Access Surveys

Troy Balthazor
Universal Design & ADA Consultant
Great Plains ADA Center

Agenda

- Overview
- Preparing for Site Reviews
- Completion of Site Reviews
- Reporting
- Maintenance
- Technology example: Title 2 Community Survey Tool
Breadth of the Subject

- “Basic” level class
- Types of services, businesses, products
  - Non-profit supports to full consulting and/or project work
- Types of customers
  - Small Agencies to Local and State Governments
  - Small businesses to global corporations

Selling the Concept

- Must be a win-win situation. You are not just selling a survey! You are selling information that will help the client.

- The results of the survey will aid the client in providing a more accessible facility, reduce the likelihood of legal action, and open up access to a market segment they may be missing.

Selling the Concept

- THERE MUST BE TRUST – that can only come from an open dialogue, and exchange of ideas. Don’t be overzealous, but don’t be too quick to back down. When providing a survey, you are providing information. Remember the mantra “it is what it is”. Your survey is not changing the built condition.

- You can offer training and technical assistance.
THE MARKETING MESSAGE

• Access is good for business; Over 55 million people in America have disabilities (plus the ripple effect of family and friends).

• This group has $175 billion in discretionary spending power, according to the U.S. Department of Labor. That figure is more than twice the spending power of American teenagers and almost 18 times the spending power of the American "tweens" market.

A level playing field is good for all and is necessary to make ensure equality of opportunity.

• Proactive planning shows good faith effort and builds pride/confidence

Surveyors Role & Customer Expectations

• Clarification of your role

• No individual or organization can provide "certification" of compliance with the ADA
  • Exception: Fed Enforcement Agencies

• Confidentiality

• Is your service is on-going?
Scope of Work – Agreeing on Outcome

• What standard(s) will be applied
  – If appropriate, what standards WONT be applied
• Specify areas that will be addressed
  – Know the number and size of features such as playgrounds, toilet rooms, etc..
• What the report will provide
  – Cost Estimates, Priorities, ADAAG References, etc..
  – Timelines and method of reporting

DO YOU CHARGE? FOR WHAT AND HOW LONG?

Scope of Work – Agreeing on Outcome

• Put together an agreement
  – Write down all of the expectations and fees.
• Don’t oversell or undersell your capabilities.

Performing Accessibility Surveys

• Preparation
• Tools
  ➢ Checklists
• Physical Site Inspection
• Survey Write-Up/Reporting
• Maintenance Over Time
PREPARING FOR SITE REVIEWS

Get Organized – The Power of 2

One person can conduct a survey, but it's easier with two people. One person can take the measurements and the other person can fill out the checklist and take photos.

A partner also will provide a second opinion and help assure you don’t accidentally “miss” something.

The Power of 2

- When possible, include people with disabilities in the survey
  - Various disabilities
  - Catch things surveyor without disability or certain condition might otherwise miss
Choose a Checklist

Checklists make it easier to organize your thoughts, details all the technical requirements and helps keep you on track. It also helps avoid missing an item. Make sure you know what the goal of the checklist is. Some are for new construction, some are for existing facilities. Make sure the checklist matches your goals.

There is one good checklist available online. http://www.adachecklist.org (this one is referenced in our presentation and is for "readily achievable barrier removal")

Checklist – 2010 ADA Standards

http://www.adachecklist.org/
Developed by New England ADA Center and the Institute for Human Centered Design

Readily Achievable Checklist

Purpose:
- To help identify accessibility problems and solutions in existing facilities.

Technical Contents:
- The checklist details some of the requirements found in 2010 Standards

What the checklist is not:
- Does not cover all requirements;
- Is not intended for facilities undergoing new construction or alterations; and
- Does not attempt to illustrate all possible barriers or solutions to barriers - ADAAG should be consulted for detailed information.
Checklist Priorities

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

1. Accessible Approach and Entrance
2. Access to Goods and Services
3. Access to Restrooms
4. Any Other Measures

Checklists Cannot Cover It All

- Safe Harbor
- Equivalent Facilitation
- Checklists are by nature abridged
- Scoping can be complicated
- Application of “Program Access”
- Application of “Readily Achievable”
- Limited: Standard checklist will not be enough to handle multiple restrooms

Checklists and Resources

- Title II Action Guide
- Develop Your Own Checklist
  - Simplicity is the key
  - Specific to the type of facility
  - Areas that aren’t covered by checklist
  - How many restroom checklists will you need? (Back to Preparation)
ADA Checklist for Readily Achievable Barrier Removal

What is Readily Achievable Barrier Removal?
The Americans with Disabilities Act (ADA) requires public accommodations (businesses and non-profit organizations) to provide goods and services to people with disabilities that are reasonably available.

Businesses and non-profit organizations that serve the public are in remove architectural barriers when it is “readily achievable” to do so, in other words, when barrier removal is “feasibly achievable” and able to be carried out without rendering services provided by the business or organization unavailable or fundamentally altered.

The doctrine of what is readily achievable is made considering the size, type, and structure of the public accommodation, and the nature and cost of the action improvement needed. Business removed that a difficult way may be readily achievable in the future and feasible change.

This checklist is intended to assist public accommodations as the first step in a planning process for readily achievable barrier removal.

Public accommodations' ADA obligations for barrier removal can be found in the Department of Justice's ADA Title II regulations 28 CFR Part 36.

Priorities for Barrier Removal

The ADA Title II regulations have five priorities for barrier removal. The purpose of these priorities is to facilitate business planning. The priorities are not mandatory.

What are Public Accommodations?
Under the ADA, public accommodations are private entities that serve, lease, have or operate a place of public accommodation. This means that both a landlord who leases a building to a tenant and the tenant who operates a place of public accommodation have responsibilities to remove barriers.

A place of public accommodation is a facility where services are offered and the place, where at least one of the following, 13 categories:

1. Places of worship (e.g., temples, churches, synagogues, mosques, etc.)
2. Food service establishments (e.g., restaurants and bars)
3. Places of assembly (e.g., movie theaters, stadiums, concert halls, auditoriums)
4. Parks and recreational areas
5. Hotels and motels
6. Water transportation
7. 6% of the people of those citizens most qualified to serve as public officials shall be in the minority that is the subject of the complaint.

How to Use this Checklist

Get Organized: The person can create a work flow chart to make goals for public officials; the person can use old checklist and make tables.

Checklist:

1. Collect information on the building
2. Make a list of state's rights under the APA
3. Identify any issues that need to be addressed
4. Develop a plan to address the issues

Gather Tools:

- Checklist
- Collection notes on the building
- Time zones
- Building of property owner
- Timezman on the property owner

Make Copies of the Checklist:

- Format the form on each section of the checklist in a readable format
- Compile the checklist into a single document

ADA Checklist for Readily Achievable Barrier Removal

Priority 1 – Approach & Entrance

<table>
<thead>
<tr>
<th>3.1 Is the area in front of the building that is used for public transportation, including public transportation stops, accessible and clearly visible from the public way?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

Parking: Wheelchairs - Do Not Have Accessible parking spaces should be identified by a sign, width signs and markings:

<table>
<thead>
<tr>
<th>3.2 Is parking provided for the public, and is any accessible parking that was provided for by the ADA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Spaces</td>
</tr>
<tr>
<td>Accessible Spaces</td>
</tr>
<tr>
<td>Notes</td>
</tr>
</tbody>
</table>

If the accessible spaces, if the area is not available spaces?

<table>
<thead>
<tr>
<th>3.3 If the accessible spaces, if the area is not available spaces?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.4 Are accessible spaces available near the entrance of the building?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.5 Is there an accessible entrance to the building?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.6 Is the building entrance accessible to the public?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

Priority 1 – Approach & Entrance

<table>
<thead>
<tr>
<th>3.7 Is there a designated area for the public to use public transportation?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.8 Are there designated areas for public transportation that are accessible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.9 Is the area in front of the building that is used for public transportation, including public transportation stops, accessible and clearly visible from the public way?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

Institute for Human Centered Design 2018 www.ADAchecklist.org
Make Copies of the Checklist

Determine how many copies of each section of the checklist you need. For example, most facilities have more than one toilet room.

Use Free and Effective Online Tools

- Google Earth
  - Overall Tie In to Surrounding Environment/Community
  - Parking Features and Layout
  - Gain Sense of Slope/Topographical Characteristics
  - Another Perspective
  - Informs On-Site Questions/Areas of Focus
Obtain Floor Plans

A floor plan or sketch helps the surveyors get oriented and know how many elements, such as drinking fountains and entrances, there are and where they are. If plans are not available, sketch the layout of interior and exterior spaces.

28

When we have access to plans…

- Be able to clearly identify spaces on plans
  - Use of scale
    - Practice
    - Additional Professional Training?
  - Consider requiring certain information be identified on plans
    - Turning space
    - Clear floor spaces

29

Approaches to Plan Reviews

- Identify applicable codes and standards
  - What is current and enforceable?
    - Also, what does your city require of developers?
    - If haven’t adopted ADA standards locally, what are city’s expectations of developers?
      - Meet ADA for permit? Business license?
  - Consistency throughout for accessibility standards
  - Refer back to them frequently
Approaches to Plan Reviews

- Be able to clearly identify spaces on plans
  - Use of scale
  - Practice
  - Additional Professional Training?
- Consider requiring certain information be identified on plans
  - Turning space
  - Clear floor spaces

Approaches to Plan Reviews

- Be able to clearly identify types of spaces
  - Areas open to the public
  - Common use areas
  - Employee areas
  - Exempt areas

Approaches to Plan Reviews

- Exempt areas
  - Construction sites
  - Raised Areas (for security, life safety, fire safety)
  - Areas accessed by ladders, catwalks, etc.
  - Machinery spaces
  - Single-occupant structures (e.g. toll booths)
  - Common use areas in detention/correctional facilities
  - Common areas in non-covered residential facilities
Approaches to Plan Reviews

Exempt areas (continued)

- Employee work areas (approach, enter, and exit)
- Raised refereeing, judging, and scoring areas
- Water slides
- Animal containment areas not for public use
- Raised boxing or wrestling rings
- Raised diving boards and diving platforms

Approaches to Plan Reviews

- Practice
- Take your time
- Use multiple reviewers when possible
- Be wary of allowing variances that conflict with enforceable accessibility standards or codes
- Consider transparent overlays
  - Clear Floor Space
  - Turning Space

Preparing for Site Reviews

- New construction, alteration, or existing?
  - Threshold example
- Identify applicable codes and standards
  - What is current and enforceable?
  - Also, what does your city require of developers?
  - If haven't adopted ADA standards locally, what are city's expectations of developers?
    - Meet ADA for permit? Business license?
  - Consistency throughout for accessibility standards
  - Refer back to them frequently
Preparing for Surveys

Title 2 entities must meet “program accessibility” requirements.

Title 3 entities must address “readily achievable barrier removal”

SURVEY TOOLS

Essential Tools
- Writing Tablet (and multiple pens)
- Accessibility Guidelines/Checklist
- Tape Measure
- Level
- Door Pressure Gauge
- Camera
- Tool to measure small changes in level/thresholds
Helpful Tools

• Recorder
• Digital Level
• Laser Level
• Clip Board
• Door Stop

Helpful Tools

• “Accessibility Stick” (quick basic checks)
• Blueprint and/or map of site
• Backup batteries and other supplies
• Quick-reference sheets
  • Maneuvering clearance at doors
  • Water closet specs

Helpful Tools

• Tools for Clear Floor Spaces
  • Fabric or other material cut-outs
  • Multiple tape measures
  • Painter’s Tape
• Rolling tape for length of accessible routes
Helpful People

• A Second Person: The Power of 2

• A person with a mobility, sensory, or cognitive disability

• Person familiar with physical aspects of facility

SITE SURVEYS

• Tie in with surrounding features (sidewalks, transportation stops, etc.)

• Overall parking resources and how they are addressed (by lot or overall)
  - Shortest accessible route
  - Judgment regarding dispersion

• Accessible routes to all necessary spaces
• Signage (directional and identifying spaces)
• Don't rush! Take it all in and stay focused
Approaches to Site Reviews

- Be able to clearly identify types of spaces
  - Areas open to the public
  - Common use areas
  - Employee areas
  - Exempt areas

Employee Areas

SITE INSPECTION

Cross Disability –

Examine the site from a cross disability perspective
SITE INSPECTION

Stick to the Regulation –

• It’s only a barrier (violation) if the specifications in ADAAG say it is.

Approach the site systematically –

The more uniform each site is surveyed, the easier it will be for the person doing the write up. (parking, exterior facilities, entrances, first floor second floor, etc.)

Specific Measurements –

Always take specific measurements and write them down – don’t document phrases such as “seems”, “appears”, “looks”, etc.
Note Taking

- Identify each page of notes -

<table>
<thead>
<tr>
<th>7-28-11</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Missouri – Columbia</td>
</tr>
<tr>
<td>Hearnes Arena</td>
</tr>
<tr>
<td>124 Stadium</td>
</tr>
<tr>
<td>Parking -</td>
</tr>
</tbody>
</table>

Note Taking

• Write down/document everything
  - Even if you think a specific item only “may be” a barrier, write it down.

• Take a photo – you can check ADAAG specifications later.

• Detail barrier locations
Approaches to Site Reviews

WHAT TO LOOK FOR

- **Accessible Routes**
  - From parking into facility/area
  - Connection – WITHIN “SITE”
  - Entrances – scoping (60%)
  - Throughout facility/area
  - Elevations
    - Topographical
    - Identification of Degree of Slope

- **Restrooms**
  - Scoping
  - Single user or stalls
  - Door swings
  - Clear floor spaces
  - Identification of grab bar placement
  - “vertical perspective” – for heights
  - flushers

- **Door Swings**
  - Section 404
  - Use of Table 404.2.4.1
  - Use of Figure 404.2.4.1
WHAT TO LOOK FOR

Alarm Systems
- Existing or new?
- Where visible and audible alarms are required
  - If provided
  - Public and common use areas
  - Employee areas - adaptable

WHAT TO LOOK FOR

Protruding Objects
Special rooms with extra requirements, e.g.:
- Transient lodging guest rooms
- Transportation facilities
- Sales and service
- Locker rooms
- Playgrounds

WHAT ABOUT…

- Handrail and grab bar dimensions
- Handrail and grab bar strength
- Anthropometrics and clear spaces at elements based on approach and other conditions
- Door hardware
- Signage
- Floor surfaces
- Circulation/adequate places and spaces to turn
- Other
Dear John Tinman:

I am writing regarding our meeting and survey which took place on January 8, 1998 at the Job Center facility. I am pleased that you are concerned with the accessibility of your facilities and I appreciate your invitation to evaluate the existing barriers.

Enclosed is the result of my onsite survey. This survey provides a Summary of Inaccessible Features, the ADAAG (Americans with Disabilities Act Accessibility Guidelines) requirements concerning these features, and offers observations and barrier removal options. ADAAG was used to determine the barriers I found and to make corresponding recommendations, observations and barrier removal options. Also enclosed is a packet of information regarding the Americans with Disabilities Act (ADA).

I strongly recommend that you read the enclosed technical assistance manuals and ADAAG to gain a better understanding of your organization's obligations under the ADA. I offer my assistance as you plan modifications. If you have questions or concerns regarding any of the information I have provided, please don't hesitate to call.

The opinions and recommendations expressed in this report should not be construed as legal advice. For counseling on specific legal situations, please consult an attorney.

Sincerely,

Glenda Goodwitch

Survey Write-up

Summary of Inaccessible Features

Name of Organization and Date

<table>
<thead>
<tr>
<th>AREA</th>
<th>DESCRIPTION OF BARRIER</th>
<th>ADAAG REQUIREMENTS</th>
<th>OBSERVATIONS AND BARRIER REMOVAL OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>The surface slope of the accessible parking space is too steep.</td>
<td>Accessible parking spaces and access aisles shall be level with surface slopes not exceeding 1:50 in all directions (ADAAG 4.6.3)</td>
<td>According to ADAAG accessible parking spaces should not have surface slopes exceeding 1:50 in all directions unless it is technically infeasible to do so. See the enclosure titled “Bulletin #6: Parking” for more information regarding surface slope and technical infeasibility.</td>
</tr>
<tr>
<td>Path of Travel</td>
<td>The transition from the accessible parking access aisle to the ramp is not smooth.</td>
<td>Changes in level greater than 1/2” shall be accomplished by means of a ramp (ADAAG 4.5.2)</td>
<td>The parking access aisle should be connected to an accessible route which leads to the building entrance. The access aisle should either blend with the accessible route or have a curb ramp complying with 4.7. The existing transition from the access aisle to the ramp may be a tripping hazard and may not be wide enough for a wheelchair user. (See Photo #1)</td>
</tr>
<tr>
<td>Ramp</td>
<td>A level landing does not exist at the bottom of the exterior ramp.</td>
<td>Ramps shall have level landings at the bottom and top of each ramp and each ramp run (ADAAG 4.8.4)</td>
<td>At some location near the bottom of the wooden ramp a flat level area should exist so that an individual who uses a wheelchair can maneuver on a level surface.</td>
</tr>
<tr>
<td>Ramp</td>
<td>Handrails on the exterior ramp are too low.</td>
<td>Top of handrail gripping surfaces shall be mounted between 34” and 38” above ramp surfaces (ADAAG 4.8.5(5))</td>
<td>See photo #2.</td>
</tr>
<tr>
<td>Ramp</td>
<td>Handrails on the exterior ramp do not provide extensions on the top and bottom.</td>
<td>If handrails are not continuous, they shall extend at least 12” beyond the top and bottom of the ramp segment and shall be parallel to the floor or ground surface (ADAAG 4.8.5(2))</td>
<td>See photo #2.</td>
</tr>
</tbody>
</table>

Note: Regulations cited from ADAAG may not be exact quotes and may not provide a complete reference, so the actual ADAAG regulation should be referred to when making modifications.
Approaches to Site Reviews

- Practice
- Take your time
- Use multiple reviewers when possible
- Be wary of allowing variances that conflict with enforceable accessibility standards or codes

TECHNOLOGY EXAMPLE

TITLE II COMPLIANCE & ACCESS SURVEYS

Title II Incorporates the 5 Administrative Requirements
Barrier Transition Plan

Self-Eval’s & Notices

Grievances

Title II Incorporates the 5 Administrative Requirements

This is more commonly known as a "Grievance Procedure." This is meant to provide an avenue to individuals to communicate with the agency a concern surrounding a potential barrier or exclusion to service, program, or activity. This allows the agency to remediate an issue without the need for unnecessary and costly litigation.

Your Grievance procedure needs to:

Adopt
- A Prompt and equitable resolution;
- Means to not go through the Federal Complaint Procedure;
- Timeframes & Processes (what are the steps?);
- How and where to file it;
- An appeal process
- Retention process

Publish
- Statement regarding alternate means
- How long it will be retained
- Internally to agency heads
- In public spaces of public buildings
- On the City’s website
- Any updates to the procedure or contact information
View Grievances

Grievance Review

Title II Incorporates the 5 Administrative Requirements

28 CFR 35.106 Notice

A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, program, or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this part.
The ADA Tool Kit Lists
The 3 Main Considerations

1. WHO IS THE TARGET AUDIENCE FOR THE ADA NOTICE?
The audience is expansive, and includes everyone who interacts – or would potentially interact – with the state or local government.

2. WHAT INFORMATION SHALL THE NOTICE INCLUDE?
Should include Brief Statements about:
- The name and contact information for the ADA Coordinator
- Employment
- Effective communication
- Making reasonable modifications to policies and programs
- Policy stating agency will not place surcharges on modifications or auxiliary aids and services
- Filing complaints

3. WHERE AND HOW SHOULD THE NOTICE BE PROVIDED?
Everywhere from Job applications, newspapers, radio, agency’s website, facilities program handbooks, etc.

Title II Incorporates the
5 Administrative Requirements

It is imperative that your agency:

RE-PUBLISH AND RE-BROADCAST THE NOTICE PERIODICALLY

This is done when any of the information identified on the Notice has changed or at a pre-determined amount of time.

ADA Notices

- Drop files to upload
  (or click)
Title II Incorporates the 5 Administrative Requirements

§ 35.105 Self-Evaluation.
(a) A public entity shall, within one year of the effective date of this part, evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of this part and, to the extent modification of any such services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.

LET’S DEFINE THE THREE P’s

Policy - A course or principal adopted or proposed by a government. This is the ideals or overarching intentions of the government agency.
- The agency does not tolerate discrimination of individuals with disabilities.

Procedure - The act or manner of proceeding in a particular course or mode of action. This is how the agency plans to adopt a policy in its daily activities.
- As the agency does not tolerate discrimination of individuals with disabilities, we intend to adopt the following procedures in our daily activities.

Practice - habitual or customary performance; operation. This is a reflection of what is actually being enacted daily by agency staff.
- Is the agency staff implementing this policy or procedure into their daily routine?

Self-Evaluations
Title II Incorporates the 5 Administrative Requirements

ADA Inspections are completed the same, so what is the difference?

While the information is gathered the same way, Title II agencies are held to a different standard.

Inspections

Allow you to define your client of jurisdiction
You can enter the address manually or pull the pin to exactly where you want to be.

Enter the barrier codes you want to evaluate against

Diagrams are straight from the regulations
Findings are already built into the system
You can enter the address manually or pull the pin to exactly where you want to be.

You define the order in which you perform the ‘check’ for each code. The order in which they print on the Evaluation Report.

Inspections
1. CHECKLISTS

Checklists allow for an evaluator that is unfamiliar with an element the ability to move through a pre-defined list of questions to identify whether an element is in fact a barrier by the barrier standards identified when creating the evaluation.

If it is determined that a barrier exists, it will automatically trigger you to take a photo(s) of the non-compliant element.

2. PULL-DOWN METHODOLOGY

This methodology is more for the more seasoned evaluator. There are up to three (3) sub-categories to delineate. As you are more familiar with the barriers, it becomes easier to identify and mark an element as a barrier.

Once marked, the system will automatically trigger you to take a photo(s) of the non-compliant element.

3. SEARCH ENGINE

You already know the barrier, the master finding, and you just need to capture it. Search for the finding, and once you see the one you want, mark it. It is automatically in your report.

Once selected, the system will automatically trigger you to take a photo(s) of the non-compliant element.
Title II Incorporates the 5 Administrative Requirements

28 CFR 35.100

A) general. A public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

D) Transition Plan.

(3) The plan shall, at a minimum—
   (i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;

   (ii) Describe in detail the methods that will be used to make the facilities accessible;

   (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and

   (iv) Indicate the official responsible for implementation of the plan.
Knowing the status of your identified barriers is as equally important as identifying them in the first place.

**IMPORTANT THINGS TO REMEMBER:**

- The Transition Plan is a **LIVING DOCUMENT**
  - This requires constant planning & monitoring

- As Boundaries Grow
  - So does the need to incorporate acquired facilities into the Transition Plan process.

**Transition Plan**

http://portal.bluedag.com/access/barriers/(uniquecitycode)

**Projects**

Click the add button to add a new project

Allows the ability to enter a remediation project

Do it now set the task for when you anticipate to bid
Dashboard

Allows you to view your calendar for the month, week or day.

What do accessible technology tools have to offer?

- A cohesive management tool that is able to manage all aspects of Agency compliance;
- Information that is completed in the system is then presented for the Public to view;
- Grievances, Projects and Barriers are all managed through the Transition Plan;
- If a Project has been associated, it can be identified on the Public facing web link – if requested by the agency;
- The public facing web link is customized to show only the information you want your constituents to see;
- If a barrier is remediated, it is automatically updated on your Transition Plan;
- If a grievance is associated with an evaluation finding or project, updating one updates everything else.

Great Plains ADA Center
Serving Iowa, Kansas, Missouri, & Nebraska
A member of the ADA National Network

This presentation is a product of the Great Plains ADA Center.
We provide information, training, and technical assistance on the Americans with Disabilities Act.

Learn more about our services at www.gpadacenter.org