SECTION 56062. PROVISION OF ACADEMIC ADJUSTMENTS, AUXILIARY AIDS, SERVICES AND/OR INSTRUCTION.

A community college district will be deemed to have “provided academic adjustments, auxiliary aids, services and/or instruction” to a student with a disability, as required by Section 56060, if the student has applied to the DSPS or is enrolled in an educational assistance class or is enrolled in a general class and received one or more service contacts each semester the student attends.


Implementation guideline

The counting of a student is based on the terms in the reporting year. A term, defined in the data element dictionary is either Fall/Spring Semester or Fall/Winter/Spring Quarter. Summer and other sessions count in the reporting year even though they are not a complete term.

In order to be counted, the student must have applied to, be eligible for DSPS, be activated in the program and/or enrolled in classes, and have one or more service contacts for any term or session in a reporting year.

Being activated on the SD screen (an MIS reporting screen) during any term or session in a reporting year will count the student for allocation, as long as the appropriate contacts are also recorded, based on the identified disability and the correlating weighted student count (WSC). We count students in the academic year starting with the Summer Intersession through and ending with Spring term (semester or quarter).

There are no penalties for students not being with DSPS during any session or term during a reporting year.

Service contacts

A service contact is defined as each time a service, as defined in Section 56026, is provided to the student.

A DSPS service contact is any DSPS service that is provided to a student related to the student’s educational limitation as caused by their disability. A DSPS service contact can involve notetaking, registration assistance, counseling, interpreting services, etc. Each time a DSPS service is provided, it counts as a DSPS service contact for MIS reporting purposes. For example, if the DSPS program provides a notetaker three times a week for nine weeks, that would be a total of 27 service contacts. However, a student who comes in for a counseling session and talks about four different services they will receive during the semester has not
received four services. They have received one service...counseling, which enabled them to plan for additional services to be received in the future.

A service contact is:

- Meeting with a student to discuss classes, accommodations, etc.
- Meeting with a student for an annual update of their Academic Accommodation Plan;
- An online or telephone conversation of substance or outcome-oriented. For example, an online ‘to and fro’ via email or other electronic means between a student and the Interpreter coordinator regarding which classes the student is taking and the need for interpreters would be considered a contact. A telephone conversation regarding classes and accommodations between DSPS staff and a student would be considered a contact.
- Training to use assistive technology;
- Students who are currently enrolled in an Educational Assistance Class” designed for DSPS students are fully eligible for funding.
- Or other direct services to implement the academic adjustments, auxiliary aids and services.

A service contact is not:

- A telephone call to remind the student of an appointment or letters/ newsletters sent out to students at home.
- A student who is auditing a class or taking a community service fee-based class is not eligible for services funded through the DSPS program, although the college is still required to provide services to students with disabilities in these classes and other instances using other resources at its disposal in order to meet the requirements of Section 504 of the 1973 Rehabilitation Act (29 U.S.C. 794) and Assembly Bill 803 (Government Code Section 11135 et. seq.) and the Americans with Disabilities Act (ADA).

**Documentation**

The college should maintain a file for each student reported to the state for funding through the DSPS program.

Documentation in files should be sufficient to allow a reviewer, auditor, or other authorized person to determine that:

- Appropriate verification of the disability has been obtained,
- the student was eligible to receive services;
- appropriate service planning was done;
• the student was fully informed about the process;
• services were delivered and
• the student’s rights were protected.

All DSPS student records shall be maintained to ensure security of confidential information. Any files taken out for review during the day should be placed back in the secure location(s) after the review.

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