



ADMINISTRATIVE RULES OF MONTANA



2.21.4121 TRACKING AND REPORTING REASONABLE ACCOMMODATION REQUESTS

- (1) Agency ADA coordinators shall track reasonable accommodation requests using the Reasonable Accommodation Tracking Sheet at the State Human Resources Division web site: <http://hr.mt.gov/hrpp/policies.mcp> and also available from the State Human Resources Division, Department of Administration, Room 125 Mitchell Building, 125 Roberts Street, P.O. Box 200127, Helena, MT 59620-0127, or telephone (406) 444-3871.
- (2) ADA coordinators shall provide a quarterly summary of all reasonable accommodation requests to the State Human Resources Division no later than the fifteenth day of each quarter.
- (3) The report must include the following information:
 - (a) total number of requests;
 - (b) whether requests were by employees or applicants;
 - (c) types of accommodations requested and approved;
 - (d) cost of accommodations;
 - (e) effectiveness of the accommodations;
 - (f) number of days to process the requests (including extenuating circumstances); and
 - (g) if denied, the reason for denial and whether the employee or applicant appealed.
- (4) Data are for tracking purposes only and must not include confidential information such as names or references to medical conditions or impairments.
- (5) The State Human Resources Division shall collect and analyze data to:
 - (a) assess program effectiveness;
 - (b) develop or modify existing policies, procedures and guides; and
 - (c) promote compliance with applicable laws, regulations, and policies.

Authorizing statute(s): 2-18-102, MCA

Implementing statute(s): 2-18-102, 49-3-205, MCA

History: NEW, 2011 MAR p. 1668, Eff. 8/26/11.