

Functional Requirements Document (FRD)		
Project# 10211	Project Title: Revised SF 256 Self-Identification of Disability Form	Date Prepared: 02/17/11

Scope:	<p>OPM issued a revised SF-256, Self-Identification of Disability, form dated July 2010. This form replaces the August 1987 version. Changes to the form include: -form title changed from Self-Identification of Handicap to Self-Identification of Disability, several new disability designations added, similar disabilities combined & given new codes, & description changes. The number of available codes will be reduced from 59 to 33.</p> <p>30 Documents will be generated to change the existing codes to the applicable new codes. 50b's will not be generated.</p>
Assumptions:	<p>TMGT Table 025, AD350 (Personnel Block and Description), Block Number 012, will be updated with the new codes and descriptions.</p> <p>30 Documents will be generated to change the existing codes to the applicable new codes. 50b's will not be generated.</p> <p>Agencies with their own front-end systems will require modifications for the implementation of the revised form.</p>
Test:	

Functional Requirements

(Completed by the NFC Project Owner before being sent to the agency.)

Payroll Systems Branch (PASB) Requirements

>>>>>Not Applicable<<<<<

Personnel Systems Branch (PESB) Requirements

Modify PINE & PEPL edits for Document Types 030& 063 to incorporate changes to the codes and to change any "Handicap" verbiage to "Disability".

Modify IRIS Menu IR300, Restricted Data Menu, and IR301, Handicap/RNO Data screen, by changing the screen name to "DISABLIITY/RNO/ERI DATA". Also, change IR301 field name "PHYSICAL HANDICAP CODE" to "DISABLIITY CODE".

Generate 30 documents to change the current Physical-Handicap-Codes to the applicable new codes based on the following criteria.

If the Physical-Handicap-Code Is::	Change to:
16 or 17	18
23 or 25	21
24	22**
27 or 29	26
28, 32, 33, 34, 35, 36, 37, or 38	30
45, 46, 47, 48, 49, or 57	44**
62 or 63	61**
64, 65, 66, 67, or 68	69
71, 72, 73, 74, 75, 76, 77, or 78	79
81	80**
89	88**

** Codes are currently on the database

Modify the following reports in accordance with the changes to the disability codes and descriptions:

CULP0117, Permanent Workforce-Analysis of Work Force: Federal Wage System,
 CULP0113, Workforce-Analysis of Work Force: White Collar (GS, GM, SES, & All Other),
 CULP0125, Workforce-Analysis of Work Force: Types of Occupations
 SRPR0904, Semi-Annual (or Annual) Report of Special Employment Programs
 SRPR0104, Semi-Annual (or Annual) Report On Accessions and Separation by Handicap
 SRPR3704, Summary of Accomplishments in Affirmative Action Program for Employment
 Of Individuals with Disabilities.

Administrative Applications Systems Branch (AASB) Requirements

>>>>>Not Applicable<<<<<

Web Applications Systems Branch (WASB) Requirements

Modify the EPP *ERI, Gender, & Disability Page* by updating the Disability Codes selection list with the new codes and descriptions, and change the link on that page to display the new SF-256 dated July 2010.

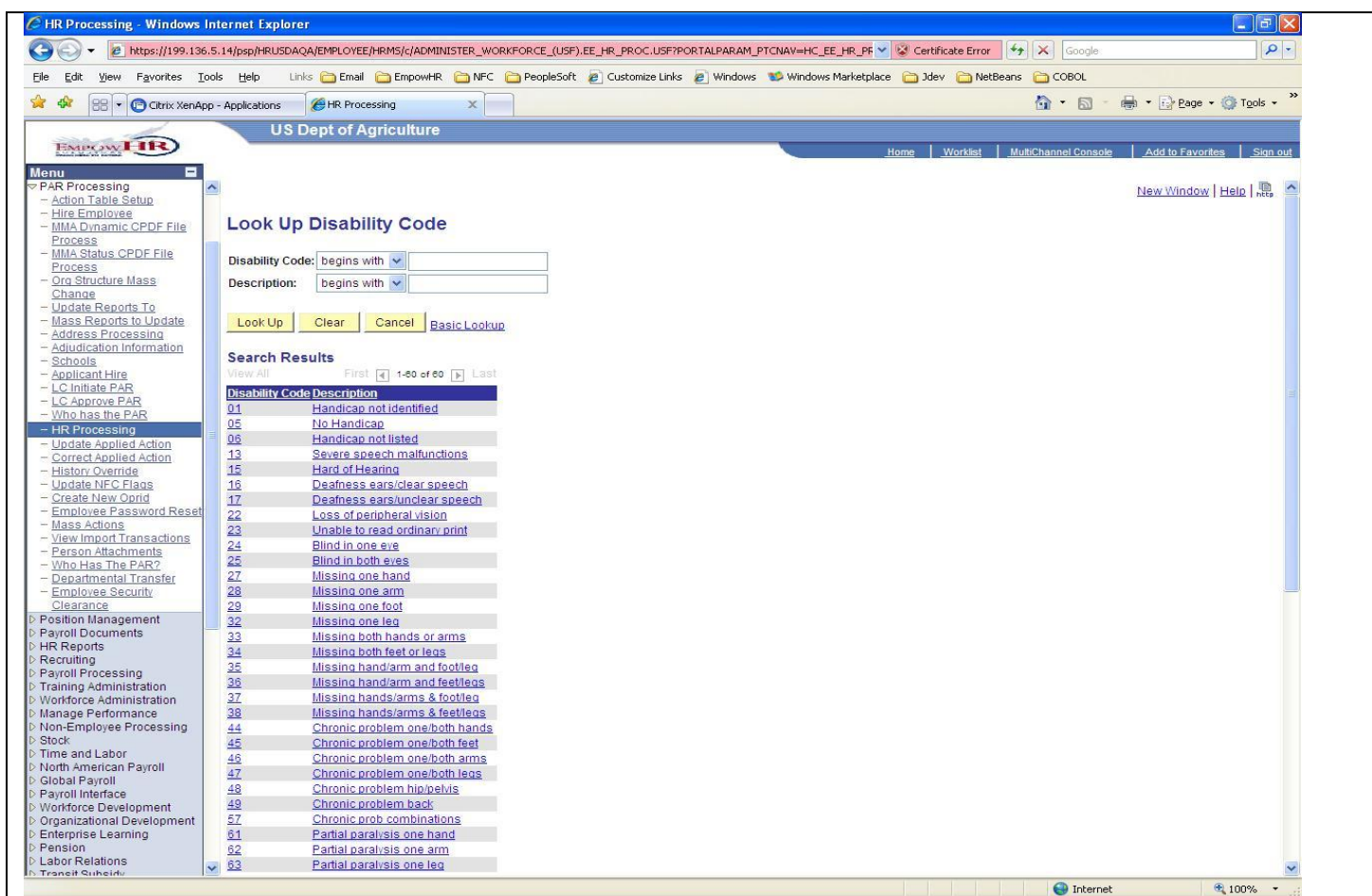
Modify EPIC by changing "Handicap" to "Disability" on all Personnel action pages (063 & 30 document) that have this element as an entry field, and modify applicable edits. Update the table containing the list of codes & descriptions.

Modify the Reporting Center by updating the table of disability codes & descriptions used by numerous reports, and modify all reports that contain the Disability code to reflect the new codes & descriptions.

Human Resources Applications Staff (HRAS) Requirements

Note: HRAS cannot implement these modifications before EmpowHR changes for Project 00116 are implemented in PP12 2011.

Modify PeopleSoft-delivered Handicap Table (PS_GVT_HANDICP_TBL) to add new codes, change existing codes, or expire non-used codes (i.e., add an inactive row) correlated to TMGT changes on the same effective the same date as TMGT025.



Since OPM would like all references to handicap removed, a SQL Update will need to be performed on PS_GVT_HANDICP_TBL to alter the text of records 01, 05, and 06. Currently those records read:

Code	Effective Date	Effective-Status	Description
01	1900-01-01	A	Handicap not identified
05	1900-01-01	A	No Handicap
06	1900-01-01	A	Handicap not listed

These records should read:

Code	Effective Date	Effective-Status	Description
01	1900-01-01	A	Disability not identified
05	1900-01-01	A	No Disability
06	1900-01-01	A	Disability not listed

PESB will generate the 030 documents for the new disability codes. EmpowHR will accept the PESB-generated actions as part of the daily import. EmpowHR will not need to update historical PAR rows.

Signature of SRB Chief:

Date: 02/17/11

Cherie Landry

/s/

See Below

SELF-IDENTIFICATION OF HANDICAP

(See instructions and Privacy Act information on reverse)

Last Name, First Name, Middle Initial	Birth Date (Mo./Yr.)	Social Security Number	ENTER CODE HERE
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DEFINITION OF A HANDICAP: A person is handicapped if he or she has a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment. Those handicaps that

are to be reported are listed below (codes in bold numbers 13 through 94). In the case of multiple impairments, choose the code which describes the impairment that would result in the most substantial limitation.

TO THE EMPLOYEE: Self-identification of handicap status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.

01 I do not wish to identify my handicap status. (Please read the employee note above and the reverse side of this form before using this code.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.)

05 I do not have a handicap.

06 I have a handicap but it is not listed below.

SPEECH IMPAIRMENTS

13 Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"])

HEARING IMPAIRMENTS

15 Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid)

16 Total deafness in both ears, with understandable speech

17 Total deafness in both ears, and unable to speak clearly

VISION IMPAIRMENTS

22 Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected—"Tunnel vision")

23 Inability to read ordinary size print, not correctable by glasses (Can read oversized print or use assisting devices such as glass or projector modifier)

24 Blind in one eye

25 Blind in both eyes (No usable vision, but may have some light perception)

MISSING EXTREMITIES

27 One hand

28 One arm

29 One foot

32 One leg

33 Both hands or arms

34 Both feet or legs

35 One hand or arm and one foot or leg

36 One hand or arm and both feet or legs

37 Both hands or arms and one foot or leg

38 Both hands or arms and both feet or legs

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS

(Because of chronic pain, stiffness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

44 One or both hands **47** One or both legs

45 One or both feet **48** Hip or pelvis

46 One or both arms **49** Back

57 Any combination of two or more parts of the body

PARTIAL PARALYSIS

(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

61 One hand

62 One arm, any part

63 One leg, any part

64 Both hands

65 Both legs, any part

66 Both arms, any part

67 One side of body, including one arm and one leg

68 Three or more major parts of the body (arms and legs)

COMPLETE PARALYSIS

(Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

70 One hand

71 Both hands

72 One arm

73 Both arms

74 One leg

75 Both legs

76 Lower half of body, including legs

77 One side of body, including one arm and one leg

78 Three or more major parts of the body (arms and legs)

OTHER IMPAIRMENTS

80 Heart disease with no restriction or limitation of activity (History of heart problems with complete recovery)

81 Heart disease with restriction or limitation of activity

82 Convulsive disorder (e.g., epilepsy)

83 Blood diseases (e.g., sickle cell anemia, leukemia, hemophilia)

84 Diabetes

86 Pulmonary or respiratory disorders (e.g., tuberculosis, emphysema, asthma)

87 Kidney dysfunctioning (e.g., if dialysis [Use of an artificial kidney machine] is required)

88 Cancer—a history of cancer with complete recovery

89 Cancer—undergoing surgical and/or medical treatment

90 Mental retardation (A chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A)

91 Mental or emotional illness (A history of treatment for mental or emotional problems)

92 Severe distortion of limbs and/or spine (e.g., dwarfism, kyphosis [severe distortion of back])

93 Disfigurement of face, hands, or feet (e.g., distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.])

94 Learning disability (A disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts [spoken or written]; e.g., dyslexia)

SELF-IDENTIFICATION OF DISABILITY
(see instructions and Privacy Act information on reverse)

Last Name, First Name, and MI		Date of Birth (mm/yy)	Social Security Number	ENTER CODE HERE → <input type="text"/>
<p>Definition: An individual with a disability: A person who (1) has a physical impairment or mental impairment (psychiatric disability) that substantially limits one or more of such person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment. This definition is provided by the Rehabilitation Act of 1973, 29 U.S.C. 701 et. seq., as amended.</p>		<p>Purpose: Self-identification of disability status is essential for effective data collection and analysis. The information you provide will be used for statistical purposes only and will not in any way affect you individually. While self-identification is voluntary, your cooperation in providing accurate information is critical.</p>		
<p>Part I. Targeted/Severe Disabilities</p> <p>Hearing 18 - Total deafness in both ears (with or without understandable speech)</p> <p>Vision 21 - Blind (inability to read ordinary size print, not correctable by glasses, or no usable vision, beyond light perception)</p> <p>Missing Extremities 30 - Missing extremities (missing one arm or leg, both hands or arms, both feet or legs, one hand or arm and one foot or leg, one hand or arm and both feet or legs, both hands or arms and one foot or leg, or both hands or arms and both feet or legs)</p> <p>Partial Paralysis 69 - Partial paralysis (because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including both hands; any part of both arms or legs; one side of the body, including one arm and one leg; and/or three or more major body parts)</p> <p>Complete Paralysis 79 - Because of a brain, nerve or muscle impairment, including palsy and cerebral palsy, there is a complete loss of ability to move or use a part of the body, including both hands; one or both arms or legs; the lower half of the body; one side of the body, including one arm and one leg; and/or three or more major body parts</p> <p>Other Impairments 82 - Epilepsy 90 - Severe intellectual disability 91 - Psychiatric disability 92 - Dwarfism</p>		<p>Part II. Other Disabilities</p> <p>Hearing Conditions 15 - Hearing impairment/hard of hearing</p> <p>Vision Conditions 22 - Visual impairments (e.g., tunnel or monocular vision or blind in one eye)</p> <p>Physical Conditions 26 - Missing extremities (one hand or one foot) 40 - Mobility impairment (e.g., cerebral palsy, multiple sclerosis, muscular dystrophy, congenital hip defects, etc.) 41 - Spinal abnormalities (e.g., spina bifida, scoliosis) 44 - Non-paralytic orthopedic impairments: chronic pain, stiffness, weakness in bones or joints, some loss of ability to use part or parts of the body 51 - HIV Positive/AIDS 52 - Morbid obesity 61 - Partial paralysis of one hand, arm, foot, leg, or any part thereof 70 - Complete paralysis of one hand 80 - Cardiovascular/heart disease with or without restriction or limitation on activity; a history of heart problems w/complete recovery 83 - Blood diseases (e.g., sickle cell anemia, hemophilia) 84 - Diabetes 86 - Pulmonary or respiratory conditions (e.g., tuberculosis, asthma, emphysema, etc.) 87 - Kidney dysfunction (e.g., required dialysis) 88 - Cancer (present or past history) 93 - Disfigurement of face, hands, or feet (such as those caused by burns or gunshot wounds) and noticeable gross facial birthmarks 95 - Gastrointestinal disorders (e.g., Crohn's Disease, irritable bowel syndrome, colitis, celiac disease, dysphagia, etc.) 96 - History of alcoholism</p> <p>Speech/Language/Learning Conditions 13 - Speech impairment - includes impairments of articulation (unclear language sounds), fluency (stuttering), voice (with normal hearing), dysphasia, or history of laryngectomy 94 - Learning disability - a disorder in one or more of the processes involved in understanding, perceiving, or using language or concepts (spoken or written) (e.g., dyslexia, ADD/ADHD)</p> <p>Other Options 01 - I do not wish to identify my disability status. (Please read the notes on the next page.) (Note: Your personnel officer may use this code if, in his or her judgment, you used an incorrect code.) 05 - I do not have a disability. 06 - I have a disability, but it is not listed on this form.</p>		