



Disclosure GLOSSARY

UNIT 1

Accommodation – Modifications or adjustments to the work environment or to the circumstances under which a particular task is customarily performed that enable a qualified individual with a disability to perform the essential functions of that position (including jobs, education, and community involvement).

Goals (short-term and long-term) – The end toward which effort is directed; oftentimes, goals are constructed for short-term time periods or long-term time periods.

Informed choice – The process by which an individual arrives at a decision. It is a process that is based upon access to, and full understanding of, all necessary information from the individual's perspective. The process should result in a free and informed decision by the individual about what he or she needs.

Respect – A feeling of high regard, felt toward people, ideas or things that are important to you; this includes a proper respect for oneself as a human being.

Self-determination – The right and ability of all persons to direct their own lives, as well as the responsibility to accept the consequences of their own choices. Some of the skills that make someone self-determined or a successful self-advocate are the following:

- knowledge of one's strengths and limitations
- belief in one's ability to achieve goals
- ability to start and complete tasks
- ability to assertively assert one's wants, needs, and concerns
- ability to make decisions and see other options.

Values – Those items we highly regard or rate in usefulness, importance, or general worth.

UNIT 2

Confidential – Information that is private or secret to oneself.

Disclosure – The act of opening up, revealing or telling.

Sensitive information – Information that may be sensitive or confidential to someone. Often, sensitive information may concern your personal business (for example, finances, family, health, or work).

UNIT 3

Advantages – Benefits resulting from a particular course of action.

Disadvantages – Unfavorable, inferior, or prejudicial conditions that result from a particular course of action.

Impact – To impinge upon or have consequences because of involvement or release.

Self-image – One’s conception of oneself or of one’s role; self-image may be positive or negative.

Self-advocacy – The process by which someone supports his or her ideals, beliefs or oneself.

UNIT 4

Accessible – Providing access to or capable of being reached or used; may also be used to describe architecture that can be reached or utilized by everyone, including those who use a wheelchair, a walker, or a cane.

Adult services – Services needed for people when they reach adulthood; these services often include (but are not limited to) assistance in finding a job, assistance in the

home, assistance at work, and provision of various therapies or medications.

Compensatory Strategies – Actions one may take in order to offset difficulties a person may experience.

Disability (under the ADA) – A physical or mental impairment that substantially limits one or more major life activities, including (but not limited to) walking, eating, speaking, breathing, working, standing, or thinking.

Discrimination – Prejudiced or prejudicial outlook, action, or treatment against other persons, ideas, or ethics.

Eligibility – Criteria or requirements which determine a right to participate in a particular activity, service or program.

Entitlement – A right to benefits specified especially by law or contract; a government program providing benefits to members of a specified group; funds supporting or distributed by such a program.

Free appropriate public education (FAPE) – The services to which every person ages three to 21 who is receiving special education services is entitled during their years in school.

Hidden disabilities – Disabilities that are invisible on the outside but that may limit an individual’s ability to function effectively.

Visible disabilities – Disabilities that are more apparent to someone else because of exterior appearance.

UNIT 5

Accommodation – Any strategy that gets rid of or lessens the effect of a specific barrier.

Barriers – Something immaterial that impedes or separates; could be described as an obstacle.

Modification – An alteration in an object, environment, or activity that results in increased usability. The making of a limited change in something; the result of such a change.

UNIT 6

Access – Access implies the ability to find, manipulate, and use information, an object, a place, a service or a program in an efficient and comprehensive manner. Access can be programmatic or physical.

Assistive technology – According to the Americans with Disabilities Act, assistive technology is “any item, piece of equipment, or system, whether acquired commercially, modified, or customized, that is commonly used to increase, maintain, or improve functional capabilities of individuals with disabilities.” Assistive technology helps people with disabilities to complete daily living tasks independently, assists them in communicating with other individuals, and provides access to education, employment, and recreation.

Disability support services – An office in a postsecondary institution that provides necessary information to students who need accommodations. In addition, these offices provide training to faculty and staff on disability issues.

Disclosure script – Something that is followed or read from that will outline the sensitive information you are revealing.

Postsecondary – Term used to describe settings that follow high school (such as trade school, college, or employment).

Responsibility – Moral, legal, or mental accountability; may also be reliability or trustworthiness.

Rights – The power or privilege to which one is justly entitled.

UNIT 7

Essential functions – Tasks that are fundamental and necessary to the performance of a given job.

Job accommodations – Modification or adjustments specific to the work environment, or to the manner of circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that job.

Mentor – Someone whom you trust, and who can serve as an advocate or guide.

One-Stop Career Center – Centers designed to provide a full range of assistance to job seekers under one roof. One-Stops were created under the Workforce Investment Act and offer training referrals, career counseling, job listings, and similar employment-related services.

