



ADA Compliance Plan

NOTICE UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), MHMR of Tarrant County (MHMR) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities.

Under Title I of the ADA regarding employees and employment, MHMR does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA. The MHMR policy governs employment-related complaints of disability discrimination.

Title II of the ADA provides that "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." 42 U.S.C.A. § 12132. MHMR will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. MHMR has designated the Director of Risk Management as the ADA Coordinator. The ADA Coordinator advises MHMR and the public about ADA compliance obligations; and coordinates the investigation of complaints filed by employees and the public alleging discrimination in MHMR programs, services, or activities.

MHMR will generally, upon request, provide appropriate aids and services leading to effective communication for qualified people with disabilities so they can participate equally in MHMR programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to individuals who have speech, hearing or vision impairments.

To request an accommodation, alternative format of communication, and/or modification of policies and procedures in order to access and benefit from MHMR programs, services and activities, email ADA Coordinator at ADA@mhmrtc.org.

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INTRODUCTION

The MHMR Americans with Disability Act (ADA) Plan is intended to guide the agencies efforts to provide accessible facilities within the agency. The Plan provides guidance for of accessibility barriers. The Plan outlines progress and steps to help bring MHMR programs into compliance with ADA regulations. The Plan is intended to be a living document that will be reviewed and updated annually to track ongoing achievements toward compliance.

SELF EVALUATION

In 2017 MHMR began an evaluation of its policies, programs and procedures to determine current levels of service and the extent to which its policies and programs created barriers to accessibility for persons with disabilities. It is the intent of MHMR to address programmatic accessibility barriers by providing improvements in the following areas:

- Non-Discrimination on the Basis of Disability
- Facilities, Programs and Services
- Public Meetings
- Communications
- Staff Training
- Additionally, when a policy, program or procedure creates an accessibility barrier that is unique to a department or a certain program, MHMR ADA Coordinator will coordinate with the department.

Implementation

MHMR by law is required to meet regulations established by the American with Disabilities Act title II.

ADA Compliance is a comprehensive initiative that impacts all elements of the agency. It contains multiple elements within layers of regulation. This is a large-scale project.

The following recommendations to implement an ADA Compliance Program within MHMR.

Phases:

- Phase 1 Administrative
 - Operating Procedure AW-091 ADA Compliance and Grievance, Completed August 2017
 - Appoint ADA Coordinator. Completed in August 2017
 - Post Notice. Completed in August 2017
 - Post Name, phone number and title of ADA Coordinator. Completed in August 2017
 - Adopt Self-Assessment tools and ADA Plan format – will utilize forms and documents designed by the ADA National Network and produced by the Institute for Human Centered Design. These tools are specific to Justice Department regulation for ADA title II compliance. Completed in September 2017

- Phase 2 Self – Assessment
 - Elements to be assessed.
 - **Built Environment Accessibility** – ADA Checklist for Existing Facilities Assessments on file. 11.9.17
 - **Effective Communication** — Effective Communication Checklist Coordination Initiated 11.29.17
 - **General Nondiscrimination** — General Nondiscrimination Checklist (Equal opportunity to participate in services, programs, activities.) Coordination Initiated 11.29.17
 - **Program Accessibility**—Program level Assessment for accessibility to programs and services with solutions Coordination Initiated 11.29.17
 - **Website Accessibility**—Assistive technology checklist Coordination initiated 12.18.17.

- Phase 3 Planning
 - Coordination Initiated March 2019

- ADA Compliance Plan(s) or Transition Plan(s) are being developed as a working document when assessments are completed. It is the identified elements and possible solutions in the assessments that will be addressed in the Plan. Also considered in the solution planning will be to be timing of solution implementation and cost creating an undue hardship on the agency. The plan writing will be a process requiring input from experts in facilities, programs, activities, and services.
- Phase 4 Plan Execution and Sustainment o Phase 3 completed 7.8.2021.
 - Execution of the Plan or solution implementation will be based on priorities of accessibility, budgetary constraints, and inter program and department planning.
 - Assessments and solution timelines will be reviewed on an annual basis and Plan rewrite on a 3-year interval.
 - Compliance sustainment and internal accountability will be maintained through review and reporting within Programs, Department of Risk and Safety.

The ADA Compliance Plan and Implementation Project Completion

With the completion of all facility and home Self-Assessment and developing Transitional Plans for each the Implementation Project is complete. All accessibility sustainment shall be a part of continual and ongoing self-regulations through a minimum of annual review of: Effective Communication, General Nondiscrimination, Program Accessibility and Website Accessibility. The Environment accessibility shall be reassessed annually and with each facility modification.

ADA Assessment Forms:

- ADA Action Plan
- ADA Transition Plan
- ADA Checklist

ADA ACTION PLAN



Public Entity _____ Date _____

Contact Person _____ Title _____

Email _____ Phone _____

Issues	Solutions	Target Date	Person Responsible	Comments
<i>Example: Inadequate public notice of ADA compliance</i>	<input type="checkbox"/> Draft new notice. <input type="checkbox"/> Post on website, public buildings. <input type="checkbox"/> Include in social media.	4/15	ADA Coordinator	<i>Neighboring municipalities have samples and recommended distribution methods.</i>

New England ADA Center, a project of the Institute for Human Centered Design - Adopted for use by: MHMR www.NewEnglandADA.org • ADAinfo@NewEnglandADA.org

TRANSITION PLAN

Assessments and Compliance

MHMR has developed an Americans with Disability Act (ADA) Transition Plan to better serve our community and develop policies and practices for implementing improvements within the agency. The ADA, enacted on July 26, 1990, is a federal civil rights law that provides protection for all persons with disabilities against discrimination by public and private entities.

The ADA Transition Plan is intended to represent both the legal and functional goals and objectives of the agency to make the existing facilities within the agency accessible and usable for persons with disabilities. The plan must include a schedule for completion of these remedies to achieve accessibility for persons with disabilities. The main purpose of this ADA Transition Plan is to assess the barriers, describe the method for removal of those barriers, and to outline the scheduling of the remedial work.

ADA Transition Plan

NOTE: Completion Dates Tracked in Agency-wide Action Plan

Facility _____ Date _____

Area	Access Issue	Solution	Target	Person	Comments
			Date	Responsible	
					Click here to enter text.
					Click here to enter text.
					Click here to enter text.
					Click here to enter text.
					Click here to enter text.

ADA CHECKLIST

- MHMR Facilities
- Self-Evaluation: Checklist/Deficiency
- MHMR utilizes the ADA Checklist for readily achievable barrier removal, as provided on the ADA Website: WWW.ADACHECKLIST.ORG



ADA Checklist for Existing Facilities

Based on the 2010 ADA Standards for Accessible Design



Produced by

Institute for Human Centered Design

www.HumanCenteredDesign.org

www.ADAchecklist.org

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ADA National Network

www.ADAa.org

Questions on the ADA 800-949-4232 voice/tty

Questions on checklist 617-695-0085 voice/tty

ADA GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by MHMR. MHMR Human Resource Policies govern employment related complaints of disability discrimination.

The following Grievance Procedure may be used by anyone who wishes to file a grievance concerning access to MHMR facilities, services, activities and programs. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Submit a formal [ADA Complaint Form](#) to the ADA Coordinator.

The ADA Coordinator will review the grievance and take appropriate action. Alternative means of filing grievances will be made available if necessary.

For more information, contact:

[ADA Coordinator:](#) Desmond Hamilton

3840 Hulen St.

Fort Worth, Texas 76107

817-569-4302

ADA@MHMRTC.org

Response to Grievance

Upon receipt of a Formal ADA Grievance, the ADA Coordinator will provide Compliance Officer, Chief of Staff, Legal, and the appropriate department with a copy of the grievance. MHMR will review the grievance within a timely manner. Note: Resolving the issue may require contacting the complainant to discuss the grievance and possible resolutions.
