

ACCESSIBILITY REPORT

For

ACCESS TO COUNSELING SERVICES

ACCESS TO COUNSELING SERVICES INC is committed to serving the needs of the residents of Oklahoma City and surrounding communities that are challenged by disabilities including but not limited to employees, contractors, and clients served. Our mission is to provide optimum opportunities to people with varied disabilities, not just physical, in their quest for increased independence and acceptance. ACCESS TO COUNSELING SERVICES INC has as its focus the lowering or removal of barriers that are faced by individuals as they pursue their goals of working, living, and being a part of the community.

This accessibility plan serves as a method of evaluating our current status and as a road map of where to go next as we seek to lower barriers. It is reviewed annually by ACCESS TO COUNSELING SERVICES INC staff and administrators, persons served and board members to ensure that a plan of action is in place to lower barriers to accessibility in our buildings, our programs, policies, our communications, and our community. This review was conducted initially at the current location July 2016 and will be reviewed annually in January.

Architectural Barriers

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report or Resolution</i>
Uneven cement pavers – entrance from main parking lot.	Notify all clients of potential obstacle	Chief Executive Officer/Safety Officer	All office-based clients are notified when scheduled

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
Semi-brink pavers inside in main entry. Potentially slick.	Notify all clients of potential obstacle.	Chief Executive Officer/Safety Officer	All office-based clients are notified when scheduled

Environmental Barriers

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
1 inch pile rug in entry – potentially not wheelchair accessible	Move entry rug out of line for more accessibility	Chief Executive Officer/Safety Officer	Removed

Attitudinal Barriers

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
NONE IDENTIFIED			

Financial Barriers

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
Program is not currently able to assist clients served in an emergency financial position (i.e, gas, food, clothing, transportation)	Investigate possibility of starting a donated auxiliary fund to have available for client who find themselves in financial crisis	Chief Executive Officer	Address in January 2017 strategic plan

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
Clients served do not have funds available to meet clinicians at physical office	Have clinicians go to the clients home/school or community setting of choice	Clinical Executive Officer/Safety Officer	Completed

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
Contractors would like to have health insurance	Investigate health insurance or assistance	Chief Executive Officer	Completed-offered AFLAC

Employment Barriers

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
Lack of computer availability	Investigate buying several more PC's	Chief Executive Officer/Safety Officer	2 work stations now established in break room

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
Lack of funds to add marketing staff/scanner full-time	Investigate additional funding sources	Chief Executive Officer/Safety Officer	By July 2017

Communication Barriers

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
Spanish speaking receptionist	Investigate alternatives	Chief Executive Officer/Safety Officer	Spanish speaking clinician will return phone calls.

Transportation Barriers

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
NONE IDENTIFIED			

Other Barriers Identified

<i>Identified Barriers</i>	<i>Action</i>	<i>Person(s) Responsible</i>	<i>Report of Resolution</i>
NONE IDENTIFIED			