



# Checklist for Accessibility: Alcohol & Drug Programs



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## Checklist for Accessibility

The accompanying checklist will help you self identify the accessibility problems in your program's facilities in order to meet your obligations under the:

- ♦ Americans with Disability Act (ADA);

- ◆ Section 504 of the Rehabilitation Act of 1973;
- ◆ 45 CFR, Part 84, Non-discrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance;
- ◆ Title 24, California Code of Regulations (CCR), Part 2;
- ◆ Unruh Civil Rights Act (California Civil Code section 51 through 51.3).

The goal of this checklist is to facilitate planning to make an existing facility more useable for people with disabilities. The United States Department of Justice (DOJ) recommends the development of an Implementation Plan, specifying what improvements you will make to remove barriers and a time table for completion. Such a plan could serve as evidence of good faith to comply with the ADA.

This checklist details some of the requirements found in the ADA Standards for Accessible Design (Standards). The ADA Accessibility Guidelines (ADAAG) are a part of DOJ's Title III Regulations, 28 CFR Part 36 (*Nondiscrimination on the basis of disability...Final Rules*).

The Standards should be followed for removal of all barriers. If complying with the Standards is not readily achievable, you may undertake a modification that does not comply, as long as it does not pose a health or safety risk.

This checklist does not cover all of the requirements of the Standards, nor does it attempt to illustrate all possible barriers. Facilities initially applying for Certification and Licensure by the Department of Alcohol and Drug Programs (ADP), and all new construction or alterations must comply with ADA requirements.

Priorities for fully planning readily achievable barrier removal for older buildings recommended by the ADA are:

- Priority 1: Accessible approaches and entrances.
- Priority 2: Access to goods and services.
- Priority 3: Access to restrooms.
- Priority 4: Any other measure necessary.

The U.S. DOJ, Civil Rights Division, Disability Rights Section has a free ADA Technical Assistance CD-ROM available. This CD-ROM includes the ADA Regulations, Standards for Accessible Design, Technical Assistance Manuals and Technical Assistance Documents in PDF files, HTML files, Text files and WordPerfect files.

To order a copy of this CD-ROM contact the U.S. Department of Justice at 800.514.0301 (voice), 800.514.0383 (TTY) or on-line at [www.usdoj.gov/crt/ada](http://www.usdoj.gov/crt/ada).

The California Access Compliance Reference Manual of Statutes, Title 24 is available from the Builders Book Store at 800.273.7375 for \$29.95.

## How to Use this Checklist

- Get Organized:** Establish a timeframe for completing this survey. Determine how many copies of the checklist you will need to survey the whole facility. Decide who will conduct the survey. It is recommended that you invite two or

- three additional people, including those 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. 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. Think about each space from the perspective of people with physical, hearing, visual, and cognitive disabilities noting areas that need improvement; if possible, involve individuals with these disabilities in the evaluation.
  - ☑ **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 cost for making the proposed modifications.
  - ☑ **Review for Programmatic Accessibility Barriers:** Develop and review potential barriers to accessibility to program services. Consider whether these services provide programmatic accessibility to all. Is group counseling conducted in a manner that is accessible to all clients? Are there various forms of print materials for the deaf; large print for the visually impaired?
  - ☑ **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 ADAAG and California state and local codes for complete technical requirements before making any access improvements.
  - ☑ **Follow Up:** Review your implementation plan each year to re-evaluate whether more improvements have become readily achievable.



<b>Accessible Approach/Entrance</b>			
<b>A) PARKING WALKWAYS: MINIMUM CONSIDERATIONS.</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1) If off-street parking is available, is it as close to the accessible entrance as possible? If yes: Number of total stalls      Number of accessible stalls Number of van accessible stalls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Are walkways with necessary ramps and curb cuts available from the parking area to the accessible entrance? NOTE: The travel route should be at least 36" wide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Are designated reserved parking spaces provided for persons with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>B) ENTRANCES: MINIMUM CONSIDERATIONS.</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1) Is at least one primary building entrance accessible at ground level or ramped with no steps? NOTE: Ramp slope should not exceed 1:12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Are accessible entrances identified with proper signage? (NOTE: A primary entrance is one that is a commonly used public entrance which does not involve transit through kitchens, storage facilities or similar areas.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Are accessible primary entrances left unlocked or are provisions made for a signaling device that is accessible if the entrance must be locked during certain hours for security purposes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Do entrance doors have a minimum clear opening of 32"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C) TOILET ROOMS & BATHING FACILITIES: MINIMUM CONSIDERATIONS	YES	NO	N/A
1) Does the facility have accessible public restrooms for men and women?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Is there an accessible unisex restroom available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Does the restroom entrance door have a minimum unobstructed opening of 32"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) If stalls are provided, are they a minimum of 36" wide and 72" deep, or 48" wide and 57" deep, and have doors with a 30" unobstructed opening? (NOTE: A 32" clear opening is preferred.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Is the sink rim no higher than 34"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Is the toilet seat 17" to 19" high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Is there at least 29" from the floor to the bottom of the sink apron (excluding pipes)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7) Are exposed drain and hot water pipes insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Are other fixed objects located so as not to impede wheelchair access into stalls or other facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>D) MEETING/HEARING ROOM FACILITIES: MINIMUM CONSIDERATIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1) Are there meeting rooms that can only be accessed by steps? (NOTE: If so identify those rooms)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) If amplifiers and /or sound equipment are used, are individual hand-held or lavalier microphones available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) Are provisions made for assistive listening devices upon request for persons with hearing impairments?  (NOTE: Assistive listening systems are available for loan at no cost from the ADP funded-Disability Access Project.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Can meeting room seating be arranged to accommodate persons using wheelchairs in an integrative manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) Are print materials recorded for visually impaired persons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Are interpreters available for persons with hearing impairments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>E) RESIDENTIAL FACILITIES ONLY: LODGING ACCOMMODATIONS: MINIMUM CONSIDERATIONS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1) What is the total number of sleeping rooms provided?			
2) How many sleeping rooms are accessible for people with mobility limitations?			
3) Do entrance doors to accessible guest rooms have a minimum clear opening of at least 32"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



4) Do accessible guest rooms allow sufficient turning space (5 ft. in diameter) to allow a person using a wheelchair to move about?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) If there is a phone in the room, is there an unobstructed approach to the phone for a person using a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F) AUXILIARY AIDS: MINIMUM CONSIDERATIONS	YES	NO	N/A
1) Is there a written disability admission and referral policy in place? If yes, attach a copy, to this survey when it is submitted to the Department of Alcohol and Drug Programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) Does the facility have a TDD/TTY telephone device and number for the deaf or hard of hearing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a) If no, has staff been trained to use the California Relay System (CRS)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) Does the emergency alarm system have both visual and audible features?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) If the facility has a pay phone, is TTY access available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5) Is at least one public pay phone equipped with amplification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) Do televisions for client use have closed caption capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7) Are hearing interpreters available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8) Are hearing interpreters part of group counseling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Nondiscrimination Questionnaire</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is nondiscriminatory treatment, equally afforded to other individuals, given directly or through contractual licensing or other arrangements to people with disabilities in the full and equal enjoyment of the goods, facilities, privileges, advantages, or accommodations offered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the goods, services, facilities, privileges, advantages, or accommodations provided differently or separately to individuals with disabilities and individuals without disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are the goods, services, facilities, privileges, advantages, and accommodations offered to individuals with disabilities in the most integrated setting appropriate to the needs of the specific individual in question?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If separate or different programs or activities are provided to individuals with disabilities, may those individuals still participate in the activities that are not separate or different?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you use, directly and/or through a contractual or other arrangements, standards, criteria, or methods of administration that do not have the effect of discrimination by others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are people with friends, associates, or relatives with a disability provided foods, services, facilities, privileges, advantages, accommodations, and other opportunities on a nondiscriminatory basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Do your eligibility criteria screen in, not out, individuals with disabilities (unless such criteria can be shown to be necessary for the provision of goods, services, etc., being offered)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are reasonable modifications made to policies, practices, or procedures when such modifications are necessary to offer goods or services, etc., to individuals with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Are people with disabilities included, allowed services, integrated, and otherwise treated the same as others through the provision of auxiliary aids and services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Are architectural and communication barriers that are structural in nature (including permanent, temporary, or moveable structures, such as furniture, equipment, and display racks) removed from existing facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Where removal of barriers is not "readily achievable" are the goods, services, etc., made available through alternative methods?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Has new construction been designed to be readily accessible to and usable by individuals with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. If you are altering a facility, have the alterations been made in such a manner that, to the maximum extent feasible, the altered portions of the facility are readily accessible to and usable by individuals with disabilities including individuals who use a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Sample ADA Plan

### XYZ Recovery Services: Access to Services Plan: FY 7/1/2005-6/30/2006

Barrier	Solution	Priority	Projected Cost	Funding Source	Projected Completion Date	Responsible Person
Physical Access: In-accessible entrance to building	Install ramp to main entrance	A: This Year	\$10,000	Building maintenance	June 30, 2006	Program Manager
Physical Access Water fountain spout too high	Install paper cup dispenser	A: Now	\$40.00	Unrestricted funds	July 15, 2005	Program Manager
Physical Access: Narrow door to counseling office	Widen doorway	B: Next FY	\$500	Building maintenance	March 1, 2007	Program Manager
Program Access: No pet policy	Modify policy to allow for service animals for people with disabilities	A: Now	None	N/A	July 15, 2005	Executive Director
Communication Access: No TTY	Obtain TTY	A: This Year	\$350	Office equipment funds	December 30, 2005	Office Manager
Communication Access: Assistive Listening Systems	Purchase or borrow assistive listening system: Insert into policy	C: As needed	None	Available from Disability Access Project Technology Loan Program	N/A	Program Manager