

# EDCS SSA-3369 Form updates to EDCS screens

SSA-3369 form

R56.0

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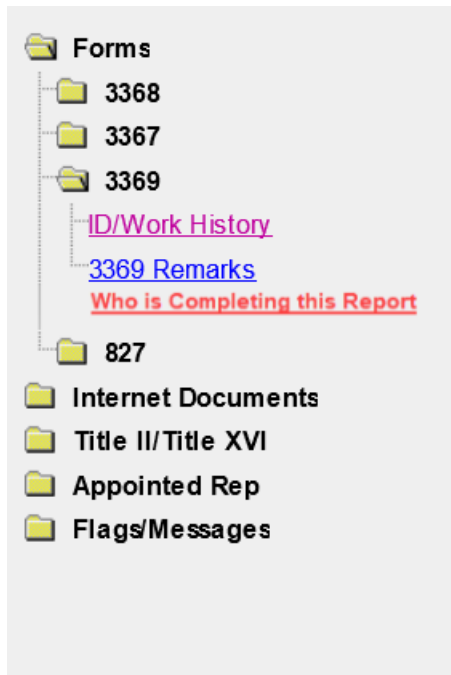
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# Background

The Electronic Disability Case Processing System (EDCS) is a mature software application that has been in production for over 20 years. Due to the age of the application, any updates triggered by the SSA-3369 form will follow the existing design approach in EDCS. This will help ensure easy adoption of new or updated content while limiting the need for separate training on the implemented features.

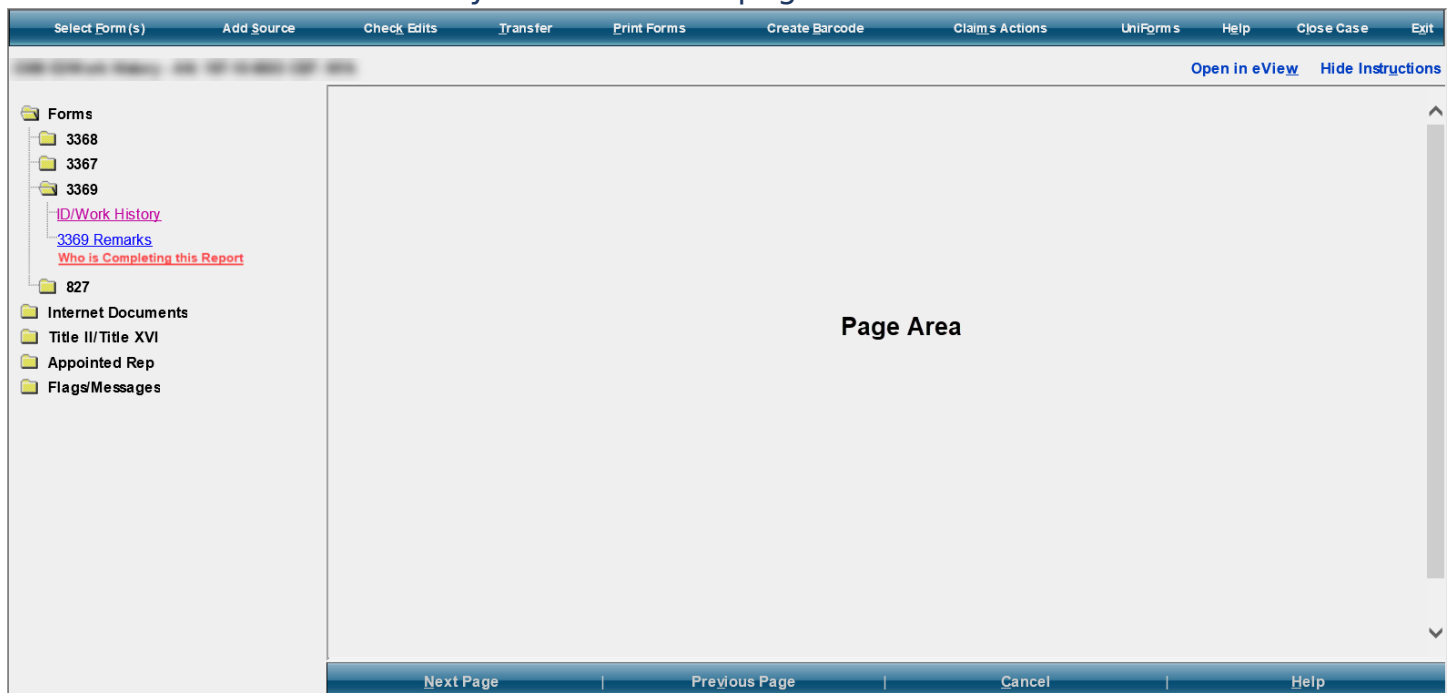
## SSA-3369 Layout and Navigation

3369 Left Navigation- used for all EDCS 3369 pages



## EDCS Frame

This screenshot shows the layout of all EDCS pages.



Things to note:

- The left-hand navigation tree displays links to each of the SSA-3369 page screens.
- Individual page screens display in the Page Area
- Next/Previous buttons display at the bottom of the frame.

## SSA-3369 EDCS Screenshots

### SSA-3369 Section 1/2 – ID/Work History

#### 3369 ID/Work History AFTER

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##### Identification

**Name:** Hollis Harper Howes JR  
**Primary telephone number:** 207-233-0209  
**Secondary telephone number 1s:**  U.S.  Foreign  None  
**Secondary telephone number:** (999-999-9999)  **Ext:**

##### Work Information

**List all the jobs you have had in the 5 years before you became unable to work because of your medical conditions:**  
To add a job title, choose Add Job. To enter the job details, select the job title below.  
**List your most recent job first**  
**List all job titles even if they were for the same employer**  
**Do not include jobs you held less than 30 calendar days**  
**Include self-employment (e.g., rideshare driver, hair stylist)**  
**Include work in a foreign country**

Job Title	Date From	Date To
<a href="#">mechanic</a>	01/2015	10/2023

## SSA-3369 Section 2 – Work History

### Most Recent Hours and Pay

Hours per day:

Days per week:

#### Rate of pay:

If you did "piece work," give the average amount you earned per day. If you were on commission, give the average amount per month.

\$  Per:

### Information about your work

For the job you titled **Job Title No. 1**, describe in detail the tasks you did in a typical workday. Examples of tasks include stocking shelves, greeting customers, scheduling appointments, or maintaining records.

If any of the tasks listed above involved writing or completing reports, describe the type of report you wrote or completed and how much time you spent on it per workday or workweek.

If any of the tasks listed above involved supervising others, describe who or what you supervised and what supervisory duties you had. Examples of supervisory duties include evaluating employee job performance, making schedules, or maintaining time records.

List the machines, tools, and equipment you used regularly when doing this job, and explain what you used them for. Examples of equipment include computer, telephone, forklift, air compressor, or meat slicer.

Did this job require you to interact with coworkers, the general public, or anyone else? ›

Yes  No  Not yet answered

If YES, describe who you interacted with, the purpose of the interaction, how you interacted, and how much time you spent doing it per workday or workweek. Examples include answering customer questions on the telephone for 5 hours per day or showing clients properties for sale in person for 4 hours per day.

In this job, how many hours a day did you do these activities?

Physical and environmental requirements of your work

Modified header label

AFTER

The following numbers do not have to add up to the total "Average hours per day" listed above because you may be performing more than one activity at a time. For example, you may be standing and lifting or sitting and typing simultaneously.

Updated Instructional Text to read: Tell us how much time you spent doing the following physical activities in a typical workday. The total hours/minutes for standing, walking, and sitting should equal the Hours per day.

Walk?

Stand?

Standing and walking (combined)

Sitting

Climb?

(stairs, ladders, etc.)

Stooping

(bend down and forward at waist)

bending Kneeling

(bend legs and rest on knees)

bending Crouching

(bend legs and back down and forward)

bending Crawling

(move on hands and knees)

Handle, grab, or grasp big objects?

Examples:

- Lift a box
- Move a lever such as a gear shift

Reach?

Write, type, or handle small objects?

Examples:

- Write on a pad
- Enter numbers in a calculator
- Set objects by hand

Using fingers to touch, pick, or pinch (e.g., using a mouse, keyboard, turning pages, or buttoning a shirt):  One Hand  Both Hands

Using hands to seize, hold, grasp, or turn (e.g., holding a large envelope, a small box, a hammer, or water bottle):  One Hand  Both Hands

Reaching at or below the shoulder:  One Arm  Both Arms

Reaching overhead (above the shoulder):  One Arm  Both Arms

Climbing stairs or ramps

Climbing ladders, ropes, or scaffolds

Two fields deleted

New field

Field deleted

All of these fields are reused with modified labels, collected in Hours and Minutes, with modified instructional text

These three fields are deleted along with the instructional text

New field and new instructional text

New field and new instructional text

New field

New field

New field

New field

### Physical Activities: Lifting and Carrying

Describe what you lifted, how far you carried it, and how often you lifted it.

Tell us about lifting and carrying in this job. Explain what you lifted, how far you carried it, and how often you did it in a typical workday.

Modified field label

Examples of lifting and carrying

Remove hyperlink and examples

What is the heaviest weight you lifted?

For the drop down selections, add this as a new selection and list it first: Less than 1 lb.

How much weight did you lift frequently (from 1/3 to 2/3 of your workday)?

Example: A gallon of milk weighs 8 pounds

For the drop down selections, add this as a new selection and list it first: Less than 1 lb.

### Supervisory Duties

In this job, do you supervise other people?

Yes  No  Not yet answered

How many people did you supervise?

What part of your time was spent supervising people?

Did you hire and fire employees?

Yes  No  Not yet answered

Were you a lead worker?

Examples:  
• Foreman  
• Chief Electrician

Yes  No  Not yet answered

Remove Supervisory Duties section

Did this job expose you to any of the following? Check all that apply.

- Outdoors
- Extreme heat (non-weather related)
- Extreme cold (non-weather related)
- Wetness
- Humidity
- Hazardous substances
- Moving mechanical parts
- High, exposed places
- Heavy vibrations
- Loud noises
- Other

New field with several options

If one or more boxes are checked, tell us about the exposure(s) and how often you were exposed.

New field

Explain how your medical conditions would affect your ability to do this job.

New field

## SSA-3369 Section 3 - Remarks

### 3369 Remarks

Please provide any additional information you did not give in earlier parts of this report.

## SSA-3369 Section 4 - Who Is Completing this Report

### 3369 Who Is Completing This Report

#### Person Completing the Report

Who is providing information?

Hollis Harper Howes JR

Someone else

#### Name of Person Completing This Report

First name:  Middle name:  Last name:  Suffix:

Agency name:

Relationship to disabled person:

#### Address for Person Completing This Report

Address is:  U.S.  Foreign

Mailing Address line 1:

Mailing Address line 2:

Mailing Address line 3:

Mailing Address line 4:

City:  State:  ZIP Code:

#### Telephone for Person Completing This Report

Telephone number is:  U.S.  Foreign  None

Daytime Phone number: (999-999-9999)  Ext:

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