Hands-on
Transition Planning
Session Three, Part Two

The 3rd Annual
ADA for State and Local Governments Conference
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SHOULD YOU OR SHOULDN'T YOU?

Time for a plan?

Ask yourself:

- Has anything changed in 20 years?
  - Times and people
  - Your programs
  - Your buildings and facilities
  - Web sites
- Are you ready for more change? (DOJ regulations)
- Can you comply without a plan?

Benefits of planning

- You show good faith
- You come into compliance
- You're better shielded from litigation
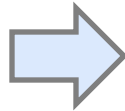- You avoid the possibility of harsher mandates from litigation

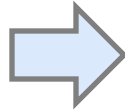Image courtesy of Freedigitalphotos.net, renjith krishnan

SELF-EVALUATION

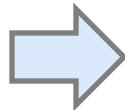SERVICES, POLICIES, AND PRACTICES

- EMPLOYMENT
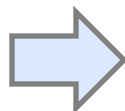- NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES
- EFFECTIVE COMMUNICATIONS
- PROGRAM AND FACILITY ACCESSIBILITY

ACTION STEPS

TRANSITION PLAN

1. AREAS EXAMINED
2. PROBLEMS IDENTIFIED
3. MODIFICATIONS TO BE MADE
4. LIST OF PERSONS CONSULTED

1. PHYSICAL OBSTACLES IDENTIFIED
2. DETAILED DESCRIPTION OF METHODS TO BE USED FOR MAKING FACILITY ACCESSIBLE
3. SCHEDULE FOR TAKING NECESSARY STEPS INCLUDING FOR CURB RAMPS, ETC.
4. OFFICIAL RESPONSIBLE

Disclaimer

This presentation and materials are provided for informational purposes only and are <u>not</u> to be construed as legal advice.

You and/or your entity need to seek counsel to resolve legal issues. Policies and procedures should be reviewed by counsel prior to implementation.

GETTING STARTED

Where are you now?

- When did you do your last self-evaluation or transition plan?

- What has changed (other than some of the requirements!)?

- Should you develop policies, train, and <u>then</u> assess?

- What needs attention most or first?

- Do you have support from the top? Legal? Facilities? Others?

Getting started

- **Level of detail**
  - What's a program
  - How deep do you go in analysis
  - How much data can you handle
- **Information gathering: tools?**
- **Analysis**
- **Reporting**
- **Planning for remediation**

DIY – or get help

Do it yourself   **or**

Use a consultant for one or more:
- Developing tools
- Training
- Technical assistance
- Developing data base
- Gathering the information
- Analyzing the information
- Drafting a report

Other approaches

- Focus on what's new (2010 revisions)
- Focus on where improvement is needed
- Develop policies, check for compliance after a while
- Train on difficult areas
- Open-ended interviews
- Reviews of policies

Don't forget

Public input

Implement it

Update it

APPROACHES TO POLICIES AND PRACTICES

Self-Evaluations

ACTION STEPS

1. AREAS EXAMINED

2. PROBLEMS IDENTIFIED

3. MODIFICATIONS TO BE MADE

4. LIST OF PERSONS CONSULTED

STEP BY STEP

1. Planning

2. Gathering information

3. Analyzing and reporting

Step One: Planning

- Overall plan, schedule, guiding principles

- The word comes from the top

- Identify teams, programs, facilities

- Develop tools for services/activities,

  (also for facilities and IT)

- Develop data base

- Train the teams

- Public input

Identify programs and services

Analyze by –

- Each program, service or activity or
- Each department

Examples of programs and activities (1)

Meetings, hearings, conferences, events

Library services

Social services

Programs carried out mostly by contractors

- Transportation

- Child care

Voting

Web sites, IT

Emergency preparedness

Housing

Recreation

Police and fire

Courts

Corrections

Examples of programs and activities (2)

College or university

- Alumni affairs

- Admissions

- Financial assistance

- Athletics

- Academic departments

- On-line learning

"Program" example: libraries

Option A

Collections and circulation

Discussion sessions, events

Tutoring

Exhibits and displays

Research

Computer access

Volunteer opportunities

"Program" example: libraries

Option   Z

Access to Korean collection at

Main Library

Book sale at Library #2

Course-related instruction for

Engineering Department

Information desks

And many more…..

Sample index– survey form for a program

…Sample index– survey form for a program

Step Two: Gathering Information

- Fill out survey form for each program
- Include those carried out by contractors
  - Shelters for those who are homeless, experience domestic violence
  - Child care
  - Family services

- Enter into data base

- Quality control

Example – Policy Survey

3	If a person's disability makes it impossible for them to attend a meeting, hearing, training, class or event in person, are they permitted to attend remotely? (e.g., conference call, video conference, webcast, voice over) If Y, please specify in comments.	Y	N
4	If a person's disability makes it impossible for them to attend or participate in <u>tours</u> in person, are they permitted to attend remotely or is the same content provided in an alternate way? (e.g., video tour, webcast, etc.) If Y, please specify in comments.	Y	N
5	Is information about accessible features and auxiliary aids included on public notices of meetings, events, hearings, trainings, classes and tours? (e.g., requesting auxiliary aids and services, and documents in alternate forms)	Y	N
A	How much advance notice is required for these requests? Record the number of business days	_____ business days	

Example – Policy Survey

II.D Hearings, Meetings, Trainings, Classes, Tours and Special Events			Data		N/A
6		How do people register for your events, hearings, meetings, trainings, classes and tours?	→	→	
	A	Can people with disabilities register in alternate ways? (e.g. in person, via mail, email, fax, phone, internet)	Y	N	
7		Is your staff trained on the policies and procedures discussed in this section, as to people with disabilities? If Y, please respond:	Y	N	
	A	Which staff members are trained?	→		

Step Three:
Analyzing and Reporting

Analyze and summarize findings

Draft recommendations

Meet with departments

Public input

Final plan

Other issues

- If your entity provides significant assistance to organization or person for their programs/services, ensure compliance

http://www.knox.edu/Images/_News/news_media/img/2003/tke-ramp-18s.jpg

Don't forget

Public input

Implement it

Update it

APPROACHES TO FACILITY ISSUES

Issues

- Similar issues as with policies
  - Where are you already – existing data base?
  - Level of detail
  - Inside/outside staffing Existing data base
- Staff availability and expertise
- Planning and budgeting cycle

Transition Plans

TRANSITION PLAN

1. PHYSICAL OBSTACLES IDENTIFIED

2. DETAILED DESCRIPTION OF METHODS TO BE USED FOR MAKING FACILITY ACCESSIBLE

3. SCHEDULE FOR TAKING NECESSARY STEPS INCLUDING FOR CURB RAMPS, ETC.

4. OFFICIAL RESPONSIBLE

Transition plan: sample approaches

- Follow each program or
- Assess the facilities and how they're used, then document where accessible programs can be offered

Challenges

- Tying together service and facility issues
- Outside parties
    - Procurement
    - Vendors
    - Facilities owned by others
    - Others' use of your facilities
    - Curb cuts and sidewalks under control of city
    - Programs carried out mostly by contractors, delegate agencies

Consultants' Facility Surveys

ADA Survey

Site: _____

Circulation Door _____

Circulation Door	Data						Comments	Diagrams
	1	2	3	4	5	6		
Location (Front, Rear, Left, or Right side of Building)								
Tactile Signage at Area of Refuge (Y, N, N/A)								
Clear Opening (32" min. for one active door) (Y or N) If N - Enter Data for A								
A Width (")								
Opening Force (5# max.) (Y or N) If N - Enter Data for B								
B Force (lbf)								
Closing Speed (3 sec. min. from 70 degree open to a point 3" from latch) (Y or N) Closing Speed (5 sec. min. from 90 degree open to 12 degrees from latch) (Y or N) If N - Enter Data for C								
C Speed (sec.)								
Maneuvering Clearance - Pull Side Compliant? (See Diagrams) (Y or N) If N - Enter Data for D, E, F, G and H								
D Front (F), Hinge (H) or Latch (L)								
E Latch (Y or N)								
F Closer (Y or N)								
G (") (Perpendicular to Door)								
H (") (Adjacent to Latch)								

End Users' Facility Surveys

Step 5. Can the door h[...]ht grasping, pinching or twisting of the [...]

See Diagrams below o[...]is not acceptable.

10.0 Circulation Doors

Building Address: _____

Use this section to survey additional circulation doors along the interior route that were not surveyed as part of the rooms and spaces section.

Location of Door: _____

Step 1. Open the door 90 degrees. Measure from the surface of the door to the opposite door frame.
Is the clear width at least 32"? ❑ Yes
❑ No

If *No*, record the width in the box below the diagram.

From Door Stop
From Door Face

Step 2. Is there at least 18" of clear space on the pull side of the door next to the latch?
❑ Yes
❑ No
❑ *N/A if automatic door*
Hint: The pull side of the door is the side the door swings into when opened.

If *No*, record the clear space in the box below the diagram and take a photo. Photo # _____

From Edge of Door
Door Latch
18" wide clear area

End Users' Facility Surveys

Classroom training

Field training

Technical assistance

Quality control

2010 Standards

Follow the 2010 Standards for

- new construction

- alterations

- changes for the sake of **program accessibility**

Other issues

- Equipment
- Furniture
- Maintenance of accessible features
- Curb cut

Curb cuts

If your agency manages streets and highways, sidewalks, etc., your transition plan must consider pedestrian crossings, curb ramps:

- Identification of deficient curb ramps
- Plans to bring into compliance
- A schedule of corrections
- Party who is responsible

Resources

- DOJ website: www.ada.gov
  - o   PCA agreements, other agreements
  - o   Tool Kit for State and Local Governments

  www.ada.gov/pcatoolkit/toolkitmain.htm

- Federal Highway Administration
  - o   Questions and Answers About ADA/ Section 504

    www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.htm
  - o   www.fhwa.dot.gov/environment/bikeped/guidance.htm#Access
- Access Board's proposed guidelines for public rights of way, July 26, 2011 http://www.access-board.gov/prowac/

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