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Introduction



About the Faith Based Initiative Program

We Support:

Individuals with developmental disabilities: who want the same choices to grow spiritually, to enjoy community life, and have meaningful relationships in their community,

Parents: to find faith communities that will welcome them and their children,

Congregants: to find a “meaningful way” to include people with developmental disabilities in their faith communities,

State and voluntary agencies: to find the best ways to offer continuous support and opportunities for person with disabilities to participate in this important part of their lives

Our Goals

- ❖ To support opportunities for individuals to realize their personal spiritual goals
- ❖ To promote meaningful relationships between faith communities and people with developmental disabilities through education and communication
- ❖ To engage natural support systems: individuals with family and friends who want to attend worship (and other faith community activities)
- ❖ To support sustainable relationships with both community and house of worship members





About the Spiritual Indicator Guide

“Spirituality: your pathway to discovery of self”

While the pathway to discovering spirituality encompasses many facets of a person’s being (family, friends, community, service, and religion), the purpose of this guide is to assist the Medicaid Service Coordinator (MSC), Active Treatment Coordinator (ATC), and Qualified Intellectual Disabilities Professional (QIDP) and all others interested in supporting with an individual with intellectual and developmental disabilities to discover the values and interests that are important to their spiritual well being.

This indicator guide differs from other assessments tools a coordinator may use in that the objective of the spiritual indicator tool is designed to help the coordinator and individual make definitive inquiry into the historical, interest, and further exploration of the individual’s spiritual needs.

The expected outcome of this exploration is that the coordinator will have better insight into the desire and needs of the individual and can provide opportunity, access, and supports through person centered planning of Individuals spiritual choices.



Facts about Faith Community Inclusion

Facts	Possibilities
People with disabilities are much less likely to attend religious services compared to people without disabilities (50% versus 57% respectively) ¹	When people with disabilities are connected to their chosen faith community, their quality of life is enhanced
Some people with disabilities have never had the chance to explore their spirituality	People with disabilities have the opportunity to express their right to a full life of faith
SOME congregations WELCOME people with disabilities	ALL congregations VALUE people with disabilities as active and contributing members
People with disabilities have to think creatively just to get through their day successfully	Congregations tap the creativity of people with disabilities by identifying ways to remove barriers
Lack of community connections is often a source of frustration for people with disabilities and is related to increased safety and health consequences	Congregational inclusion creates natural connections that enable faith belonging and community belonging

Taken from the DDPC/OPWDD Spirit Project/2007

¹ N.O.D. Harris Survey 2010



THE FIVE VALUED EXPERIENCES

“The five valued experiences provide a framework for assessing our ideals about the future. Increasing opportunity in these five areas of life is clearly the intended outcome of the Personal Futures Plan process.” (O’Brien, J & Lyle, C. (n.d.).

SHARING PLACES: sharing the ordinary places of community life at the same time and in the same way as others

BELONGING: developing a wide, diverse range of relationships with people with and without disabilities

BEING SOMEBODY: being respected by others and seen as a valued person who has positive roles to play in life

CHOOSING: making choices, big and small, in all areas of your life

CONTRIBUTING: contributing your gifts, talents, passions, interests, ideas and opinions to others in the community

Lyle O'Brien, C & Mount, B. (2005). The Five Valued Experiences. In Edinburgh Development Group. Retrieved November 5, 2012, from http://www.edg-sco.org/files/Five_Valued_Experiences.pdf.



Having Faith (Stories of Faith, Inclusion & Community)

The Ulster-Greene ARC commissioned a video to be produced about individuals with developmental disabilities participating in worship and ministry in their houses of worship.

The video was produced by students and administrators from Catskill Central School District and Catskill High School in Catskill, New York.

The video project funded through a grant obtained by OPWDD's Faith-Based Initiative program from the NYS Developmental Disabilities Planning Council, features several individuals with developmental disabilities whose lives have been enriched by their involvement in the community, specifically at houses of worship in the Kingston and Catskill areas.

The short video is available at: <http://www.youtube.com/embed/f4-vXy5SUts>.



Module 1: Defining Spirituality



How do we define Spirituality and Religion?

Spirituality and religion are often perceived to have the same meaning. This perception can be misleading and confining in understanding and accepting different individuals' spirituality. Spirituality is commonly viewed as a broader concept than religion. While religion can be the method by which one explores and expresses their spirituality, spirituality can be expressive of many different aspects of a person's life.

What is Spirituality?

Spirituality "is the power, energy and hopefulness in a person. It is what is deepest in us, what gives us direction and motivation. It is what enables us to survive bad times, to be strong, and to overcome difficulties."

What is Religion?

Religion "describes one way in which some people find expression for the spiritual. Religion is marked by four components; creed, worship, code (or ethics) and community."

Spirituality means different things to different people. They may interpret it as:

- ❖ Their religion or faith
- ❖ Giving meaning and direction to their life, sometimes described as their "journey"
- ❖ A way of understanding the world and their place in the world
- ❖ Belief in a higher being or a force greater than any individual
- ❖ A core part of their identity and essential humanity
- ❖ A feeling of belonging or connectedness
- ❖ A quest for wholeness, hope or harmony
- ❖ A sense that there is more to life than material things

(Spiritual Well Being: Policy and Practice Bradford 2001)



Supporting Religious Choice

- ❖ People with developmental disabilities are capable of religious or spiritual expression, just like anyone else.
- ❖ People with developmental disabilities have preferences about religion and how they want to be involved in religious activities.
- ❖ People with developmental disabilities have the right to make choices about their religious activity.
- ❖ The right of people with developmental disabilities to express themselves religiously and spiritually is a First Amendment right according to the United States Constitution and Bill of Rights.
- ❖ Separation of church and state is a rule to make sure that government doesn't influence peoples' choice of religion or religious practices. It also exists so that peoples' religious beliefs won't influence government decisions. This is to prevent bias.
- ❖ Public programs and services have an obligation to protect the freedoms of everyone and force religion on no one.
- ❖ However, when the rule of separation of church and state results in removing choice about the practice of religion, then freedom of choice has been denied and this is against the First Amendment.
- ❖ Religious practices are allowable in a public program/home as long as no one is forced to participate and no specific religion is favored.
- ❖ Connecting people with developmental disabilities to congregations is an excellent way to support people's right to spiritual expression, help them meet their spiritual needs, and enhance community inclusion.

Adapted from PROTECTING RELIGIOUS FREEDOM: THE CAREGIVER'S RESPONSIBILITY, by Thomas B. Hoeksema, Ph.D. Calvin College, April 1994

Enhancing Personal Outcomes



- ❖ Actively ask people about their spirituality and how they would like to express it. Go beyond the simple question of “what religion are you” to try to understand not only the denomination, but also the ways in which people practice religion.
- ❖ Support a person who expresses an interest in spirituality, but who does not already have a religious affiliation, to explore different options within the community. There are many, many different types of religious communities, and many people who have been segregated from the community for much of their lives may not be aware of all the possibilities.
- ❖ Assure that people become members of their house of worship and have their names and pictures added to the membership directory.
- ❖ Assist people to participate in the life of the congregation by taking a role in the regular service or volunteering for special events.
- ❖ Assist people in making financial contributions to their religious community.



- ❖ Expect the congregation and its leader to accept people with disabilities into the congregation as a matter of course, not expecting any different or charitable acts.
- ❖ Support people to learn the rituals, routines, and expectations for members of the specific congregation so that the person will know what to do in different circumstances.
- ❖ If the first congregation does not work out, try another. Congregations are like any other association – some are warm, welcoming, and open and others are more closed and restrictive.
- ❖ Honor the need and/or desire to practice spiritual rituals or follow religious rules within the person’s home.
- ❖ If a person chooses not to practice any religion, respect and honor that decision.
- ❖ Support staff members to respect and honor the spiritual needs and expressions of the people they support. Religion is often a topic of debate and people must feel free to follow whatever spiritual course they want.

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410.583.0060 www.c-q-l.org



Module 2: Exploring an Individual's Spirituality



Looking For Indicators of an Interest in Spirituality

Spiritual beliefs are particular to the individual. They are expressive of a person’s being and their progressive journey. It can be described as a journey of meaning, whether self-awareness, or oneness with the (their) world. It can be a journey of purpose, toward advancement of oneself or inward centeredness. Usually a spiritual discovery is about exploring those things that affect our being; joy and sorrows, peace and anxiety, happiness and grief, pain and wellness.



An individual’s spiritual interest may be expressed through:

<ul style="list-style-type: none"> ❖ Watching certain types of shows on television (i.e. religious, sports, movies) ❖ Listening to certain types of music (i.e. Christian, Pop, Country, R&B, Latin/Salsa) ❖ Celebrating religious and/or secular holidays/festivals ❖ Having quiet time alone ❖ Private devotions ❖ Dietary practices 	<ul style="list-style-type: none"> ❖ Volunteer work ❖ Favorite/personal items ❖ Dancing ❖ Reading certain types of books (i.e. Holy Book (s), comics, novels) ❖ Community activities ❖ Sports ❖ Movies ❖ Entertainment ❖ Hobbies
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Not everyone can easily verbalize or communicate their interests, preferences, and values related to spirituality and faith. But this does not necessarily mean that they have none. *Silence should not automatically be interpreted as disinterest.* When a person experiences substantial communication challenges or has had limited opportunities to explore this area of their lives, it is important to look for other indicators that offer hints of what he/she values. You might notice that a person seems to enjoy particular activities or his/her expression changes when a particular activity, person, or event is mentioned.

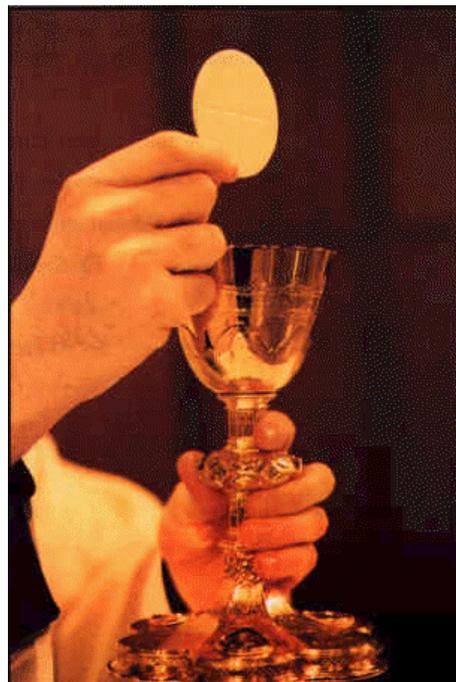
The symbols and/or pictures on the next pages provide some examples that will support your process for determining spiritual indicators of interest. The pages following the pictures are important guiding principles in exploring the individual's spiritual, religious and/or faith interests. Show pictures one at a time. Observe behavior or changes in expression. Note observations as needed.

Catholic Indicators

Altar Servers



Eucharist



Crucifix



Lighting Prayer
Candles



Judaism Indicators

Star of David



Menorah



Yarmulke and Prayer Shawl



Ark and Scroll

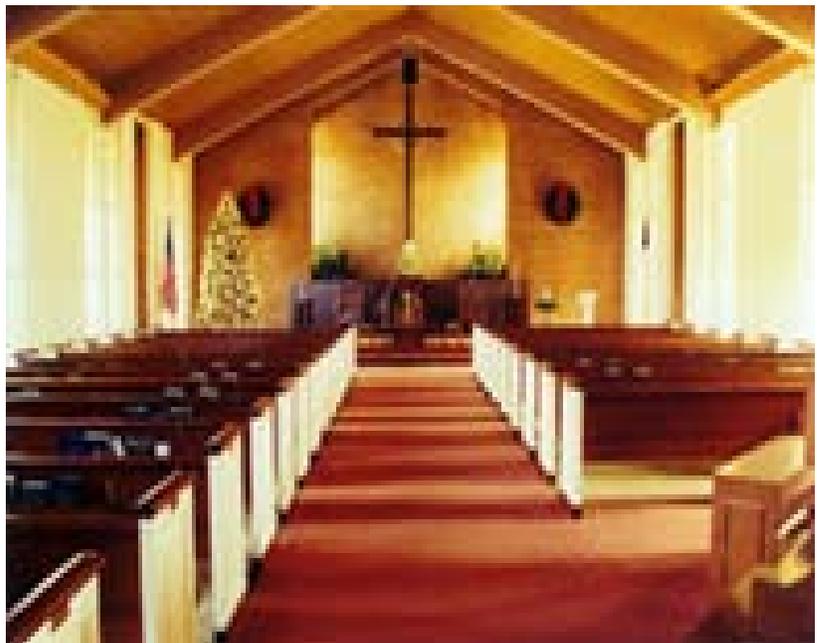


Protestant Indicators

Altar



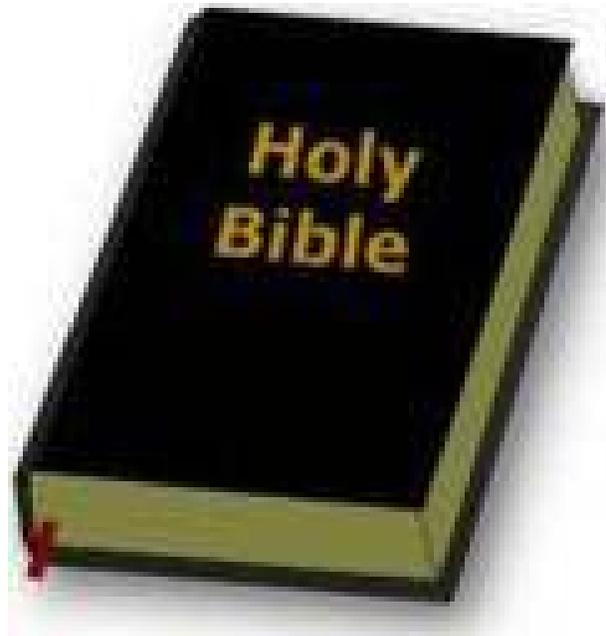
Church
Sanctuary



Communion
Cups



Holy
Bible



Islam Indicators

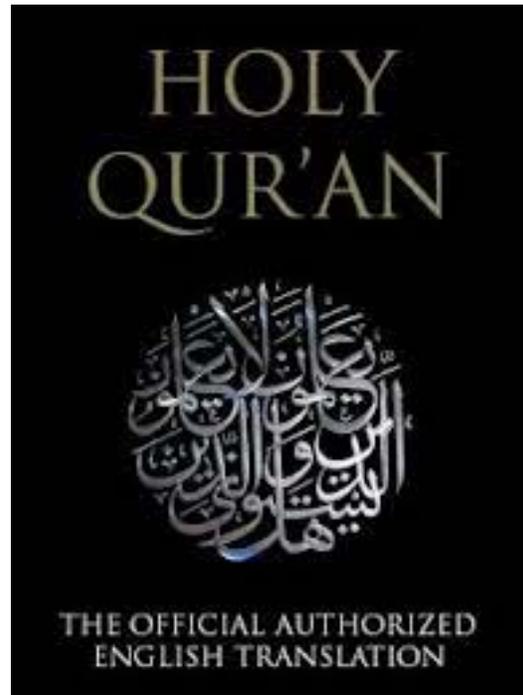
A Muslim place
of worship



A Muslim
Brother



The
QUR'AN



Prayer
Rug



Congregational Inclusion Activities

Singing in the
choir



Praying



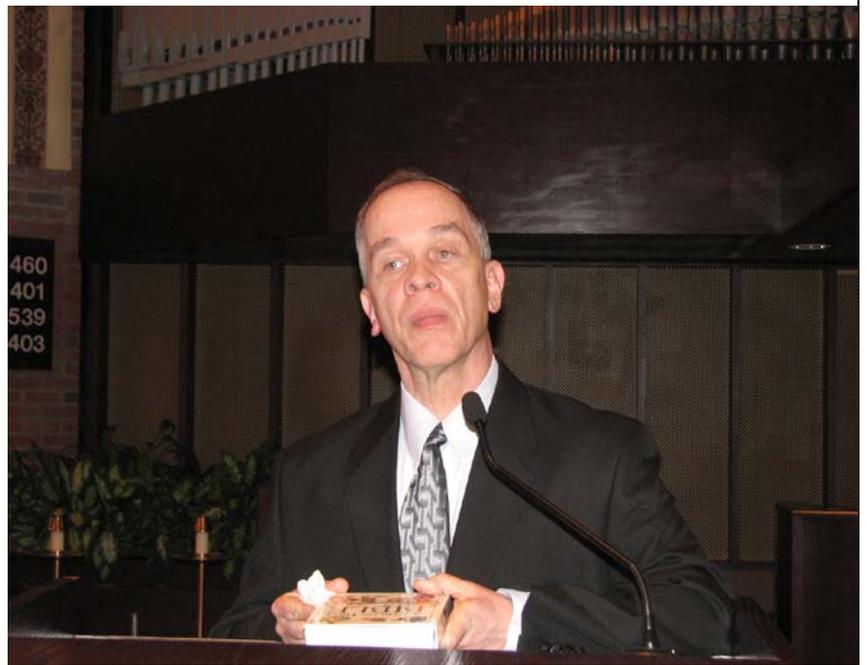
Going to your church



Church friends visiting you in your home



Reading from the Scriptures in Worship Service



Celebrating Hanukkah



Participating in your church



Private Prayer in your home

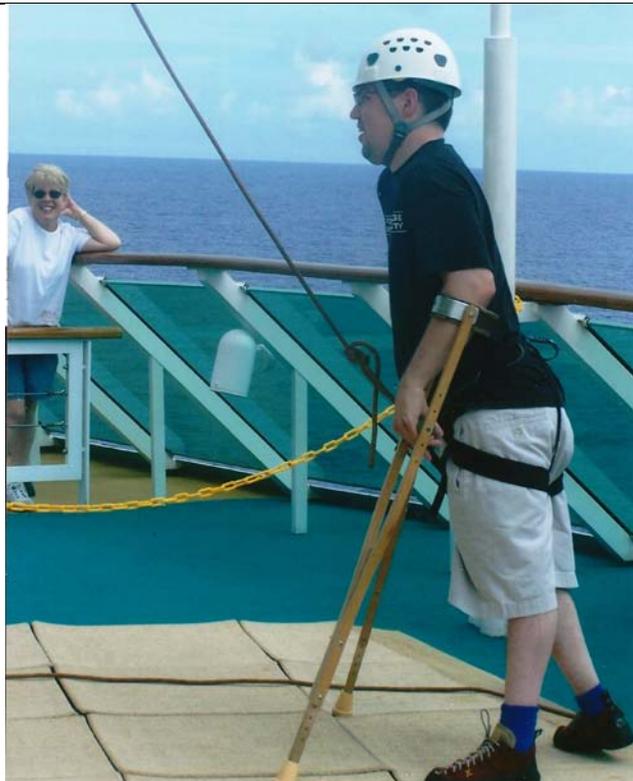


Social/Community Involvement

Getting married



Going
on a cruise



Visiting
community
neighbors



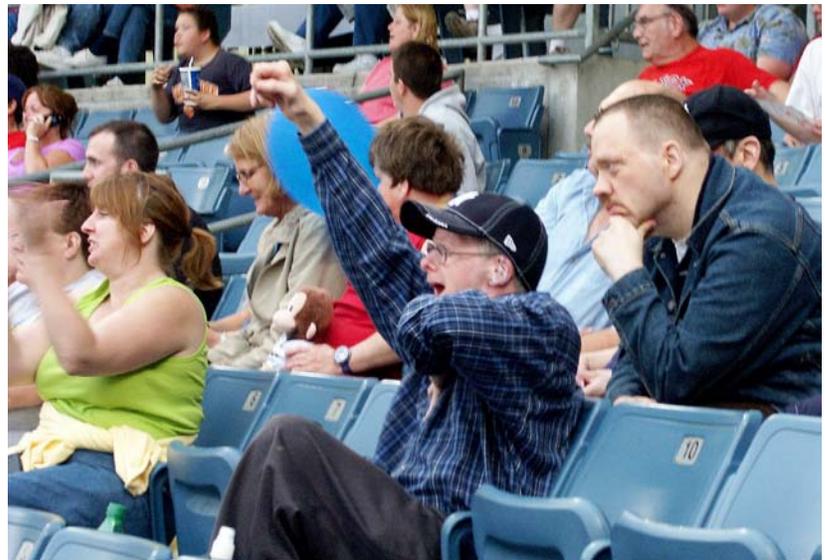
Making new
friends



Going to the theater



Going to a game



Going shopping



At work



Doing volunteer work



Graduating from Self Advocacy classes (SANYS University)



Leisure activities

Painting



Acting



Performing in
concert



At home
reading



Winter camping



Summer boating



Gardening



Enjoying nature



Enjoying picnics



Enjoying Dancing



Recreational Sports

Baseball



Bowling



Playing hockey



Playing chess



Sledding



Skiing



Fishing



Swimming



Hiking



Rock climbing





Module 3: Faith Community and Other Social Connections



Share Your Life and Your Journey
Be a Friend
Share your Interests and Associations
Take trips together
Go places
Share friends and family life

Every local community and neighborhood has individuals, organizations and institutions where community members can go to seek advice, information and support. Many faith-based organizations provide a variety of natural supports to the communities and members they serve.

Developing Natural Supports for Faith Community Inclusion

Houses of worship are natural supports for nurturing the spiritual growth of people in their community. The term “natural supports” refers to the resources that are part of community environments that can be used for supportive purposes. People with developmental disabilities have gifts and talents, but all too often are not provided the opportunities to share them. When presented with the opportunities, individuals with developmental disabilities may experience improved self-esteem, increase in meaningful friendships, and a greater sense of belonging through their connection with the faith community.

**“My church is very welcoming. It has a warm setting where I feel I have friends and family in the congregation that I can turn to. The people in my congregation don’t treat me any differently than they would treat anyone else. They listen to me. They come up to me and talk with me. I even have a best friend I met through church. She emails me and I email her back.” (Kelly Barnes)*

*Carter, Erik W. “Including people with disabilities in faith communities: a guide for service providers, families, and congregations”, 2007



When looking for natural supports in the faith community, it is important to consider the goal which is for individuals to become valued and active participants of their congregation. Additionally, it is hopeful that the faith community will welcome, support, and utilize the gifts and talents of individuals to become valued members of their chosen congregation.

When looking for an opportunity to encourage natural supports within a house of worship, here are some questions to consider:

- ❖ Does the house of worship welcome an opportunity for disability awareness and education?
- ❖ Does the congregation offer opportunities for developing relationships?
- ❖ Do they offer a mentoring program or support group?
- ❖ What types of activities/outreach ministries exist that can be mutually rewarding and meaningful to all parties (i.e. consistent with an individual's talents, gifts, and interests)?
- ❖ Does the congregation offer activities that can be a means of recreation and socializing?
- ❖ Does the congregation already have a "ride/share" list of members who are willing to provide transportation to services as well as other related social activities?
- ❖ Does the house of worship or any members have a van (lift equipped) to support individuals with a physical disability?



Ways to create opportunities for individuals to be part of a natural support system:

- ❖ Provide educational and listening forums for faith communities by working with individuals, families, and self advocates
- ❖ Help develop “Circles of Support” from those people already in the life of the individual, including current acquaintances, friends or volunteers
- ❖ Plan ways to help people to get to “know” the individual such as meet and greet opportunities, invitations to dinner or game night, etc.
- ❖ Organize or utilize community networks
- ❖ Think about ways to nurture relationships such as events that can provide a “connection” for meeting people and developing new friendships; (i.e. participating in a fundraising walk, playing a sport, joining a committee, or just being a “regular”) so you may be missed if you are not there

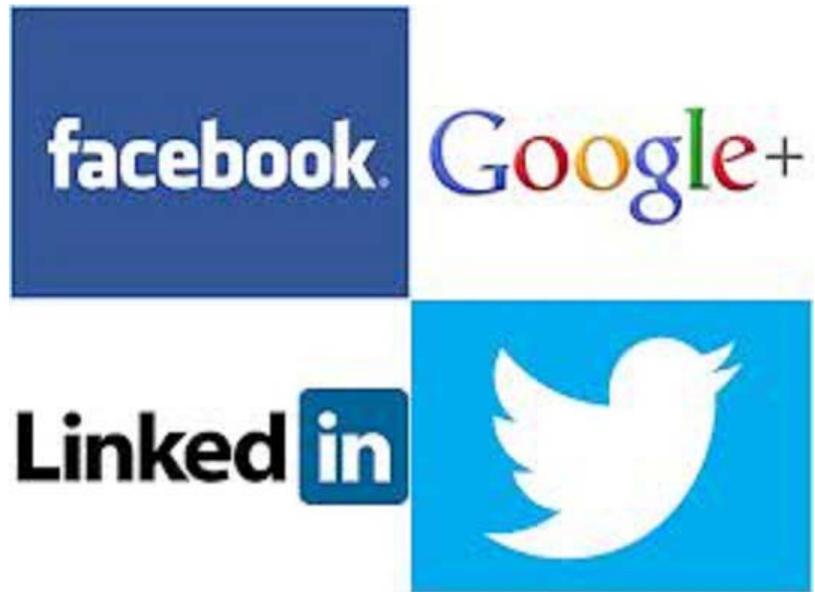


Social networks available on the internet offer many of the same benefits for expanding natural supports in a virtual community. Internet communication has many advantages, particularly for people with developmental disabilities who are isolated, as it is a means of communicating. Social networks create opportunities to form and maintain community relationships.

Social networking is not a substitute for engaging with people, but rather a means to connect with individuals as a first step to building relationships. These types of networks provide 24 hour communication access, social networking sites have made it easier for people to meet, coordinate events, and increase relationship building and community involvement. Through these connections, individuals and congregations can increase communication with community resources and increase opportunities for individuals to be involved.

Please review the pictures on the following pages and identify current social networking opportunities as well as future potential opportunities based on the individual's interests.

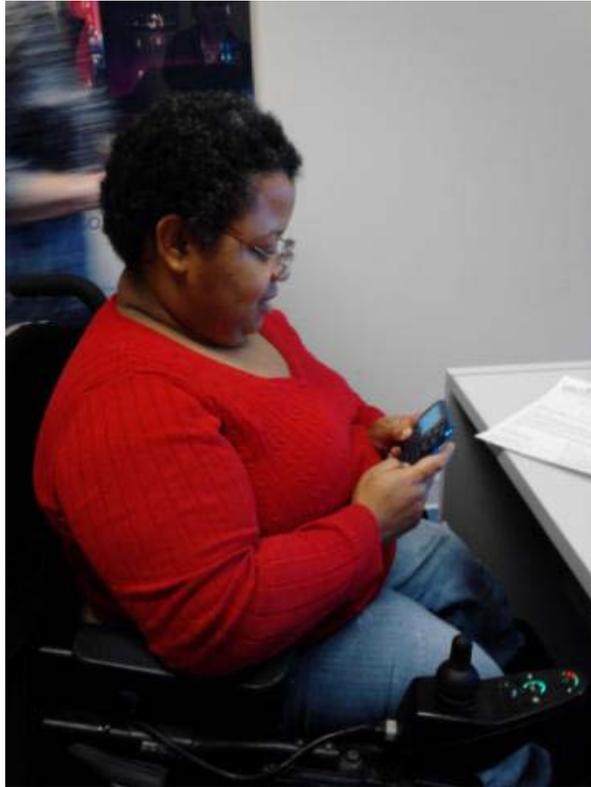
Social
Networking
Websites



Reading
Email



Texting
friends



Catching up on
Facebook



Community Relationship Mapping “Ways to build relationships”

Community relationship mapping helps to identify how a person likes to spend his/her time. By gathering information regarding the places the individual spends time at, the amount of time spent, and frequency of visits, we are able to see where a person has their most positive, or negative, experiences.

Please see the community map example below as a reference. First, fill out the choice map on the next page. Then, use the blank community map on page 53 to help the individual identify their own community relationships. You can use some of the ideas pictured on the previous pages or ask the individual to identify some of their own. With that information, we can help the individual build resources so that he/she has better opportunities to build or enhance community relationships for further community inclusion.





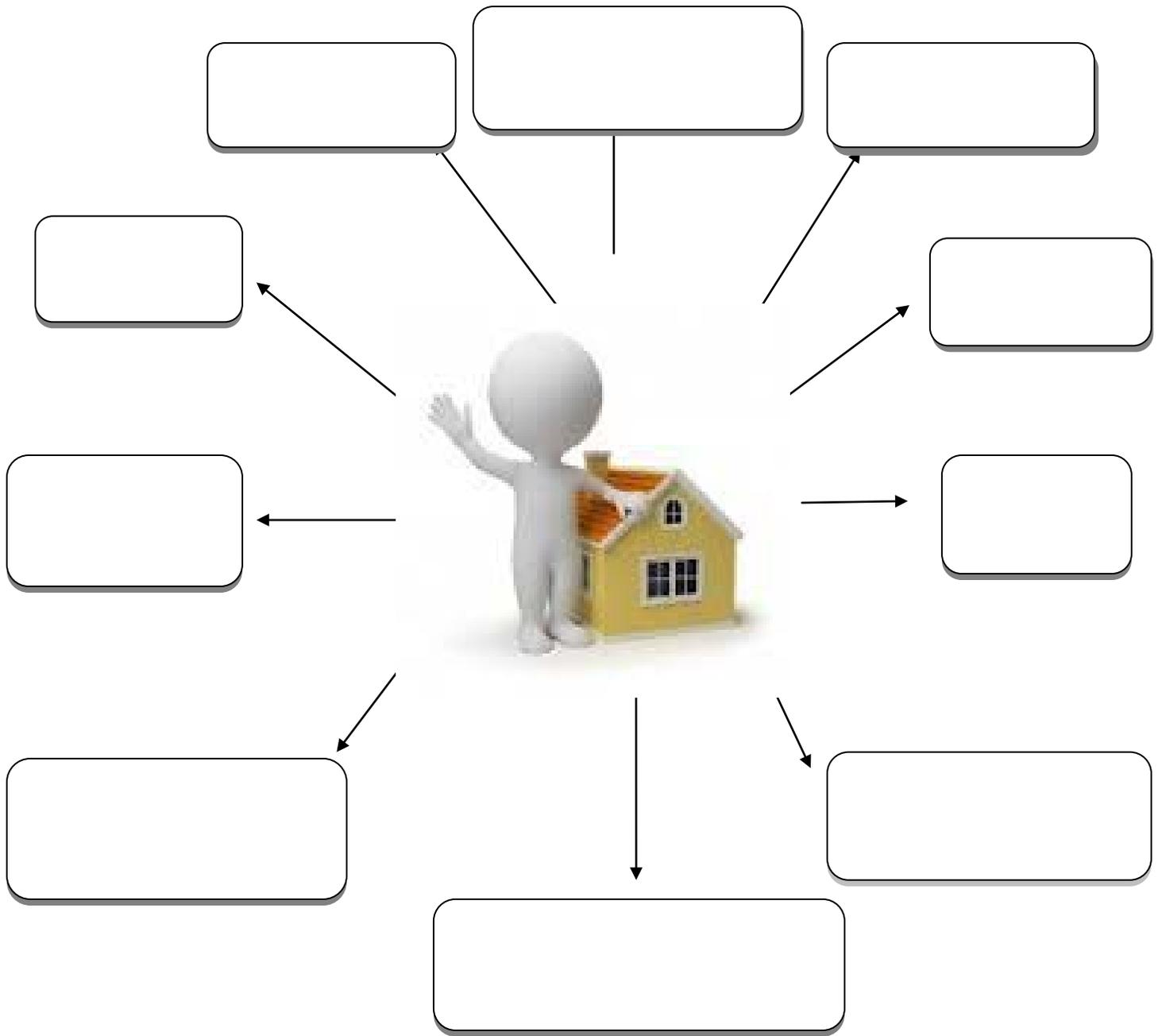
Choice Map

(Indicate the choices the person makes for each section)

Prefer to do this alone

Prefer to do this with others
(Ask who they like/would like to do this with)

<p>Day to Day Activities</p> <ul style="list-style-type: none"> ❖ Doctor visits ❖ Banking ❖ Post office ❖ Work ❖ Grocery shopping 		
<p>Fun Activities</p> <ul style="list-style-type: none"> ❖ Visiting Family/Friends ❖ Shopping at the mall ❖ Entertainment ❖ Sporting events ❖ Going out to dinner 		
<p>Things you would like to do/explore</p> <ul style="list-style-type: none"> ❖ Social networking ❖ Community volunteering ❖ Membership at a house of worship, bowling league, craft club, reading club ❖ Certain sports, arts/crafts, reading,etc 		





Module 4: Understanding Your Connection with Individuals with Developmental Disabilities



It is important for people to be heard, valued, included, and be part of something meaningful. With that in mind, building relationships using the listening skill of empathy helps us to understand one another. Empathy is the intellectual identification with or vicarious experiencing of the feelings, thoughts or attitudes of another person.

Support Staff should complete this exercise first. (please make an extra copy before beginning). This will give you a clear idea of what is important to you. You may write down your own choices in each category if ones listed do not define you.

Once you have identified what is important to you and what makes you happy. **Repeat the process for someone you know/support who has a developmental disability.**

1) What relationships are important to you? (Pick 4)

- Family
- Friends
- Co-workers
- Neighbors
- Ethnic /cultural groups
- Activity groups (sports, social clubs)
- Religious groups



2) What places make you happy? (Pick 4):

Home place

Work place

Entertainment places (concerts, theatres,)

Community places (stores, malls, parks, fairs, houses of worship)

Recreational places (parks, playfields, sport arenas)

Educational places (schools, museums, libraries)

3) What things are important to you? (Pick 5)

Safety

Security

Employment

Health

Reliable Transportation

Apartment/House

Finances

Decision Making

Choice of food

Choice of clothing

Accessibility



4) What spiritual (well being) values are important to you? (Pick 8)

- | | |
|--------------------|----------------|
| Joy | Dignity |
| Helping others | Laughter |
| Social interaction | Friendships |
| Faith | Respect |
| Acceptance | Achievement |
| Contribution | Self-esteem |
| Love | Companionship |
| Courage | Ownership |
| Satisfaction | Creativity |
| Accomplishment | Quiet time |
| Physical fitness | Self-direction |
| Honesty | Freedom |
| Self discovery | Knowledge |
| Self sufficiency | Peace |



You have now identified the values for an individual you support. Fill out the following information (based on the individual you support) before proceeding to the next steps.

How could you use this information to develop faith community inclusion plans?

How could you use this information for exploring an individual's spiritual opportunities?



Exploring an Individual's Spiritual/Religious/Faith Interest

About the Individualized Service Plan (ISP)

Section I:

The Narrative has 3 segments that provide information about the individual. It includes selected person centered information about the person discovered during the planning process.

The Profile: may include selected person-centered information about the person discovered during the planning process. For example, abilities, skills, preferences, relationships, health, cultural traditions, community service and valued roles, spirituality, career, challenges, needs, pertinent clinical information, or other information that affects how supports and services will be provided.

The Valued Outcome: will address the information we have gathered from exploration of individual's interests and choices.

The Safeguards: will list the individualized supports needed to keep the person safe from harm and the actions to be taken when the health or welfare of the person is at risk. Fire safety and evacuation ability is required. In addition, the following areas should be considered: chronic medical conditions, allergies, ability to self-administer medications, special dietary needs, ability to manage finances, ability to give consent, level of supervision required in home and community, ability to travel independently, and safety awareness.



Section 2: The person's Individualized Service Environment

Natural Supports and Community Resources: List people, groups or organizations that are a resource to the person. For example family, friends, neighbors, associations, community centers, spiritual, school groups, volunteer services, self-help groups, clubs, etc. Include the name of the person, place or organization and a brief statement about what is being done to help the person. Assistance related to achieving a Valued Outcome should be noted.

Guiding Principles

Because there are many different ways to discover what a person wants for their life, this guide gives you the latitude to choose the best way to gather information for a particular person.

How do we support the interests, choices, and future planning for people with disabilities, including those related to faith and spirituality?

- ❖ It is important to plan. Areas like faith, spirituality, and congregational participation must be addressed on purpose or they get overlooked too easily. Studies show that faith and spirituality are important in the lives of many Americans. One purpose of this guide is to ensure that this dimension of the lives of people with disabilities is always considered within the planning process.

- ❖ It is okay to talk about and work on spirituality. For a variety of reasons, some people are sometimes hesitant to address this aspect of people's lives. The charge is to identify the services, supports, and connections a person needs to live a quality life and includes faith and spiritual interest. Faith and spirituality are areas in which people with developmental disabilities may want and need support. In fact, religious preference is a domain that is already listed in the Individualized Service Plan (ISP).
- ❖ There is no single right way. For some individuals, identifying their valued outcomes simply involves asking them. For others, it will take some careful and thoughtful steps to discover their valued outcomes. When a person experiences communication challenges or has never been given the chance to explore this area, they may not start a conversation on their own. When a person has difficulty communicating and/or has had few opportunities in the past to explore this aspect of their lives, it can take time to figure out their preferences.
- ❖ Spiritual assessment and expression are ongoing. Spirituality is a journey. It is an ongoing process as people's values and preferences sometimes deepen or change over time.
- ❖ THE GOAL.... to support people in making their own choices about what is important for their own lives.





Simple Conversation Starters for People with Disabilities:

About Faith/Religion Inclusion

The best starting place for finding out about a person and what is important to them is by asking the person. Below are a few simple questions Service Coordinators, Advocates, or others might use to start this conversation prior to or as part of a planning meeting. The answers people share can help you complete the valued outcome section of the ISP. Is this an important part of their lives? Do they want it to be? Are they currently involved in a faith community? Do they want to be? Are there other ways they express their spirituality? What help do they need to make these things happen? Adapt or add to these questions as needed to make sure the wording is understandable to the person. Remember that people talk about their faith communities (e.g., church, congregation, mosque, synagogue, temple) and their spirituality (e.g., beliefs, faith, religion, etc.) using different language. Find out what words are understandable to the person with whom you are talking.

You may also show the individual pictorials to observe changes in facial expressions or assist the person in understanding what you are asking. While these pictures are intended to facilitate assessments with persons who are non-verbal, it could certainly be beneficial as a supplement to guided conversations as well.

Another way to use art as a way to identify indicators of faith interest or areas of spiritual interest is to present the person with blank paper and a pencil or crayons and ask them to draw what they think about when you use the words "God" or "religion". Using music as a method for observing responsiveness is an additional way to see if an individual might be interested in religious activities. Consider taking the individual to a music store to listen to christian music.



The following are examples of questions that could be asked about an individual's interest in being part of a Congregation (**use pages 17-43**):

1. Have you ever gone to a church, mosque, synagogue, or temple in the past?

Yes No

2. Do you currently attend a church, mosque, synagogue, or temple?

Yes No*

***If answered no to question 2, go to question 11**

3. If yes, where? _____

Do you like to go to a house of worship? Yes No

4. Who do you go with? _____
(relationship)

5. How do you get there? _____ (staff, family member, circle of support, church member)

6. Are you happy there? Yes No

7. How often do you go there? _____ (weekly, monthly, annual, religious/holiday celebrations)

8. What do you like most/best about going there? _____

9. Who are some of your friends there? _____



10. Do you wish you could do more things there? Yes No

11. **If no**, what faith, if any, would be your faith of choice? _____

12. If you have attended in the past, why did you stop going? _____

13. Would you like to attend if provided the opportunity? Yes No

14. Are there activities you would like to participate in? Yes No

15. If yes, what are they? _____

16. Who would you like to go with? _____

17. How often would you like to go? _____

18. Are there things you do at home (or other places) to feel close to God or show your faith? Yes No



19. If yes, what do you do? _____

20. If no, are there some things you'd like to do?
Describe _____

21. Do you want someone to help you do these things? Yes No

If yes, who? _____

The following are examples of questions that could be asked about an individual's interest in being part of their community:

1. Do you participate in your community ?

Yes No

2. What activities do you like

watching sports entertainment activities

3. Do you have friends in your community?

Yes No

*If no go to question 5



4. Who are some of your friends there? _____

5. Would you like to make friends in the community to share in your activities?

Yes No

6. Do you wish you could do more things on your own or with friends?

Yes No

7. Do you wish you had more opportunities to participate in community activities?

Yes No

8. Do you want someone to help you meet friends and do more things in your community?

Yes No



Module 5: Creating a Spiritual Inclusion Plan



Gathering Input from Parents, Family Members, Other Relatives, or Friends

Family members, including parents, grandparents, siblings, or close friends who are “directly involved” with the individual, may be able to offer unique insight into the importance of faith and spirituality to a person’s life, as well as the ways that they have been or would like to be involved in a congregation (e.g., church, mosque, parish, synagogue, or temple, etc.). Consider inviting family members or close friends to share their perspectives on the types of congregational involvement a person might desire and the supports, services, and connections that would be needed to make it happen. The questions included on the attached questionnaire can be raised during a planning meeting, asked over the telephone, or sent by mail.



Questionnaire for Family/Friends

We are committed to making sure that people are supported in participating in a congregation/community and expressing their spirituality and faith interests in ways that are important to them. To help us better understand the spiritual needs and strengths of the individual – as well as whether and how they are interested in being part of their community – we are asking for input and insight from others who might know them well. Answer the following questions to the best of your knowledge.

1. Are there particular faith traditions, religious practices, or forms of spiritual expression that you think are important to him or her? (i.e. religious, sports, entertainment, volunteer)

2. Are there things that the individual does that suggest to you an interest in being involved in congregation/community activities?

<ul style="list-style-type: none"> ❖ Watching certain types of shows on television (i.e. religious, sports, movies) ❖ Listening to certain types of music (i.e. Christian, Pop, Country, R&B, Latin/Salsa) ❖ Celebrating religious and/or secular holidays/festivals ❖ Having quiet time alone ❖ Private devotions ❖ Dietary practices 	<ul style="list-style-type: none"> ❖ Volunteer work ❖ Dancing ❖ Reading certain types of books (i.e. Holy Book (s), comic, novels) ❖ Community activities ❖ Sports ❖ Movies ❖ Entertainment ❖ Hobbies
--	---



3. Does your child/sibling attend any particular house of worship or community activity regularly? Yes No I don't know

4. What type of activity? _____

For how long? _____

5. What kinds of things does he/she do in the congregation or community? _

6. How does he/she get there? _____

7. Does he/she seem to enjoy attending these events? _____

8. What type of help or support does he/she need to attend? _____

9. What types of sports/recreational activities does he/she like to do that may build relationships in the congregation and/or community? _____

10. Is there anything else we should know about supporting the congregation and/or community in your child's/sibling's/friend's life?



Gathering Input from Service Providers

We are committed to making sure that the individuals we serve are supported in participating in a congregation and expressing their spirituality in ways that are important to them. To help us better understand whether this area is a personal valued outcome or a goal that the person would like to accomplish, as well as whether and how they are interested in being part of a faith community, we are asking for input and insight from some of the following persons; Direct Support Professional, Community Habilitation Specialist, Residential Habilitation Specialist, Day Habilitation Specialist, House/Unit Supervisor who might know them well.

(Note): Use this tool to speak with at least one if not more support staff who work with this individual and answer the following questions to the best of your knowledge.)

1. Are there particular faith traditions, religious practices, or forms of spiritual expression that you think are important to him or her? (i.e. religious, sports, entertainment, volunteer)



2. Are there things that the individual does that suggest to you an interest in being involved in congregation/community activities

<ul style="list-style-type: none"> ❖ Watching certain types of shows on television (i.e. religious, sports, movies) ❖ Listening to certain types of music (i.e. Christian, Pop, Country, R&B, Latin/Salsa) ❖ Celebrating religious and/or secular holidays/festivals ❖ Having quiet time alone ❖ Private devotions ❖ Dietary practices 	<ul style="list-style-type: none"> ❖ Volunteer work ❖ Dancing ❖ Reading certain types of books (i.e. Holy Book (s), comic, novels) ❖ Community activities ❖ Sports ❖ Movies ❖ Entertainment
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3. Does the individual attend any particular house of worship or community activity regularly? Yes No I don't know

4. What type of activity? _____

For how long? _____

5. What kinds of things does he/she do in the congregation or community?

6. How does he/she get there? _____

7. Does he/she seem to enjoy attending these events? _____



8. What type of help or support does he/she need to attend? _____

9. What types of sports/recreational activities does he/she like to do that may build relationships in the congregation and/or community? _____

10. Is there anything else we should know about supporting the congregation and/or community in this individual's life?



Planning for Spiritual Development with Valued Outcomes

You now have gathered information from various sources concerning the spiritual aspects of this individual's life. What are your next steps?

COMMUNITY PRESENCE:

How can we increase the presence of a person in local community life?

PROMOTING CHOICE

How can we help people have more control and choice in life?

COMMUNITY PARTICIPATION:

How can we expand and deepen people's friendships?

SUPPORTING CONTRIBUTION:

How can we assist people to develop more competencies and contribute their unique gifts?

VALUED ROLES:

How can we enhance the reputation people have and increase the number of valued ways people can contribute?

O'Brien, J & Lyle, C. (n.d.). The Five Accomplishments Provide A Guide For The Development Of A Personal Vision. In PAL. Retrieved November 5, 2012, from http://www.pal-ri.org/documents/JohnOBriens_5_accomplishments.pdf.



Identifying Needs, Supports, and Services

What kind of help will people need to achieve their valued outcomes in the area of congregational/community inclusion? What skills might a person learn? What supports would be helpful? What connections should be made? For every valued outcome identified by a person, a written plan must address the steps that will be taken to help them achieve those personal interests and aspiration. Below are some examples of skills, supports, and connections that might be addressed as part of a meaningful support plan.

Community Living Skills	Supporting Community Participation
<ul style="list-style-type: none"> ❖ Interacting with friends from congregation/community ❖ Arranging travel and meeting places to socialize with family/friends ❖ Learning good grooming/attire habits that match social expectations ❖ Contributing to community groups causes of choice ❖ Developing social interaction skills to participate in community 	<ul style="list-style-type: none"> ❖ Providing or arranging rides to and from congregational worship /community activities ❖ Identifying family/friends and others to become a community circle of support ❖ Developing a behavioral support plan that will embrace learning skills for social involvement in congregational/community activities ❖ Providing community habilitation specialist/support staff to assist individuals to build community relationships ❖ Identifying/growing skills that will enhance individuals to become valued members in their community ❖ Developing an emergency plan for getting to or from services/activities when plans fall through



Including Faith/Spirituality in a Person’s Profile

The narrative section of the ISP is the starting point for discussion and exploration of congregational inclusion and spirituality. Finding out about a person’s values, cultural traditions, preferences, and interests in the area of faith and spirituality is an important and necessary part of gathering information for meaningful life planning. Although the information that is actually listed on the profile should be determined by the individual, here are some examples of how references to spirituality and faith might be included in the Profile section of the ISP.

Examples of Valued Outcomes

A valued outcome is a reflection of a person’s needs, wants, or aspirations. What might a valued outcome in the area of congregational and/or involvement look like? It will look different for every person. But here are some examples:

Individualized Service Plan

Name of the Person: _____ ISP Effective Date: _____

The Person's Valued Outcomes: List the person's Valued Outcomes that derive from the profile. Outcomes are brief, clearly stated and as specific as possible. Please ensure that there is at least one outcome for each Waiver Habilitation Service that the person will receive, (e.g., Residential Habilitation, Day Habilitation, Prevocational Service, and Supported Employment). List the outcome again for each appropriate Waiver Habilitation Service in the "HCB Waiver Service Summary".

Safeguards: Individualized supports needed to keep the person safe from harm and actions to be taken when the health or welfare of the person is at risk. Fire safety is required.

- ❖ Marissa would like to be more connected to the synagogue she attended when she was younger.
- ❖ Javier wants to find a new place to attend worship services.
- ❖ Bob will enhance his natural support system through increased involvement in the church of his choice.
- ❖ Erik’s spiritual needs will be addressed by pursuing connections to God through nature.
- ❖ Malika would like to participate in her community by seeking opportunities to contribute her musical skills at church.



Spiritual Inclusion Planning Tool

*This resource tool will help you focus on the processes for identifying faith and spiritual interest. When you complete this form you will have a better idea of how to insert this information into the ISP format.

Individual's Name: _____

Date ____/____/____

Plan Writer: _____

Faith Community Inclusion

Please briefly describe the valued outcome, goal, and or activities for this plan:

What types of exploration activities should be considered for faith inclusion?

(complete new sheet for each valued outcome)



Community Inclusion

Please briefly describe the valued outcome, goal, and or activities for this plan:

What types of exploration activities should be considered for community inclusion ?

(complete new sheet for each valued outcome)



Will transportation need to be arranged or provided? No Yes

Transportation plan: _____

Will direct support from staff need to be provided? No Yes

Staffing plan _____

Backup plan _____

Will a behavior support plan need to be developed? No Yes

Behavior Support Plan: _____

Accessibility Information





Building Accessibility Questions

Parking: Yes _____ No _____ Ramps: Yes _____ No _____

Door widths appropriate for wheel chair access: Yes _____ No _____

Seating accommodations for wheel chair/walker access: Yes _____ No _____

Hearing adaptations: Yes _____ No _____

Large print information: Yes _____ No _____

Rest room accommodations: Yes _____ No _____

Water fountains accessible for wheel chair: Yes _____ No _____

Entire American Disabilities Act Checklist for Accessibility can be found at the end of this guide

Contact Information

Name of house of worship/community organization: _____

Address: _____

Organization leader: _____

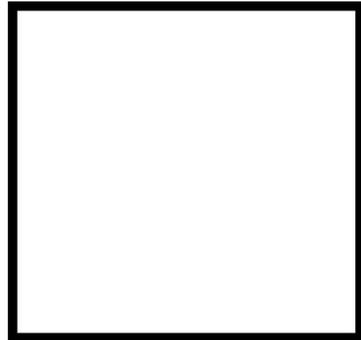
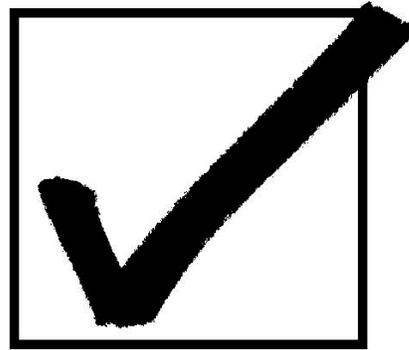
Contact person: _____

Phone Number: _____

Email: _____

Internet Page: _____

Checklist for Existing Facilities version 2.1



To obtain additional copies of this **checklist**, contact your Disability and Business Technical Assistance Center. To be automatically connected to your regional center, call 1-800-949-4ADA. This **checklist** may be copied as many times as desired by the Disability and Business Technical Assistance Centers for distribution to small businesses but may not be reproduced in whole or in part and sold by any other entity without written permission of Adaptive Environments, the author.

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**The Americans with Disabilities Act
Checklist for Readily Achievable Barrier Removal**
August 1995



Checklist for Existing Facilities version 2.1

Introduction

Title III of the **Americans with Disabilities Act** requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The goal is to afford every individual the opportunity to benefit from our country's businesses and services, and to afford our businesses and services the opportunity to benefit from the patronage of all Americans.

The regulations require that architectural and communication barriers that are structural must be removed in public areas of **existing facilities** when their removal is **readily achievable**—in other words, easily accomplished and able to be carried out without much difficulty or expense. **Public accommodations** that must meet the barrier removal requirement include a broad range of establishments (both for-profit and nonprofit)—such as hotels, restaurants, theaters, museums, retail stores, private schools, banks, doctors' offices, and other places that serve the public. People who own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement.

The removal of barriers can often be achieved by making simple changes to the physical environment. However, the regulations do not define exactly how much effort and expense are required for a facility to meet its obligation. This judgment must be made on a case-by-case basis, taking into consideration such factors as the size, type, and overall financial resources of the facility, and the nature and cost of the access improvements needed. These factors are described in more detail in the ADA regulations issued by the Department of Justice.

The process of determining what changes are readily achievable is not a one-time effort; access should be re-evaluated annually. Barrier removal that might be difficult to carry out now may be readily achievable later. Tax incentives are available to help absorb costs over several years.

Purpose of This Checklist

This checklist will help you identify accessibility problems and solutions in existing facilities in order to meet your obligations under the ADA.

The goal of the survey process is to plan how to make an existing facility more usable for people with disabilities. The Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and when each solution will be carried out: "...Such a plan...could serve as evidence of a good faith effort to comply...."

Technical Requirements

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG), when adopted by DOJ, became the Standards. The Standards are part of the Department of Justice Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability... Final Rule*). Section 36.304 of this regulation, which covers barrier removal, should be reviewed before this survey is conducted.

However, keep in mind that full compliance with the Standards is required only for new construction and alterations. The requirements are presented here as a guide to help you determine what may be readily achievable barrier removal for existing facilities. The Standards should be followed for all barrier removal unless doing so is not readily achievable. If complying with the Standards is not readily achievable, you may undertake a modification that does not fully comply, as long as it poses no health or safety risk.

In addition to the technical specifications, each item has a scoping provision, which can be found under Section 4.1 in the Standards. This section clarifies when access is required and what the exceptions may be.

Each state has its own regulations regarding accessibility. To ensure compliance with all codes, know your state and local codes and use the more stringent technical requirement for every modification you make; that is, the requirement that provides greater access for individuals with disabilities. The barrier removal requirement for existing facilities is new under the ADA and supersedes less stringent local or state codes.



What This Checklist is Not

This checklist does not cover all of the requirements of the Standards; therefore, it is **not** for facilities undergoing new construction or alterations. In addition, it does not attempt to illustrate all possible barriers or propose all possible barrier removal solutions. The Standards should be consulted for guidance in situations not covered here.

The Title III regulation covers more than barrier removal, but this checklist does **not** cover Title III's requirements for nondiscriminatory policies and practices and for the provision of auxiliary communication aids and services. The communication features covered are those that are **structural** in nature.

Priorities

This checklist is based on the four priorities recommended by the Title III regulations for planning readily achievable barrier removal projects:

- Priority 1: Accessible **approach and entrance**
- Priority 2: Access to **goods and services**
- Priority 3: Access to **rest rooms**
- Priority 4: Any **other measures** necessary

Note that the references to ADAAG throughout the checklist refer to the Standards for Accessible Design.

How to Use This Checklist

✓ **Get Organized:** Establish a time frame for completing the survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is strongly recommended that you invite two or three additional people, including people with various disabilities and accessibility expertise, to assist in identifying barriers, developing solutions for removing these barriers, and setting priorities for implementing improvements.

✓ **Obtain Floor Plans:** It is very helpful to have the building floor plans with you while you survey. If plans are not available, use graph paper to sketch the layout of all interior and exterior spaces used by your organization. Make notes on the sketch or plan while you are surveying.

✓ **Conduct the Survey:** Bring copies of this checklist, a clipboard, a pencil or pen, and a flexible steel

tape measure. With three people surveying, one person numbers key items on the floor plan to match with the field notes, taken by a second person, while the third takes measurements. **Be sure to record all dimensions!** As a reminder, questions that require a dimension to be measured and recorded are marked with the ruler symbol. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities, noting areas that need improvement.

✓ **Summarize Barriers and Solutions:** List barriers found and ideas for their removal. Consider the solutions listed beside each question, and add your own ideas. Consult with building contractors and equipment suppliers to estimate the costs for making the proposed modifications.

✓ **Make Decisions and Set Priorities:** Review the summary with decision makers and advisors. Decide which solutions will best eliminate barriers at a reasonable cost. Prioritize the items you decide upon and make a timeline for carrying them out. Where the removal of barriers is not readily achievable, you must consider whether there are **alternative methods** for providing access that *are* readily achievable.

✓ **Maintain Documentation:** Keep your survey, notes, summary, record of work completed, and plans for alternative methods on file.

✓ **Make Changes:** Implement changes as planned. Always refer directly to the Standards and your state and local codes for complete technical requirements before making any access improvement. References to the applicable sections of the Standards are listed at the beginning of each group of questions. If you need help understanding the federal, state, or local requirements, contact your Disability and Business Technical Assistance Center.

✓ **Follow Up:** Review your Implementation Plan each year to re-evaluate whether more improvements have become readily achievable.

To obtain a copy of the Title III regulations and the Standards or other technical information, call the U.S. Dept. of Justice ADA Information Line at (800) 514-0301 Voice, (202) 514-0381 TDD, or (800) 514-0383 TDD. For questions about ADAAG, contact the Architectural and Transportation Barriers Compliance Board at (800) USA-ABLE.



QUESTIONS **POSSIBLE SOLUTIONS**

Priority

1 Accessible Approach/Entrance

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Route of Travel (ADAAG 4.3, 4.4, 4.5, 4.7)

Is there a route of travel that does not require the use of stairs?

Yes No

- Add a ramp if the route of travel is interrupted by stairs.
- Add an alternative route on level ground.

Is the route of travel stable, firm and slip-resistant?

- Repair uneven paving.
- Fill small bumps and breaks with beveled patches.
- Replace gravel with hard top.

Is the route at least 36 inches wide?

width

- Change or move landscaping, furnishings, or other features that narrow the route of travel.
- Widen route.

Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?

distance from wall/
height

- Move or 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.

In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.

Do curbs on the route have curb cuts at drives, parking, and drop-offs?

- Install curb cut.
- Add small ramp up to curb.

Ramps (ADAAG 4.8)

Are the slopes of ramps no greater than 1:12?

slope

- Lengthen ramp to decrease slope.
- Relocate ramp.
- If available space is limited, reconfigure ramp to include switchbacks.

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

4 Checklist for Existing Facilities version 2.1 © revised August 1995, Adaptive Environments Center, Inc. for the National Institute on Disability and Rehabilitation Research. For technical assistance, call 1-800-949-4ADA (voice/TDD).



QUESTIONS		POSSIBLE SOLUTIONS											
<p>Ramps, continued</p> <p>Do all ramps longer than 6 feet have railings on both sides?</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="checkbox"/> Add railings.</p>										
<p> Are railings sturdy, and between 34 and 38 inches high?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p> height</p>	<p><input type="checkbox"/> Adjust height of railing if not between 30 and 38 inches.</p> <p><input type="checkbox"/> Secure handrails in fixtures.</p>											
<p> Is the width between railings or curbs at least 36 inches?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p> width</p>	<p><input type="checkbox"/> Relocate the railings.</p> <p><input type="checkbox"/> Widen the ramp.</p>											
<p>Are ramps non-slip?</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="checkbox"/> Add non-slip surface material.</p>										
<p> Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p> length</p>	<p><input type="checkbox"/> Remodel or relocate ramp.</p>											
<p> Does the ramp rise no more than 30 inches between landings?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p> rise</p>	<p><input type="checkbox"/> Remodel or relocate ramp.</p>											
<p>Parking and Drop-Off Areas (ADAAG 4.6)</p> <p> Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG):</p> <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Total spaces</th> <th>Accessible</th> </tr> </thead> <tbody> <tr> <td>1 to 25</td> <td>1 space</td> </tr> <tr> <td>26 to 50</td> <td>2 spaces</td> </tr> <tr> <td>51 to 75</td> <td>3 spaces</td> </tr> <tr> <td>76 to 100</td> <td>4 spaces</td> </tr> </tbody> </table>		Total spaces	Accessible	1 to 25	1 space	26 to 50	2 spaces	51 to 75	3 spaces	76 to 100	4 spaces	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p> number of accessible spaces</p> <p>Note widths of existing accessible spaces:</p>	<p><input type="checkbox"/> Reconfigure a reasonable number of spaces by repainting stripes.</p>
Total spaces	Accessible												
1 to 25	1 space												
26 to 50	2 spaces												
51 to 75	3 spaces												
76 to 100	4 spaces												
<p> Are 8-foot-wide spaces, with minimum 8-foot-wide access aisles, and 98 inches of vertical clearance, available for lift-equipped vans?</p> <p>At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p> width/vertical clearance</p>	<p><input type="checkbox"/> Reconfigure to provide van-accessible space(s).</p>											



QUESTIONS		POSSIBLE SOLUTIONS
<p>Parking and Drop-Off Areas, continued</p> <p>Are the access aisles part of the accessible route to the accessible entrance?</p> <p>Are the accessible spaces closest to the accessible entrance?</p> <p>Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?</p> <p>Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?</p>		<p><input type="checkbox"/> Add curb ramps.</p> <p><input type="checkbox"/> Reconstruct sidewalk.</p> <p><input type="checkbox"/> Reconfigure spaces.</p> <p><input type="checkbox"/> Add signs, placed so that they are not obstructed by cars.</p> <p><input type="checkbox"/> Implement a policy to check periodically for violators and report them to the proper authorities.</p>
<p>Entrance (ADAAG 4.13, 4.14, 4.5)</p> <p>If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?</p> <p>Do not use a service entrance as the accessible entrance unless there is no other option.</p> <p>Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?</p> <p>Can the alternate accessible entrance be used independently?</p> <p> Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?</p> <p> Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle?</p> <p>A person using a wheelchair or crutches needs this space to get close enough to open the door.</p>		<p><input type="checkbox"/> If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. If parking is provided, make sure there is accessible parking near all accessible entrances.</p> <p><input type="checkbox"/> Install signs before inaccessible entrances so that people do not have to retrace the approach.</p> <p><input type="checkbox"/> Eliminate as much as possible the need for assistance—to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.</p> <p><input type="checkbox"/> Widen the door to 32 inches clear.</p> <p><input type="checkbox"/> If technically infeasible, widen to 31-3/8 inches minimum.</p> <p><input type="checkbox"/> Install offset (swing-clear) hinges.</p> <p><input type="checkbox"/> Remove or relocate furnishings, partitions, or other obstructions.</p> <p><input type="checkbox"/> Move door.</p> <p><input type="checkbox"/> Add power-assisted or automatic door opener.</p>



QUESTIONS		POSSIBLE SOLUTIONS	
<p>Entrance, continued</p> <p> Is the threshold edge 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> If there is a single step with a rise of 6 inches or less, add a short ramp.</p> <p><input type="checkbox"/> If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.</p>
<p> If provided, are carpeting or mats a maximum of 1/2-inch high?</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Replace or remove mats.</p>
<p>Are edges securely installed to minimize tripping hazards?</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Secure carpeting or mats at edges.</p>
<p> Is the door handle no higher than 48 inches and operable with a closed fist?</p> <p>The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Lower handle.</p> <p><input type="checkbox"/> Replace inaccessible knob with a lever or loop handle.</p> <p><input type="checkbox"/> Retrofit with an add-on lever extension.</p>
<p> Can doors be opened without too much force (exterior doors reserved; maximum is 5 lbf for interior doors)?</p> <p>You can use an inexpensive force meter or a fish scale to measure the force required to open a door. Attach the hook end to the doorknob or handle. Pull on the ring end until the door opens, and read off the amount of force required. If you do not have a force meter or a fish scale, you will need to judge subjectively whether the door is easy enough to open.</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>force</p>	<p><input type="checkbox"/> Adjust the door closers and oil the hinges.</p> <p><input type="checkbox"/> Install power-assisted or automatic door openers.</p> <p><input type="checkbox"/> Install lighter doors.</p>
<p> If the door has a closer, does it take at least 3 seconds to close?</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>seconds</p>	<p><input type="checkbox"/> Adjust door closer.</p>



QUESTIONS		POSSIBLE SOLUTIONS
Priority 2 Access to Goods and Services Ideally, the layout of the building should allow people with disabilities to obtain materials or services without assistance.		
Horizontal Circulation (ADAAG 4.3) Does the accessible entrance provide direct access to the main floor, lobby, or elevator?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Add ramps or lifts. <input type="checkbox"/> Make another entrance accessible.
Are all public spaces on an accessible route of travel?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Provide access to all public spaces along an accessible route of travel.
Is the accessible route to all public spaces at least 36 inches wide?	<input type="checkbox"/> Yes <input type="checkbox"/> No 	<input type="checkbox"/> Move furnishings such as tables, chairs, display racks, vending machines, and counters to make more room.
Is there a 5-foot circle or a T-shaped space for a person using a wheelchair to reverse direction?	<input type="checkbox"/> Yes <input type="checkbox"/> No 	<input type="checkbox"/> Rearrange furnishings, displays, and equipment.
Doors (ADAAG 4.13)		
Do doors into public spaces have at least a 32-inch clear opening?	<input type="checkbox"/> Yes <input type="checkbox"/> No 	<input type="checkbox"/> Install offset (swing-clear) hinges. <input type="checkbox"/> Widen doors.
On the pull side of doors, next to the handle, is there at least 18 inches of clear wall space so that a person using a wheelchair or crutches can get near to open the door?	<input type="checkbox"/> Yes <input type="checkbox"/> No 	<input type="checkbox"/> Reverse the door swing if it is safe to do so. <input type="checkbox"/> Move or remove obstructing partitions.
Can doors be opened without too much force (5 lbf maximum for interior doors)?	<input type="checkbox"/> Yes <input type="checkbox"/> No 	<input type="checkbox"/> Adjust or replace closers. <input type="checkbox"/> Install lighter doors. <input type="checkbox"/> Install power-assisted or automatic door openers.
Are door handles 48 inches high or less and operable with a closed fist?	<input type="checkbox"/> Yes <input type="checkbox"/> No 	<input type="checkbox"/> Lower handles. <input type="checkbox"/> Replace inaccessible knobs or latches with lever or loop handles. <input type="checkbox"/> Retrofit with add-on levers. <input type="checkbox"/> Install power-assisted or automatic door openers.
Are all threshold edges 1/4-inch high or less, or if beveled edge, no more than 3/4-inch high?	<input type="checkbox"/> Yes <input type="checkbox"/> No 	<input type="checkbox"/> If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp. <input type="checkbox"/> If between 1/4- and 3/4-inch high, add bevels to both sides.

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QUESTIONS		POSSIBLE SOLUTIONS
<p>Rooms and Spaces (ADAAG 4.2, 4.4, 4.5)</p> <p><input type="checkbox"/> Are all aisles and pathways to materials and services at least 36 inches wide?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No  width </p>		<p><input type="checkbox"/> Rearrange furnishings and fixtures to clear aisles.</p>
<p><input type="checkbox"/> Is there a 5-foot circle or T-shaped space for turning a wheelchair completely?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No  width </p>		<p><input type="checkbox"/> Rearrange furnishings to clear more room.</p>
<p>Is carpeting low-pile, tightly woven, and securely attached along edges?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		<p><input type="checkbox"/> Secure edges on all sides. <input type="checkbox"/> Replace carpeting.</p>
<p><input type="checkbox"/> In circulation paths through public areas, are all obstacles cane-detectable (located within 27 inches of the floor or higher than 80 inches, or protruding less than 4 inches from the wall)?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No  height/ protrusion </p>		<p><input type="checkbox"/> Remove obstacles. <input type="checkbox"/> Install furnishings, planters, or other cane-detectable barriers underneath.</p>
<p>Emergency Egress (ADAAG 4.28)</p> <p>If emergency systems are provided, do they have both flashing lights and audible signals?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		<p><input type="checkbox"/> Install visible and audible alarms. <input type="checkbox"/> Provide portable devices.</p>
<p>Signage for Goods and Services (ADAAG 4.30)</p> <p>Different requirements apply to different types of signs.</p> <p><input type="checkbox"/> If provided, do signs and room numbers designating permanent rooms and spaces where goods and services are provided comply with the appropriate requirements for such signage?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		<p><input type="checkbox"/> Provide signs that have raised letters, Grade II Braille, and that meet all other requirements for permanent room or space signage. (See ADAAG 4.1.3(16) and 4.30.)</p>
<p>• Signs mounted with centerline 60 inches from floor.</p> <p style="text-align: center;"> <input type="checkbox"/> Y <input type="checkbox"/> N  height </p>		
<p>• Mounted on wall adjacent to latch side of door, or as close as possible.</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>• Raised characters, sized between 5/8 and 2 inches high, with high contrast (for room numbers, rest rooms, exits).</p> <p style="text-align: center;"> <input type="checkbox"/> Y <input type="checkbox"/> N  character height </p>		
<p>• Brailled text of the same information.</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>• If pictogram is used, it must be accompanied by raised characters and braille.</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		



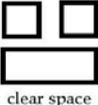
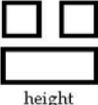
QUESTIONS		POSSIBLE SOLUTIONS
<p>Directional and Informational Signage The following questions apply to directional and informational signs that fall under Priority 2.</p>		
<p>Priority 1 If mounted above 80 inches, do they have letters at least 3 inches high, with high contrast, and non-glare finish?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>letter height</p>	<p><input type="checkbox"/> Review requirements and replace signs as needed, meeting the requirements for character size, contrast, and finish.</p>
<p>Do directional and informational signs comply with legibility requirements? (Building directories or temporary signs need not comply.)</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Review requirements and replace signs as needed.</p>
<p>Controls (ADAAG 4.27)</p>		
<p>Priority 1 Are all controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) located at an accessible height?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Relocate controls.</p>
<p>Reach ranges: The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches for a side approach.</p>		
<p>Are they operable with a closed fist?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Replace controls.</p>
<p>Seats, Tables, and Counters (ADAAG 4.2, 4.32, 7.2)</p>		
<p>Priority 1 Are the aisles between fixed seating (other than assembly area seating) at least 36 inches wide?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>width</p>	<p><input type="checkbox"/> Rearrange chairs or tables to provide 36-inch aisles.</p>
<p>Are the spaces for wheelchair seating distributed throughout?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Rearrange tables to allow room for wheelchairs in seating areas throughout the area.</p> <p><input type="checkbox"/> Remove some fixed seating.</p>
<p>Priority 1 Are the tops of tables or counters between 28 and 34 inches high?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Lower part or all of high surface.</p> <p><input type="checkbox"/> Provide auxiliary table or counter.</p>
<p>Priority 1 Are knee spaces at accessible tables at least 27 inches high, 30 inches wide, and 19 inches deep?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height/ width/ depth</p>	<p><input type="checkbox"/> Replace or raise tables.</p>

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QUESTIONS		POSSIBLE SOLUTIONS	
<p>Seats, Tables, and Counters, continued</p> <p> At each type of cashier counter, is there a portion of the main counter that is no more than 36 inches high?</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Provide a lower auxiliary counter or folding shelf.</p> <p><input type="checkbox"/> Arrange the counter and surrounding furnishings to create a space to hand items back and forth.</p>
<p> Is there a portion of food-ordering counters that is no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Lower section of counter.</p> <p><input type="checkbox"/> Arrange the counter and surrounding furnishings to create a space to pass items.</p>
<p>Vertical Circulation (ADAAG 4.1.3(5), 4.3)</p> <p>Are there ramps, lifts, or elevators to all public levels?</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Install ramps or lifts.</p> <p><input type="checkbox"/> Modify a service elevator.</p> <p><input type="checkbox"/> Relocate goods or services to an accessible area.</p>
<p>On each level, if there are stairs between the entrance and/or elevator and essential public areas, is there an accessible alternate route?</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Post clear signs directing people along an accessible route to ramps, lifts, or elevators.</p>
<p>Stairs (ADAAG 4.9)</p> <p>The following questions apply to stairs connecting levels <i>not</i> serviced by an elevator, ramp, or lift.</p>			
<p>Do treads have a non-slip surface?</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Add non-slip surface to treads.</p>
<p>Do stairs have continuous rails on both sides, with extensions beyond the top and bottom stairs?</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Add or replace handrails if possible within existing floor plan.</p>
<p>Elevators (ADAAG 4.10)</p> <p>Are there both visible and verbal or audible door opening/closing and floor indicators (one tone = up, two tones = down)?</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Install visible and verbal or audible signals.</p>
<p> Are the call buttons in the hallway no higher than 42 inches?</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Lower call buttons.</p> <p><input type="checkbox"/> Provide a permanently attached reach stick.</p>
<p>Do the controls inside the cab have raised and braille lettering?</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Install raised lettering and braille next to buttons.</p>



QUESTIONS		POSSIBLE SOLUTIONS
<p>Elevators, continued</p> <p>Is there a sign on both door jambs at every floor identifying the floor in raised and braille letters?</p> <p>If an emergency intercom is provided, is it usable without voice communication?</p> <p>Is the emergency intercom identified by braille and raised letters?</p>		<p><input type="checkbox"/> Install tactile signs to identify floor numbers, at a height of 60 inches from floor.</p> <p><input type="checkbox"/> Modify communication system.</p> <p><input type="checkbox"/> Add tactile identification.</p>
<p>Lifts (ADAAG 4.2, 4.11)</p> <p>Can the lift be used without assistance? If not, is a call button provided?</p>		<p><input type="checkbox"/> At each stopping level, post clear instructions for use of the lift.</p> <p><input type="checkbox"/> Provide a call button.</p>
<p> Is there at least 30 by 48 inches of clear space for a person in a wheelchair to approach to reach the controls and use the lift?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p> clear space</p>	<p><input type="checkbox"/> Rearrange furnishings and equipment to clear more space.</p>
<p> Are controls between 15 and 48 inches high (up to 54 inches if a side approach is possible)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p> height</p>	<p><input type="checkbox"/> Move controls.</p>
<p>Priority 3 Usability of Rest Rooms</p> <p>When rest rooms are open to the public, they should be accessible to people with disabilities.</p>		
<p>Getting to the Rest Rooms (ADAAG 4.1)</p> <p>If rest rooms are available to the public, is at least one rest room (either one for each sex, or unisex) fully accessible?</p> <p>Are there signs at inaccessible rest rooms that give directions to accessible ones?</p>		<p><input type="checkbox"/> Reconfigure rest room.</p> <p><input type="checkbox"/> Combine rest rooms to create one unisex accessible rest room.</p> <p><input type="checkbox"/> Install accessible signs.</p>
<p>Doorways and Passages (ADAAG 4.2, 4.13, 4.30)</p> <p>Is there tactile signage identifying rest rooms?</p> <p>Mount signs on the wall, on the latch side of the door, complying with the requirements for permanent signage. Avoid using ambiguous symbols in place of text to identify rest rooms.</p>		<p><input type="checkbox"/> Add accessible signage, placed to the side of the door, 60 inches to centerline (not on the door itself).</p>



QUESTIONS		POSSIBLE SOLUTIONS	
<p>Doorways and Passages, continued</p> <p>Are pictograms or symbols used to identify rest rooms, and, if used, are raised characters and braille included below them?</p>		<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p><input type="checkbox"/> If symbols are used, add supplementary verbal signage with raised characters and braille below pictogram symbol.</p>
<p>REVIEW Is the doorway at least 32 inches clear?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>clear width</p>	<p><input type="checkbox"/> Install offset (swing-clear) hinges.</p> <p><input type="checkbox"/> Widen the doorway.</p>	<p><input type="checkbox"/> Lower handles.</p> <p><input type="checkbox"/> Replace knobs or latches with lever or loop handles.</p> <p><input type="checkbox"/> Add lever extensions.</p> <p><input type="checkbox"/> Install power-assisted or automatic door openers.</p>
<p>REVIEW Are doors equipped with accessible handles (operable with a closed fist), 48 inches high or less?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Adjust or replace closers.</p> <p><input type="checkbox"/> Install lighter doors.</p> <p><input type="checkbox"/> Install power-assisted or automatic door openers.</p>	<p><input type="checkbox"/> Rearrange furnishings such as chairs and trash cans.</p> <p><input type="checkbox"/> Remove inner door if there is a vestibule with two doors.</p> <p><input type="checkbox"/> Move or remove obstructing partitions.</p>
<p>REVIEW Can doors be opened easily (5 lbf maximum force)?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>force</p>	<p><input type="checkbox"/> Rearrange furnishings such as chairs and trash cans.</p> <p><input type="checkbox"/> Remove inner door if there is a vestibule with two doors.</p> <p><input type="checkbox"/> Move or remove obstructing partitions.</p>	<p><input type="checkbox"/> Remove obstructions.</p>
<p>REVIEW Does the entry configuration provide adequate maneuvering space for a person using a wheelchair?</p> <p>A person in a wheelchair needs 36 inches of clear width for forward movement, and a 5-foot diameter or T-shaped clear space to make turns. A minimum distance of 48 inches clear of the door swing is needed between the two doors of an entry vestibule.</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>clear width</p>	<p><input type="checkbox"/> Rearrange furnishings such as chairs and trash cans.</p> <p><input type="checkbox"/> Remove inner door if there is a vestibule with two doors.</p> <p><input type="checkbox"/> Move or remove obstructing partitions.</p>	<p><input type="checkbox"/> Remove obstructions.</p>
<p>REVIEW Is there a 36-inch-wide path to all fixtures?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>width</p>	<p><input type="checkbox"/> Remove obstructions.</p>	
<p>Stalls (ADAAG 4.17)</p> <p>Is the stall door operable with a closed fist, inside and out?</p>		<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Replace inaccessible knobs with lever or loop handles.</p> <p><input type="checkbox"/> Add lever extensions.</p>
<p>REVIEW Is there a wheelchair-accessible stall that has an area of at least 5 feet by 5 feet, clear of the door swing, OR is there a stall that is less accessible but that provides greater access than a typical stall (either 36 by 69 inches or 48 by 69 inches)?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>length/ width</p>	<p><input type="checkbox"/> Move or remove partitions.</p> <p><input type="checkbox"/> Reverse the door swing if it is safe to do so.</p>	



QUESTIONS		POSSIBLE SOLUTIONS
<p>Stalls, continued</p> <p>In the accessible stall, are there grab bars behind and on the side wall nearest to the toilet?</p> <p>REVISION Is the toilet seat 17 to 19 inches high?</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p> <p><input type="checkbox"/> Add grab bars.</p> <p><input type="checkbox"/> Add raised seat.</p>
<p>Lavatories (ADAAG 4.19, 4.24)</p> <p>REVISION Does one lavatory have a 30-inch-wide by 48-inch-deep clear space in front?</p> <p>A maximum of 19 inches of the required depth may be under the lavatory.</p> <p>REVISION Is the lavatory rim no higher than 34 inches?</p> <p>REVISION Is there at least 29 inches from the floor to the bottom of the lavatory apron (excluding pipes)?</p> <p>Can the faucet be operated with one closed fist?</p> <p>Are soap and other dispensers and hand dryers within reach ranges (see page 7) and usable with one closed fist?</p> <p>REVISION Is the mirror mounted with the bottom edge of the reflecting surface 40 inches high or lower?</p>		<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>clear space</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p> <p><input type="checkbox"/> Rearrange furnishings.</p> <p><input type="checkbox"/> Replace lavatory.</p> <p><input type="checkbox"/> Remove or alter cabinetry to provide space underneath.</p> <p><input type="checkbox"/> Make sure hot pipes are covered.</p> <p><input type="checkbox"/> Move a partition or wall.</p> <p><input type="checkbox"/> Adjust or replace lavatory.</p> <p><input type="checkbox"/> Adjust or replace lavatory.</p> <p><input type="checkbox"/> Replace with paddle handles.</p> <p><input type="checkbox"/> Lower dispensers.</p> <p><input type="checkbox"/> Replace with or provide additional accessible dispensers.</p> <p><input type="checkbox"/> Lower or tilt down the mirror.</p> <p><input type="checkbox"/> Add a larger mirror anywhere in the room.</p>
<p>Priority 4 Additional Access</p> <p><i>Note that this priority is for items not required for basic access in the first three priorities.</i></p> <p>When amenities such as drinking fountains and public telephones are provided, they should also be accessible to people with disabilities.</p> <p>Drinking Fountains (ADAAG 4.15)</p> <p>REVISION Is there at least one fountain with clear floor space of at least 30 by 48 inches in front?</p>		<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>clear space</p> <p><input type="checkbox"/> Clear more room by rearranging or removing furnishings.</p>

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QUESTIONS		POSSIBLE SOLUTIONS
<p>Drinking Fountains, continued</p>		
<p>REVIEW Is there one fountain with its spout no higher than 36 inches from the ground, and another with a standard height spout (or a single "hi-lo" fountain)?</p>	<p>Yes No</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Provide cup dispensers for fountains with spouts that are too high.</p> <p><input type="checkbox"/> Provide accessible cooler.</p>
<p>Are controls mounted on the front or on the side near the front edge, and operable with one closed fist?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Replace the controls.</p>
<p>REVIEW Is each water fountain cane-detectable (located within 27 inches of the floor or protruding into the circulation space less than 4 inches from the wall)?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height/ protrusion</p>	<p><input type="checkbox"/> Place a planter or other cane-detectable barrier on each side at floor level.</p>
<p>Telephones (ADAAG 4.31)</p>		
<p>REVIEW If pay or public use phones are provided, is there clear floor space of at least 30 by 48 inches in front of at least one?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>clear space</p>	<p><input type="checkbox"/> Move furnishings.</p> <p><input type="checkbox"/> Replace booth with open station.</p>
<p>REVIEW Is the highest operable part of the phone no higher than 48 inches (up to 54 inches if a side approach is possible)?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>height</p>	<p><input type="checkbox"/> Lower telephone.</p>
<p>REVIEW Does the phone protrude no more than 4 inches into the circulation space?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p> <p><input type="checkbox"/></p> <p>protrusion</p>	<p><input type="checkbox"/> Place a cane-detectable barrier on each side at floor level.</p>
<p>Does the phone have push-button controls?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Contact phone company to install push-buttons.</p>
<p>Is the phone hearing-aid compatible?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Have phone replaced with a hearing-aid compatible one.</p>
<p>Is the phone adapted with volume control?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Have volume control added.</p>
<p>Is the phone with volume control identified with appropriate signage?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Add signage.</p>
<p>If there are four or more public phones in the building, is one of the phones equipped with a text telephone (TT or TDD)?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Install a text telephone.</p> <p><input type="checkbox"/> Have a portable TT available.</p> <p><input type="checkbox"/> Provide a shelf and outlet next to phone.</p>
<p>Is the location of the text telephone identified by accessible signage bearing the International TDD Symbol?</p>	<p><input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> Add signage.</p>



Partnerships for Supporting Individuals with Developmental Disabilities

Organization or association	Website
NYS Office for People With Developmental Disabilities	www.opwdd.ny.gov
Self-Advocacy Association of New York State Inc.	www.sanys.org
Parent to Parent of NYS	www.parenttoparentnys.org
NYS Developmental Disability Planning Council	www.ddpc.ny.gov
NYS ARC	www.nysarc.org
The American Association on Intellectual and Developmental Disabilities	www.aaid.org
Autism Society of America	www.autism-society.org
Brain Injury Association of America	www.biausa.org
NYS Independent Living Council	www.nysilc.org
Cerebral Palsy Association of New York State	www.cpofnys.org
National Down Syndrome Society	www.ndss.org
National Organization on Disability	www.nod.org



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For More Information about the Faith Based Initiative Program:

Contact Information

Rev. Catherine Patterson
Faith Based Initiative Program Coordinator

Mailing Address:

NYS Office for People With Developmental Disabilities
44 Holland Avenue
Albany, New York 12229-0001

Email: catherine.patterson@opwdd.ny.gov

Phone: 518-518-408-2098

See our Video: Having Faith: Stories of Faith, Inclusion & Community
<http://www.youtube.com/watch?v=f4-vXy5SUts&feature=youtu.be>

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**New York Developmental
Disabilities Planning Council**



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Developmental Disabilities
Live Richer Lives*

