

Policy No. 7
Replaces Policy No. 7

Issued: 09-11-99
Revised: 11-13-24
Reviewed: 11-13-24

SUBJECT: Accessibility Plan

PURPOSE: It is the policy of Woodhaven to promote accessibility and the removal of barriers for individuals supported, personnel and other stakeholders.

Woodhaven supports the moral and legal right of all people to be included as equal participants in the mainstream of society. In conjunction with this, the agency promotes the continued implementation of all existing legislation supporting the rights of people with disabilities to include the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act of 1973, the Air Transportation Act, the Civil Rights Restoration Act, the Fair Housing Act Amendments and the Health Insurance Portability and Accountability Act of 1996. Woodhaven will actively pursue the removal of attitude, architectural, employment, transportation, communication and any other barriers to people with disabilities within the agency and community.

1. Woodhaven promotes the recruitment of individuals with disabilities or their personal representatives as appropriate, staff members/employees and volunteers. Woodhaven has an Affirmative Action Plan and observes non-discriminatory practices in its hiring and recruitment of employees and volunteers. Persons served and their guardians are given the opportunity to have input in the selection process of staff. Woodhaven meets and/or exceeds Equal Employment Opportunity requirements. Non-discriminatory practices are evidenced throughout Woodhaven Personnel Policies and Procedures. Reasonable accommodations will be provided to staff members/employees, persons served and volunteers with disabilities to enable full participation in all activities.
2. Woodhaven promotes active involvement in community organizations in order to promote a full range of choices with respect to social, educational, economic, vocational, recreational and residential opportunities for people with disabilities.

In line with this, staff members, persons served and significant others are encouraged to participate in activities in the community that may improve attitude, architectural, employment, transportation, communication and any other barriers that may impede the full community inclusion of people with disabilities. Woodhaven maintains membership in organizations which support quality services to persons served and advocates for full participation of all individuals regardless of disability or disadvantaging conditions. Woodhaven encourages staff members, guardians and significant others to participate in planning councils or committees which support community inclusion for people with disabilities.

3. Woodhaven promotes full accessibility of its services to all eligible participants provided they meet the designated facility and program admission criteria. Every effort will be made to provide reasonable accommodations, within the financial constraints of the agency, to ensure physical accessibility in its service facilities, including vehicles.

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4. The Director of Health Services and Quality Assurance, member of the Employee Relations Committee, Director of Residential, member of the Health and Safety Committee, Chief Mission Officer, and the Chief Operations Officer will serve as members of the Accessibility Team. The Team Members will meet and discuss plans to improve accessibility or remove barriers at a minimum on an annual basis. The Accessibility Team will at a minimum:
 - List the program barriers that limit access to programs and services for the individuals supported.
 - Provide a detailed outline of the methods to be used in removing barriers and making programs accessible.
 - Develop a schedule for taking necessary steps to achieve compliance. If the time period for achieving compliance is longer than one year, the plan will identify interim steps to be taken to achieve program access.
 - Identify the official person(s) responsible for implementing the plan.
 - Identify plan of action goals that have been achieved.
5. The Plan on Accessibility will be reviewed annually by the CEO.
6. Woodhaven recognizes that on occasion, the cost of accommodations needed by persons served, staff members/employees and/or volunteers may be “unreasonable” or excessive. In such cases, every attempt will be made to refer the person to an appropriate community resource, which is both accessible and receptive. Such action will be documented and a copy provided to the Chief Executive Officer and Chief Operations Officer. If such resources cannot be identified and all actions attempted have been documented, admission may be denied. All related documentation will be provided to the Chief Executive Officer and Chief Operations Officer.
7. Key information about Woodhaven is available in an alternative format for those who are hearing or visually impaired.
8. The Accessibility Plan provides the identification of accessibility deficiencies and to develop a schedule of activities for improvements. The accessibility plan(s) will address identification of barriers in the following areas: (a) architectural, (b) environmental, (c) attitudinal, (d) financial, (e) employment, (f) communication, (g) transportation, (h) any other barrier identified by:
 - (1) person supported
 - (2) personnel
 - (3) other stakeholders

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Reviewed by: _____ Date: _____
Chief Executive Officer

Approved by: _____ Date: _____
Board of Directors President