

**Cottonwood, Inc.
Policies and Procedures**

SECTION: Governing Board

POLICY NO: 01-003

SUBJECT: Accessibility

EFFECTIVE DATE: July 30, 1998

Policy:

Serving as both the Community Developmental Disability Organization (CDDO) and as a Community Service Provider for individuals with intellectual/developmental disabilities (I/DD), Cottonwood, Inc. promotes full accessibility for persons served. Additionally, Cottonwood, Inc. encourages the involvement of persons with disabilities as staff, volunteers and board members. Cottonwood, Inc. is philosophically committed and actively involved in the promotion of full accessibility for everyone.

Procedures:

Cottonwood, Inc. promotes and supports equal opportunities through the following activities.

1. Cottonwood, Inc. creates and participates in community activities that promote opportunities for participants and reduce attitudinal barriers, e.g. Council of Community Members, Chamber of Commerce, city recreation, civic organizations, local transportation, system, local social service agency board participation, local housing authorization, news/media releases. We also participate and have leadership roles in state and national organizations, advocating for persons with disabilities.
2. Architectural barriers have been and continue to be addressed. Internal surveys are conducted annually to identify and address transportation, communication, attitudinal, environmental, financial and employment barriers. External assessments will be obtained if a need arises.
3. Competency-based training is provided to staff members that promotes full accessibility for persons with disabilities and addresses barriers. All Cottonwood, Inc. representatives work with community members to assist in removing barriers that may exist.
4. Cottonwood Inc.'s policy on accessing services specifies criteria for eligibility. Information regarding services is available to individuals and their family representatives in written and/or other formats/languages to facilitate communication and comprehension.
5. Cottonwood, Inc. encourages the utilization of generic modes of transportation whenever possible. Staff members work closely with and provide valuable input into

the structure and services provided by the local transportation system. The consumer committee also provides input periodically on transportation barriers. In addition, Cottonwood, Inc. provides accessible means of transportation for all services provided.

6. The Accessibility Policy and Plan are reviewed and revised annually with input from the Consumer Committee, Safety Committee, Human Resources and Management Team.

7. Cottonwood Inc.'s Board of Trustees reviews and approves this policy and the Accessibility Plan annually.