



**Support. Equip. Empower.**

Computer/Electronic  
Accommodations Program

# Purpose and Agenda



## Purpose

To provide an understanding of the Computer/Electronic Accommodations Program (CAP) Needs Assessment Process

## Agenda

- Needs Assessment Process
- CAP Request Process
- Best Practices
- Questions



# NEEDS ASSESSMENT

# The Needs Assessment Process

## The Individual

- Determine if the condition is existing or newly acquired
- Evaluate solutions tried in the past
- Discuss the individual's functional limitations

## The Position

- Identify the essential tasks and duties required
- Discuss the diagnosis affecting the individual's ability to perform their functions

## The Solution

- Recommend assistive technology solutions based on the individual's needs
- Determine what is needed to implement solutions (training, installation)

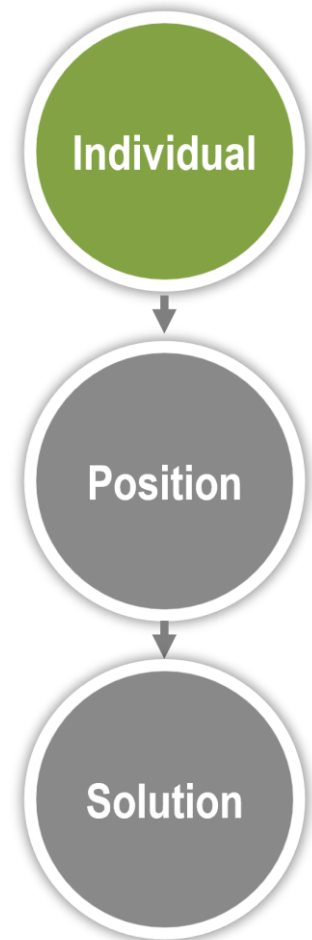
**CAP provides no-cost needs assessments to employees of non-DoD agencies in the Executive Branch**



# The Needs Assessment Process: The Individual



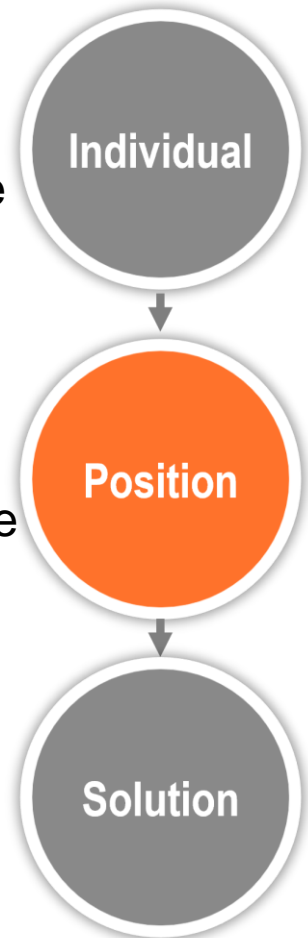
- Determine if the condition is existing or newly acquired
- Discuss if the condition is progressive or temporary
- Discuss the individual's functional limitations
- See what the individual's comfort level is with technology
- Talk about previous accommodations and their effectiveness



# The Needs Assessment Process: The Position



- Identify the essential tasks and duties required by the position
- Determine how the limitations affect the individual's ability to perform the essential job functions
- Determine if the individual is on any work restrictions
- Discuss if the job is full-time or part-time
- Determine how many hours a day are on the computer and what applications are used
- Consider and discuss the physical environment in the office or other workplace
- Evaluate how the workstation is configured








# The Needs Assessment Process: The Solution



- Recommend assistive technology solutions based on the individual's needs
- Determine if the individual needs training on the proposed solutions
- Discover if the proposed solutions are compatible with the electronic and physical environments
- Talk about the process to implement the solution
- Consider risk factors for secondary disabling conditions
- Discuss the impact on co-workers in the immediate environment



# How May CAP Help YOU?

	Disability Category	Potential Causes	Potential Impacts	Potential AT solutions
	<b>Dexterity</b>	Amputation, spinal injury, arthritis, tendonitis, carpal tunnel	Difficulty controlling/using computer accessories	Alternative keyboards, input devices, and voice recognition software
	<b>Deaf/Hard of Hearing</b>	Exposure to loud noises, traumatic brain injury, otosclerosis	Difficult or impossible to hear in meetings or use the phone	Assistive listening devices, videophones, and captioning services
	<b>Blind/Low Vision</b>	Eye injury, macular degeneration, glaucoma	Difficult or impossible to use the computer or read printed material	Screen readers, magnification software, and closed circuit televisions (CCTV)
	<b>Cognition</b>	Attention Deficit Disorder (ADD), Autism Spectrum Disorder (ASD), Dyslexia, Traumatic Brain Injury (TBI)	Difficulty focusing, comprehending written material, or interacting with coworkers	Cueing and memory aids, literacy software, and screen readers
	<b>Communication</b>	Speech impediment, deafness, aphasia	Difficulty speaking or writing	Voice amplifiers, word prediction software, and augmentative communication devices





# CAP REQUEST PROCESS

# Visit [www.cap.mil](http://www.cap.mil) to Browse or Request Accommodations

 An official website of the United States government [Here's how you know](#) ▼

[About](#) | [FAQs](#) | [For Vendors](#)



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## Welcome to CAP's New Website!

Welcome to CAP's new site! In addition to enhanced options for selecting the right accommodations for you, our updated request process makes it easy to submit and track your request through completion.



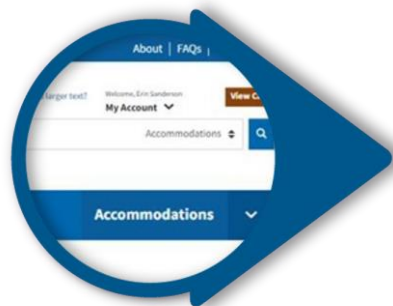
Computer/Electronic  
Accommodations  
Program

# Request Accommodations Process

Ready to request an accommodation from CAP? Go to [www.cap.mil](http://www.cap.mil)

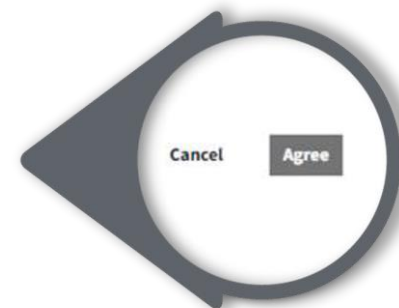


**STEP 1:**  
Select “Register”



**STEP 3:**  
Select “Accommodations” on  
top of the website.

**STEP 2:**  
Select “Agree Button”



**STEP 4:**  
Select Disability Category and  
follow instructions.





# BEST PRACTICES

# CAP Quiz

**When is the best time to request a CAP accommodation?**

- a. November - February
- b. July - September
- c. October - June
- d. January – August

# Budget



## Budget

- CAP complies with organization cutoff dates and acquisition timelines in accordance with Federal Acquisitions Regulations (FAR)

## CAP Annual Budget Highlights

- 01 OCT - 30 SEP: Annual Fiscal Year (FY) budget
- NOV: Generally new FY funding becomes available
- JUN/JUL: Acquisition cut off dates occur to ensure proper budget closeout

# Best Practice



- CAP accepts requests at all times
- Timing of the request may impact approval and delivery

## **CAP TEAM Recommendation**

Submit your CAP requests between ***October*** and ***June*** for **best procurement results**



# CAP RESOURCES



## **CAP's Online Training Modules**

We have developed a series of online training modules. Learn about disability etiquette, reasonable accommodations, how to work with CAP and challenges in employment.



## **CAP's Quick Tips**

CAP has created a series of short videos to help answer some of our customer's most frequently asked questions.



## **CAP's Webinars**

CAP has recorded a series of webinars to share the CAP training experience with our customers and stakeholders around the world. To see newly recorded webinars and a list of upcoming topics, please visit our website.



## **Request CAP at Your Event**

CAP may be able to come to your location to provide briefings, trainings, and needs assessments. Please visit the Training & Outreach section of our website to request CAP's attendance.



# Connect with CAP



**Facebook**

[www.facebook.com/DoDCAP](http://www.facebook.com/DoDCAP)



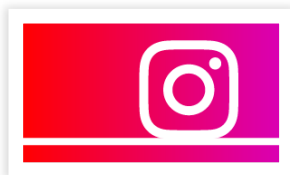
**Twitter**

[www.twitter.com/DoDCAP](http://www.twitter.com/DoDCAP)



**YouTube**

[www.youtube.com/TheDoDCAP](http://www.youtube.com/TheDoDCAP)



**Instagram**

[www.instagram.com/dod\\_cap](http://www.instagram.com/dod_cap)

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# QUESTIONS?

