

PATHWAYS ABILITIES SOCIETY

PROCEDURE: ACCESSIBILITY

Applies to: All Personnel, Volunteers and Persons Served

Original Effective Date: March 22, 2004

Effective Date: March 20, 2023

Replaces Procedure Dated: February 22, 2021

Accommodation Requests

1. Individuals requiring accommodations or auxiliary aids (i.e. assistive listening devices, Braille, visual aids, mobility devices, an interpreter) to access services, including virtual access to services, notify a Pathways staff, supervisor, or manager.
2. The person notified completes an Accommodation Request in ShareVision and notifies the Activity Quality Assurance Manager (AQAM).
3. The area supervisor or manager reviews and assesses the request with the AQAM based on the Accessibility policy.
4. The AQAM develops a written plan to complete the accommodation requirements and submits to the executive director for consideration by the leadership team.
5. If the request cannot be completed, the AQAM notifies the person in writing outlining the reasons why.

Accessibility Checklist

1. An Accessibility Checklist is completed by the AQAM, or designate, for any new or renovated facility owned, leased or rented by Pathways as a service site. The Accessibility Checklist is to be completed prior to commencement of service in the facility, and if that is not possible, within one month of service beginning at the site.
2. Once the Accessibility Checklist is complete and received, the AQAM analyzes the data, notes recommendations on the Accessibility Plan and notes accommodations to be completed in the current year on the Risk Management and Accessibility Action Plan.

Accessibility Plan

1. The AQAM maintains the Accessibility Plan, noting recommendations gathered through Accommodation Requests, Accessibility Checklists and input from the Occupational Health and Safety Committee.
2. The Accessibility Plan is reviewed by the Leadership Team in the month of February. The Executive Director approves accommodations that will be carried out in the current fiscal year.

3. Recommendations for accommodations estimated to cost over \$2,500.00 are sent to the Board for their consideration.

4. Actions required to improve accessibility are monitored through the Risk Management and Accessibility Action Plan. The Action Plan is prepared and/or updated based on the information collected and any corrective actions (needing fixed) required are completed in the fastest manner possible.