

**Woodland Centers, Inc.**

**ACCESSIBILITY PLAN**

(Revised October 2005)

It is the goal and intent of Woodland Centers, Inc. to promote accessibility and the removal of barriers for our clients, staff, and other stakeholders in the communities we serve in order to:

- Enhance the quality of life of those receiving services;
- Implement non-discriminatory employment practices;
- Comply with all applicable legal and regulatory requirements; and
- Meet the expectations of stakeholders in the area of accessibility.

In order to accomplish this goal, the agency will:

- Identify barriers in the following areas –
  - Architectural
  - Environmental
  - Attitudinal
  - Financial
  - Employment
  - Communication
  - Transportation
  - Other areas identified by clients, staff, other stakeholders
- Develop and implement plans of correction for identified barriers
- Prepare annual status reports on identification of barriers and progress toward eliminating those barriers

In addition, the agency will:

- Actively work to reduce the stigma of mental illness
- Participate in community forums
- Maintain our involvement in the schools
- Promptly respond to requests for reasonable accommodation

**PROCESS**

1. A staff Work Group met in July 2003 to generate a list of barriers. That list served as the basis for our first accessibility efforts. The list has been prioritized and plans of action developed based on (1) level of urgency relative to client need, and (2) feasibility, including cost.
2. Recommended plans of correction are submitted to the Leadership Group for review and approval.
3. Following approval, timeframes and work assignments will be developed and the approved plans implemented.

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4. Accessibility issues will be included as part of the agency's overall Performance Improvement process and Outcomes/Performance Indicators.
5. Input from clients and other stakeholders needs to be collected.

**DOCUMENTATION**

Copies of minutes of meetings when Accessibility issues are addressed will be maintained by the Compliance Director along with Annual Status Reports, Plans of Correction, and other relevant documentation. An agency policy on accessibility will also be developed.

**APPROVAL**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Compliance Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair, Board of Trustees

09/15/2003; revised 10/28/2005