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<input type="checkbox"/> Policy	<input checked="" type="checkbox"/> Procedure

ADA Compliance Plan / Procedure

POLICY STATEMENT:

This procedure complies with the Interlocal Corporation contract, Health and Human Services Contract # HHS000575300001.

PURPOSE STATEMENT:

The purpose of this procedure is to outline an accommodation of services based on capabilities to ensure the respect and the needs of patients, visitors and staff that have disabilities, special needs are adhered to by the facility.

SCOPE:

This procedure applies to all EHN Employees (Associates and Staff).

ACRONYMS & DEFINITIONS:

- A. ADA-Americans with Disabilities Act
- B. EEOC – Equal employment opportunity Commission
- C. The EEOC provides the following definition: "An individual with a disability is a person who: has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

Implementation Team:

- D. **ADA Coordinator:** Facility Director
- E. **ADA Team:** Facility Director, Compliance Officer, Safety Manager, Director of Quality, Client's Right Officer, and Operations Management designee
 - a. EHN promotes a team approach as key to achieving successful compliance for several reasons.
 - i. First, the self-evaluation and ADA compliance plan require collecting information from all programs, services, and activities of the agency.
 - ii. The ADA plan and self-evaluation require varied expertise and specialized skills.

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- b. Every department participate in overall planning and decision making, collect information regarding their department, and inform staff within the department of ADA requirements.

PROCEDURE:

1. Director of Facilities or designee will ensure the ADA self-evaluation and Transition Plan (ADA Plan) is reviewed for all facilities at least annually to ensure ADA compliance.
2. In compliance to the ADA provisions, the name, address, and telephone number, Telecommunications device for the deaf (TDD) telephone number, and e-mail address of the ADA Coordinator is posted at each service location.
 - 2.1. The information about where to obtain the ADA plan may be viewed in the posted ADA statement
 - 2.2. The information to obtain copies of the ADA plan is listed in the posted ADA statement.
 - 2.3. An ADA self-evaluation will be completed prior to the annual ADA self-evaluation if any structural modifications are made to a facility.
 - 2.4. If required, adjustments and revisions will be made accordingly, to the ADA Self Evaluation Checklist.
3. The facility will have available to staff, patients and visitors a sufficient number of handicapped accessible bathrooms as defined by city code.
 - 3.1. Handicapped parking spaces will be identified by the use of ADA approved signage.
 - 3.2. Utilization of handicapped spaces by non-handicapped persons will result in a warning and request to move the vehicle.
 - 3.3. Refusal or consistent violation will result in the vehicle being towed at the owner's expense.
4. Wheelchair ramps will be accessible to at least one entrance and duly marked.
5. Signage will comply with ADA recommendations for an existing building, or in accordance to the ADA compliance annual check.
6. The ADA Plan can be retrieved from the EHN Compliance department at the email: ComplianceCorner@EHNELPASO.ORG
6. The ADA plan can also be viewed on the EHN website: <https://emergencehealthnetwork.org>.

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7. Table 1: Action / Transition Plan

Problem/ Concern	Solutions	Target Date	Person Responsible
Inadequate notice of ADA compliance.	<ol style="list-style-type: none"> 1. Draft new notice. 2. Put notice on website. 3. Post notice in all service units. 	Annual review, an ongoing	ADA Coordinator
Any renovations/ relocations or new developments	Review and revisit ADA checklist	Annual review, an ongoing	ADA Coordinator & ADA Team
Website needs to be accessible	Post ADA Client's right statement on staff section of website.	Annual review, an ongoing	Development Group
Security & Agency staff not knowledgeable about ADA	<ol style="list-style-type: none"> 1. Conduct trainings. 2. Distribute ADA statement to agency 3. Ask supervisors to train new employees. 	Annual review, an ongoing	ADA Coordinator and ADA Team
Agency ADA Coordinators confused.	Hold quarterly meetings.	Annual review, an ongoing	ADA Coordinator

REFERENCES:

- A. DSHS FY19 Performance Contract Notebook
<http://www.dshs.texas.gov/mhcontracts/FY17/FY-2019-Performance-Contract.aspx>

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AUTHORITY:

- A. EHN CCO
- B. EHN Safety Manager
- C. EHN Facilities Director

RELATED DOCUMENTS:

- A. ADA Self Evaluation form, Doc. #3889
- B. Client's Right Non-Discrimination Policy and American with Disabilities Act (ADA) Statement, Doc. #3466
- C. Accommodations for Communication Needs, Doc. No. #3056

REVISION HISTORY

Version	Document Changes	Effective Date	Training Required (Y/N)
2	Update Procedure template: 8-12-20 edited in current state to add Action Plan template	08/07/2020	Y

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