

## Accessibility Plan

The philosophy of our Area Community Services Board is that all people should have access to services, programs, and activities in which they have an interest. Consistent with that philosophy, the board of directors and staff of Area Community Services adopt the following, which we will review, and modify as appropriate, annually.

Because we feel that persons with disabilities face a variety of challenges, we have selected attitudinal, architectural, communication, employment, transportation, environmental, and financial barriers as those that we want to impact in a positive manner.

**ATTITUDINAL:** Staff and board members will continuously involve themselves in training related to the abilities and limitations of persons with disabilities while learning to enhance their strengths and minimizing the impact of their limitations. Our existing policies on Input, Advocacy, Human Rights, and involvement of consumers in the development of their individual plans will help support this effort.

**ARCHITECTURAL:** Although the Maintenance Crew and Safety Committees have primary responsibility for evaluating the accessibility needs of consumers, all staff members are charged with this responsibility. The committee as part of its quarterly self-inspections is also evaluating any barriers that might cause our buildings, grounds, vehicles, etc., to be inaccessible to persons served. Plans for corrective action are reviewed by the director and executive director, with implementation occurring as soon as practical and as monies are identified in the budget. Budgeting for this activity will be a continuous effort. Transitional plans will be developed for each barrier that is identified.

**COMMUNICATION:** Recognizing that our communications are essential in achieving our mission in all respects, our organization will continue to make communication training available to our staff and members of the board. We will continue to address these barriers by making presentations at local business, civic, religious, political, and other groups as appropriate in order to enhance the communication issues for persons served. We have some staff members who can act as interpreters for persons who are Deaf and these staff members will expand these efforts to include those groups mentioned above.

**EMPLOYMENT:** One important aspect of our organization, and consistent with our goal of maximizing self-sufficiency, is the eventual employment of the persons that we serve. Toward this end, our staff's involvement with local employers, Employer Advisory Committee, Community Disability Services Board, and other local, state, and national groups will continue to promote employment opportunities for persons with disabilities. Our services and programs will continue to expect appropriate behaviors and work performance of our consumers in order to ensure their success as they enter the competitive labor market.

**TRANSPORTATION:** Every effort will be made to increase the chances of success for our consumers by helping to identify and correct those transportation barriers that exist within our community. Regarding the vehicles that we currently own, will either try to make them accessible to our consumers or, when they are replaced, we will purchase only those that will be accessible. Staff will collaborate with local transportation services such as Bay Area Transportation System and will act as advocates for persons with disabilities to encourage the continued expansion of public transportation systems that are accessible.

**ENVIRONMENTAL:** Recognizing that environmental factors can have a profound effect on the individuals that we serve as well as agency staff, our organization will continue to ensure that all Area Community Services sites are free from environmental barriers. Such barriers as lighting, equipment, and odors will be addressed in monthly health and safety meetings. Upon discovering that such a barrier exists, a corrective action plan will be developed. Implementation

of this plan will occur as soon as practical and as monies are identified in the budget. As with architectural barriers, budgeting for this activity will be a continuous effort.

**FINANCIAL:** Staff and board members of Area Community Services understand the importance of finances and the direct impact that these finances have on agency personnel, individuals served, and the community at large. Area Community Services will strive to maintain sufficient funds for each and every program of the agency. The organization also pledges to advocate not only at local levels, but also legislative levels for increased funds. Area Community Services staff members will work together to promote activities to directly raise monies for support of programs and the individuals served via the programs. In the event that financial barriers do occur, such as insufficient funding within a program, the chief financial officer, executive director, and unit director will meet to determine the best possible options to ensure that the program can again operate in the black.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_

## Supported Employment (SE) Access Plan

### Attitudinal Access

**BARRIER:** The community at large is still very unaware of the capabilities of those individuals who we serve with disabilities. Often terms such as "handicapped" or "retarded" are used to label individuals. This is unacceptable, and the Supported Employment (SE) staff has a responsibility to educate the public on such matters.

**SOLUTION:** SE staff can ensure that the public is made aware of the capabilities of those individuals with disabilities by doing the following:

- Displaying articles and write-ups in the local newspaper.
- Continuing to distribute brochures at community centers including the local library, free clinic, and workforce center.
- Making awareness presentations to local civic and community organizations at least two to three times per year.

**PRIORITY:** A (this year)

**COST:** The cost of the solutions are as follows:

- Article write-ups will be free: \$0
- Brochures will cost approximately \$1000
- Awareness presentations will require staff time (3 presentations @ 8 hours = ~\$100)

**FUNDING SOURCE:** General Funds from SE budget

**DUE DATE:** Due dates are as follows for solutions:

- Articles in paper: Due Quarterly/four times per year minimum
- Brochures completed and printed: November 2005
- Distributed and replenished: Quarterly
- Awareness presentation: Three times per year

### Architectural Access

**BARRIER:** There is no lighted exit sign or signage to indicate where the wheelchair ramp is located on the side of the office building.

**SOLUTION:** Order a lighted exit sign and hanging sign

**PRIORITY:** A (this year)

**COST:** \$75.00

**FUNDING SOURCE:** General Funds

**DUE Date:** 08/15/05

**RESPONSIBLE PERSON:** Safety Chairperson has ordered this. Maintenance Supervisor will put this up when it arrives.

## Communication Access

**BARRIER #1:** The community at large is still very unaware of the capabilities of those individuals that we serve with disabilities. Often terms such as "handicapped" or "retarded" are used to label individuals. This is unacceptable, and the SE staff has a responsibility to educate the public on such matters.

**SOLUTION:** This barrier is very similar to that of the attitudinal barrier discussed. The SE staff will ensure that articles about supported employee success are issued in the local newspapers at least four times per year. The team will also strive to present at civic and community organizations at least three times per year to educate the public about the capabilities of individuals with disabilities.

**PRIORITY:** A (this year)

**COST:** This will only require staff time.

**FUNDING SOURCE:** n/a

**DUE DATE:** Quarterly

**RESPONSIBLE PERSON:** SE program manager and employment staff

**BARRIER #2:** The SE team needs to have at least one or two staff members who are trained in the use of sign language.

**SOLUTION:** Department of Rehabilitative Services (DRS) often offers a training program and grant funding to help providers equip their staff with these skills. SE Program Manager will consult with DRS representative about the time line for this training and get one or two staff members enrolled in the sign language training program.

**PRIORITY:** B (next year)

**COST:** It is our goal to have this cost absorbed via the grant monies provided by DRS.

**FUNDING SOURCE:** DRS grant

**DUE DATE:** October 2006

**RESPONSIBLE PERSON:** SE program manager

**BARRIER #3:** The SE program does not currently have its own web page.

**SOLUTION:** Develop a web page within the Area Community Services Board web site.

**PRIORITY:** A (this year)

**COST:** \$0 except staff time

**FUNDING SOURCE:** n/a

**DUE DATE:** October 2005

**RESPONSIBLE PERSON:** SE program manager

Environmental Access

BARRIER: The SE program administrative office building currently is free from environmental barriers.

SOLUTION: Continue to have the monthly health and safety meetings to discuss any potential barriers and strive to ensure that they are taken care of before they become an actual barrier.

PRIORITY: A (this year)

COST: n/a

FUNDING SOURCE: n/a

DUE DATE: Health and Safety committee will meet once per month.

RESPONSIBLE PERSON: Health and Safety Chair

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Date: \_\_\_\_\_