

Affirmative Action Program Plan Update and Report of  
Accomplishments for Agency with 1,001 or More Employees

**Affirmative Action Program for People with Disabilities**

Plan update for the period: October 1, 2000, through September 30, 2001  
Report for the period: October 1, 1999, through September 30, 2000

**Health Care Financing Administration**

*Agency*

7500 Security Boulevard, Baltimore, MD 21244-1850

*Agency Address*

Number of Employees Covered by This Plan: 4434 (perm. staff)

Brian Sutherland

*Name of Person Preparing Form*

410-786-5118

*Telephone No.*

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*Signature of Responsible Official*

Ramón Surís Fernández, Director, Office of Equal Opportunity and Civil Rights

*Name and Title of Responsible Official*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Signature of Agency Head*

Michael McMullan, Acting Deputy Administrator, Health Care Financing Administration

*Name and Title of Agency Head*

\_\_\_\_\_

*Date*

(Certifies that this Report is in Compliance with EEO-MD-713, "Affirmative Action for Hiring, Placement, and Advancement of Individuals with Disabilities")

**Permanent Work Force<sup>1</sup>**

**Part 1: Program Plan Update for October 1, 2000, Through September 30, 2001  
Numerical Objectives (Goals) for Employment of Persons  
with Targeted Disabilities (TD) (Based on Permanent Work Force)**

Agencies are to use this format to establish numerical objectives for the period October 1 through September 30. Anticipated changes in the work force are taken into account, objectives are calculated on the basis of losses from the work force as well as accessions. The planned rate of accessions (if any are anticipated) must be adequate to achieve the desired work force profile as of September 30. Guidance is provided in Appendix B of this directive.

	Anticipated Changes in the Work Force From Oct. 1, 2000 To Sept. 30, 2001	
	Number Change +/-	Percent Change +/-
Losses (Total Work Force)	290	-6.5%
Losses (Reportable Disabilities)	20	-6.9%
Losses (Targeted Disabilities) (TD)	5	-7.4%
Accessions (Total Work Force)	290	6.5%
Accessions (Reportable Disabilities)	25	8.6%
Accessions (Targeted Disabilities)	25	8.6%

	Work Force Actual Data as of 9/30/2000		Anticipated Changes in Work Force From 10/1/2000 to 9/30/2001		Anticipated Data as of 9/30/2001	
	Number	%	Number + (or) -	% Change* + (or) -	Number	%
Total Work Force	4434	100	0	0	4434	100
Reportable Disabilities	337	7.6	+25	+7.4	362	8.2
Targeted Disabilities	80	1.8	+25	+31.3	105	2.4

\* Calculate this Percentage by Dividing the + or - by the Corresponding Number in the Work Force as of the Beginning of the Reporting Period

<b><i>Previous Year Numerical Objectives for 10/1/1999 Through 9/30/2000</i></b>	
<i>A. Total Number of Accessions of Persons with TD: .....</i>	<i>10</i>
<i>B. Percent Accessions of Persons with TD: .....</i>	<i>2.7%</i>
<i>C. Total Number of Persons with TD on Board as of Sept. 30, 2000: .....</i>	<i>80</i>
<i>D. Percent of Work Force with TD as of Sept. 30, 2000: .....</i>	<i>1.8%</i>

<sup>1</sup>Permanent Workforce count does not include Commissioned Corps Officers and temporary employees.

## Plan for Special Recruitment Program

Agencies are to establish and maintain special recruitment programs for individuals with disabilities with the specified severe disabilities (i.e., targeted disabilities). The purpose is to obtain applications from qualified individuals with disabilities. A revised and improved plan for a special recruitment program is required unless:

- A. the agency met its previous year's employment objectives.

(If so, check here: [  ])

- or -

- B. the number of applications received from persons with targeted disabilities was at least two times the number of accessions that would have been necessary to achieve the objectives.

(If so, check here: [  ])

If neither of these conditions has been met, list new recruiting strategies that will be instituted so that the agency can meet its current employment objectives.

### New Recruiting Strategies

**Target Dates: FY 2001**

1. HCFA will continue to implement the attached "Plan to Implement Special Initiatives for Persons with Disabilities." This plan includes the following initiatives:

1. Full time positions specifically for individuals with TDs
2. Reasonable accommodations
3. Outreach and recruitment
4. Training
5. Career development
6. Committee for employees with disabilities

**Target Date: Ongoing**

2. HCFA will conduct an agency-wide survey of employees to update the Agency disability records in accordance with 29 C. F. R. 1614.

**Target Date: March 2001**



## HEALTH CARE FINANCING ADMINISTRATION PLAN TO IMPLEMENT SPECIAL INITIATIVES FOR PERSONS WITH DISABILITIES

### BACKGROUND

The Individuals with Disabilities Program was established by authority of Section 501 of the Rehabilitation Act of 1973, as amended, 29 § 791, as a means to correct the underrepresentation of individuals with targeted disabilities (TDs) in the Federal workforce. The purpose of the program is to ensure that individuals with TDs are offered equal employment opportunities in the Federal government. This plan is an integral part of HCFA's efforts in carrying out the Individuals with Disabilities Program.

According to the U.S. Equal Employment Opportunity Commission individuals with TDs 5.95% of the Civilian Labor Force (CLF). In contrast, individuals with TDs represent only 1.6% of the workforce at HCFA, making this group severely underrepresented in our organization. In order to correct the agency's underrepresentation, HCFA is required to implement an affirmative action program for individuals with disabilities as mandated by Section 501(b) of the Rehabilitation Act of 1973, as amended, and EEO MD-713.

### PURPOSE

The purpose of this plan is to improve employment opportunities for individuals with disabilities at HCFA by 1) eliminating the agency's underrepresentation of people with TDs and 2) fostering a work environment that permits people with TDs to serve fully in current and future positions at HCFA.

### SPECIAL INITIATIVES

#### INITIATIVE #1. FULL-TIME POSITIONS SPECIFICALLY FOR INDIVIDUALS WITH TARGETED DISABILITIES

- Each HCFA Region and the following Central Office Components/Offices (OA, PO, OL, OEOCR, OSP, OACT, OICS, OCSQ, OCOS, CBS, CMSO, CHPP, OIS, and OFM) will annually devote one existing FTE to hire an individual with a TD until HCFA reaches parity with the CLF for individuals with disabilities. (Attachment 1 is a Self-Identification of Handicap Form and a list of EEOC-defined TDs.) These positions will be non-clerical, professional positions at grade GS-7 or above and its FTE will come from the above-listed organization's current FTE ceiling. Starting July 1, 2000, and every three months thereafter, the aforementioned offices/regions will report via E mail to HRMG's Director their respective progress towards hiring individuals with disabilities.

- The Office of Equal Opportunity and Civil Rights (OEOCR) in conjunction with the Human Resources Management Group (HRMG) will prepare a memorandum for the signature of the Administrator that will be sent to components in CO and ROs announcing this Plan. OEOCR will assist the HRMG in conducting outreach activities for groups and organizations representing individuals with disabilities to inform them of HCFA's Plan. It will be the responsibility of each component to actually do the hiring.

## **INITIATIVE #2. REASONABLE ACCOMMODATIONS**

- In an issuance dated October 1991, HCFA established Agency-wide policy and procedures entitled Reasonable Accommodations for Individuals with Disabling Conditions (see Attachment). Section 0908-10-05 of this policy document states that:
 

The Health Care Financing Administration, pursuant to laws, rules, and regulation, will make reasonable accommodations to the known physical or mental limitation of individuals with disabling conditions who are applicants or employees unless it can be demonstrated that the accommodation would impose undue hardship on the operations of the Administration's programs or is beyond the limitations of its budgetary constraints. Pursuant to this policy, HCFA will ensure that needs for reasonable accommodations are met, when applicable. Also, the Office of Internal Customer Support (OICS) in conjunction with OEOCR will review and as appropriate, modify this policy document in light of the recently published EEOC Guidelines on this matter.
- HCFA will ensure that a sign language interpreter will be available for the hearing impaired. Currently, HCFA contracts interpreters for special observances (eight signers had been contracted from October 1998 to present.) Additionally, certain HCFA employees are proficient sign language interpreters. In the past, they have assisted employees with disabilities when necessary. OEOCR will find out if these employees are still available, determine whether or not their proficiency levels are sufficient, and if found sufficient, discuss with their supervisors the possibility of making interpreting a collateral duty for the employees position descriptions.
- HCFA will maintain an accessible vehicle for individuals with disabilities who need it for official business transportation.
- HCFA will annually set aside \$180,000 for providing reasonable accommodations which will include the hiring/contracting of personal assistants to provide services to individuals with disabilities. These monies will be used when the need for its use arises.

## **INITIATIVE #3. OUTREACH AND RECRUITMENT**

- HCFA will establish partnerships with selected disability groups and organizations to develop an agenda for outreach and recruitment. To this end, HCFA will establish partnerships with the Department of Veterans Affairs, Vocational Rehabilitation Program, and other national and local organizations that specialize in serving and training persons with disabilities.
- On an ongoing basis, HCFA will develop cooperative agreements with colleges and universities with special programs for persons with disabilities to set up recruitment networks. HCFA will meet with the Department of Education (Assistant Secretary for Post-Secondary Education) to select these colleges and universities.

- HCFA will maintain working relationships with the President's Committee Job Accommodation Network, Veterans Organizations, the National Easter Seals Society and other national and local organizations that specialize in serving and training persons with disabilities.
- The OEOCR and OICS will work in concert to increase outreach and recruitment of students with disabilities for the Presidential Management Intern Program.
- The OEOCR and OICS will work to hire students with TDs for the Co-Op, Summer Internship, HCFA Intern, and stay-in-school programs.
- HCFA will continue soliciting and compiling resumes from persons with TDs. HRMG will pre-qualify the resumes for HCFA positions, after which OEOCR will catalog the resumes, according to job series, and make the resumes available to management.
- OEOCR will maintain a list of disability job fairs that can be used as a recruitment resource by managers with open positions. HRMG, OEOCR and RO representatives will participate in selected job fairs on this list.

**INITIATIVE #4. TRAINING**

- HCFA will continue to provide training for managers/supervisors at one (or more) of the senior staff/all managers monthly meetings. The training will focus on the requirements of the Americans with Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973, as amended.

**INITIATIVE #5. CAREER DEVELOPMENT**

- HCFA will ensure that all opportunities that promote career development are available to employees with TDs (e.g., meetings, conferences and training).
- OEOCR and OICS will jointly develop and implement a mentorship program for employees with TDs.

**INITIATIVE #6. HCFA COMMITTEE FOR EMPLOYEES WITH DISABILITIES**

- HCFA will continue to utilize the Committee for Employees with Disabilities. The Committee will represent HCFA's employees with disabilities and will meet with the OEOCR Director to provide recommendations on issues related to individuals with disabilities. Also, the Committee will provide recommendations to HRMG regarding the recruitment, hiring, training and advancement of employees with disabilities. OEOCR will continue to encourage Agency employees with disabilities to participate in the Committee. A notice of all meetings will be sent to the Administrator's Advisor on disability-related issues.

### Facility Accessibility

- A. List any unmet objectives for barrier removal that were established in previous submissions but have not been accomplished. Removal strategies are to be revised so that these objectives can be accomplished prior to the end of the fiscal year covered by this plan

Objectives	Original Target Dates	Revised Target Dates	Revised Removal Strategies
NONE			

### FACILITY ACCESSIBILITY (Continued)

- B. List additional objectives for barrier removal during the period covered by this plan.

Objectives	Target Dates
Assure that newly identified, minor problems with new construction are corrected.	As needed

**Alternatives to Personnel or Management Policies, Practices, or Procedures  
Which Restrict Hiring, Placement, and Advancement of Individuals with Disabilities**

A. List barriers which were identified in previous submissions but for which alternatives have not yet been instituted:

Barriers	Alternatives	Planned Actions	Current Target Dates	Dates Indicated Previously
NONE				

**Alternatives to Personnel or Management Policies, Practices, or Procedures  
Which Restrict Hiring, Placement, and Advancement of Individuals with Disabilities**

B. List barriers not previously identified for which alternatives should be instituted.

Barriers	Alternatives	Planned Actions	Target Dates
NONE			

Enough of the target date indicated should be prior to the end of the fiscal year covered by this plan so that substantial progress toward elimination of barriers will have been made by that time. All barriers that are listed in item 'A' above should be removed prior to the end of the fiscal year covered by this plan.



**Part 2: Accomplishments for October 1, 1999 through September 30, 2000**

**Affirmative Action Program for Individuals with Disabilities  
Staffing Commitments**

Provide data indicating staffing commitments as of September 30, 2000. Include selective placement coordinators, disability program managers, and other key staff assigned to the affirmative action program for individuals with disabilities. Do not include equal employment opportunity counselors and other personnel processing complaints of discrimination on the basis of disability.

**A. Headquarters Personnel with Nationwide Responsibility:**

1. Agency-wide Responsibility (Department-wide, if applicable).

Number of Persons: N/A  
 Total Staff Years: (full-time equivalents allocated to the program).

2. Responsibility for Major Operating Components (if none, indicate not applicable).

Number of Persons: 4  
 Total Staff Years: 1.5 (full-time equivalents allocated to the program).

**B. All other Personnel (not accounted for above) at Headquarters, in Component Agencies, or in Field Installations Responsible for Management and coordination of the Program:**

Percentage of Time Allocated to the Program	Indicate Number in Each Group
1—5%	0
6—10%	0
11—25%	0
26—75%	0
76—100%	0
<b>Total</b>	0

**C. Number of Agency Personnel Offices with Appointing Authority: one (1)**

**Permanent Work Force**  
**Summary of Accomplishments in Affirmative Action Program for Employment of Individuals with Disabilities <sup>2</sup>**

	Total Work Force	Persons with Disabilities	%	No Disabilities (05)	%	Other (01) and Not Available	%	Persons with Targeted Disabilities	%
Sept. 30, 1999	4306	315	7.3	3429	79.6	562	13.1	68	1.6
FY 2000 Objective	290	25	6.5	N.A.	N.A.	N.A.	N.A.	15	3.9
Sept. 30, 2000	4434	334	7.5	3563	80.3	537	12.1	80	1.8

Instructions: The data on this page are for permanent tenure (full-time, part-time and intermittent) and permanent non-appropriated fund employees.

Total number of Accessions from 10/1/99 to 9/30/2000\* 374

Total Number of Losses from 10/1/99 to 9/30/2000\* 254

\* All staff

<sup>2</sup> Numbers in parentheses refer to codes on the SF-256.

**Special Recruitment Program – Accessions and Losses – Targeted Disabilities**

	Deaf (16, 17)	Blind (23, 25)	Missing Extremities (28, 32-38)	Partial Paralysis (64-68)	Complete Paralysis (71-78)	Convulsive Disorders (82)	Mentally Retarded (90)	Mental Illness (91)	Distortion Limbs/Spine (92)	Total Targeted Disabilities
On-board Persons with Targeted Disabilities as of Sept. 30, 1999	8	12	2	17	8	9	1	9	2	68
Applications from Oct. 1, 1999, to Sept. 30, 2000 <sup>3</sup>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Accessions from Oct. 1, 1999, to Sept. 30, 2000	0	4	0	1	1	2	0	2	0	10
Losses from Voluntary & Involuntary Separations Oct. 1, 1999, to Sept. 30, 2000	0	1	0	1	0	0	0	0	0	2
On-board Persons with Targeted Disabilities as of Sept. 30, 2000	8	17	2	19	9	11	1	11	2	80

*Note: HCFA participated in 4 job fairs specifically for people with disabilities and collected 145 applications from candidates. This included 3 job fairs sponsored by the President's Committee on Employment of People with Disabilities (in Washington, Chicago, and Boston) and a job fair for people with disabilities at the University of Maryland Baltimore County*

<sup>3</sup> For information on collection of applicant data see 46 CFR 11285 (February 6, 1981).

### Temporary Work Force

#### Summary of Accomplishments in Affirmative Action Program for Employment of Individuals with Disabilities

	Total Work Force Temp.	Persons with Disabilities Temp.	% Temp.	No Disabilities (05) Temp.	% Temp.	Other (01) and Not Available Temp.	% Temp.	Persons with Targeted Disabilities Temp.	% Temp.
Sept. 30, 1999	98	7	7.1	87	88.8	4	4.1	2	2.0
Sept. 30, 2000	64	3	4.7	61	95.3	0	0	3	4.7

Instructions: The data on this page are for temporary tenure, temporary intermittent, and temporary non-appropriated fund employees.

#### Accessions and Losses (Temporary) – Targeted Disabilities

Temporary Employees only <sup>1</sup>	Deaf (16, 17)	Blind (23,25)	Missing Extremities (28, 32-38)	Partial Paralysis (64-68)	Complete Paralysis (71-78)	Convulsive Disorders (82)	Mentally Retarded (90)	Mental Illness (91)	Distortion Limbs/Spine (92)	Total Targeted Disabilities
On-board Persons with Targeted Disabilities as of Sept. 30, 1999	0	0	0	1	0	0	0	0	1	2
Accessions from Oct. 1, 1999, to Sept. 30, 2000	0	0	0	0	0	0	0	0	0	0
Losses from Voluntary & Involuntary Separations Oct. 1, 1999, to Sept. 30, 2000	0	0	0	0	0	0	0	0	0	0
Conversions to Permanent Employment Oct. 1, 1999 to Sept. 30, 2000	0	0	0	0	0	0	0	0	0	0
On-board Persons with Targeted Disabilities as of Sept. 30, 2000	0	1	0	1	0	0	0	1	0	3

<sup>1</sup> Numbers in parentheses refer to codes on the SF-256.

**Report on Facility Accessibility**

Describe your Agency's Barrier Removal Activity during the Reporting Year

<p>A. Summarize your Agency's Barrier Removal Activity Assure that all identified, minor problems with new construction were corrected.</p>
<p>B. Is GSA Providing Assistance with Barrier Removal? <input type="checkbox"/> Not Applicable      <input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No; Describe</p>
<p>C. Describe any Difficulties that Have Been Encountered in Attempting to Remove Barriers that Remain in Agency Facilities None</p>
<p>D. Describe Actions Being Taken to Overcome Difficulties Described in Item "C" Above.</p>

**Alternatives to Personnel or Management Policies, Practices, or Procedures  
Which Restrict Hiring, Placement, and Advancement of Individuals with Disabilities**

List Barriers Which Were Identified in Previous Years for Which Actions Were Taken During the Reporting Year

Barriers	Alternatives	Actions Taken	Completion Dates
NONE			

Permanent Work Force  
 Promotions and Career Development Programs  
 October 1, 1999, to September 30, 2000

Category <sup>2</sup>	On-board as of 9/30/98	Promotions		Career Development (Grades 5-12)		Senior Level Career Development Programs (Grades 13-15)		SES Development Programs	
		Number	Percent	Slots Filled	Percent	Slots Filled	Percent	Slots Filled	Percent
Total Work Force	4434	753	16.9	0	0.1%	0		0	
Not Identified (01)	537	42	7.8	0	0.1%				
Not Available or Unspecified	Included in "Not Identified (01)" above								
No Disability (05)	3563	671	18.8	0	0.1%				
Disability Reported (06, 13-94)	334	40	11.9	0					
Total Targeted Disabilities	80	7	8.8	0					

Computations									
Percent Promotions	=	Number							
		On-board in Category							
Percent Development Programs	=	Slots in Category							
		On-board in Category							
									Computations are to be based on actions during the reporting period. For promotions, use Standard Form 50, Nature of Action Codes 702 and 542. For career development (Grades 5-12), count slots filed under formal upward mobility programs, as well as appointments that move people noncompetitively through a series of promotions with some type of training in the process. Include both blue collar and white collar positions. For senior level career development (Grades 13-15) programs, computations are to be based on the number of individuals enrolled in formal executive and management development programs during the reporting period.

<sup>2</sup> Numbers in Parentheses refer to codes on SF-256.

## Noteworthy Accomplishments

In the space below describe unique, creative initiatives which your organization has undertaken during this reporting period and which have proven to be successful in improving employment opportunities for persons with disabilities.

HCFA developed the HCFA Plan to Implement Special Initiatives for Persons with Disabilities. The plan, included with this report, describes six special initiatives designed to increase the representation of individuals with targeted disabilities: (1) set aside of full-time positions, (2) reasonable accommodations, (3) outreach and recruitment, (4) training, (5) career development and (6) re-establishing the Committee for Employees with Disabilities.

HCFA sponsored Americans with Disabilities Act (ADA) Training for all managers during the fourth quarter of FY 2000. The training was provided by EEOC ADA specialists.

HCFA conducted an active recruitment program for people with disabilities by participating in four national job fairs sponsored by the President's Committee for the Employment of People with Disabilities in Washington, DC, Chicago, IL, Atlanta, GA, and St. Louis, MO. Additionally, HCFA staff participated in a job fair for people with disabilities at the University of Maryland Baltimore County. At these job fairs, HCFA staff collected 145 applications, and provided copies of these materials to HCFA managers to be used in making selections for hire.

HCFA utilized materials available through the 1999-2000 President's Committee for the Employment of People with Disabilities Workforce Recruitment Program. HCFA created spreadsheets of students available for hire through the Workforce Recruitment Program relevant to HCFA Central Office and Regional Office location. HCFA obtained copies of all 1200 plus student resume materials and made these available to all HCFA managers throughout the country upon request. HCFA has to date hired one individual through this effort.

HCFA re-established an agency Committee for Employees with Disabilities (CED). The CED meets on a monthly basis and serves the agency in an advisory capacity.

HCFA maintains a Flexi-place Program that permits employees to perform specific work assignments at an Alternate Duty Station, such as an employee's home office.

HCFA maintains liaison with public and private organizations concerned with the training, rehabilitation, and employment of individuals with disabilities, such as the Federal Executive Board's Committee for Employees with disabilities, the Maryland Rehabilitation Center, and the Department of Veterans Affairs.

HCFA continues to provide motorized scooters for employees with short-term mobility problems and initiated activity to insure accessible transportation for employees.