Fall 2018 - ACCESS e-Files and MyACCESS Summary

A. e-Files - 2018 Academic Year

Since August 1, 2017:

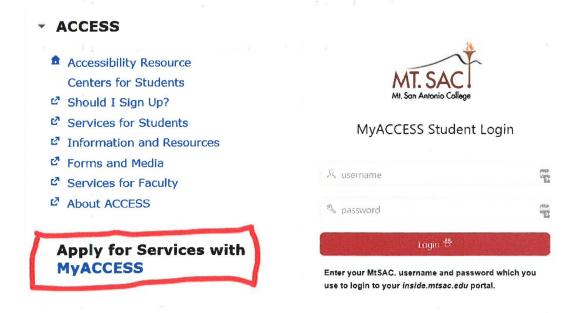
- 1. 16,154 case notes / contacts recorded.
 - 24,090 individual services recorded.
- 2. 1,466 Academic Accommodation Plans created.
 - 6,689 individual accommodations authorized.
- 3. 1,746 Disability Certifications completed.

B. MyACCESS - Year One

MyACCESS is the APEX student interface for students to apply for ACCESS services and track their ACCESS status, services, and interactive process.

Since August 1, 2017:

- 1. **1,320** students have applied for services with ACCESS using *MyACCESS*.
- 2. **521** documentation files uploaded to APEX by students.
- 3. 55 Placement Test Accommodations requested.
- 4. 39 Requests for Information (permission to release medical record to ACCESS)



New and Future Students

As a "new student," Mt. San Antonio College's Accessibility Resource Centers for Students (ACCESS) welcomnecessary to enroll at Mt. SAC and to begin receiving ACCESS services.

Steps for a New Student (Checklist)

Complete an Application for Admission to Mt. San Antonio College online at www.cccapply.org
 Apply for Financial Aid online at www.fafsa.ed.gov for possible assistance with covering costs of your



C. MIS Project

- 1. Collaboration with IT to update ACCESS MIS submission procedure for Title V compliance.
 - Process created to ROLLOVER students annually in SGADISA
 - i. Saves an estimated 240 hours of manual entry labor by ACCESS staff!
 - Modified MIS count procedure to include students who received services in a term <u>prior to the term</u> they are enrolled at Mt. SAC.
 - Updated MIS count procedure to include students have no contacts for term, but are enrolled in an ACCESS CRN class.
 - Updated related ARGOS reports to reflect these changes.
 - i. Thank you to Chuong Tran, Antonio Bangloy, and especially Vimi Bharadwaj for their efforts.

MIS Project cont.

- 2. OnBase bridge with APEX completed.
 - Using a database link APEX can now report what document <u>types</u> an ACCESS student has stored in OnBase.
 - Enables a more accurate evaluation of a student's eligibility for ACCESS services, and to be counted in MIS.

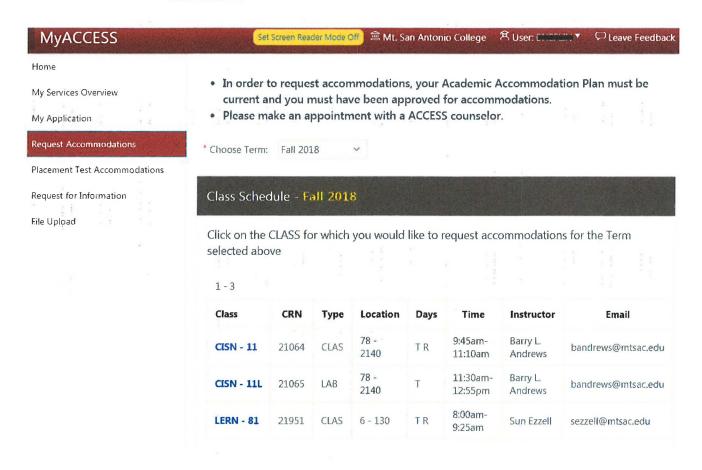


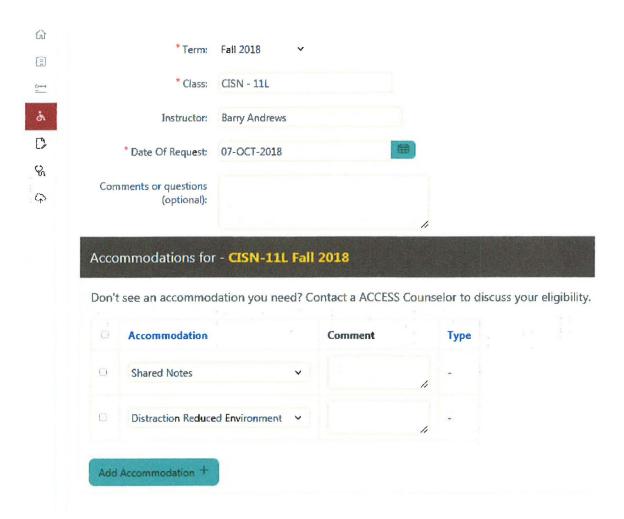
- 3. Continuing work on developing dependencies required for full MIS automation.
 - Building out MIS master checklist report in APEX
 - Master checklist report is a means of electronically verifying requirements are met for each student to be counted as a contact for MIS purposes.
 - Each column of the checklist represents a specific variable pulled from Banner and APEX databases relevant to student eligibility.

10	Application:	AAP:	APEX Certification:	Onbase Verification	Any OnBase:	Place Test Request	Updated Disability (Prlm)	Term	Term Desc	Contact ACYR	SGADISA Exists	SGADISA Latest term	Latest Term Desc	Last 4 Terms - SGADISA	Reg BLCK (ever)	Last Term BLCK	Class In Contact Term	Class In Contact ACYR	File Review
A01436765	None / None	Current / None	Certifled	None	Yes	None Lo Review	M - Mobility Impaired	201740	Spring 2018	2017	Υ	201840	Spring 2019	201840, 201830, 201820, 201810	N	٠	N	N	None to review
A01438404	None / OnBase	Current / OnBase	Certified	OnBase	Yes	None to Review	P - Psychological/Mntl Hlth Disb	201720	Fall 2017	2017	Y	201840	Spring 2019	201840, 201830, 201820, 201810	N	*	N	N	None Lo review

MIS Project cont.

- 4. Developing APEX prototype for processing Term Accommodation Requests.
 - Term Accommodation Requests are a necessary component to complete full MIS automation.





D. Developed form for merging duplicate IDs inadvertently imported from Banner.



- E. Referral procedure integrated into Case Notes form.
 - 1. An intra-department means of sending student referral email among ACCESS staff members.

Contact / Case Notes Referral Email:

Refer to: Referrals made to Individuals within ACCESS (DSPS) will trigger an automated email notice to them.

Referrals made to people outside the department will not receive an email notice.

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* Referral Reason:			
	11		

- F. DSPS to ACCESS name change updated throughout APEX applications and website.
- G. Coordinating with Health Services to develop process to track services to ACCESS students