

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)

▼ ACCESS

- 🏠 Accessibility Resource
 - Centers for Students
- 🔗 Should I Sign Up?
- 🔗 Services for Students
- 🔗 Information and Resources
- 🔗 Forms and Media
- 🔗 Services for Faculty
- 🔗 About ACCESS

**Apply for Services with
MyACCESS**



MyACCESS Student Login

username

password

Login

Enter your MtSAC. username and password which you use to login to your *inside.mtsac.edu* portal.

New and Future Students

As a "new student," Mt. San Antonio College's *Accessibility Resource Centers for Students* (ACCESS) welcome you to the college. It is necessary 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

- Fill out an  **application for ACCESS services online** through the **MyACCESS web portal**. 

At this time, written verification of your disability  (PDF ) should be brought in, a Release of Info

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 prior to the term 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 types 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.

Status - e-Files / OnBase

Application: **Yes / None**

AAP: **None / None**

Certification: **None / OnBase**

Application: **Needs Followup**

Uploaded Files: **None to review**

Placement Req: **None to Review**

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.

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

MIS Project cont.

4. Developing APEX prototype for processing **Term Accommodation Requests**.

- Term Accommodation Requests are a necessary component to complete full MIS automation.

MyACCESS [Set Screen Reader Mode Off](#) [MT. San Antonio College](#) User: [CAMEL](#) [Leave Feedback](#)

[Home](#)
[My Services Overview](#)
[My Application](#)
[Request Accommodations](#)
[Placement Test Accommodations](#)
[Request for Information](#)
[File Upload](#)

- In order to request accommodations, your Academic Accommodation Plan must be current and you must have been approved for accommodations.
- Please make an appointment with a ACCESS counselor.

Choose Term: Fall 2018

Class Schedule - Fall 2018

Click on the CLASS for which you would like to request accommodations for the Term selected above

1 - 3

Class	CRN	Type	Location	Days	Time	Instructor	Email
CISN - 11	21064	CLAS	78 - 2140	T R	9:45am-11:10am	Barry L. Andrews	bandrews@mtsac.edu
CISN - 11L	21065	LAB	78 - 2140	T	11:30am-12:55pm	Barry L. Andrews	bandrews@mtsac.edu
LERN - 81	21951	CLAS	6 - 130	T R	8:00am-9:25am	Sun Ezzell	sezzell@mtsac.edu



* Term: Fall 2018

* Class: CISN - 11L

Instructor: Barry Andrews

* Date Of Request: 07-OCT-2018

Comments or questions
(optional):

Accommodations for - CISN-11L Fall 2018

Don't see an accommodation you need? Contact a ACCESS Counselor to discuss your eligibility.

Accommodation	Comment	Type
Shared Notes		-
Distraction Reduced Environment		-

Add Accommodation +

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

From Student ID (INCORRECT) Merge into

Student ID:

Name:

Email:

Birth Date:

Status - e-Files / OnBase

Application: 1=	AAP:	Certification:	Any OnBase:	Application:	Uploaded Files:	Placement Req:
None / None	None / None	None / None	None	None to followup	None to review	None to Review

Contacts

Certifications

AAP

To Student ID (CORRECT) Clear Page

Student ID:

Name:

Email:

Birth Date:

Status - e-Files / OnBase

Application: 1=	AAP:	Certification:	Any OnBase:	Application:	Uploaded Files:	Placement Req:
None / None	None / None	None / None	None	None to followup	None to review	None to Review

Contacts

Certifications

AAP

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.

* Referral Reason:

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