

**JOB ACCOMMODATION  
NETWORK  
(JAN)**

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Pre-Employment Transition  
Services, Assistant Director

# AGENDA

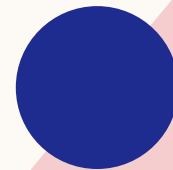
Introduction- What is JAN?

Accommodation Search

A-Z Lists

MyJAN

Summary



# DISABILITY DISCLOSURE

**Disclosure** is when you give out specific, personal information about your disability.

## **Important to provide:**

- 1) The nature of the disability
- 2) The limitations, or how the disability affects your capacity to learn and/or perform the job effectively
- 3) Accommodations you will need in order to do the job

# WHY DISCLOSE?



- To ask for job accommodations
- To receive benefits or privileges of employment
- To explain an unusual circumstance

# HIRING

## Accommodations for Hiring

- Fewer interviewers
- Demonstration of skills
- Questions provided in advance
- Instruction sheet/card to help
- Job coach/parent as support
- Informational interview first, by phone
- Optimal time for interview



# SUCCESSING AND ADVANCEMENT

Accommodations for Succeeding and Advancing

Mentoring

Support animal

Working remotely

Job restructuring

Modifying policies

Modifying schedules

Reassignment

Employee Assistance Program (EAP)

Ensure continuous feedback from manager

Ensure opportunities to participate in training



[www.askjan.org](http://www.askjan.org)

## WHAT IS JAN?

- Service funded by the U.S. Department of Labor's Office of Disability Employment Policy
- Assist individuals with job accommodation issues
- Create and implement successful job accommodations
- Partners with:
  - Individuals with disabilities
  - Employers
  - Service providers
- 40,000 customers annually

# WHAT IS JAN?







**“ WE NEED TO MAKE EVERY  
SINGLE THING ACCESSIBLE TO  
EVERY SINGLE PERSON WITH A  
DISABILITY. ”**

Stevie Wonder

# ACCOMMODATION SEARCH

- Use the accommodation search feature to learn more about a certain disability or accommodation.
- Provides specific articles related to search

The screenshot displays the JAN (Job Accommodation Network) SOAR (Searchable Online Accommodation Resource) website. The header includes navigation links for EMPLOYERS, INDIVIDUALS, ADA LIBRARY, A TO Z LISTS, ACCOMMODATION SEARCH, PUBLICATIONS & ARTICLES, ABOUT JAN, and MyJAN. The main heading is "SOAR Searchable Online Accommodation Resource". Below this, a paragraph explains that the SOAR system is designed to help users explore accommodation options for people with disabilities in work and educational settings. A search box is provided with the text "SEARCH THE DATABASE" and a placeholder "Enter a search phrase". To the right, a section titled "Most Popular Searches" lists various categories and specific search terms, color-coded by type: Limitations (light blue), Work Related Functions (dark blue), Disabilities (teal), and Other (grey).

**JAN**  
Job Accommodation Network

EMPLOYERS INDIVIDUALS ADA LIBRARY A TO Z LISTS ACCOMMODATION SEARCH PUBLICATIONS & ARTICLES ABOUT JAN MyJAN

## SOAR

Searchable Online Accommodation Resource

JAN's Searchable Online Accommodation Resource (SOAR) system is designed to let users explore various accommodation options for people with disabilities in work and educational settings. These accommodation ideas are not all inclusive. If you do not find answers to your questions, please contact JAN directly. The staff of experienced consultants is happy to discuss specific accommodation needs in a confidential manner.

### Start your SOAR search

SEARCH THE DATABASE

Enter a search phrase

Search

### Most Popular Searches

Limitations
Work Related Functions
Disabilities
Other

Accommodation ADA Addiction ADHD Aging  
 Air Quality/Irritants Anxiety Back Impairment Body Odor Cancer  
 Commute Cumulative Trauma Conditions Decreased Stamina/Fatigue  
 Depression Diabetes Fibromyalgia Handling/Fingering Headache

# A-Z LISTS

- Search by limitation, work-related function
- Offers a list of possible topics in each category
- An added feature- because not every disability is different-specific to workplace function.

The screenshot shows the JAN website's navigation bar with links for EMPLOYERS, INDIVIDUALS, ADA LIBRARY, A TO Z LISTS, ACCOMMODATION SEARCH, PUBLICATIONS & ARTICLES, ABOUT JAN, and MyJAN. The main content area features a heading for 'A-Z Lists' and a paragraph explaining that JAN provides A to Z listings by disability, topic, and limitation to help employers and individuals determine effective accommodations. Below this is a paragraph stating that JAN's A to Z is a starting point and that accommodations should be made on a case-by-case basis. A navigation menu allows users to filter results by 'By Disability', 'By Limitation', 'By Work-Related Function', 'By Topic', and 'By Accommodation'. The 'By Disability' option is selected, and a sub-heading reads 'By Disability - Find information on various disabilities, impairments, and conditions.' A search filter section includes a 'Filter Disabilities' label, a text input field with the placeholder 'Begin typing search phrase to filter results', and a 'Category' dropdown menu currently set to '- None -'. At the bottom, a URL bar shows 'https://askjan.org/index.cfm' and a partial list of categories including 'Disability', 'Physical Function', 'Mental', and 'Religion'.

# A-Z LISTS

- Accommodation Ideas
- Situations and Solutions

## Executive Functioning Deficits

- Apps for Concentration
- Apps for Memory
- Calendars and Planners
- Checklists
- Color Coded System
- Cubicle Doors, Shields, and Shades
- Environmental Sound Machines / Tinnitus Maskers / White Noise Machines
- Extra Time
- Flexible Schedule
- Form Generating Software
- Full Spectrum or Natural Lighting Products
- Job Coaches
- Job Restructuring
- Marginal Functions
- Modified Break Schedule
- Noise Canceling Earbuds
- Noise Canceling Headsets
- On-site Mentoring
- Recorded Directives, Messages, Materials
- Reminders
- Sound Absorption and Sound Proof Panels
- Speech Recognition Software
- Sun Boxes and Lights
- Sun Simulating Desk Lamps



A grocery stocker with a cognitive impairment could not remember to wear all parts of his uniform.

JAN suggested taking a picture of the employee in full uniform and providing the picture to use as a reference when preparing for work.

[Read less](#)



A store clerk with an intellectual impairment had limited reading skills, making it difficult to return items to the shelf.

JAN suggested making picture labels for cases that matched shelf display boxes. This allowed the employee to match pictures, not words, when returning items to the shelf.

[Read less](#)

## A-Z LISTS

- List of vendors/products for various accommodations

### Vendors and Products

Adaptive Technology Resources

- Dragon Naturally Speaking Medical Solutions

Amazon.com, Inc.

- ViaVoice
- iListen

Apple Inc.

- Apple Dictation

Braniasoft

Computer Help, Education, & Site Support (CHESS)

Dictation Bridge

E-speaking, LLC.

Freesr Speech Recognition

Google Chrome

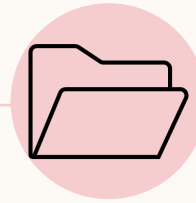
- Google Docs Voice Typing

# MYJAN



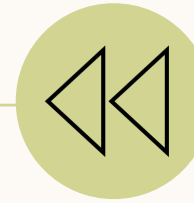
## REGISTER

- Create a MyJan portal account.
- The portal does NOT collect confidential information.



## ORGANIZE

- Portal allows you to save and organize all of your important documents in one place.
- If publications changes, changes will be made to your saved documents as well.



## REVIEW

- Articles
- Publications
- Products
- Accomodations

## CONTACT JAN FOR MORE INFORMATION

Visit	AskJAN.org
Call	800.526.7234 877.781.9403 (TTY)
Live Chat	@ AskJAN.org
Email	JAN@AskJAN.org
Social Media	Facebook – Job Accommodation Network Twitter – @JANatJAN



**THANK YOU**

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