplace is to establish a process.

1. **Recognize the request**
   A request may be made in the individual’s preferred form of communication and use plain language. When a request is received, act quickly to begin the process.

2. **Gather necessary information**
   Collaborate with the individual to identify the work-related barrier and how a reasonable accommodation will help. When necessary, ask questions and obtain medical documentation.

3. **Identify options**
   Be open to new ways of doing things. Ask the individual what ideas they have. Consider outside sources to help identify solutions, such as [www.oodworks.com](http://www.oodworks.com).

4. **Choose an effective solution**
   Consider the individual’s preferred solution when selecting an effective reasonable accommodation. When needed, use a trial period. Assess available tax benefits to offset costs.
8 simple steps to enhance your process!
Steps 5-8

Establishing a process ensures requests for reasonable accommodations can easily be made, considered, and implemented effectively to ensure individuals with disabilities can fully participate in work-related activities. Consider these steps to create or enhance a process that best suits your culture.

Implement the Reasonable Accommodation!

5
Appoint an employee to oversee coordination of the reasonable accommodation. Advise supervisors of changes in the work environment, as needed.

Monitor the Reasonable Accommodation!

6
Periodically check the effectiveness of the reasonable accommodation. Adjust the solution as health conditions and work environments change.

Manage the Process!

7
Designate an employee to receive accommodation requests and oversee the steps of the process. Track progress by documenting the status along the way.

Train Employees!

8
Inform employees of their right to reasonable accommodation and train supervisors on how to recognize a request. Be sure to address confidentiality.
Reasonable Accommodations (RAs) can enable individuals with disabilities to participate in work-related activities. An effective way to provide solutions is to establish a RA process.

**Reasonable Accommodation Process Flow**

1. Employee Requests RA
2. Gather Information
3. Identify Options
4. Choose Solution
5. Provide RA
6. Monitor RA
7. Manage Process
8. Train Staff

Ohio Opportunities for Ohioans with Disabilities