# Inclusivity Assessment Tool



#### Section A: Agency Information

1	Name of agency	
2	Street address (or intersection) (if remote site with no street address, provide GPS coordinates)	
3	City	
4	State	
5	Zip code	
6	County	
7	Mailing address (if different from street address)	
8	Telephone number	
9	Agency email address	
10	Website address	
11	Type of agency	
12	Activities offered	

#### Section B: Physical Inclusion

- For Section B and the Specialty Checklists, you will need a tape measure, a clinometer, a 60" circle, and a fish scale.
- Complete an "Additional Building Checklist" for <u>each</u> major facility at the agency.

APPR	COACH: Transportation						
13	Does transportation serve area or facility?	□ yes	🗆 no	□ n/a	🗆 photo		
14	If yes, type of transportation available:	D public	🗆 ag	ency			
15	If yes, does transportation accommodate a person using a wheelchair?	□ yes	🗆 no	🗆 n/a	🗆 photo		
16	Comments/additional information about transportation:						
APPR	NOTE: If needed, ask about Transportation Services during the interview APPROACH: Parking						
17	Name of the <i>first</i> parking lot/area:						
18	Type of parking assessed: (if both are present, assess the agency parking)	□ agency	parking	□ stree	t parking		
19	Parking spaces are:	□ lined		🗆 unlin	ed		
20	Are designated or marked accessible parking spaces provided?	□ yes	🗆 no	□ n/a	🗆 photo		

21	If yes, are the spaces clearly marked with upright signs designating them as accessibl (international symbol of accessibility or clear wording)	e? □ yes	□ no	□ n/a	D photo	
22	Number of designated accessible spaces: (if unlined, approximate number of accessible spaces)		spaces			
23	Width of designated accessible spaces:		inches (a	it least 96")		
24	Number of designated accessible spaces with access aisles:		spaces			
25	Width of access aisles:		inches (	at least 60"; 9	96" in NY)	
26	Distance from parking to entrance: (if no designated accessible parking, measure distance from middle of parking lot/area to entrance)		feet			
27	Is there a continuous unobstructed route of travel from parking to entrance?	□ yes	🗆 no	□ n/a	🗆 photo	
28	Is the route of travel well-lit?	🗆 yes	🗆 no	🗆 n/a	🗆 photo	
29	Describe the surface of the route of travel:					
30	Slope of route of travel (at its steepest incline):		% (ente	er 0% if flat)		
31	Width of route of travel (at its narrowest point):		inches	(at least 36")		
32	Comments/additional information about parking and route of travel to entrance:					
ENTE	ER: Entrances					
33	Name of the <i>first</i> entrance:					
34	Is the international symbol of accessibility displayed by entrance? (or signage designating accessibility)	□ yes	🗆 no	□ n/a	□ photo	
35	Are there stairs to gain entry?	🗆 yes	🗆 no	🗆 n/a	🗆 photo	
36	Number of stairs:		stairs			
37	Describe the type of railing:					
38	Is a ramp provided?	□ yes	🗆 no	□ n/a	🗆 photo	
39	Width of ramp (at its narrowest point):		inches	6 (at least 36'	")	
40	Slope of ramp (at its steepest incline):		% (m	aximum 8%)		
41	Depth of ramp landing:		inches	6 (at least 60'	" depth)	
42	Describe the surface of ramp:					
43	Describe the type of railing on the ramp:					
44	Type of door: 🛛 manual 🖓 automatic 🖓 revolving 🖓 other:			🛛	n/a	
45	Are there doors in a series to gain entry?	□ yes	🗆 no	🗆 n/a	🗆 photo	
46	If yes, distance between doors:		inches	6 (at least 48'	")	
47	Clear open width of door:		inches	s (at least 32	2")	
48	Opening force: (enter n/a if automatic door)		pound	ls (8.5 pound	ds or less)	
49	Handle type <b>entering</b> : automatic		push/pull     other:	oaddle/bar		
50	Handle type <b>exiting</b> : automatic I knob I pull entry set-top button I lever I push plate		□ push/pull paddle/bar □ other:			
51	Clear space on pull (handle) side of door:		inches	s (at least 18'	")	
52	Comments/additional information about entrance:					

USE:	Registration/Reception/Check-in Area				
53	Is there a continuous unobstructed route of travel from entrance (if indoor facility) or parking (if outdoor facility) to registration/check-in area?	□ yes	🗆 no	🗆 n/a	D photo
54	Is the route of travel well-lit?	□ yes	🗆 no	□ n/a	□ photo
55	Describe the surface of the route of travel:				
56	Slope of route of travel (at its steepest incline):		% (ente	r 0% if flat)	
57	Width of route of travel (at its narrowest point):		inches (	at least 36")	
58	Is the registration/reception/check-in counter easily located?	□ yes	🗆 no	□ n/a	🗆 photo
59	Height of counter:		inches (	36" or less)	
60	If counter is higher than 36", is a fold-out shelf available?	□ yes	🗆 no	□ n/a	□ photo
61	Is the registration area large enough for wheelchair maneuvering? (60" circle)	□ yes	🗆 no	□ n/a	□ photo
62	If no, provide dimensions of free space in registration area:		inches t	ру	_ inches
63	Is signage clear in registration area? (word, picture, and Braille or raised lettering)	□ yes	🗆 no	□ n/a	🗆 photo
64	Comments/additional information about reception/registration/check-in area:				
USE:	Public Restroom/Toilet				
65	Name of the <i>first</i> restroom:				
66	Is there a continuous unobstructed route of travel from entrance (if indoor facility) or parking (if outdoor facility) to restroom?	□ yes	🗆 no	□ n/a	🗆 photo
67	Is the route of travel well-lit?	□ yes	🗆 no	□ n/a	🗆 photo
68	Describe the surface of the route of travel:				
69	Slope of route of travel (at its steepest incline):		% (ei	nter 0% if fla	t)
70	Width of route of travel (at its narrowest point):		inche	es (at least 3	6")
71	Is a single use restroom provided (e.g., family, companion, single room)?	□ yes	🗆 no	□ n/a	🗆 photo
72	Restroom assessed:	use/ family	🗆 fe	male	🗆 male
73	Is signage clear? (word, picture, and Braille or raised lettering provided for signs)	□ yes	🗆 no	□ n/a	🗆 photo
74	Clear open width of door to restroom:		inche	s (at least 3	2")
75	Opening force: (enter n/a if automatic door)		pou	nds (5 pour	nds or less)
76	Handle type <b>entering</b> : automatic I knob I pull entry set-top button I lever I push plate		push/pull p other:	addle/bar	
77	Handle type <b>exiting</b> : automatic		push/pull p other:	oaddle/bar	
78	Clear space on pull (handle) side of door:		inch	es (at least	18")
79	Does the toilet stall door swing open to outside of stall?	□ yes	🗆 no	□ n/a	□ photo
80	Is the toilet area large enough for wheelchair maneuvering? (60" circle)	wheelchair maneuvering? (60" circle)			D photo
81	81       If no, provide dimensions of free floor space in stall/toilet area:			inches	
82	Is the center line of the toilet positioned 16"-18" from the nearest side wall?	□ yes	🗆 no	□ n/a	🗆 photo
83	Are grab bars mounted on at least two sides of the toilet?	□ yes	🗆 no	□ n/a	🗆 photo
84	Number of grab bars:		bars	;	
85	Toilet seat height:		inche	s (between	17"-19")

86	Is the sink area large enough for wheelchair maneuvering? (60" circle)	□ yes	🗆 no	🗆 n/a	🗆 photo	
87	If no, provide dimensions of free space in sink area:		inch	es by	inches	
88	Height of sink:		inches (34" or less from floor			
89	Sink is:	🗆 wall-n	□ wall-mounted □ cabinet			
90	Depth of knee space under sink: (from outer edge of sink to pipes or other obstruction under sink)		inches (at least 8")			
91	Are faucet controls usable without grasping?	□ yes	🗆 no	□ n/a	🗆 photo	
92	Location of soap dispensers:	🗆 wall-r	nounted	🗆 on s	ink	
93	If wall-mounted, height of soap dispensers:		inches (no	higher than 4	18" from floor)	
94	Location of hand dryer/paper towels:	□ wall-r	nounted	🗆 on s	ink	
95	If wall-mounted, height of hand dryers/paper towel dispensers:		inches (no	higher than 4	18" from floor)	
96	Comments/additional information about public restroom/toilet:					
USE:	Elevator(s)					
97	Is an elevator provided to access recreation areas on other floors?	□ yes	🗆 no	□ n/a	🗆 photo	
98	Is there a continuous unobstructed route of travel from entrance to elevator?	□ yes	🗆 no	□ n/a	D photo	
99	Is the route of travel well-lit?	□ yes	🗆 no	□ n/a	🗆 photo	
100	Describe the surface of the route of travel:					
101	Slope of route of travel (at its steepest incline):		% (ente	er 0% if flat)		
102	Width of route of travel (at its narrowest point):		inches (at least 36")			
103	Elevator control panel height:	inches (48" max above the floor)				
104	Methods of communication for elevator controls: (check all that are present)	🗆 audib	□ audible □ tactile □ visual □ none			
105	Elevator door width:		inches	(at least 36")		
106	Does elevator have a sensor that reopens the door or does door stay open at least 20 seconds?	□ yes	🗆 no	□ n/a	🗆 photo	
107	Size (clear space) of elevator car:		inches	by	_ inches	
108	Is the elevator well-lit?	□ yes	🗆 no	🗆 n/a	🗆 photo	
	Comments/additional information about elevator:					
USE:	Stairs					
110	Is there a continuous unobstructed route of travel from entrance to the stairs?	□ yes	🗆 no	□ n/a	D photo	
111	Is the route of travel well-lit?	□ yes	🗆 no	□ n/a	🗆 photo	
112	Describe the surface of the route of travel:					
113	Slope of route of travel (at its steepest incline):		% (ente	er 0% if flat)		
114	Width of route of travel (at its narrowest point):		inches	(at least 36")		
115	Number of stairs:	stairs				
116	Are the stairs well-lit?	□ yes	🗆 no	□ n/a	🗆 photo	
117	Are stair edges clearly marked in contrasting color?	□ yes	🗆 no	□ n/a	🗆 photo	
118	Is a handrail provided?	□ yes	🗆 no	□ n/a	🗆 photo	
119	Comments/additional information about stairs:					

USE: Specialty Recreation Checklists								
Below, check all of the facilities/ a	Below, check all of the facilities/ amenities present at this agency and use the specialty checklists (available on the IRRC website) to assess those areas.							
Facility/Amenity	Present	Facility/Amenity	Present	Facility/Amenity	Present			
Activity/meeting/class room		Exercise equipment area		Play area/playground				
Amusement ride		Fishing area/pier/platform		Sauna/steam room				
Arcade/casino/pool hall		Gazebo/picnic shelter/pavilion		Shooting facility				
Batting cage		Gift shop/pro shop		Skating rink				
Beach		Golf and driving range		Ski/snowboard area				
Boating facility		Library		Spa/hot tub				
Bowling lane		Locker room/showers/changing area		Sport facility/field/court (indoor or outdoor)				
Campsite		Miniature golf		Stadium/arena/grandstand				
Comfort station/shower house		Museum/exhibit		Swimming pool/wading pool				
Concession area/cafe		Overlook/observation area/platform		Theater/amphitheater				
Dance/martial arts studio		Picnic area/grill/fire ring		Trail				
Equestrian mounting platform								
Please comment on any additional areas/facilities at this site that are not on the list above.								

Notes about physical inclusion (Any additional information about physical accessibility you feel would be helpful to people with disabilities and their families)



### Social Inclusion

Social inclusion is comprised of three sections: administrative practices, adaptive equipment, and programming practices. For these three sections, you will need to interview managers and staff, observe programs or services, and review written materials.

### SECTION C. Administrative Practices

Ager	Agency Mission and Values						
120	Does the agency mission clearly reflect a belief about inclusion of people with disabilities and other differences?	□ yes □ no □ n/a					
121	Do agency vision and values articulate support for inclusion of people with disabilities and other differences?	□ yes □ no □ n/a					
122							
Staff	Staff						
123	Does upper administration (e.g., board of directors, administrators, managers) show support for inclusion?	□ yes □ no □ n/a					
124	Is a point of contact or ADA coordinator designated to coordinate inclusion at the agency? (preferably a certified therapeutic recreation specialist)	□ yes □ no □ n/a					

125	If yes, list name, job title, phone number, and email address of the poi	int of contact/coordinator:			
	Name:	Phone number:			
	Job Title:	Email:			
126	Are managers and front line staff trained in disability awareness & inclusio	n as a routine part of staff orientation?	□ yes	🗆 no	□ n/a
127	If yes, list main topics covered in training:				
128	When observed, or when asked in an interview, do staff members interact helpful and respectful manner?	t with people with disabilities in a	□ yes	□ no	□ n/a
129	Comments/additional information about agency staff:				
Ag	ency Planning				
130	Are people with disabilities and/or their families involved in agency planni (e.g., board of directors, advisory board, public input)	ng efforts?	□ yes	🗆 no	□ n/a
131	If yes, list types of involvement/input:				
132	Is the agency involved in ongoing plans for inclusion and accessibility?		□ yes	🗆 no	□ n/a
133	If yes, has the agency made progress on identified areas in plan?		□ yes	🗆 no	□ n/a
134	Comments/additional information about agency planning:				
Ag	ency Communication and Marketing				
135	Is person first language used in written materials?		□ yes	🗆 no	□ n/a
136	Is person first language used in oral communication?		□ yes	🗆 no	□ n/a
137	Are alternative forms of communication available?		□ yes	🗆 no	□ n/a
138	If yes, check the alternative forms of communication available:         assisted listening devices       □ computer screen with reader         Braille       □ large print         close-captioned video       □ multiple languages	<ul> <li>□ oral communication provided in pri</li> <li>□ pictorial</li> <li>□ sign language</li> </ul>	nt	□ TDD/TTY □ other:	
139	Do marketing and other printed agency materials reflect inclusion of peop (e.g., access information provided, people with disabilities pictured in publications of		□ yes	🗆 no	□ n/a
140	Is the agency website usable by people of all abilities? (e.g., simple design, consistent navigation, alt text for graphics, high contrast, no fla	shing/blinking features)	□ yes	🗆 no	□ n/a
141	Comments/additional information about agency communication and mark	keting:			
Ag	ency Policies and Procedures				
142	Are emergency warning and evacuation procedures in place for safe exit o (e.g., auditory and visual alarm systems, areas of rescue assistance identified)	f people with disabilities?	□ yes	🗆 no	□ n/a
143	Is all staff trained in the procedures for safe evacuation of people with disa	abilities in the event of an emergency?	□ yes	🗆 no	□ n/a
144	Is there a written policy about the use of service animals?		□ yes	🗆 no	□ n/a
145	Is there a written policy about the use of motorized mobility devices?		□ yes	🗆 no	□ n/a
146	Do personal care attendants attend free when accompanying a person wit	h a disability?	□ yes	🗆 no	□ n/a
147	If applicable, do prices for services accommodate people with financial nee	ed?	□ yes	🗆 no	□ n/a
148	If applicable, are special dietary needs met?		□ yes	🗆 no	□ n/a
149	Comments/additional information about agency policies and procedures:				

Ev	aluation			
150	Does the agency conduct evaluation on an ongoing basis and at the end of programs/services?	□ yes	🗆 no	□ n/a
151	If yes, does evaluation include feedback on inclusion, accessibility or use of supports & accommodations?	□ yes	🗆 no	□ n/a
152	Comments/additional information about agency evaluation of inclusion:			
Ра	rtnerships and Collaboration			
153	Does the agency have partnerships with disability and other community organizations?	□ yes	🗆 no	□ n/a
154	List partnerships:			
155	Comments/additional information about agency partnerships and collaboration:			
	D <b>tes about administrative practices</b> y additional administrative practices you noted at the agency that are not listed above that you feel are helpful to people with disabilities and the	eir families)		
N	<b>DTE:</b> If needed, ask about Transportation Services during the interview (from Section B, pg. 1)			

156 Is adaptive equipment available	to allow fuller participation?	🗆 yes 🗆 no 🗆 n
157 List adaptive equipment availab	e:	
Equipment:	Limitations with equipment (weight, size, etc.)	How to access equipment
a.		
b.		
с.		
d.		
e.		
f.		
g.		
h.		
(add additional sheets if need	ed)	

## Agency: Offers programs (Complete Section E) (e.g., bowling leagues, lessons, activities, camp or sports programs) Does not offer programs (skip to Section F on page 9)



SECTION E. Program Practices

Na	Name of Program(s):						
Re	gistration and needs assessment						
159	Does the registration or sign-up form ask if additional assistance or accommodations may be needed for participation in the program or activity?	□ yes	🗆 no	□ n/a			
160	Is the inclusion point of contact (or ADA coordinator) listed on the registration form?	□ yes	🗆 no	□ n/a			
161	Is there a way to conduct a needs assessment or gather additional information for successful participation, when needed? (e.g., an assessment or interview)	□ yes	□ no	□ n/a			
162	When needed, does staff conduct pre-program meetings or orientations with participants with disabilities, prior to starting a program or activity?	□ yes	□ no	□ n/a			
163	Comments/additional information about registration and needs assessment:						
Su	pports available						
164	Are additional staff or volunteers available to assist in inclusion, when needed?	□ yes	🗆 no	□ n/a			
165	Are peer orientations about disability and inclusion available, when needed?	□ yes	□ no	□ n/a			
166	Do peers help provide assistance with inclusion, when needed?	□ yes	□ no	□ n/a			
167	Are positive behavioral supports used in the program or activity, when needed?	□ yes	□ no	□ n/a			
168	Is a quiet area available for calming or relaxation needs?	□ yes	🗆 no	□ n/a			
169	If yes, describe quiet area:						
170	Comments/additional information about supports:						
Ac	tivity accommodations	r					
171	Are activities modified to individual needs, when needed?	□ yes	🗆 no	□ n/a			
172	If yes, typical modifications provided: activity space I length of activity shill level can be cooperative <b>or</b> competitive rules of activity other:						
173	Do activities allow structured time for socialization between participants?	□ yes	□ no	□ n/a			
174	Is task/activity analysis used to determine needs? (breaking down activities into steps or parts)	□ yes	🗆 no	□ n/a			
175	Can people partially participate in activities, when needed? (e.g., take breaks, do only part of activity)	□ yes	🗆 no	□ n/a			
176	Comments/additional information about activity accommodations:						

Specialized programs or services							
177 Are specialized/segregated programs for people with disabilities provided?			⊐ yes	🗆 no	□ n/a		
178 List and describe specialized programs:							
Program: Brief description:							
a.							
b.							
С.							
(add additional sheets if needed)							
179 Comments/additional information about specialized programs:							
Notes about program practices (Any additional program practices you noted at the agency that are not listed above that you feel are helpful to people with disabilities and their families)							

#### F. Summary

Please provide a brief description of the agency; this summary will appear on the IRRC website. Include pertinent information you feel is helpful for people with disabilities and their families/friends when recreating at this agency/site.

•	SECTION G.	Inclusivity Assessment Information	
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180	Date of assessment (month/day/year)			
181	Name of assessor(s) (first & last names)			
182	Email(s) of assessor(s)			
183	Name of staff interviewed for assessment (first & last names)			
184	Email(s) of staff interviewed			
185	Job title(s) of staff interviewed			
Items 186-189 do not appear in the Online Recreation Database				
186	Describe information about inclusivity you provided to the			
	agency during this assessment			
187	agency during this assessment Describe any changes that will be made at this agency as a result of this assessment			
	Describe any changes that will be made at this agency as a			

For questions or further information, please contact us at: <u>InclusiveRec@cortland.edu</u> or 607-753-4833 or <u>www.InclusiveRec.org</u> © 2014 Inclusive Recreation Resource Center