



North Carolina Community College System

Tracking Students with Disabilities

Version 2.0

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Note: Document images are provided as guidance only and may not illustrate the exact setup and steps taken at your college.

Some screen images may have been captured from a prior user interface (UI) and may not reflect the current UI at your local campus.

Note: Prior to version 1.0, this document was published as a job aid titled *Tracking Students with Disabilities* in September 2016.

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1 Purpose

This document provides directions on maintaining disability codes and accommodations. This document also describes the workflow to track and maintain students with disabilities and requests for accommodations in the College Information System (CIS) Ellucian Colleague application to track compliance with the American Disabilities Act (ADA).

Colleges must use the standard disability codes to collect and report a disability type for every student who self-identifies as having a disability and provides the proper documentation approved by the college. The disabilities and accommodations described in this document are considered standard codes that should be used by the North Carolina Community College System effective for the first day of the Fall 2020 semester. Local codes are not allowed and will be considered errors. Errors will be determined at the North Carolina Community College System Office Data Warehouse level, and colleges will be notified to correct errors if codes other than the codes described in this document are used.

2 Disabilities

Disabilities are managed on the **Disabilities (DISD)** form in the local CIS. The following table provides the standard disability codes that should be used by the North Carolina Community College System.

Code	Description	Definition
ADHD	Att. Deficit Hyper Disorder	Person has a condition characterized by severe problems of inattention, hyperactivity, and/or impulsivity that interferes with functioning or development.
AUT	Autism	Person has a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that adversely affects a student's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences.
BL	Blindness	Person's vision with the use of a correcting lens is 20/200 or less in the better eye. A person who has tunnel vision of 20 degrees or less in the better eye is also considered blind. Total blindness is the complete lack of light and form perception.
DB	Deaf/blindness	Person has concomitant hearing and visual impairments, the combination of which causes such severe communication challenges and other developmental and educational needs that it may be difficult to accommodate by disability services. Typical accommodations provided solely for students with deafness or students with blindness may not be effective.
DF	Deafness	Person has a hearing impairment that is so severe that the person is impaired in processing linguistic information through hearing, with or without amplification.
HI	Hearing Impairment	Person has an impairment in hearing, whether permanent or fluctuating, but that is not diagnosed as deafness.

Code	Description	Definition
ID	Intellectual Disabilities	Person has a below-average intellectual ability. They may also have poor communication, self-care, and social skills. Down syndrome is one example of an intellectual disability.
MD	Multiple Disabilities	Person has concomitant impairments (e.g., intellectual disabilities, blindness, or orthopedic impairment). If deafness-blindness is the only disability a student has, do not report as Multiple Disabilities.
OI	Orthopedic Impairment	Person has a severe orthopedic impairment that adversely affects a student's educational performance. The term includes impairments caused by a congenital anomaly, impairments caused by disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g., cerebral palsy, amputations, and fractures or burns that cause contractures).
OHI	Other Health Impairment	Person has limited strength, vitality, or alertness, including a heightened alertness to environmental stimuli, that results in limited alertness with respect to the educational environment that (i) Is due to chronic or acute health problems such as asthma, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and Tourette syndrome; and (ii) Adversely affects a student's educational performance.
PD	Psychological Disorders	Also called mental health disorders. Person may have one or more of a wide range of mental health conditions – disorders that affect mood, thinking, and behavior. Examples of mental illness include depression, anxiety disorders, schizophrenia, eating disorders, and addictive behaviors. Many people have mental health concerns occasionally; however, a mental health concern becomes a mental illness when ongoing signs and symptoms cause frequent stress and affect a person's ability to function.

Code	Description	Definition
PDI	Physical Disability	Person has a limitation with their physical functioning, mobility, dexterity, or stamina, which can be temporary or permanent and can be caused by various factors such as accident, injury, illness, post-surgery effects, and heredity. The condition significantly limits a person's motor, sensory, or cognitive abilities. It has a substantial and long-term negative effect on an individual's ability to do normal daily activities.
PTSD	Post Traumatic Stress Disorder	Person has a mental health condition that's triggered by a terrifying event – either experiencing it or witnessing it. Symptoms may include flashbacks, nightmares, and severe anxiety, as well as uncontrollable thoughts about the event. Most people who go through traumatic events may have temporary difficulty adjusting and coping, but with time and good self-care, they usually get better.
SLI	Speech or Language Impairment	Person has a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment, that adversely affects a student's educational performance.
SLD	Specific Learning Disability	Person has difficulties learning and using academic skills (reading, writing, or math) that are substantially and quantifiably below those expected for the individual's chronological age. Specific learning disability does not include learning problems that are primarily the result of visual, hearing, or motor disabilities, intellectual or developmental disabilities, or of emotional disturbance, environmental, cultural, or economic disadvantage.
TBI	Traumatic Brain Injury	Person has an injury to the brain resulting in total or partial functional disability or psychosocial impairment, or both, that adversely affects a student's educational performance. Traumatic brain injury applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem-solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. Traumatic brain injury does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

Code	Description	Definition
VI	Visual Impairment	Person has an impairment in vision that, even with correction, adversely affects a student's educational performance. The term includes both partial sight and blindness.

2.1 Previous Disabilities

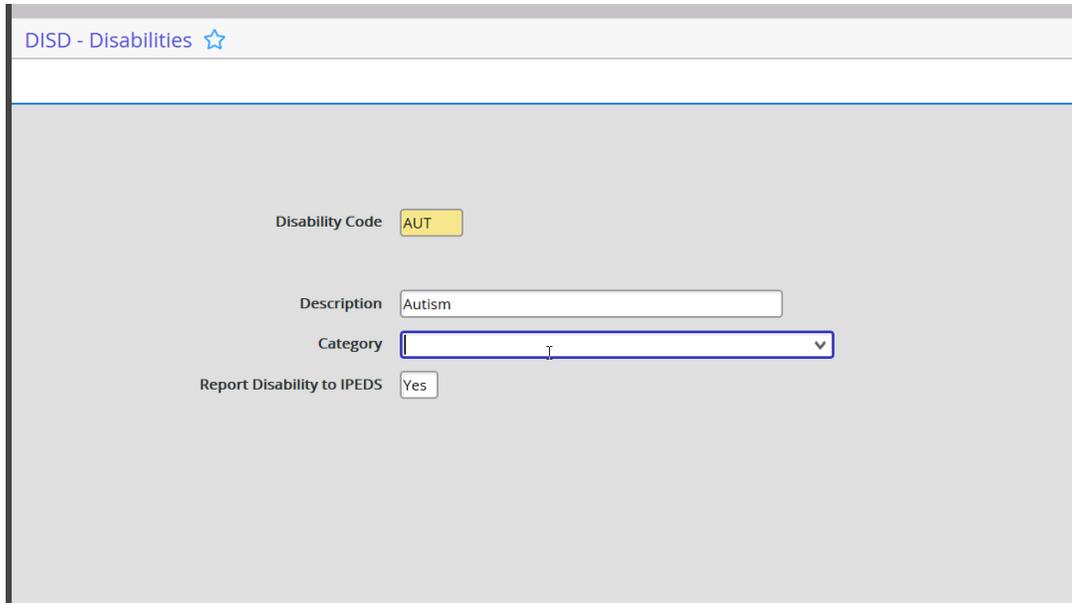
The following table provides a list of previous disability codes. The new code is a suggestion for mapping the previous code to a new disability code. Review the definitions for each code listed in section 2 to ensure students are assigned the correct disability code and to ensure accurate reporting of disability information.

Note: Modify each description for each code that is classified as a previous code. Enter **Do Not Use:** or **DNU:** in front of each description labeled **Previous Code Description**, e.g., **Emotional (Psych) Impairment** would be **Do Not Use: Emo (Psych) Impair** or **DNU: Emotional (Psych) Impair**.

Previous Code	Previous Code Description	New Code	New Code Description
E	Emotional (Psych) Impairment	PD	Psychological Disorders
H	Hearing Impairment	HI	Hearing Impairment
L	Learning Impairment	SLD	Specific Learning Disability
LD	Learning Disability (CCR)	SLD	Specific Learning Disability
M	Mental Impairment	PD	Psychological Disorders
O	Orthopedic Impairment	OI	Orthopedic Impairment
OD	Other Disability	OHI	Other Health Impairment
S	Speech Impairment	SLI	Speech or Language Impairment
V	Visual Impairment	VI	Visual Impairment
X	Other Health Impairment	OHI	Other Health Impairment

3 Maintain Disabilities (DISD)

Use the **Disabilities (DISD)** form to maintain disabilities.



The screenshot shows a web form titled "DISD - Disabilities" with a star icon. The form contains the following fields:

- Disability Code:** A yellow button with the text "AUT".
- Description:** A text input field containing the word "Autism".
- Category:** A dropdown menu with a downward arrow on the right side.
- Report Disability to IPEDS:** A button with the text "Yes".

Figure 3.1 – DISD – Disabilities

The following field descriptions are provided as guidance when using the **DISD** form:

- **Description:** Enter the description provided in the table in section 2.
- **Category:** Skip this field. This field is used for Texas reporting but not otherwise used by Colleague.
- **Report Disability to IPEDS:** Enter **Y** to include the health condition in IPEDS reporting.

Save.

4 Accommodations

Accommodations are maintained in the **CORE-VAL SPECIAL.NEEDS** table. The following table provides the standard accommodation codes that should be used by the North Carolina Community College System.

Code	Description	Definition
ALD	Assistive Listening Device	A device other than a hearing aid that provides auditory assistance.
AT	Assistive Technology	Any item, piece of equipment, or product system used to increase, maintain, or improve the functional capabilities of individuals with disabilities.
BEF	Books in electronic format	Audio, text-to-speech, or DAISY talking books. This text can be read and interacted with or by a computer.
BRM	Braille materials	A tactile writing system in which letters, numerals, and punctuation are made of raised dots.
CAL	Calculator	An instrument used to make mathematical calculations.
CAR	Communication Access Real-time Translation (CART)	Computer-aided transcription services (CART) or “real-time captioning” that provide instant translation of the spoken word into English text.
CV	Captioned Videos	Videos distributed with synchronized transcription of speech and written descriptions or other relevant audio elements that are visibly displayed.
DRE	Distraction reduced environment	An environment with few or negligible sensory distractions.
ESA	Emotional Support Animal	An animal that provides companionship, relieves loneliness, and sometimes helps with depression, anxiety, and certain phobias.

Code	Description	Definition
ETA	Extended time on assignments	Extra time on course assignments in order to respond to one's medical or clinical situation.
ETT	Extended Time on Tests	Extra time provided to complete the test. A standard extension may be time and one half.
FB	Frequent Breaks	The offering of classroom breaks often.
FWA	Flexibility with attendance	The allowance of more days off from class due to chronic illness.
LI	Lighting	Light filters that prevent migraines, remove glare, and create full-spectrum light that mimics natural light.
LP	Large Print	Enlarged font size such as 14-point or larger.
NT	Note-takers	Another person records on paper the essential points delivered in a class.
OA	Other accommodation	Other accommodation provided if not specifically listed elsewhere in this table.
PR	Priority registration	The earliest date students may register for classes before classes fill up.
PS	Preferential seating	A seat in a location that is most beneficial for learning in the classroom (e.g., up front by the teacher, away from a distracting doorway or fan, facing the wall, study carrel).
RA	Read Aloud	The output of information from a computer or person in audible form.
RAL	Recorder/audio recordings of lecture	The ability to record or access audio recordings of lectures.
SCR	Scribe	A person who writes down what a student dictates in a variety of ways (e.g., speech, American Sign Language (ASL), braille, assistive communication device).

Code	Description	Definition
SA	Service Animal	<p>A dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.</p> <p>Under Title II and III of the ADA, service animals are limited to dogs; however, entities must make reasonable modifications in policies to allow individuals with disabilities to use miniature horses if they have been individually trained to work or perform tasks for individuals with disabilities.</p>
SLI	Sign language interpreter/oral interpreters	A person who uses hands and fingers to translate spoken English into Sign Language.
WAC	Wheelchair Accessible Classroom	A classroom that is accessible by wheelchair. Refer to the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

4.1 Previous Accommodations

The following table provides a list of previous accommodation codes that were delivered to the colleges. The new code is a suggestion for mapping the previous code to a new accommodation code. Review the definitions for each code listed in section 4 to ensure students are assigned the correct accommodation code and to ensure accurate reporting of accommodation information.

Note: Modify each description for each code that is classified as a previous code. Enter **Do Not Use:** or **DNU:** in front of each description labeled **Previous Code Description**, e.g., **Audio Books** would be **Do Not Use: Audio Books** or **DNU: Audio Books**.

Previous Code	Previous Code Description	New Code	New Code Description
AB	Audio Books	BEF	Books in electronic format
ASL	Interpreter/Am. Sign Lang	SLI	Sign language interpreter/oral interpreters
BB	Braille Books	BRM	Braille materials
BS	Braille Services	BRM	Braille materials
CC	Closed Caption TV	CV	Captioned Videos
ESL	Interpreter/ESL	OA	Other accommodation
FA	Flashing Alarms	N/A	Do not use
FE	Special Furniture/Equipment	AT	Assistive Technology
RDS	Readers	RA	Read Aloud
SOF	Special Computer Software	N/A	Do not use – old technology
TR	Tape Recorder	RAL	Recorder/audio recordings of lecture
TS	Special Testing	ETT or DRE	Extended time on tests or Distraction reduced environment
TTD	TTD Availability	N/A	Do not use – old technology
TU	Tutor	OA	Other accommodation
WA	Wheelchair Accessibility	WAC	Wheelchair Accessible Classroom

5 Maintain Person Health Information (PHIN)

Use the **Person Health Information (PHIN)** form to maintain person health information.

Note: Access to the **PHIN** form should be limited. College IT staff should consider making the **PHIN** form a privileged form. If assistance is needed, access the NCCCS Service Portal at <https://ncccs.servicenowservices.com/sp> to open an Incident.

5.1 Maintain Disabilities

Person health information should be recorded on **PHIN** form for every student reporting a disability to the institution to ensure that data is available for State and federal reporting.

Person LookUp: Enter the student ID, name, or other search criteria, then select **Ok**.

The screenshot shows the 'PHIN - Person Health Information' form. At the top right, there are buttons for 'Save', 'Save All', 'Cancel', and 'Cancel All'. Below the title bar, there is a breadcrumb trail 'Accommodations' and 'No Values'. The main content area contains a table with the following columns: 'Disability', 'Start Date', 'End Date', 'Type', and 'Report?'. The table has two rows. Row 1: '1' in the first column, 'AUT Autism' in the 'Disability' column, '07/01/20' in the 'Start Date' column, an empty 'End Date' field, an empty 'Type' dropdown, and an empty 'Report?' checkbox. Row 2: '2' in the first column, an empty 'Disability' dropdown, an empty 'Start Date' field, an empty 'End Date' field, an empty 'Type' dropdown, and an empty 'Report?' checkbox. Below the table, there are labels for 'Start', 'End', 'Request', 'Request', and 'Status'.

Figure 5.1 – PHIN – Person Health Information – Maintain Disabilities

The following field descriptions are provided as guidance when using the **PHIN** form:

- **Disability:** Select the reported disability.
- **Start Date:** Enter the start date for this disability.
- **End Date:** Enter the end date for this disability, if applicable.

Note: Do not enter an end date for a disability unless the disability is temporary. Do not enter an end date for a standard disability due to graduation or because the student is not enrolled.

- **Type:** Enter the type for this disability, if applicable.
- **Report?:** Skip this field. This field is used for Texas reporting but not otherwise used by Colleague.

Save.

5.2 Maintain Special Accommodations

Requests for special accommodations by students are also recorded and tracked on the **PHIN** form.

Person LookUp: Enter the student ID, name, or other search criteria, then select **Ok**.

Disability	Start Date	End Date	Type	Report?
1				
2				

Accommodation	Start Date	End Date	Disability	Request Date	Request Status	Status Date
1	08/15/16	12/15/16		07/22/16	Granted	08/01/16
2						
3						
4						

Immunization	Date Completed	Expiration Date
1		
2		
3		

Physical	Date Completed
1	
2	

Figure 5.2 – PHIN – Person Health Information – Maintain Special Accommodations

The following field descriptions are provided as guidance when using the **PHIN** form:

- **Accommodation:** Select the accommodation.
- **Start Date:** Enter the start date the accommodation is set to begin.
- **End Date:** Enter the date the accommodation is set to expire, if applicable.

Note: Do not enter an end date for an accommodation unless the accommodation is temporary. Do not enter an end date for a standard accommodation due to graduation or because the student is not enrolled.

- **Disability:** Select the disability to associate with the accommodation, if applicable.
- **Request Date:** Enter the date the accommodation was requested.
- **Request Status:** Select the status of the accommodation, e.g., **Pending, Granted, or Denied**.
- **Status Date:** Enter the date associated with the status of the request.

Save.

Appendix A - Informer Report

The following Informer report will help staff identify students who may have been assigned one of the previous disability codes or accommodations.

To create the Informer report to extract students with previous disability codes assigned, the **STUDENTS** file must be linked to the **PERSON.HEALTH** file.

Access to data from the **PERSON.HEALTH** file should be limited.



Figure A.1 – Informer – STUDENT File Linked to PERSON.HEALTH File

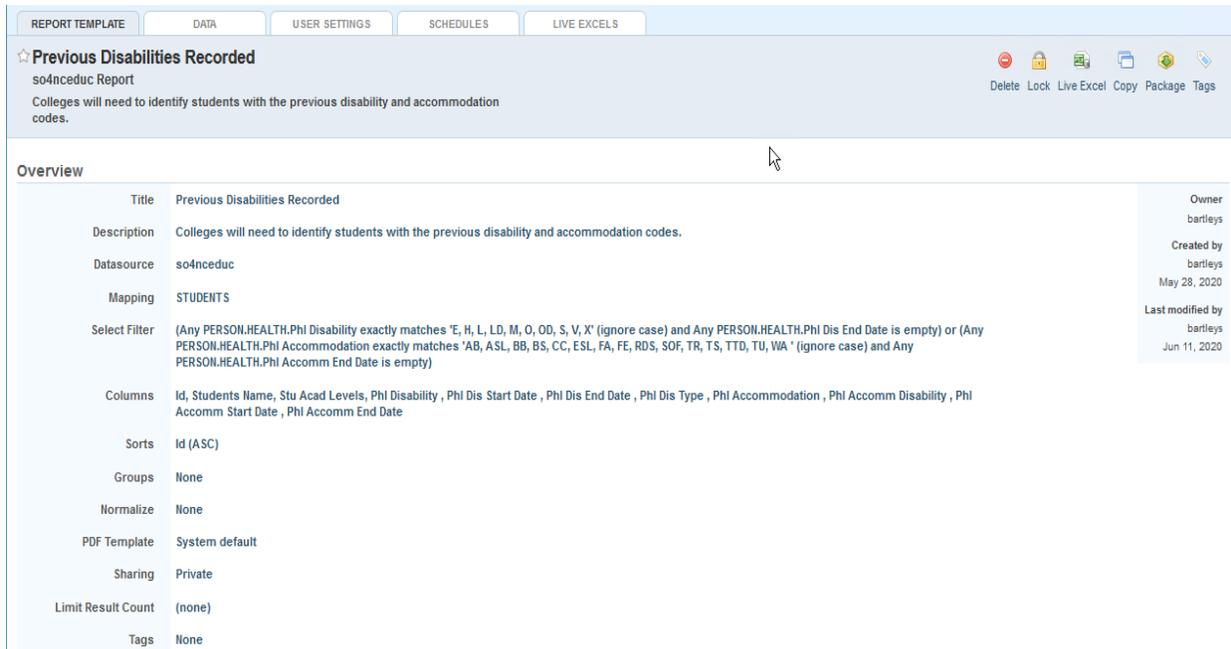


Figure A.2 – Informer Report – Previous Disabilities Recorded

Previous Disabilities Recorded
Report
Colleges will need to identify students with the previous disability and accommodation codes.

Edit Criteria

Save Save and Close Cancel Reset Or...

Criteria Types to Add

- Simple Condition
- Compound Condition
- Select / Returning
- GETLIST
- Key List

Select **At least one** of the following from STUDENTS:

All of:

- Any PERSON.HEALTH.Phl Disability exactly matches 'E, H, L, LD, M, O, OD, S, V, X' (ignore case) x
- and Any PERSON.HEALTH.Phl Dis End Date is empty x

or All of:

- Any PERSON.HEALTH.Phl Accommodation exactly matches 'AB, ASL, BB, BS, CC, ESL, FA, FE, RDS, SOF, TR, TS, TTD, TU, WA ' (ignore case) x
- and Any PERSON.HEALTH.Phl Accom End Date is empty x

Figure A.3 – Filter – Previous Disabilities Recorded

Previous Disabilities Recorded
Report
Colleges will need to identify students with the previous disability and accommodation codes.

Edit Columns

Save Save and Close Cancel Reset Add Fields Add Calculations Add Aggregates Clear Refresh Sample

id	Students Name	Stu Acad Levels	Phl Disability	Phl Dis Start Date	Phl Dis End Date	Phl Dis Type	Phl Accommodation	Phl Accom Disability	Phl Accom Start Date	Phl Accom End Date
0076456	Barbara Dill	CU								
0076490	Five S. Madry	BSP								
0076354	Eastern S. West	BSP								
0076303	Mr. Outof S. Student	CU								
0075113	Ms. Paris H. Hilton	BSP								

Drop columns here to remove

Figure A.4 – Columns – Previous Disabilities Recorded