

DYLAN WRIGHT
DIRECTOR
OC COMMUNITY RESOURCES

CYMANTHA ATKINSON
DEPUTY DIRECTOR
OC COMMUNITY RESOURCES
& INTERIM DIRECTOR
OC ANIMAL CARE

RENEE RAMIREZ
DIRECTOR
OC COMMUNITY SERVICES


JULIA BIDWELL
DIRECTOR
HOUSING & COMMUNITY
DEVELOPMENT &
HOMELESS PREVENTION

STACY BLACKWOOD
DIRECTOR
OC PARKS

HELEN FRIED
COUNTY LIBRARIAN
OC PUBLIC LIBRARIES

March 26, 2018

To: WIOA Subrecipients of the Orange County
Development Area

From: Brian Rayburn 
Interim Director

Subject: Services to People with Disabilities
Information Notice No. 17-OCDB-18

PURPOSE:

This policy is to provide guidance regarding the provision of services to people with disabilities (PWD) served through the America's Job Center of California (AJCC) system, in compliance with all requirements of the Workforce Innovation and Opportunity Act (WIOA).

EFFECTIVE DATE:

This notice is effective on the date of issuance.

REFERENCES:

- Workforce Innovation and Opportunity Act Joint Final Rule (81 FR 55792 February 19, 2016)
- Lead Center Policy Brief, Summary Description from a Disability Perspective
- Workforce Innovation and Opportunity Act (Pub. L. 113-128), Section 188
- Training and Employment Notice No. 1-15, [Promising Practices in Achieving Universal Access and Equal Opportunity: A Section 188 Disability Reference Guide](#)
- Training and Guidance Letter No. 19-14, Increasing Enrollment and Improving Services to Youth with Disabilities

BACKGROUND:

WIOA identifies requirements for Local Workforce Development Boards (LWDBs) to increase access to high quality workforce services, and opportunities, for PWD through the Orange County AJCC System.

POLICY AND PROCEDURES:

WIOA requires integration of and physical and programmatic accessibility, including use of assistive technology, to the continuum of services available in the local AJCC delivery system for PWD or other barriers to employment.

To meet this requirement and other goals of the programs authorized under WIOA, subrecipients shall ensure the following:

- All comprehensive AJCC and affiliate sites must be physically and programmatically accessible to PWD. All sites must complete the Physical & Program Accessibility Checklist (Attachment II).



**ORANGE COUNTY
DEVELOPMENT BOARD**
1300 SOUTH GRAND
BLDG. B, THIRD FLOOR
SANTA ANA, CA 92705
PHONE: 714.480.6500
FAX: 714.834.7132



- Subrecipients shall improve coordination between employment and training activities and programs carried out in the local workforce development area for PWD.
- Required AJCC partner programs must provide access to programs, services, and activities through electronic means, if applicable and practicable, to improve the efficiency, coordination, and quality of AJCC partner services.
- AJCC partners shall provide customer support to enable individuals with barriers to employment, including PWD and veterans, to navigate among multiple services and activities.
- Coordinated technical assistance shall be available for AJCC staff, partners, and eligible training providers on the provision of service to PWD in local workforce development areas, including staff training and development, provision of outreach and intake assessments, service delivery, service coordination across providers and programs, and development of performance accountability measures.
- Sufficient numbers and types of providers of career services and training services that provide physical and programmatic accessibility to their services shall be made available, and in a manner, that maximizes consumer choice, including for PWD.

To meet the requirement of physical and programmatic access to the AJCC service delivery system, subrecipients shall identify steps and procedures to ensure that PWD receive the necessary services to achieve competitive, integrated employment. Specifically, subrecipients shall ensure the following:

- A written description of how subrecipients providing services through the AJCC system, including partners, will comply with WIOA Section 188, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding the physical and programmatic accessibility of facilities, programs and services, technology, and materials for individuals with disabilities;
- A written Reasonable Accommodation Policy;
- Provision of documents for visually impaired;
- Documentation reflecting reasonable efforts to include participation of PWD in programs and activities;
- Regular monitoring to ensure program activities and services do not discriminate against PWD;
- Provision of staff training and support for addressing the needs of PWD; and
- Procedures for evaluating the AJCC system for physical and programmatic accessibility and for evaluating how well the AJCC ensures equal opportunity for individuals with disabilities to participate in or benefit from AJCC services.

Confidentiality and Non-Disclosure of Disability and Medical Information

- All non-medical records kept separately from medical records. Medical records include insurance application forms as well as health certificates, results from physical exams, etc.
 - Documents that indicate any disability status shall not be placed in the participant file. The following are examples of what shall not be inserted into the hard copy file:
 - 1) A printout of the CalJOBS Application. This currently shows the participant's disability status. Instead, any participants enrolling in the

program shall sign and date Attachment I. This shall be placed in the participant's file.

- 2) A printout of the CalJOBS Exit showing the participant was exited as 'health/medical'.
 - 3) A participant's Individual Employment Plan (IEP) / Individual Service Plan (ISP) indicating the participant has a disability barrier.
 - 4) Case notes indicating the participant has a disability and/or medical issues.
 - 5) A participant's Individualized Education Program.
- Any documents that indicate disability status shall be available to the OCDB for review upon request.
 - Where possible, a clear firewall is instituted between AJCC staff who work with employers and AJCC staff who provide services to job seekers, to ensure that those who work with employers do not inappropriately receive information about a particular job seeker's disability status.
 - AJCC staff may disclose disability-related or other medical information about a particular job seeker to an employer only where all of the following circumstances are satisfied: (1) the job seeker has made an independent decision to disclose such information to the employer; (2) the job seeker has specifically asked the AJCC or its staff to make the disclosure on his or her behalf; and (3) the request has been initiated by the job seeker, not by the AJCC.

ACTION:

Bring this policy and procedure to the attention of all staff.

INQUIRIES:

If you have any questions regarding this policy, please contact your Contract Administrator at 714-480-6500.

ATTACHMENTS:

Attachment I: Enrollment Acknowledgement Form

Attachment II: Physical & Program Accessibility Checklist



Orange County Development Board
 Workforce Innovation and Opportunity Act



ENROLLMENT ACKNOWLEDGEMENT FORM

My signature below indicates that I have been informed of and understand the information contained in CalJOBS for my participation in the Workforce Innovation and Opportunity Act program. I certify under penalty of perjury that all of the information in CalJOBS is true and complete. I agree that any information I have supplied is subject to verification. I understand that falsification of any items is grounds for termination from the Workforce Innovation and Opportunity Act program and may result in action to recover any moneys paid to me while participating.

APPLICANT'S FIRST AND LAST NAME

APPLICANT'S SIGNATURE

DATE

SIGNATURE OF PARENT, GUARDIAN OR RESPONSIBLE ADULT (IF NECESSARY)

DATE

WITNESS RELATIONSHIP TO APPLICANT

OFFICE USE ONLY

INTERVIEWER FIRST AND LAST NAME

INTERVIEWER SIGNATURE

DATE

REVIEWER FIRST AND LAST NAME

REVIEWER SIGNATURE

DATE

PHYSICAL & PROGRAM ACCESSIBILITY CHECKLIST

January 2018



**In accordance with the Americans with Disability Act
Accessibility Guidelines and Title 24 requirements**

Compliance Assessment



**Orange County Development Board/
Community Investment Division**
1300 South Grand Avenue, Bldg. B., Third Floor
Santa Ana, CA 92705



PHYSICAL AND PROGRAM ACCESSIBILITY CHECKLIST

The Physical Program Accessibility (PPA) was created directly from the California PPA Self-Assessment Process.

This checklist combines both physical and program access elements that Local Workforce Development Area (LWDA) offices and America's Job Center of California (AJCCs)/One-Stop Career Centers (OSCCs) must assess. This may only be the first step in the effort to make the facilities and programs universally accessible for all potential customers. Where deficiencies are found, further review and exploration, with architects and other experts, may be required in order to fully understand and respond to specific, detailed requirements.

The PPA checklist is divided into nine broad access elements that cover the basics of both physical and program access requirements. Each element is broken down into one or more sub-elements, or specific factors that must be addressed.

SURVEY REQUIREMENTS

All questions should be answered with a "Yes", "No", or "N/A" answers.

If a specific measurement is requested, you are required to provide the measurement for that particular designated area. All measurements should be documented and entered within the text boxes provided. The text boxes are alpha/numeric and will accept fraction or decimal measurements. Please be accurate with all measurements.

If you answered "No" to any of the questions, a follow-up question will be asked to provide a possible solution and an implementation date.

If you have more than one possible solution or your solution is different than the solutions listed, please select "Other" and type your possible solution(s).

If you are not the EO Officer, when you have completed your part of the PPA Checklist, please notify your LWDA EO Officer for review.

Subrecipient Name:

Date Completed:

ACCESS ELEMENT A: INTEGRATED BENEFITS AND SERVICES

The integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the Americans with Disability Act (ADA) and the provision of services.

1. Do all of your policies and practices provide services and benefits to individuals with disabilities in an integrated manner?

29 CFR 37.7(d)

Example: You may also offer separate programs where necessary to assure that the program is equally effective for individuals with disabilities.

Yes

No

POSSIBLE SOLUTIONS

The policy and practice will be developed by: _____

Other: _____

Implementation Date:

2. Does all of your staff receive disability awareness training?

Yes

No

POSSIBLE SOLUTIONS

Disability awareness training will be developed.

Other: _____

Implementation Date:

3. Is staff aware of policies and practices to offer accommodations in order to provide accessibility to programs and services? 29 CFR 37.8

Yes

No

POSSIBLE SOLUTIONS

Provide policy and practices to all staff.

Other: _____

Implementation Date:

RIGHT TO CHOOSE

4. Do your policies and practices allow an individual with a disability to choose to participate in the non-disability program, even if a separate program is permitted?

Example: It would not be a violation for a AJCC/OSCC partner to offer training programs designed for participants with cognitive disabilities, but it would be a violation if the AJCC/OSCC partner refused to allow participants with cognitive disabilities to participate in its other training programs.

- Yes
 No

POSSIBLE SOLUTIONS

- The policy and practice will be developed.
 Other: _____

Implementation Date:

5. Are all staff aware that it may be necessary to provide a reasonable accommodation to enable individuals with disabilities to participate in and benefit from the program?

- Yes
 No

POSSIBLE SOLUTIONS

- The policy and practice will be developed.
 Other: _____

Implementation Date:

6. Do you have a process to offer reasonable accommodations in order to provide accessibility to programs and services?

- Yes
 No

POSSIBLE SOLUTIONS

- The policy and practice will be developed.
- Other: _____

Implementation Date:

RIGHT TO REFUSE

7. Do your policies and practices allow an individual with a disability to choose not to accept a reasonable accommodation or benefit?

- Yes
- No

POSSIBLE SOLUTIONS

- The policy and practice will be developed.
- Other: _____

Implementation Date:

SURCHARGES & ADDITIONAL REQUIREMENTS

AJCC(s)/OSCC(s) MAY NOT impose extra charges upon individuals with disabilities to cover the costs of effective communication, reasonable accommodations or access features, and may not impose any additional requirements or burdens on individuals with disabilities that are not required of all other participants in the program.

8. Do your policies and practices prohibit imposing extra charges upon individuals with disabilities to cover the costs of effective communication, reasonable accommodations or access features?

- Yes
- No

POSSIBLE SOLUTIONS

- The policy to remove such practice will be developed and implemented.
- Other: _____

Implementation Date:

ACCESS ELEMENT B: ACCESSIBLE APPROACH AND ENTRANCE

People with disabilities should be able to arrive on site, approach a building, and enter as freely as other individuals without disabilities. At least one route of travel should be safe and accessible to anyone.

ROUTE OF TRAVEL

9. Is there an accessible route of travel that does not require the use of stairs? **ADAAG 4.3.10**

Yes

No

POSSIBLE SOLUTIONS

Add a ramp.

Add an alternative route on level ground.

Other: _____

Implementation Date:

10. Is the route of travel stable, firm and slip-resistant? **ADAAG 4.5.1**

Yes

No

POSSIBLE SOLUTIONS

Repair uneven paving.

Fill small bump/breaks with beveled patches.

Replace gravel with hardtop.

Other: _____

Implementation Date:

11. Is the route of travel at least 48 inches wide? **ADAAG 4.3.3; Fig 7a; Fig 7b**

Yes

No

Width in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Widen route.
- Modify or change route.
- Other: _____

Implementation Date:

12. Can all objects protruding more than 4 inches into circulation paths be detected by someone with a visual disability using a cane? ADAAG 4.4.1

Distance from ground: 27 inches or less; Overhead Objects: more than 80 inches.

- Yes
- No

POSSIBLE SOLUTIONS

- Change/move landscaping, furnishings or other features.
- Widen route.
- Move/remove protruding objects.
- Add a cane-detectable base that extends to the ground.
- Place a cane-detectable object on the ground underneath as a warning barrier.
- Other: _____

Implementation Date:

13. Do curbs on the accessible route have cut out ramps at driveways, parking lots, and drop-off areas? ADAAG 4.7.2

- Yes
- No

POSSIBLE SOLUTIONS

- Install curb ramps.
- Other: _____

Implementation Date:

14. Does the curb ramp cross slope of the accessible route have a maximum slope of 1:50 or 2% and a running slope no greater than 1:20 or 5%? ADAAG 4.3.7

- Yes
- No

N/A, THERE ARE NO CURBS ALONG ACCESSIBLE ROUTE.

POSSIBLE SOLUTIONS

Add cross slope ramp up to the curb.

Other: _____

Implementation Date:

RAMPS

A ramp is defined as a slope of greater than 1:20 or 5%.

Are there ramps at accessible routes of travel?

Yes

No

N/A, THERE ARE NO RAMPS

15. Are slopes of ramps no greater than 1:12 or 8.33%? ADAAG 4.8.2

Slope is a ratio of height to length; 1:12 means for every 12 inches along the base of a ramp, the height increases 1 inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

Yes

No

POSSIBLE SOLUTIONS

Lengthen ramp to decrease slope.

Relocate ramp.

If space is limited, reconfigure ramp to include switchbacks.

Other: _____

Implementation Date:

16. Do all ramps longer than 6 feet have handrails on both sides, where rise is more than 6 inches or run is longer than 72 inches? ADAAG 4.8.5

Yes

No

N/A, RAMP(S) ARE SHORTER THAN 6 FEET.

POSSIBLE SOLUTIONS

- Add handrail(s).
- Other: _____

Implementation Date:

17. Are handrails sturdy and between 34 and 38 inches high? ADAAG 4.8.5

- Yes
- No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Adjust height of railing if not between 34 and 38 inches.
- Secure handrails in fixtures.
- Other: _____

Implementation Date:

18. Is the clear width of ramp between handrails and curbs at least 36 inches? ADAAG 4.8.5

- Yes
- No

Width in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Relocate the handrails.
- Install a ramp with a width of at least 36 inches between the inside of the handrails.
- Other: _____

Implementation Date:

19. Are ramp surfaces slip resistant? ADAAG 4.5.1

- Yes
- No

POSSIBLE SOLUTIONS

- Add non-slip material to surface.
- Other: _____

Implementation Date:

20. Is there a 5-foot-long level landing at each 30 foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks? ADAAG 4.8.4

- Yes
- No

Length in feet: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Remodel or relocate the ramp.
- Other: _____

Implementation Date:

21. Is the ramp rise no more than 30 inches between landings? ADAAG 4.8.2

- Yes
- No

Rise in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Remodel or relocate ramp.
- Other: _____

Implementation Date:

22. Are cross slopes of ramp no higher than 1:50 or 2.0%? ADAAG 4.8.6

- Yes
- No

POSSIBLE SOLUTIONS

- Remodel or relocate ramp.
- Other: _____

Implementation Date:

PARKING AND DROP-OFF AREAS

The following number of total accessible parking spaces are required for the number of vehicles indicated: **ADAAG 4.1.2(5)(a)**

1-25	1 van space
26-50	2 spaces including 1 van space
51-75	3 spaces including 1 van space
76-100	4 spaces including 1 van space
101-150	5 spaces including 1 van space

23. Are an adequate number of accessible parking spaces available, 8 foot wide by 18 foot long for car, plus a 5 foot wide access aisle?

ADAAG 4.6.3

Two accessible parking spaces may share a common access aisle.

- Yes
 No

Number of car accessible spaces:

POSSIBLE SOLUTIONS

- Reconfigure appropriate number of accessible spaces by repainting stripes.
 Other: _____

Implementation Date:

24. Are van accessible spaces 8-foot wide by 18 foot long minimum 8-foot wide access aisles and 8-feet 2-inches of vertical clearance available for lift-equipped vans? **ADAAG 4.1.2(5)(b)**

- Yes
 No

Number of van accessible spaces: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

Reconfigure to provide the appropriate number of van-accessible space(s) by repainting stripes.

Other: _____

Implementation Date:

24a. Do accessible parking spaces, at stalls and access aisles, have a 1:50 or 2% maximum slope? ADAAG 4.8.6

Yes

No

POSSIBLE SOLUTIONS

Reconfigure slope.

Other: _____

Implementation Date:

25. Are parking access aisles part of an accessible route to the building or facility entrance? ADAAG 4.6.3

Yes

No

POSSIBLE SOLUTIONS

Add curb ramps.

Reconstruct access aisles.

Other: _____

Implementation Date:

26. Are accessible spaces closest to the shortest route of travel to the accessible entrance? ADAAG 4.6

Yes

No

POSSIBLE SOLUTIONS

Reconfigure spaces.

Other: _____

Implementation Date:

27. Does each accessible parking space have a reflectorized sign visible from each stall?

ADAAG 4.6.4

Yes

No

POSSIBLE SOLUTIONS

Install reflectorized signs in parking lots.

Add or update signs and mount signs so that cars do not obstruct them.

Other: _____

Implementation Date:

28. Are van spaces marked as “Van Accessible”? **ADAAG 4.6.4**

Yes

No

POSSIBLE SOLUTIONS

Install signs.

Mark spaces.

Other: _____

Implementation Date:

29. Are accessible parking spaces identified with the International Symbol of Accessibility?

ADAAG 4.1.2(7)

Yes

No

POSSIBLE SOLUTIONS

Identify accessible parking space.

Other: _____

Implementation Date:

ENTRANCES

30. Are there stairs at the main entrance of your facility?

Yes

No

31. Is there a ramp or lift, or another accessible entrance available? ADAAG 4.1.3(1)

- Yes
 No
 N/A, ALL ENTRANCES ARE ACCESSIBLE.

POSSIBLE SOLUTIONS

- If the main entrance cannot be made accessible, create a dignified alternate accessible entrance.
 Other: _____

Implementation Date:

32. Are all accessible entrances identified by an International Symbol of Accessibility sign? ADAAG 4.1.3(7)

- Yes
 No

POSSIBLE SOLUTIONS

- Install an International Symbol of Accessibility sign at each accessible entrance.
 Other: _____

Implementation Date:

33. Do all inaccessible entrances have directional signs indicating the location of the nearest accessible entrance? ADAAG 4.1.2(7)

- Yes
 No
 N/A, THERE ARE NO INACCESSIBLE ENTRANCES.

POSSIBLE SOLUTIONS

- Install directional signs so people do not have to retrace the approach searching for an accessible entrance.
 Other: _____

Implementation Date:

34. Can alternate entrances be used independently? ADAAG 4.13.9

- Yes
 No
 N/A, THERE ARE NO ALTERNATE ENTRANCES.

POSSIBLE SOLUTIONS

- As much as possible, eliminate the need for staff to answer a doorbell to operate a lift, etc.
- Other: _____

Implementation Date:

35. Does the entrance door have at least 32 inches clear opening with the door open at 90 degrees? ADAAG 4.13.5

- Yes
- No

POSSIBLE SOLUTIONS

- Widen the door to 32 inches of clearance.
- Install offset (swing-clear) hinges.
- Other: _____

Implementation Date:

36. Is there at least 18 inches of clear wall space on pull side of interior door (24 inches preferred), next to handle? ADAAG 4.13.6

- Yes
- No
- N/A, AUTOMATIC DOORS AT ENTRANCES.

Clear space in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Remove or relocate furnishings.
- Move door.
- Consider adding power-assisted or automatic door opener.
- Other: _____

Implementation Date:

37. Is there at least 24 inches of clear wall space on pull side of exterior door, next to handle? ADAAG 4.13.6

- Yes
- No
- N/A, AUTOMATIC DOORS AT ENTRANCES.

POSSIBLE SOLUTIONS

Other: _____

Implementation Date:

38. Are the thresholds at other types of entry ways ½ inch high or less? ADAAG 4.13.8

Yes

No

N/A, THERE ARE NO THRESHOLDS AT OTHER TYPES OF ENTRY WAYS.

POSSIBLE SOLUTIONS

If the threshold is greater remove it or modify to be a ramp.

Other: _____

Implementation Date:

39. Are raised thresholds and floor level changes at accessible entry ways beveled with a slope no greater than 1:2? ADAAG 4.13.8

Yes

No

N/A, THERE ARE NO RAISED THRESHOLDS OR FLOOR LEVEL CHANGES AT ACCESSIBLE ENTRY WAYS.

POSSIBLE SOLUTIONS

If the raised threshold is greater remove it or modify to be a ramp.

Other: _____

Implementation Date:

40. Are carpeting or mats a maximum of 1/2 inch high? ADAAG 4.5.3

Yes

No

N/A, THERE IS NO CARPETING OR MATS.

POSSIBLE SOLUTIONS

Replace or remove carpeting or mats.

Other: _____

Implementation Date:

41. Are edges of carpets or mats securely installed to minimize tripping hazards? ADAAG 4.5.3

- Yes
- No
- N/A, THERE IS NO CARPETING OR MATS.

POSSIBLE SOLUTIONS

- Secure carpeting or mats at edges.
- Other: _____

Implementation Date:

42. Are the door handles no higher than 48 inches from the floor and easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate?

ADAAG 4.13.9

- Yes
- No
- N/A, THERE ARE NO DOOR HANDLES

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Lower handle.
- Replace inaccessible knobs with a lever or loop handle.
- Retrofit with an add-on lever extension.
- Other: _____

Implementation Date:

43. Is the exterior door pressure 5 pounds or less? ADAAG 4.13.11; 4.27.4

- Yes
- No
- N/A, DOORS ARE AUTOMATIC OR POWER ASSISTED.

POSSIBLE SOLUTIONS

- Adjust door closures and oil the hinges.
- Consider installing power-assisted or automatic door openers.
- Other: _____

Implementation Date:

44. If the door has a closer, does it take at least 3 seconds to close? ADAAG 4.13.10

- Yes
- No
- N/A, THERE ARE NO DOORS WITH CLOSERS.

Time in seconds: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Install lighter doors.
- Adjust door closer.
- Other: _____

Implementation Date:

44a. Does the entrance door have an automatic or power assisted door opener?

ADAAG 4.13.12

- Yes
- No
- N/A, DO NOT HAVE AUTOMATIC OR POWER ASSISTED DOORS.

45. Do automatic or power assisted doors close slower than 3 seconds?

ADAAG 4.13.12

- Yes
- No

POSSIBLE SOLUTIONS

- Adjust door closures.
- Other: _____

Implementation Date:

45a. Do automatic and power assisted doors require 15 pounds or less of pressure to stop door movement? ADAAG 4.13.12

- Yes
- No

POSSIBLE SOLUTIONS

- Adjust weight limit
- Other: _____

Implementation Date:

HORIZONTAL CIRCULATION

ACCESS ELEMENT C: ACCESS TO PROGRAMS AND SERVICES

Ideally, the layout of the building should allow people with disabilities to obtain materials and services without assistance.

46. Does the accessible entrance provide direct access to the main floor, lobby or elevator?

ADAAG 4.14.1

- Yes
 No

POSSIBLE SOLUTIONS

- Add ramps or wheelchair lifts.
 Provide another accessible entrance.
 Other: _____

Implementation Date:

47. Are all public spaces on an accessible route of travel? ADAAG 4.3.1

- Yes
 No

POSSIBLE SOLUTIONS

- Provide access to all public spaces along an accessible route of travel.
 Other: _____

Implementation Date:

48. Does the accessible route to public spaces have at least 36 inches clear width? ADAAG

4.3.3

- Yes
 No

Width in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Move furnishings such as tables, chairs, display racks, vending machines and counters to provide minimum width.
 Other: _____

Implementation Date:

49. Is there a 5-foot circle or T-shape area for turning a wheelchair completely? ADAAG 4.3.4;

Fig 3b

- Yes
 No

POSSIBLE SOLUTIONS

- Rearrange furnishings, displays and equipment to provide clear area.
 Other: _____

Implementation Date:

DOORS

50. Do all doors have at least a 32 inch wide clear opening? ADAAG 4.13.5

- Yes
 No

POSSIBLE SOLUTIONS

- Identify/widen/replace doors.
 Other: _____

Implementation Date:

51. Is there at least 18 inches of clear wall space on pull side of a door (24 inches preferred), next to handle, so a person using a wheelchair can get near to open the door? ADAAG 4.13.6

- Yes
 No

Space in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Reverse the door swing if safe to do so.
 Move/remove obstructing partitions.
 Rearrange furnishings, displays and equipment.
 Other: _____

Implementation Date:

52. Is the force required to operate interior doors no greater than 5 pounds? ADAAG 4.13.11

- Yes
 No

POSSIBLE SOLUTIONS

- Consider installing power-assisted or automatic door openers.
 Adjust or replace closers.
 Install lighter doors.
 Other: _____

Implementation Date:

53. Are door handles no higher than 48 inches from the floor and easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate?

ADAAG 4.13.9

- Yes
 No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Lower handles no less than 30 inches from floor.
 Retrofit with add-on levers.
 Replace inaccessible knobs or latches with lever or loop handles.
 Consider installing power-assisted or automatic door opener.
 Other: _____

Implementation Date:

54. Do thresholds at doorways not exceed ¾ inch height for exterior sliding doors? ADAAG 4.13.8

- Yes
 No
 N/A, THERE ARE NO THRESHOLDS AT EXTERIOR SLIDING DOORS.

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- If there is a threshold greater than 3/4 inch high, remove it or bevel with a slope no greater than 1:2.
 Other: _____

Implementation Date:

55. Do thresholds at other types of doorways not exceed ½ inch high or less? ADAAG 4.13.8

Yes

No

N/A, THERE ARE NO THRESHOLDS AT OTHER TYPES OF DOORWAYS.

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

If the threshold is greater, remove it or bevel with a slope no greater than 1:2.

Other: _____

Implementation Date:

56. Are raised thresholds and floor level changes at accessible doorways beveled with a slope no greater than 1:2? ADAAG 4.13.8

Yes

No

N/A, THERE ARE NO RAISED THRESHOLD OR FLOOR LEVEL CHANGES AT ACCESSIBLE DOORWAYS.

POSSIBLE SOLUTIONS

If the raised threshold is greater, remove it or bevel with a slope no greater than 1:2.

Other: _____

Implementation Date:

ROOMS AND SPACES

57. Are all aisles and pathways to materials and services at least 36 inches wide? ADAAG 4.3.3

Yes

No

Width in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

Rearrange furniture and fixtures to clear aisles.

Other: _____

Implementation Date:

58. Is carpeting low-pile, tightly woven and securely attached along edges? **ADAAG 4.5.3**

- Yes
- No
- N/A, NO CARPETING

POSSIBLE SOLUTIONS

- Secure edges on all sides.
- Replace carpeting.
- Other: _____

Implementation Date:

59. In circulation paths through public areas, are all obstacles cane-detectable? **ADAAG 4.4.2**

Cane detectable is determined as within 27 inches of the floor or less than 80 inches of headroom, or protruding less than 4 inches from the wall.

- Yes
- No

Height in inches: (enter "0" for none or N/A) _____

Protrusion in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Remove obstacles.
- Install furnishing, planters or other cane-detectable barriers underneath.
- Other: _____

Implementation Date:

EMERGENCY EGRESS

60. Are emergency systems provided? **ADAAG 4.28**

Such as fire alarms, smoke detectors, etc.

- Yes
- No

POSSIBLE SOLUTIONS

- Install emergency systems.

Other: _____

Implementation Date:

61. Do emergency systems produce visual flashing lights? ADAAG 4.28.3

- Yes
 No
 N/A

POSSIBLE SOLUTIONS

- Consider installing a visual flashing light system.
 Other: _____

Implementation Date:

62. Do emergency systems produce audible sounds? ADAAG 4.28.2

- Yes
 No
 N/A

POSSIBLE SOLUTIONS

- Consider installing an audible sound system.
 Other: _____

Implementation Date:

63. Are exit doors clearly marked with appropriate tactile signs? ADAAG 4.30

- Yes
 No

POSSIBLE SOLUTIONS

- Install appropriate tactile signs.
 Other: _____

Implementation Date:

SIGNAGE FOR PROGRAMS & SERVICES

64. Do directional signs and room numbers designating permanent rooms and spaces where programs/services are provided comply with appropriate sign requirements? ADAAG 4.30

- Yes
- No
- N/A. ROOM OR SPACE IS BEING USED TEMPORARILY.

POSSIBLE SOLUTIONS

- Provide signs that have raised letters, Grade 2 Braille, and meet other requirements for permanent room/space signage.
- Other: _____

Implementation Date:

65. Are tactile signs mounted 60 inches from the floor to centerline of sign? ADAAG 4.30.6

- Yes
- No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Mount tactile signs.
- Other: _____

Implementation Date:

66. Are tactile signs mounted on wall adjacent to latch side of door, or as close as possible? ADAAG 4.30.6

- Yes
- No

POSSIBLE SOLUTIONS

- Mount tactile signs on adjacent wall.
- Other: _____

Implementation Date:

67. Are raised characters on tactile signs between 5/8 and 2 inches high with high contrast, non-glare background? ADAAG 4.30.4; 4.30.5

- Yes
- No

Character Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Install tactile signs with proper raised characters.
- Other: _____

Implementation Date:

68. Is Braille text the same information? ADAAG 4.30.4

- Yes
- No

POSSIBLE SOLUTIONS

- Install the same information in Braille Text.
- Other: _____

Implementation Date:

DIRECTIONAL AND INFORMATIONAL SIGNAGE

69. If mounted above 80 inches, are letters at least 3 inches with high contrast background and non-glare finish? ADAAG 4.30.3; 4.30.5

- Yes
- No
- N/A, SIGNAGE IS NOT MOUNTED ABOVE 80 INCHES.

Letter height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Provide signs that have raised letters, Grade 2 Braille, and meet other requirements for permanent room/space signage.
- Other: _____

Implementation Date:

70. Do directional and informational signs comply with legibility requirements? ADAAG 4.30.1

Directories and temporary signs need not comply.

- Yes
- No

POSSIBLE SOLUTIONS

- Review requirements and replace signs as needed.

Other: _____

Implementation Date:

CONTROLS

71. Are controls available for use by the public located at an accessible height of not less than 15 inches or more than 48 inches above the floor? ADAAG 4.27.3

Such as electrical, mechanical, cabinet, self service controls, etc.

Yes

No

N/A, NO CONTROLS FOR PUBLIC USE.

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

Relocate controls.

Other: _____

Implementation Date:

72. Are controls operable with one hand and not require tight grasping, pinching, or twisting of the wrist? ADAAG 4.27.4

Yes

No

POSSIBLE SOLUTIONS

Replace or retrofit controls.

Other: _____

Implementation Date:

SEATS, TABLES, and COUNTERS

73. Are aisles between fixed seating (other than assembly areas) at least 36 inches wide? ADAAG 4.32.2

Yes

No

N/A, THERE IS NO FIXED SEATING.

Width in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Rearrange chairs or tables to provide minimum 36 inch aisles.
- Other: _____

Implementation Date:

74. Are spaces for wheelchair seating dispersed throughout? ADAAG 4.32.2

- Yes
- No

POSSIBLE SOLUTIONS

- Remove some fixed seating.
- Rearrange seating.
- Other: _____

Implementation Date:

75. Are designated service tabletops and counters 28-34 inches high? ADAAG 4.32.4

- Yes
- No

POSSIBLE SOLUTIONS

- Lower part or all of higher surface.
- Provide auxiliary table or counter.
- Replace or raise tables.
- Other: _____

Implementation Date:

76. Is knee space at designated accessible tables at least 27 inches high, 30 inches wide and 19 inches deep? ADAAG 4.32.3

- Yes
- No

Height in inches: (enter "0" for none or N/A) _____

Width in inches: (enter "0" for none or N/A) _____

Depth in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Replace table.
- Other: _____

Implementation Date:

77. At each type of transaction counter, is a part of the main counter 28-34 inches high?

ADAAG 4.32.4

- Yes
- No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Provide lower auxiliary counter or folding shelf.
- Arrange counter and furnishings to create a space to exchange items.
- Other: _____

Implementation Date:

78. Is a portion of the transaction counters no more than 34 inches high or has a space for passing items to persons who have difficulty reaching over a high counter? ADAAG 4.32.4

- Yes
- No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Lower a section of counter.
- Arrange counter and furnishings to create a space to pass items.
- Other: _____

Implementation Date:

VERTICAL CIRCULATION

79. Are there ramps, wheelchair lifts or elevators to all public areas?

- Yes
- No
- N/A - THERE ARE NO RAMPS, WHEELCHAIR LIFTS, OR ELEVATORS TO ALL PUBLIC AREAS.

POSSIBLE SOLUTIONS

- Install ramps or lifts.
- Modify a service elevator.
- Relocate programs/services to an accessible area.
- Other: _____

Implementation Date:

80. If there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route on each level?

- Yes
- No
- N/A - THERE ARE NO STAIRS OR ELEVATORS BETWEEN ENTRANCES AND ESSENTIAL PUBLIC AREAS.

POSSIBLE SOLUTIONS

- Post clear signs directing people along an accessible route.
- Other: _____

Implementation Date:

STAIRS

These questions apply to stairs connecting levels not served by an elevator, ramp or lift.

Are there stairs in this facility that are used by customers seeking services?

- Yes
- No
- N/A - THERE ARE NO STAIRS WITHIN THIS FACILITY.

81. Do stair treads have a slip resistant surface? ADAAG 4.9.2

- Yes
- No

POSSIBLE SOLUTIONS

- Add a slip resistant surface to treads.
- Other: _____

Implementation Date:

82. Do stairs have continuous handrails on both sides with extensions 12 inches beyond the top and bottom stairs? ADAAG 4.9.4

- Yes
 No

POSSIBLE SOLUTIONS

- Add or replace handrails if possible within existing floor plan.
 Other: _____

Implementation Date:

ELEVATORS

Are there elevators in the building that are used by customers seeking services?

- Yes
 No

83. Are there visual and verbal or audible door opening/closing announcements and floor indicators? ADAAG 4.10.4

- Yes
 No

POSSIBLE SOLUTIONS

- Install visual and verbal or audible announcements.
 Other: _____

Implementation Date:

84. Are the call buttons in hallway centered at no higher than 42 inches above the floor? ADAAG 4.10.3

- Yes
 No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Lower call buttons.
 Provide permanently attached reach stick.
 Other: _____

Implementation Date:

85. Do controls in the cab have raised and Grade 2 Braille lettering? ADAAG 4.10.5

- Yes
 No

POSSIBLE SOLUTIONS

- Install raised lettering and Braille signs next to buttons.
 Other: _____

Implementation Date:

86. Is inside dimension of elevator at least 51 inches x 68 inches for side opening door or 51 inches x 80 inches for center opening door, with the door at least 36 inches wide? ADAAG

4.10.9

- Yes
 No

What is the inside width in inches of the elevator or lift? _____

What is the inside depth in inches of the elevator or lift? _____

What is the width in inches of the door? _____

POSSIBLE SOLUTIONS

- Other: _____

Implementation Date:

87. Is there a sign on both doorjamb at every floor indicating the floor in raised and Braille letters? ADAAG 4.10.12

- Yes
 No

POSSIBLE SOLUTIONS

- Install tactile signs to identify floor numbers, 60 inches to center of sign from floor
 Other: _____

Implementation Date:

88. If an emergency intercom is provided, is it usable without voice communication? ADAAG 4.10.14

- Yes
- No
- N/A, EMERGENCY INTERCOM NOT USED.

POSSIBLE SOLUTIONS

- Modify communication system.
- Other: _____

Implementation Date:

89. Is the emergency intercom identified by Braille and raised letters? ADAAG 4.10.12

- Yes
- No

POSSIBLE SOLUTIONS

- Install tactile identification.
- Other: _____

Implementation Date:

89a. Is the emergency intercom located higher than 48 inches from floor? ADAAG 4.10.14

- Yes
- No

POSSIBLE SOLUTIONS

- Adjust height of intercom.
- Other: _____

Implementation Date:

LIFTS

Are lifts used in the building by customers seeking services?

- Yes
- No

90. Can the lift be used without assistance? ADAAG 4.11.3

- Yes
- No

POSSIBLE SOLUTIONS

At each stopping level, post clear instructions for using the lift.

Other: _____

Implementation Date:

91. Is there at least 30 inches x 48 inches of clear space for someone using a wheelchair to reach the controls and use the lift? ADAAG 4.11.2

Yes

No

POSSIBLE SOLUTIONS

Rearrange furnishings and equipment to provide more clear space.

Other: _____

Implementation Date:

92. Are controls between 15 and 48 inches high? ADAAG 4.11.2

Yes

No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

Move controls.

Other: _____

Implementation Date:

USABILITY OF TOILET ROOMS

ACCESS ELEMENT D: GETTING TO TOILET ROOMS

93. Is at least one toilet room (one for each sex or unisex) available to the public fully accessible? **ADAAG 4.1.6(3)(e)**

- Yes
 No

POSSIBLE SOLUTIONS

- Provide a fully accessible public toilet room.
 Other: _____

Implementation Date:

94. Are there signs at inaccessible restrooms that give directions to accessible ones? **ADAAG 4.1.6(3)(e)**

- Yes
 No
 N/A, THERE ARE NO INACCESSIBLE RESTROOMS.

POSSIBLE SOLUTIONS

- Install directional signs.
 Other: _____

Implementation Date:

DOORWAYS and PASSAGES

95. Is there tactile signage identifying restrooms? **ADAAG 4.1.6(3)(e)**

- Yes
 No

POSSIBLE SOLUTIONS

- Add accessible signage mounted to wall on the latch side of the door, 60 inches from floor to centerline of sign. Do not mount on the door itself.
 Other: _____

Implementation Date:

96. Are pictograms or symbols used to identify toilet rooms? ADAAG 4.1.3(16)(a)(b)

- Yes
- No

POSSIBLE SOLUTIONS

- Install pictogram or symbol signs.
- Other: _____

Implementation Date:

97. Is the doorway at least 32 inches wide? ADAAG 4.13.5

- Yes
- No

Clear width in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Install offset (swing-clear hinges).
- Widen the doorway.
- Other: _____

Implementation Date:

98. Are doors equipped with accessible handles mounted no higher than 48 inches from floor? ADAAG 4.13.9

- Yes
- No
- N/A- DOORS ARE OPENED BY OTHER MEANS.

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Lower handles.
- Replace knobs or latches with lever or loop handles.
- Add lever extensions.
- Consider installing power-assisted or automatic door openers..
- Other: _____

Implementation Date:

99. Is door pressure 5 pounds or less? ADAAG 4.13.11

- Yes
- No

POSSIBLE SOLUTIONS

- Adjust doors.
- Install lighter doors.
- Consider installing power-assisted or automatic door openers.
- Other: _____

Implementation Date:

WHEELCHAIR

A person using a wheelchair will need 44 inches of clear width for forward movement, and a 5-foot diameter or T-shape clear space to make turns. A minimum 48 inches clear of the door swing is needed between the two doors of an entry vestibule.

100. Does the entry setup provide adequate maneuvering space for a person using a wheelchair? ADAAG 4.3.4

- Yes
- No

Length in inches: (enter "0" for none or N/A) _____

Width in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Rearrange chairs, trash cans, etc.
- Remove inner door if there is a vestibule with two doors.
- Move or relocate obstructing partitions.
- Other: _____

Implementation Date:

101. Is there a 30 inches x 48 inches clear floor space to all fixtures? ADAAG 4.2.4

- Yes
- No

POSSIBLE SOLUTIONS

- Remove obstructions.
- Other: _____

Implementation Date:

STALLS

102. Is the stall door hardware and locking mechanism operable with one hand and does not require tight grasping, pinching, or twisting of the wrist? ADAAG 4.13.9

- Yes
 No

POSSIBLE SOLUTIONS

- Replace inaccessible knobs with lever or loop handles.
 Add lever extensions.
 Other: _____

Implementation Date:

103. Is there a wheelchair accessible stall with a clear area at least 5 feet in diameter or a T-shaped clear space for turning around? ADAAG 4.2.3; Fig 3(a); Fig 3(b)

- Yes
 No

Length in inches: (enter "0" for none or N/A) _____

Width in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Move or relocate partitions.
 Reverse the door swing if it is safe to do so.
 Other: _____

Implementation Date:

104. In the accessible stall, are there grab bars on the walls behind and to the side nearest the toilet? ADAAG 4.17.6

- Yes
 No

POSSIBLE SOLUTIONS

- Add or adjust grab bars.
 Other: _____

Implementation Date:

105. Is the top of toilet seat 17 to 19 inches high from floor? ADAAG 4.16.6; Fig 29b

- Yes
 No

POSSIBLE SOLUTIONS

- Raise or lower seat height.
 Other: _____

Implementation Date:

LAVATORIES

106. Does one lavatory have a 30 inch wide x 48 inch deep clear space in front? ADAAG 4.19.3

- Yes
 No

Width in inches: (enter "0" for none or N/A) _____

Depth in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Rearrange furnishings.
 Replace lavatory.
 Remove/alter cabinetry to provide space.
 Make sure hot pipes are covered.
 Move partition or wall.
 Other: _____

Implementation Date:

107. Is the top of the lavatory rim no higher than 34 inches? ADAAG 4.19.2

- Yes
 No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Adjust or replace lavatory.

Other: _____

Implementation Date:

108. Is there at least 29 inches from the floor to the bottom of the lavatory apron excluding pipes? ADAAG 4.19.2

Yes

No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

Adjust or replace lavatory.

Other: _____

Implementation Date:

109. Can the faucet be operated with one closed fist? ADAAG 4.19.5

Yes

No

POSSIBLE SOLUTIONS

Replace with paddle handles.

Other: _____

Implementation Date:

110. Is at least one of each soap, paper towel dispenser, and hand dryers operable parts located within reach ranges and usable with one closed fist? ADAAG 4.27.3; Fig 5; Fig 6

Yes

No

POSSIBLE SOLUTIONS

Lower dispensers.

Replace with or provide additional accessible dispensers.

Other: _____

Implementation Date:

111. Is the mirror mounted with the bottom edge of the reflecting surface 40 inches from

floor or lower? ADAAG 4.19.6

Yes

No

POSSIBLE SOLUTIONS

Add a larger mirror elsewhere in the room.

Lower or tilt mirror down.

Other: _____

Implementation Date:

ACCESS ELEMENT E: ADDITIONAL ACCESS

When amenities such as drinking fountains and public telephones are provided, they should be accessible to people with disabilities.

DRINKING FOUNTAINS

Are there drinking fountains in the facility?

- Yes
 No

112. Is there at least one fountain with clear floor space at least 30 inches x 48 inches in front?

ADAAG 4.15.5

- Yes
 No

Width in inches: (enter "0" for none or N/A) _____

Depth in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Clear more space by rearranging or removing furnishings..
 Other: _____

Implementation Date:

113. Is there one fountain with a spout no higher than 36 inches from the floor? **ADAAG 4.15.2**

- Yes
 No

Spout height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Provide cup dispensers for fountains with spouts that are too high.
 Provide accessible fountain.
 Other: _____

Implementation Date:

114. Are controls mounted on the front or on the side near the front edge and operable with one closed fist? **ADAAG 4.15.4**

- Yes
- No

POSSIBLE SOLUTIONS

- Replace the controls.
- Provide accessible fountain.
- Other: _____

Implementation Date:

115. Is each fountain cane-detectable? ADAAG 4.15.5

Located within 27 inches of the floor or protruding less than 4 inches from the wall.

- Yes
- No

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Place a planter or other cane-detectable barrier on each side at floor level.
- Other: _____

Implementation Date:

TELEPHONES

Are there pay or public use telephones in the facility?

- Yes
- No

116. If pay or public use telephones are provided, is there clear floor space of 30 inches x 48 inches in front of at least one phone? ADAAG 4.31.2

- Yes
- No

POSSIBLE SOLUTIONS

- Move furnishings to create clear floor space.
- Replace or remove booth, with open station.
- Other: _____

Implementation Date:

117. Is the highest operable parts of the telephone no higher than 48 inches? **ADAAG 4.31.3**

Up to 54 inches if a side approach is possible.

- Yes
- No
- N/A, TELEPHONE IS LOCATED ON A TABLETOP OR COUNTER.

Height in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Lower telephone.
- Other: _____

Implementation Date:

118. Does the telephone protrude no more than 4 inches into the circulation space? **ADAAG 4.31.4**

- Yes
- No

Protrusion in inches: (enter "0" for none or N/A) _____

POSSIBLE SOLUTIONS

- Place a cane-detectable barrier on each side at floor level.
- Other: _____

Implementation Date:

119. Is the telephone identified with proper signage, which includes the symbol of a telephone earpiece with radiating sound waves? **ADAAG 4.30.7**

- Yes
- No

POSSIBLE SOLUTIONS

- Add proper signage.
- Other: _____

Implementation Date:

120. Is the location of a text telephone identified by accessible signage with the international TTY symbol? ADAAG 4.31.9

- Yes
- No

POSSIBLE SOLUTIONS

- Add proper signage.
- Other: _____

Implementation Date:

121. Does the pay or public use telephone have push-button controls? ADAAG 4.31.6

- Yes
- No

POSSIBLE SOLUTIONS

- Contact local phone company to install push-button controls.
- Other: _____

Implementation Date:

122. Is the pay or public use telephone hearing-aid compatible? ADAAG 4.31.5

- Yes
- No

POSSIBLE SOLUTIONS

- Install a hearing-aid compatible phone.
- Other: _____

Implementation Date:

123. Is the pay or public use telephone adapted with volume control? ADAAG 4.31.5

- Yes
- No

POSSIBLE SOLUTIONS

- Have volume control added.
- Other: _____

Implementation Date:

124. If there are public pay phones, is one equipped with a text telephone (TDD/TTY)? ADAAG

4.31.9

Yes

No

POSSIBLE SOLUTIONS

Install a text telephone.

Have a TTY available.

Provide a shelf and outlet next to standard phone.

Other: _____

Implementation Date:

ACCESS ELEMENT F: COMMUNICATIONS

AJCC(s)/OSCC(s) must ensure effective communication with individuals with disabilities.

INFORMATION IN ALTERNATIVE FORMATS

125. Upon request, are you able to provide literature, posting information, and audio-visual materials in formats which are understandable to persons with visual, hearing, learning and cognitive impairments? 29 CFR 37.8(b)

- Yes
 No

POSSIBLE SOLUTIONS

- Write materials at a fifth grade reading level and use graphics.
 Develop and keep up-to-date a Resource List of services available in your area for taping, Braille and publishing materials in large print.
 Develop an active network with community-based organizations that serve individuals with disabilities.
 All videos must be captioned.
 Other: _____

Implementation Date:

AUXILIARY AIDS

126. Are you able to provide appropriate auxiliary aids to ensure that communications with individuals with hearing, vision or speech impairments are as effective as communications with others?

29 CFR 37.9(b)

A written plan should be available so that all staff can locate, request, and obtain auxiliary aids.

- Yes
 No

POSSIBLE SOLUTIONS

- Auxiliary aids include services or devices as:
 Certified sign language interpreters
 Assistive listening devices
 Televisions with captioning capability
 Telecommunications devices for deaf persons (TTY)
 Video text displays
 Readers

- Taped texts
- Braille materials and large print materials
- Computer Diskette
- Other: _____

Implementation Date:

127. Have you developed a budget for auxiliary aids which must be provided without charge to participants upon request? 29 CFR 37.7(k)

- Yes
- No
- N/A, AN ON-GOING BUDGET IS IN PLACE, AUXILIARY AIDS ARE PURCHASED AS NEEDED FOR PARTICIPANTS.

POSSIBLE SOLUTIONS

- The budget will be developed for the next fiscal year.
- Other: _____

Implementation Date:

128. Is staff provided with on-going training in the use of auxiliary aids and the procedures to obtain them? 29 CFR 37.9(b)

- Yes
- No

POSSIBLE SOLUTIONS

- Training will be developed.
- Other: _____

Implementation Date:

INFORMATION TECHNOLOGY

129. Are you able to provide alternative access to a job network or other services delivered through a computer? 29 CFR 37.8(a)

Staff should be trained on how to turn on the captions feature in different programs and websites so that videos and other graphics with sound can be viewed with the captions.

- Yes
- No

POSSIBLE SOLUTIONS

- Have at least one staff member available to read and type for an individual with a visual impairment or assist an individual with a cognitive or hearing impairment.
- Provide adjustable workstation furniture that can be raised and lowered to accommodate the needs of the customer.
- Provide printed output at waist height.
- Provide workstations that are designed to accommodate wheelchairs.
- Provide universal workstation aids, such as a track ball, wrist rests and articulated forearm rests that can be adapted to the individual user.
- Consider configuring workstations with 17" or 21" monitors to accommodate the sight impaired.
- Equip workstations with a screen magnifier and a keyboard with large print key top labels for easy viewing.
- Incorporate Braille printing, screen reading software with speech synthesizer or possibly speech input into the workstation configuration in accordance with industry standards addressing compatibility.
- Other: _____

Implementation Date:

ACCESS ELEMENT G: EMERGENCY EVACUATION

AJCC(s)/OSCC(s) must ensure the safety of employees and participants with disabilities during emergencies.

EVACUATION PLAN

130. Do you have an emergency evacuation plan that identifies the individuals who need assistance, roles of key staff, egress routes, emergency contact telephone numbers, debriefing and counseling services. ADAAG 4.3.10

- Yes
 No

POSSIBLE SOLUTIONS

- The evacuation plan will be developed and in place.
 Other: _____

Implementation Date:

131. Does the emergency warning system include a visual flashing light signal and/or audible sound in all public and common use areas? ADAAG 4.28.2; 4.28.3

- Yes
 No
 N/A

POSSIBLE SOLUTIONS

- Consider installing an emergency warning system that includes visual flashing lights and an audible sound.
 Other: _____

Implementation Date:

ACCESS ELEMENT H: STAFF DEVELOPMENT

Staff must be knowledgeable of the AJCCs/OSCCs' legal obligations with respect to compliance with the Americans with Disabilities Act (ADA) Title II, the Rehabilitation Act (Section 504) and the Nondiscrimination and Equal Opportunity Regulations for WIOA.

132. Do you provide staff training and development in the following areas: 29 CFR 37.26

- | | | | | |
|----------------------|--------------------------|-----|--------------------------|----|
| Disability Awareness | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Civil Rights | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Confidentiality | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Ethics | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Conflict Management | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Work Place Diversity | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

POSSIBLE SOLUTIONS

- Develop an Individualized Development Plan for each staff member covering the competencies indicated.
- Develop quick reference guidelines for staff to use when greeting individuals with disabilities as well as all customers entering the AJCC/OSCC.
- Provide staff training.
- Other: _____

Implementation Date:

ACCESS ELEMENT I: ACCESS TO PUBLIC MEETINGS

AJCC/OSCC programs and activities must be held in accessible buildings or facilities when accessibility is needed for staff or participants with disabilities.

PUBLIC MEETINGS AND TRAINING POLICIES

133. Do your policies and practices provide individuals with disabilities with equal participation in public meetings and training sessions? 29 CFR 37.7(a)

- Yes
 No

POSSIBLE SOLUTIONS

- Send meeting notices that include the process for requesting reasonable accommodation, the name of a contact person and telephone/TTY number
- Put meeting notices on local TV and radio as well as newspapers for people with visual or cognitive impairments
- Provide individuals with allergies or environmental illness an opportunity to request a fragrance-free environment. If this is the case, notify all participants to refrain from wearing heavily scented products and to air out dry-cleaned clothes.
- Provide information about bus routes, parking and physical accessibility.
- Arrange the seating for wheelchair accessibility.
- Other: _____

Implementation Date:

134. Does the AJCC/OSCC homepage website link include the following required Taglines: 29 CFR 37.34(a)

"This WIOA Title I-financially assisted program or activity is an equal opportunity employer/program;" and "Auxiliary aids and services are available upon request to individuals with disabilities."

- Yes
 No

Please provide the AJCC/OSCC webpage address: _____

POSSIBLE SOLUTIONS

- Add Taglines to homepage.
- Other: _____

Implementation Date:
