

Neurodiversity Accommodations Checklist

Visual Accommodations

- ☐ Provide templates of forms or documents.
- ☐ Develop written or pictorial reminders, checklists, written schedules on post-its, paper, or electronic devices.
- ☐ Use a flowchart to describe the steps involved in a complicated task.
- ☐ Provide email, memos, evaluations, and instructions in writing.
- ☐ Other:

Preparation Accommodations

- ☐ Provide notice before changes.
- ☐ Provide advanced notice of topics to be discussed in meetings.
- ☐ Other:

Communication Accommodations

- ☐ Allow alternative forms of communication (i.e. email, IM, text).
- ☐ Allow for written vs. verbal response.
- ☐ Allow for increased processing time.
- ☐ Avoid figurative language, rhetorical questions, idioms, irony, sarcasm, etc.
- ☐ Other:

Work Style Accommodations

- ☐ Preference for meetings & 1:1's to occur within a certain time frame.
- ☐ Preference to work alternative hours (be available within a given time frame, but work later at night, or earlier in the morning). "Modified work schedule."
- ☐ Preference for long periods of work vs. several interruptions.
- ☐ Preference for using personal or specific office supplies (pens, desk organizers, etc.).
- ☐ Preference for creating and/or formatting day-to-day task lists, forms, etc.
- ☐ Install space enclosures (cubical walls).
- ☐ Reduce harsh/fluorescent lighting.
- ☐ Provide natural light (desk near window, etc.) if possible.
- ☐ Provide a private workspace.
- ☐ Other:

Sensory Accommodations

- ☐ Provide a noise cancelling headset/headphones.
- ☐ Provide sound absorption panels.
- ☐ Provide a white noise machine.
- ☐ Allow employee to work from home.
- ☐ Minimize noise in the work environment.
- ☐ Install space enclosures (cubical walls).
- ☐ Reduce harsh/fluorescent lighting.
- ☐ Provide natural light (desk near window, etc.) if possible.

☐ Provide a private workspace.

☐ Other:

Structural & Organizational Accommodations

☐ Provide clear, specific job tasks.

☐ Provide a structured work pattern.

☐ Create a flowchart of tasks that must be performed at the same time.

☐ Create a checklist for completing a larger task.

☐ Assign a new project only when a previous project is complete.

☐ Allow supervisor to prioritize tasks.

☐ Provide a “cheat sheet” of high-priority activities, projects, people, etc.

☐ Divide large assignments into several small tasks.

☐ Assign one tasks at a time.

☐ Provide step-by-step written instructions around how to accomplish a given task.

☐ Routinize work activities from the first day.

☐ Provide immediate & clear feedback.

☐ Assist employee in assigning priority to assignments.

☐ Provide timelines for completion of tasks.

☐ Provide project deadlines on a calendar.

☐ Other:

Any Additional Accommodations

Healthcare Provider Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

HR Signature: _____ Date: _____