

## ***Disability Access Checklist: Determining Accessibility in Facilities and Provision of Services***

The information and surveys contained in this document will enable Local Equal Opportunity Coordinators to perform required system evaluations and develop plans, which meet the accessibility needs of customers with disabilities who come to SC Works Centers for services, based on real data. This checklist addresses requirements of Section 504 of the Rehabilitation Act of 1973, as amended, as well as those under the Americans with Disabilities Act, as amended.

Accessibility is ever changing. Technology, standards, and needs are constantly evolving and should be viewed as an on-going process. System evaluation will capture both strengths and weaknesses and allow the development of a concrete plan to increase the level of accessibility in local programs. The plan should identify priorities for barrier removal and assist in planning for continual improvement.

These tools are designed to simplify complex issues while maintaining the integrity of the goal of accessibility and the requirements of the law. Questions regarding specific situations that arise within programs should be expected. Call the DEW Office of Equal Opportunity for additional information.

Take the following steps:

- Complete the applicable sections of the checklist for the Workforce Development Board's administrative entity and for each SC Works Center/facility open to WIOA applicants, participants, and the public at-large.
- Develop internal action steps to rectify issues identified as a result.
- Develop written policies covering employment and program practices.
- Maintain copies of each checklist and any supporting/resulting documents on file.
- Submit each checklist to the DEW Office of Equal Opportunity by March 31st every year.

**Throughout this form there are response questions. Please note that several of the text boxes have a 180 character limit, but do not indicate as such. Please attach any supplementary information if additional space is needed.**

## SECTION I

### *Accommodation / Customer Service Practices*

The first portion of the checklist reviews recommended customer service and accommodation practices for SC Works Center programs, outlines what you are required to do, and asks you to evaluate your efforts to date.

1. Has your SC Works program affirmatively sought to serve qualified individuals with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
a. What outreach programs have you implemented?		
b. Have you been successful?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. How do you know?		
2. Do you have a written policy concerning discrimination on the basis of physical, psychological, emotional, or cognitive disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Do you regularly review your service practices (advertising, notices, signage, facility, and program access) to be certain that you, your operators, staff, and recipients are nondiscriminatory in the treatment of individuals with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### *Program and Employment Practices*

1. Medical records for customers and employees must be kept in a separate, secure location. Access to medical records must be limited. Are all records that contain medical information kept in a separate place from non-medical records? (Medical information includes insurance application forms, as well as disclosure and documentation of disability, health certificates, results of physical exams, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
a. Do you have a written policy regarding who has access to medical information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. What is the policy? (A copy should be attached.)		
2. Do your program and employment recruitment materials, including photos and ad copy, contain positive images of persons with disabilities and indicate your commitment to inclusion of persons with disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are inquiries related to the presence of a disability limited to performance of essential functions of the job or requirements for reasonable accommodations (following a request for same)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

a. Are staff aware of what constitutes legal and illegal inquiries?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. If 'yes', how did they obtain this information? Describe. For example, did they participate in a training session? Read relevant literature? etc.		
c. Have job descriptions been analyzed to determine which functions of a job are 'essential' and which are 'marginal'?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "yes", describe the process for doing this.		
d. Are job descriptions in writing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "no", why not?		
e. Are any of the following questions asked during the employment application process? <ul style="list-style-type: none"> <li>o Health or physical condition?</li> <li>o Physical or mental problems or disabilities?</li> <li>o Medical history?</li> <li>o Previous workers' compensation claims?</li> <li>o Prior health insurance claims?</li> <li>o Past drug use or substance abuse?</li> </ul> <p>(NOTE: These types of employment questions are no longer used. Consider ADA training in interviewing.)</p>	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Do you require that applicants for employment take any of the following tests as part of the application process? <ul style="list-style-type: none"> <li>a. Drug or alcohol test?</li> <li>b. HIV tests?</li> <li>c. Skill or performance tests?</li> <li>d. Psychological tests?</li> <li>e. Intelligence tests?</li> </ul>	Yes <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

5. As an employer, do you have a substance abuse policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. As an employer, do you have a drug testing policy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

It is required that reasonable accommodation be provided to employees and customers with disabilities. Reasonable accommodation includes a broad range of adaptations to the manner or circumstances in which a service activity is performed, an interview is conducted, etc.

Reasonable accommodations may include:

- Allowing an individual with a psychiatric disability to periodically leave early or arrive late and later make up that time
- Making structural modifications to accommodate a participant who uses a wheelchair
- Providing auxiliary aids and services including sign language interpreters, readers, or alternative format

7. Regarding reasonable accommodation:	Yes	No
a. Have employees, applicants, participants, and other individuals been informed that they are entitled to reasonable accommodations?	<input type="checkbox"/>	<input type="checkbox"/>
b. If 'yes', how have they been so informed?		
	Yes	No
c. Are reasonable accommodations provided to SC Works Center program employees, applicants, participants, and other individuals with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>
d. How do you know?		
	Yes	No
f. Do supervisory staff know how to proceed if an accommodation is requested?	<input type="checkbox"/>	<input type="checkbox"/>
g. Has a specific staff member been designated to coordinate reasonable accommodation requests, including determining when an accommodation is or is not reasonable and when a funding request will be made? (Note: This is not required, but is recommended.)	<input type="checkbox"/>	<input type="checkbox"/>
h. Do they know how to secure a sign language interpreter if necessary?	<input type="checkbox"/>	<input type="checkbox"/>

i. Do they know how to get material transcribed into Braille or recorded in audio format?	<input type="checkbox"/>	<input type="checkbox"/>
8. As a matter of policy, are interviews, staff meetings, and other gatherings held in accessible locations? (Accessible locations include accessible entrances, meeting areas, and rest rooms.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Are off-site staff trainings, holiday parties, picnics, or other gatherings held in accessible locations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10. Are reasonable accommodations, including sign language interpreters, written materials in alternative format, etc. provided to individuals with disabilities at off-site meetings, trainings, and social events?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**SECTION II**

**COMMUNICATIONS ACCESSIBILITY CHECKLIST FOR SC WORKS CENTERS**

Communications access refers to the way information is received and transmitted. When evaluating your program in terms of access to communication, you will assess the four different ways in which communication occurs: aural, oral, cognition, and visual. It is important to keep in mind that there are four distinct, broad populations that are affected by your level of accessibility in this area: persons with impaired hearing, speech, cognition, and vision.

1. Does the SC Works Center have information that is communicated visually? (Note: information communicated visually includes brochures, enrollment forms, handbooks, flip charts, slides, posters, graphic directional signs, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Type of Information: <input type="checkbox"/> Large Print <input type="checkbox"/> Braille <input type="checkbox"/> Videos <input type="checkbox"/> Readers <input type="checkbox"/> Verbal Description <input type="checkbox"/> Pictorial <input type="checkbox"/> Signage <input type="checkbox"/> Other, Please Specify:		
2. Does the program involve information that is communicated verbally?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Type of Information: <input type="checkbox"/> Interpreter <input type="checkbox"/> TDD <input type="checkbox"/> Relay <input type="checkbox"/> Paper/Pen <input type="checkbox"/> Written Copies <input type="checkbox"/> Oral Interpreter <input type="checkbox"/> Other, Please specify:		
3. Does the SC Works Center inform persons with disabilities that auxiliary aids and services are provided upon request? (Note: It is not sufficient to inform only persons who have identified themselves as having an accommodation need. You must inform the public at-large.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. How do you do so?		
5. Does the SC Works Center have a procedure for deciding which auxiliary aids and services to provide?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Does the procedure provide for consideration of an individual's preferred aid or service?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Does the procedure include a mechanism for determining that an aid or service that was provided was equally effective?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8. Does the program communicate with the public over the phone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9. Are telephone conversations lengthy, complex, technical or personal?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

10. Does the program have a TDD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11. If so, have staff been trained on the appropriate use of a TDD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12. Is there a mechanism for re-training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13. Are staff trained in the use of the relay system?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14. Are staff aware of the relay number?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15. Does the program have a web page?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
16. Is the web page captioned?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
17. Is there a mechanism for ensuring that people who are deaf or hearing impaired are aware of an activated fire or smoke alarm?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
18. Is there an established emergency evacuation procedure that addresses the needs of persons with disabilities? (This should include the evacuation of persons with mobility impairments.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
19. Have staff been trained in this procedure?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>Please describe the training, technology, and auxiliary aids and services available for people with disabilities in your LWDA's SC Works Centers. If your SC Works Centers needs assistance to make sure that services, technology, etc., can be used by people with disabilities, experts at the Job Accommodation Network (JAN) can give advice on hardware, software, and technology to enable people who are blind, deaf, or have physical disabilities to use the SC Works Center services. The JAN phone number is 800-JAN-7234 or 800-ADA-WORK.</p>		

Reviewer(s)

Date Reviewed

LWDA

### ***FACILITIES CHECKLIST***

**Please conduct facility accessibility reviews for your administrative entity and for each facility open to WIOA applicants, participants, and the public at-large using the ADA Checklist for Existing Facilities. This checklist, which is based on the 2010 ADA Standards for Accessible Design, can be found at [www.ADAchecklist.org](http://www.ADAchecklist.org). Submit these facility accessibility reviews to the DEW Office of Equal Opportunity by March 31<sup>st</sup>, annually.**

*NOTE: Elements in facilities that were built or altered before March 15, 2012, and that comply with the 1991 ADA Standards for Accessible Design are not required to be modified to meet the specifications in the 2010 Standards.*