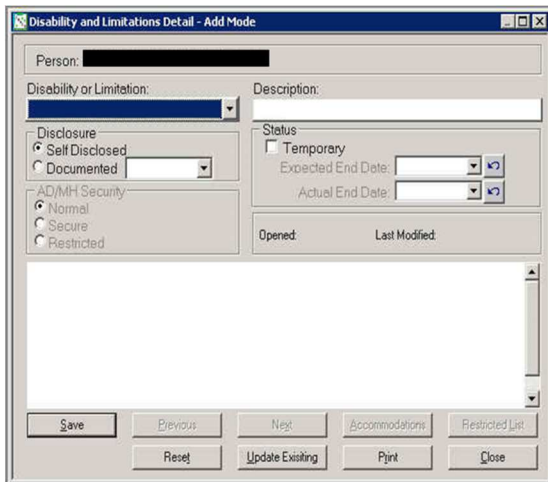# When to Create a Disability Record

The question of when to create a disability record in TRACS can be a confusing one. Here are some guidelines you can use to help determine when to create a record.

Self-Disclosed – Create a Record

The participant indicates verbally or in writing that they have a disability. You would create a self-disclosed record when:

The participant states they have been diagnosed with _____; and

The condition will last at least 30 days or more; or

They indicate they are currently in treatment, being treated for or taking medication for a specific condition such as anxiety, depression, torn rotator cuff.

After creating the record you would work with the participant to assist them in gathering documentation.

Self-Disclosed – Have a Conversation

If the participant says they were told, they think, they believe, etc. they have a particular condition we would want to ask additional questions. A disability record would not be create yet. Questions could include:

- Who told you that you have this condition?
- Why do you think or believe you have this condition?

Depending on the response we may need to offer screening such as the GAIN, Learning Needs Screening or work with the participant to access appropriate services.

How to Close a Record

You can close a record by taking the following steps:

1 – Select Temporary
2 – Add an Expected End Date
3 – Add an Actual End Date
4 – Click Save

Documented

The participant provides information from a qualified and appropriate professional indicating they have a diagnosed disability, which is expected to last 30 days or more. Or we have received an evaluation or assessment report or other documentation from a provider. A disability record would be created.

When creating the record:

- Do not place numbers in the description.

  Example:
    o 296.89 Bi-Polar II Disorder would be placed in the description as –

    Bi-Polar II Disorder.

- Include terms such as:
    o Mild, moderate, severe,
    o With agoraphobia,
    o Without agoraphobia,
    o Recurrent, etc. in the description.

  Example:
    o Panic Disorder with Agoraphobia, or
    o Intellectual Disability Mild, or
    o Major Depression Recurrent

- Be consistent with terminology in the description.

- If the disability is one you do not recognize add a definition to the notes section of the record. You can find definitions at Medline Plus (www.medlineplus.gov), which is a website sponsored by the National Institute of Health.

  Example:
    o Hyperemesis gravidarum

    Hyperemesis gravidarum is extreme, persistent nausea and vomiting during pregnancy. It can lead to dehydration, weight loss, and electrolyte imbalances. Morning sickness is mild nausea and vomiting that occurs in early pregnancy.