

# Sedgwick County

## Americans with Disabilities Act/Section 504 Self-Evaluation and Transition Plan

September 5, 2008



*Sedgwick County...  
working for you*

*Government*

525 N. Main Wichita, KS 67203



*Commitment to the  
Americans  
With Disabilities Act  
and an  
Accessible Community*

*Prepared by*

**The County of Sedgwick, in conjunction with;  
Disability Management Consulting Group L.L.C., e.g.  
ADA Accrediting & Consulting;  
and  
The Wichita/Sedgwick County Access Advisory Board**

## **Introduction**

Sedgwick County is dedicated to public programs, activities and services, which are free of discrimination based on disability. Furthermore, Sedgwick County applies this same dedication to all employees, including all aspects of the employment process, such as the pre-employment process, post employment policies, and the benefits pertaining to employment. Sedgwick County has developed this document, including all attachments, to establish in written policy its commitment to nondiscrimination based on disability and to comply fully with the letter and spirit of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

This Document was developed by Sedgwick County in consultation with the County's 504/ADA Coordinator; the Disability Management Consulting Group, d.b.a., ADA Accrediting & Consulting; and the Wichita/Sedgwick County Access Advisory Board (WSCAAB). WSCAAB has examined the entirety of this document, including attachments, and provided recommendations pertaining to its language and implementation. All Advisory Board recommendations have been incorporated into the content of this document.

This County Self-Evaluation and attachments are made public to those interested and serves as the Self-Evaluation for Sedgwick County as defined by Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and disability nondiscrimination requirements for recipients of CDBG funds, including federal funds provided by other federal, state or local funding agencies. A copy of this Self-Evaluation is available for viewing at the ADA Coordinator's Office – Ms. Lindsey Mahoney, located in the Old County Courthouse, at 510 N. Main, Suite 306 - Wichita, Kansas 67203 - Phone: (316) 660-7052 or TDD (Kansas Relay at 711 or 800-766-3777) - Email: [Lmahoney@sedgwick.gov](mailto:Lmahoney@sedgwick.gov)

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**Part I**            **Detail of the Self-Evaluation Procedures and Outcomes**

**1. Description of programs and services provided by Sedgwick County to the general public**



**Sedgwick County  
Americans with Disabilities Act  
Departmental Programs and Services Report**

Presented To The  
**Wichita Sedgwick County Access Advisory Board**  
**April 25<sup>th</sup>, 2007**

## A. Department on Aging

**ADA Contact:** Valerhy Powers, Departmental ADA Coordinator  
Sedgwick County Department on Aging / Central Plains Area Agency  
on Aging  
West River Plaza, 2622 W. Central, Suite 500  
Wichita, KS 67203  
Phone: (316) 660-5158  
Email: [vpowers@sedgwick.gov](mailto:vpowers@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:** Information and Assistance, In-Home Services, Community Based Services, Transportation, Service Coordination, Case Management, Nursing Facility Preadmission Screenings, Physical Disability Services.

**Facilities where Programs and Services are Provided:**

- 1) West River Plaza, 2622 W. Central, Suite 500, Wichita, Kansas 67203
  - (a) Information and Assistance
  - (b) Case Management
  - (c) Transportation (some walk-ins to complete an application or purchase a ride card)
  - (d) Service Coordination
  - (e) RSVP Volunteer Coordination
- 2) Client/Caregiver Residence
  - (a) Information and Assistance
  - (b) Service Coordination
  - (c) Case Management
  - (d) Nursing Facility Preadmission Screenings
  - (e) Minor Home Repair
  - (f) Physical Disability Services
  - (g) Other In-Home Services: list available upon request.
- 3) Community
  - (a) Information and Assistance
  - (b) Nursing Facility Preadmission Screenings
  - (c) Transportation
  - (d) Health Screenings
  - (e) Health Education & Fitness Classes
  - (f) Outreach & Educational Events
  - (g) Physical Disability Services
  - (h) Other Community-Based Services: list available upon request.

**Department on Aging**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Information and Assistance	High	<p>Printed, Verbal, Computer/Internet, Telephone, TTY Relay</p> <p>Braille, Large Print, Readers, Interpreters and Voice Recordings on request.</p>	<p>Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events</p> <p>Braille, Large Print, Readers, Interpreters and Voice Recordings on request.</p>	General public	Printed materials, computer, internet, voice recordings
In-Home Services	High	<p>Printed, Verbal</p> <p>Braille, Large Print, Readers, Interpreters and Voice Recordings on request.</p>	<p>Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events</p> <p>Braille, Large Print, Readers, Interpreters and Voice Recordings on request.</p>	Functional and age criteria	Printed materials, computer, internet, voice recordings

**Department on Aging**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Community-Based Services	High	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Age-based	Printed materials, computer, internet, voice recordings
Transportation	High	Printed, Verbal, Telephone, TTY Relay  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Varies by funding program; age, physical disability, residence, Medicaid status, caregiver	Printed materials, computer, internet, voice recordings, Taxicabs, minivans, wheelchair accessible vans, wheelchair accessible buses, wheelchair lifts

**Department on Aging**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Service Coordination	Low	<p>Printed, Verbal, Computer/Internet, Telephone, TTY Relay</p> <p>Braille, Large Print, Readers, Interpreters and Voice Recordings on request.</p>	<p>Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events</p> <p>Braille, Large Print, Readers, Interpreters and Voice Recordings on request.</p>	Age-based	Printed materials, computer, internet, voice recordings
Case Management	High	<p>Printed, Verbal, Telephone, TTY Relay</p> <p>Braille, Large Print, Readers, Interpreters and Voice Recordings on request.</p>	<p>Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events</p> <p>Braille, Large Print, Readers, Interpreters and Voice Recordings on request.</p>	Age-based	Printed materials, computer, internet, voice recordings

**Department on Aging**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Nursing Facility Preadmission Screenings	High	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Age-based and seeking admission to a nursing facility	Printed materials, computer, internet, voice recordings
Physical Disability Services	Medium	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Persons with physical disabilities of any age	Printed materials, computer, internet, voice recordings

**Department on Aging**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
RSVP Volunteer Coordination & Work Room	Medium	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Age-based	Printed materials, computer, internet, voice recordings, arts & crafts supplies, office supplies, marketing supplies

**Department on Aging**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Minor Home Repair	High	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Age-based and may require home ownership	Printed materials, computer, internet, voice recordings, contracted construction work

**Department on Aging**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Health Screenings	Low	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Age-based	Printed materials, computer, internet, glucometer, blood pressure monitor
Health Education & Fitness Classes	Low	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Age-based	Printed materials, computer, internet, recorded music, chairs, exercise bands, free weights

**Department on Aging**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Outreach & Educational Events	High	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website, CPAAA Website, Phone Books, Public Presentations, Educational Events  Braille, Large Print, Readers, Interpreters and Voice Recordings on request.	General public	Printed materials, computer, internet

## B. Appraiser's Office

**ADA Contact:** Sherry Deabler, Departmental ADA Liaison  
Sedgwick County Appraiser's Office  
525 N. Main, Suite 227  
Phone: (316) 660-9277  
Email: sdeabler@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and Assistance, Informal Payment under Protest Hearings, Informal Equalization Hearings, Small Claim Hearings, Data Collection

**Facilities where Programs and Services are Provided:**

- 1) Sedgwick County Court House, 525 N. Main, Suite 227, Wichita, KS 67203
  - a) Information and Assistance
- 2) Appraiser's Office, 434 N. Market, Kansas, Wichita, KS 67203
  - a) Informal Payment Under Protest Hearings
  - b) Informal Equalization Hearings
- 3) Appraisal Convenience Center, Derby Tag Office, 206 Greenway, Derby, KS 67037
  - a) Information and Assistance
  - b) Informal Equalization Hearings
- 4) Appraisal Convenience Center, 940 N. Tyler, Wichita, KS 67212
  - a) Information and Assistance
  - b) Informal Payment Under Protest Hearings
  - c) Informal Equalization Hearing
- 5) Sedgwick County Extension Center, 7001 W. 21<sup>st</sup>, Wichita, KS 67205
  - a. Small Claim Hearings
- 6) Finney State Office Building, Wichita, KS, 67203
  - a. Small Claim Hearings
- 7) Sites of Appraisals in Sedgwick County, KS
  - a. Data Collection

**Appraisers Office**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Information and Assistance	High	Printed, Verbal, Interpreters	Brochures, County Website, Magazine Advertisements	None	Computers, Resource Guides, Maps, Sales Information, Statutes, Telephone; Website
Informal Equalization Hearings	High	Printed, Verbal, Interpreter	Brochures, Website, Statutes  Value Notice for Real Property is mailed on or before 3/1  Press Release	Taxpayer must appeal notice of real property value 30 days from date county mailed notice in order to receive an Informal Equalization Hearing	ICS Sheets, Sales Information, Maps, Photos; Statutes, Website  Telephone appeals are held. Resource Guides, Property Valuation Department Valuation Guide, Rendition Statutes, Website
Informal Payment Under Protest Hearings	High	Printed, Verbal	Personal Property Renditions mailed by 1/1(as a courtesy not required by law) Press Release  Personal Property Value notice mailed May 1 Press Release  Appeal Request on reverse side of Value Notice Website	Taxpayer must return rendition by Mar. 15 to avoid penalty.  Taxpayer must file Informal Equalization Appeal by May 15 (Sign back of Value Notice that hearing is requested).  Taxpayer may protest taxes only if he/she	ICS Sheets, Sales Information, Maps, Photos, Statutes, Resource Guides, Website  Telephone appeals are held

**Appraisers Office**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
			<p>Taxpayer telephoned by Appraiser's Office</p> <p>Brochures, Website, Statutes</p> <p>Real Property Tax Bills sent by Treasurer's Office by Nov. 1<sup>st</sup>.</p> <p>Once real property tax protest is made a written Informal Payment Under Protest Notice of appointment goes to Taxpayer. Taxpayer telephoned by Appraiser's Office</p>	<p>did not file equalization appeal on the valuation of the same property for the same tax year. If he/she protested their first half payment of taxes, they may not protest their second half payment.</p> <p>Taxpayer would complete the tax protest form and file a copy with the County Treasurer's Office on or before December 20 (If taxes are paid in full by an escrow agent, the taxpayer must file their protest no later than January 31). After that deadline, any protest must be filed at the time they pay their full, first or second half taxes at the Treasurer's Office.</p> <p>If taxpayer does not protest his <u>Personal Property Value</u></p>	

**Appraisers Office**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
				in an Informal Equalization Hearing he/she may file an Informal Payment Under Protest at the time that they pay their full, first or 2 <sup>nd</sup> half taxes at the Treasurer's Office.	
Small Claim Hearings	High	Printed, Verbal Interpreter	Brochure, Website, Statutes  Notification of result letter, which includes a form and filing instructions for filing to the State Board of Tax Appeals.	Upon notification of results of informal hearing, if taxpayer disagrees with results, he/she has 30 days from the mailing date of that notification within which to file an appeal with the Small Claims Division of the Board of Tax Appeals. If filing with the Regular Division of the Board of Tax Appeals, enclose any applicable filing fee(s) required.	Renditions, Statutes, Resource Guides, Property Valuation Department Valuation Guide, Website Real Property - County Appraisers, ICS Sheets, Maps  Personal Property - County Appraisers, Renditions

**Appraisers Office**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Data Collection	High	Printed, Verbal	Press Release (Location of Field Appraisers), Website, Statutes	None	Real Property - County Appraisers, Income and Expense Mailing, Cost Index Mailing, ICS Sheets, Maps  Personal Property - County Appraisers, Renditions

**C. Code Enforcement**

**ADA Contact:** Glen Wiltse, Director  
 Department of Code Enforcement  
 1144 S Seneca  
 Wichita KS 67213-4443  
 Phone: 316-660-1840  
 Email: gwiltse@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and Permits, Information and Dispatch Animal Pickup

**Facilities where Programs and Services are Provided:**

- 1) Public Works Facility, 1144 S Seneca, 1<sup>st</sup> Floor, Wichita, Kansas 67213-4443
  - a) Information and Permits
- 2) EMS/Animal Control/Transportation Facility, 1015 Stillwell, 1<sup>st</sup> Floor, Wichita, Kansas 67213
  - b) Information and Dispatch Animal Pickup

<b>Code Enforcement Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information	High	Printed, Verbal, Computer/Internet, Telephone.	Brochures, Resource Guides, County Website, Phone Books	Anyone can receive	Writing materials, Internet, County Website
Permitting	High	Printed, Verbal	Brochures, Resource Guides, County Website, Phone Books	Anyone can receive	Writing materials, Internet, County Website

<b>Information &amp; Animal Pickup Request</b>	<b>High</b>	<b>Printed, Verbal, Telephone</b>	<b>Brochures, Resource Guides, County Website, Phone Books</b>	<b>Anyone can receive</b>	<b>Writing materials, Internet, County Website</b>
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## D. COMCARE of Sedgwick County/Division of Human Services

**ADA Contact:** Mariann Bardezbain, Departmental ADA Liaison  
COMCARE of Sedgwick County  
635 N. Main  
Wichita, KS 67203  
Phone: (316) 660-7649  
Email: mbardezb@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and Assistance, payee service, meeting rooms, accounts receivable, intake, counseling, therapy, medical services, case managements, drug testing program, contract monitoring, referral services, assessment, community outreach and education, crisis counseling, suicide prevention, triage, Respite care, attendant care, critical Incident s tress de-briefings, senior services, pre-admission, screenings, pre-petition screenings, employment services, school-based case management, Children's attendant care, parent support training, group activities, substance abuse counseling, housing assistance, medication services

**Facilities where Programs and Services are Provided:**

- 1) Administration, 635 N. Main, Wichita, Kansas 67203
  - a) Payee service
  - b) Meeting rooms
  - c) Accounts receivable
  - d) Information and assistance
- 2) Addiction Treatment Services, 940 N. Waco, Wichita, Kansas 67203
  - a) Assessment
  - b) Information and assistance
  - c) Intake
  - d) Counseling
  - e) Therapy
  - f) Medical services
  - g) Case management
  - h) Drug testing program
  - i) Contract monitoring

\*Also provides counseling services at Judge Riddel's Boys Ranch, 23551 W. 39<sup>th</sup> Street South, Goddard, KS 67052.
- 3) Intake and Assessment Center, 1919 N. Amidon, Suite 220, Wichita, Kansas 67203
  - a) Assessment
  - b) Intake and referral services

- c) Information and assistance
- 4) Outpatient Services, 1919 N. Amidon, Suite 130, Wichita, Kansas 67203
  - a) Assessment
  - b) Intake
  - c) Therapy
  - d) Medical
  - e) Case management
  - f) Information and assistance
  - g) Community education and outreach services
- 5) Crisis Intervention Services, 934. N. Water, Wichita, Kansas 67023
  - a) Crisis counseling
  - b) Suicide prevention
  - c) Information and assistance
  - d) Assessment and triage
  - e) Intake
  - f) Therapy
  - g) Medical services
  - h) Community-based case management
  - i) Medical services
  - j) Respite care
  - k) Attendant care
  - l) Critical Incident Stress De-briefings
  - m) Senior services
  - n) Pre-admission screenings
  - o) Pre-petition screenings
- 6) Sedgwick County Offender Assessment Program, 1720 E. Morris, Wichita, KS 67211
  - a) Assessment
  - b) Information and assistance
  - c) Referral
  - d) Community-based case management
  - e) Respite care
  - f) Therapy

\*Also provides assessment services at the Sedgwick County Adult Detention Facility located at 141W. Elm, Wichita, Kansas
- 7) Community Support Services, 1929 W. 21<sup>st</sup> Street, Wichita, Kansas 67203
  - a) Information and Assistance
  - b) Assessment
  - c) Intake
  - d) Therapy
  - e) Employment services
  - f) Community-based case management
  - g) Medical services
  - h) Attendant care
- 8) Center City Homeless Program, 154 N. Topeka, Wichita, Kansas, 67202
  - a) Assessment
  - b) Information and assistance

- c) Therapy
  - d) Community-based case management
  - e) Community outreach services
  - f) Medical services
- 9) Family and Children's Community Services, 7701 E. Kellogg, Suite 300, Wichita, Kansas 67207
- a) Assessment
  - b) Intake
  - c) Therapy
  - d) Community-based case management
  - e) School-based case management
  - f) Information and assistance
  - g) Medical Services
  - h) Children's attendant care
  - i) Parent support training
  - j) Respite care
- 10) Family and Children's Community Services, Project 275, co-located at the SRS Area Office, 230 West. William, Wichita, KS, 67202
- a) Assessment
  - b) Intake
  - c) Case Management
  - d) Therapy
  - e) Information and Assistance
- 11) Family and Children's Community Services, co-located with USD #259 schools
- a) Assessment
  - b) Intake
  - c) Referral
  - d) Case Management
  - e) Therapy
  - f) Information and Assistance
- 12) Family and Children's Community Services, co-located at Northridge Friends Church, 2655 Bullinger, Wichita, KS, 67203
- a) Group activities
  - b) Therapy
- 13) Transitional Housing Program, 731 Hunter, Wichita, KS 67202
- a) Assessment
  - b) Substance abuse counseling
  - c) Therapy
  - d) Housing assistance
  - e) Case management
  - f) f. Information and assistance
- 14) Mental Health Association (Vendor), 551 N. Woodlawn, Wichita, KS
- a) Community based case management services
- 15) Family Consultation Services (Vendor) 560 N. Exposition, Wichita, KS
- a) Therapy
  - b) Medication services

16) Breakthrough Club (Vendor) 1005 E. Second, Wichita, Ks and 1010 N. Main, Wichita, KS

- a) Case management
- b) Information and assistance
- c) Therapy

<b>COMCARE</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Community Based Services- Case Management, service coordination, transportation	High	Printed, Verbal, Computer / Internet, Telephone	Brochures, Resource Guides, Television, Newspapers, County website, SRS website, Phone Books	SPMI or SED diagnosis	Computer, Internet, telephone, written communication, vehicles
Office Based Services- Therapy, Counseling, Case Management,	High	Printed, Verbal, Computer / Internet, Telephone	Brochures, Resource Guides, Television, Newspapers, County website, SRS website, Phone Books	Medical Necessity, based upon assessment	Computer, Internet, telephone, written communication, group/conference rooms, offices
Employment Services for SPMI clientele	High	Printed, Verbal, Computer / Internet, Telephone	Brochures, Resource Guides, Television, Newspapers, County website, Phone Books	SPMI diagnosis plus based upon assessment of need	Computer, Internet, telephone, written communication, vehicles, group/conference rooms, offices
Medical Services	High	Printed, Verbal, Computer / Internet, Telephone	Brochures, Resource Guides, Television, Newspapers, County website, Phone Books	Based upon Medical Necessity	Computer, Internet, telephone, written communication, exam rooms

<b>Assessment and Referral Services</b>	<b>High</b>	<b>Printed, Verbal, Computer / Internet, Telephone</b>	<b>Brochures, Resource Guides, Television, Newspapers, County website, SRS website Phone Books</b>	<b>None. Accept all referrals from family, self, legal, medical, schools, etc.</b>	<b>Computer, Internet, telephone, written communication, offices</b>
<b>Crisis Intervention Services</b>	<b>High</b>	<b>Printed, Verbal, Computer / Internet, Telephone</b>	<b>Brochures, Resource Guides, Television, Newspapers, County website, SRS website Phone Books</b>	<b>None. Accept all community referrals, including police department.</b>	<b>Computer, Internet, telephone, written communication, vehicles, offices, conference room</b>
<b>Contract Monitoring</b>	<b>Moderate</b>	<b>Printed, Verbal, Computer / Internet, Telephone</b>	<b>Brochures, Resource Guides, Television, Newspapers, County website, Phone Books</b>	<b>Contracted with COMCARE or Sedgwick County to provide services.</b>	<b>Telephone, written communication, offices</b>
<b>Payee services</b>	<b>Moderate</b>	<b>Printed, Verbal, Computer / Internet, Telephone</b>	<b>Referral from other COMCARE department, brochures</b>	<b>Assessment based upon need. SPMI diagnosis.</b>	<b>Computer, Internet, telephone, written communication, conference rooms</b>
<b>Public Meeting Space</b>	<b>Moderate</b>	<b>Audiovisual presentations, written and verbal communication</b>	<b>Invitations, meeting notices Verbal communication</b>	<b>None.</b>	<b>AV equipment, written, verbal communication, conference rooms</b>
<b>Transitional Housing Assistance</b>	<b>High</b>	<b>Verbal, printed</b>	<b>County website, Verbal communications from other providers</b>	<b>SPMI, Homeless, Substance Abuse diagnosis</b>	<b>Computer, telephone, written communication, offices</b>

**E. Community Development Director's Office / Economic Development**

**ADA Contact:** Anne Gutierrez, Departmental ADA Liaison  
 Sedgwick County Division of Community Development  
 Directors Office  
 510 N Main, Suite 602  
 Phone: (316) 660-9863  
 Email: agutierr@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and assistance.

**Facilities where Programs and Services are Provided:**

- 1) Directors Office, Historic Courthouse, 510 N. Main, Suite 602, Wichita, Kansas 67203
  - a) Information and Assistance
- 2) Economic Development, 350 W Douglas Ave, Wichita, Kansas, 67202
  - a) Information and Assistance

<b>Community Development Director's Office / Economic Development</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information and Assistance	Low	Printed, Verbal, Computer/Internet, Telephone.	Brochure, internet lookup, word documents, and redirection.	Anyone can receive	Writing materials, computer, internet, Voice Recordings

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**F. County Counselor's Office**

**ADA Contact:** Jennifer Magana, Departmental ADA Liaison  
 Assistant County Counselor  
 Office of the County Counselor  
 525 N. Main, Suite 359  
 Phone: (316) 660-9340  
 Email: [jmagana@sedgwick.gov](mailto:jmagana@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:**

The County Counselor's Office provides legal advice and representation to the Board of County Commissioners, County elected and appointed officials, County management and advisory boards on civil matters affecting the County and Fire District #1. Programs and services are typically not provided to the general public, but on occasion may consist of information and assistance regarding legal issues.

**Facilities where Programs and Services are Provided:**

- 1) County Counselor's Office, County Courthouse, 525 N. Main, Suite 359, Wichita, KS 67203
  - a) Information and Assistance

<b><u>County Counselor's Office</u></b>					
<b><u>Program, Service, or Activity Detail</u></b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information and Assistance	Low	Printed, Verbal, Computer/Internet, Telephone  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Word of mouth, Newspapers, County Website.  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Anyone can receive	Writing materials, computer, internet, phone

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**G. County Manager / Communications**

**ADA Contact:** Tania E. Cole, Departmental ADA Liaison  
 Sedgwick County Communications  
 525 N. Main, Suite 315  
 Phone: (316) 660-9370  
 Email: [tcole@sedgwick.gov](mailto:tcole@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:** County operations, Board of County Commission meetings, media contact, and meetings

**Facilities where Programs and Services are Provided:**

- 2) County Manager’s Office, County Courthouse, 525 N. Main, Suite 343, Wichita, KS 67203
  - a) Direct oversight and management of county operations
  - b) Frequently host meetings with internal and external stakeholders
- 3) Communications Office, County Courthouse, 525 N. Main, Suite 315, Wichita, KS 67203
  - a) Media contact for Sedgwick County
  - b) Internal services provided to county departments on a recurring and as needed basis
  - c) Weekly Board of County Commission meetings televised/streaming video
  - d) Frequent phone, e-mail, and in-person contact with external stakeholders

**County Manager’s Office / Communications**

Program, Service, or Activity Detail

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Direct oversight and management of county operations	Medium	Phone, e-mail, web, in-person, printed, written	Commission meeting agendas advertised online and meetings can be viewed online; meeting requests sent via e-mail or by phone	N/A	Writing materials, computer, internet, voicemail, web

**County Manager's Office / Communications**

**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Frequently host meetings with internal and external stakeholders	Medium	Phone, e-mail, web, in-person, printed, written	Meeting requests sent via e-mail or by phone	N/A	Writing materials, computer, internet, voicemail, web
Media contact for Sedgwick County	Medium	Phone, e-mail, web, in-person, printed, written	Web, in-person interactions	N/A	Writing materials, computer, internet, voicemail, web
Internal services provided to county departments on a recurring and as needed basis	Medium	Phone, e-mail, web, in-person, printed, written	Meeting requests and correspondence via e-mail, phone, or in-person	N/A	Writing materials, computer, internet, voicemail, web
Frequent phone, e-mail, and in-person contact with external stakeholders	Medium	Phone, e-mail, web, in-person, printed, written	Meeting requests and correspondence via e-mail, phone, or in-person	N/A	Writing materials, computer, internet, voicemail, web
Board of County Commissioners Meetings (in Closed Captioning)	High	Closed Captioning, in-person, printed, written, web, phone, e-mail	Meeting requests and correspondence via e-mail, phone, or in-person	N/A	Television, Writing materials, computer, internet, voicemail, web

## H. Corrections

**ADA Contact:** Mark Coronado, Departmental ADA Compliance  
Sedgwick County Department of Corrections  
700 S. Hydraulic, Wichita, Kansas 67211  
Phone: (316) 660-9762  
Email: mcoronad@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** The Sedgwick County Department of Corrections involves a broad range of facilities and community-based interventions for the promotion of community safety and supervision of offenders. Department of Corrections programs include the following:

**Facilities where Programs and Services are Provided:**

**1) Juvenile Residential Facility, 881 S. Minnesota, Wichita, Kansas 67211**

A non-secure 21-bed residential detention facility opened in June 1994 to serve juveniles who require housing in a less restrictive atmosphere, which promotes positive ties with the youth's family, school and our community.

- a) Partnered with USD 259 the facility offers on site and bussed access to education. Physical recreation
- b) Drug and alcohol prevention training.
- c) Independent living skills.
- d) Mental health counseling and group therapy.
- e) Basic medical services
- f) Safe transportation of residents to and from of-site appointments.
- g) All meals are prepared in the JDF building and served on site.

**2) Juvenile Detention Facility, 700 S. Hydraulic, Wichita, Kansas 67211**

A secure 108-bed detention facility opened in April of 2006 to serve male and female offenders and alleged offenders who are awaiting court hearings or placement into local or state programs.

- a) Partnered with USD 259, the facility houses a full-scale education wing.
- b) Physical recreation
- c) Drug and alcohol prevention training.
- d) Independent living skills.
- e) Mental health counseling and therapy.
- f) Basic medical services.
- g) Secure transportation to and from of-site appointments.

- h) Judicial Detention Hearings
- i) Starting Point – Early intervention programs
- j) Family visitation
- k) All meals are prepared and served on site.

**Additional programs housed within the JDF building include:**

**Home-Based Supervision (HBS)** An alternative detention program began in 1990 to divert appropriate juveniles from JDF to their own homes under close supervision or electronic monitoring. Services include family consultation, drug testing, truancy monitoring and referrals.

**Juvenile Intake and Assessment (JIAC)** Established by the Kansas Supreme Court in 1995. The intake center is the first line of interaction with juvenile offenders. Operating 24/7, the program makes an informed assessment of each youth's situation and environmental factors. The program then makes referrals determined to be helpful to the youth or necessary for public safety.

**Kansas Children's Service League (KCSL)** Provides case management services and assistance to juveniles and their families. While most of the services are home-based, the on-site staff does see approximately 20-25 clients a month at the facility.

**Kansas Legal Services, Detention Advocate Services (DAS)** Provide detention intervention services to youth who have been detained at JDF, as well as, direct case management to youth who have been released from JDF on a bond or other release alternatives.

**3) Judge James V. Riddel Boys Ranch, 25231 W. 39<sup>th</sup> Street South, Goddard, Kansas 67052**

Established in 1961, the JRBR facility is a 49-bed licensed residential treatment facility for male juvenile offenders in State custody.

- a) Partnered with USD 259, the facility houses a full-scale education wing.
- b) GED programs
- c) Job Readiness Training
- d) Physical recreation includes sports facilities and in-ground swimming pool
- e) Drug and alcohol prevention training.
- f) Independent living skills.
- g) Mental health counseling and therapy.
- h) Basic medical services.
- i) Secure transportation to and from of-site appointments.
- j) Anger Management
- k) Behavioral therapy through EGALA Horse Therapy
- l) Family visitation
- m) All meals are prepared and served on site.

**4) Juvenile Field Services, 635 S. Glendale, Wichita, Kansas 67218**

This division was formed in 1998. The purpose of the Juvenile Field Services Division is to provide non-residential supervision and/or case management for adjudicated juvenile offenders in Sedgwick County.

- a) Juvenile case management.
- b) Juvenile Intensive Supervision.
- c) Regularly scheduled on-site interviews.
- d) Frequent drug and alcohol testing.
- e) Regular contacts with employers, educators, and treatment providers.
- f) Some juveniles served by this unit are placed on electronic monitoring.
- g) Placement services outside of family homes in a variety of settings including: detention, foster homes, group homes, independent living programs and juvenile correctional facilities.
- h) Truancy Prevention Program.
- i) Field visitation.

**5) Youth Aftercare Program, 623 E. Elm St., Wichita, Kansas 67203**

A 20-bed residential facility for young male offenders leaving state-operated juvenile correctional facilities. The purpose of the program is to prepare juveniles for independent living. Youth apply to come to the program and receive assistance in finding and maintaining jobs, saving money and learning to take care of themselves in a supervised setting for 3 to 6 months.

**6) Adult Residential & Services Center, 622 E. Central, Wichita, Kansas 67203**

The **Residential Center** located at 623 E. Elm is a highly-structured 120 bed coed residential facility that emphasizes intense supervision and accountability and that monitors the offender's daily activities in the community and in treatment. All residents are expected to maintain full-time employment, placement in educational/vocational programming in the community, or they are expected to be in treatment. Emphasis is placed on mastering daily living skills, budgeting of personal income, completing court ordered requirements and preparing for eventual re-entry into community living. An offender's average length of stay at the Residential Center is 110 days.

- a) Employment services
- b) Drug and alcohol prevention training.
- c) Independent living skills.
- d) Placement in off-site education and vocational programming.
- e) Coin Operated Laundry
- f) Meals are prepared by canteen services, transported to and served on site.

**7) The Service Center located at 622 E. Central** provides supervision, case management and intervention services to assigned offenders from the Residential Center and the Intensive Supervision Program. Services are individualized based on

the needs of the offender and are designed to reduce the risk of their re-offending and/of violating the terms of probation and being sent to prison.

- a) Outpatient substance abuse treatment
- b) Job preparation/job seek classes
- c) Learning cognitive independent life skills.
- d) Mental health assessments.
- e) Individual and group counseling to improve anger management and problem solving skills.

**8) Adult Field Services, 905 N. Main, Wichita, Kansas 67203**

The Adult Intensive Supervision Program (AISP), located at 905 N Main, is the most widely used program in the Department of Corrections. This non-institutional measure allows clients sentenced by the court to live at home under rigorous intensive supervision.

- a) Scheduled on-site client interviews.
- b) Frequent urinalysis and breath alcohol testing.
- c) Frequent contacts with employers, treatment providers and the offender.
- d) Field supervision

**9) Pretrial Services Program (PSP) Co-Located at 905 N. Main, Wichita, Kansas 67203**

The mission of the PSP is to divert appropriate inmates from the Sedgwick County Adult Local Detention Facility (SCALDF) and to ensure that defendants appear for Court. Inmate evaluations, consisting of an interview with the inmate and an investigation of reported residence, employment and criminal history, are conducted to provide verified information to the judicial system so options other than incarceration in the SCALDF might be exercised. Supervision services are provided for the higher risk offenders, allowing them to remain with their families and maintain employment, while ensuring their appearance in court and reducing the potential to re-offend.

<b>Corrections</b>					
<b><u>Program, Service, or Activity Detail</u></b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Juvenile Residential	Moderate	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family Councilors	Courts and Placement Services	Door Bell, Telephone

**Corrections**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Juvenile Detention	Moderate	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family Councilors	Courts and Placement Services	Intercom, Coin Lockers, Telephone, Elevator
Home Based Supervision	Low	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family Councilors	Courts and Placement Services	Intercom
Juvenile Intake and Assessment Center	Moderate	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family or addiction Councilors	Law Enforcement, Courts and Placement Services	Intercom, Telephone
Kansas Children's Service League	Low	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family Councilors	Referral & Placement Services	Intercom
Detention Advocate Services	Low	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family Councilors	Courts and Placement Services	Intercom
Judge Riddel Boys Ranch	Moderate	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family or addiction Councilors	Courts and Placement Services	None
Juvenile Field Services	Moderate	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family or addiction Councilors	Courts and Placement Services	None
Youth Aftercare Program	Low	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family or addiction Councilors	Referral & Placement Services	None
Adult Residential Services	High	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family Councilors	Courts and Placement Services	None
Adult Intensive Supervision Services	High	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family or addiction Councilors	Courts and Placement Services	Elevator
Pretrial Services Program	Moderate	Printed, Verbal, Internet, Courts, Placement Services	Legal Services, Family or addiction Councilors	Courts and Placement Services	Elevator

## I. County Clerk

**ADA Contact:** Bethany Carpenetti, Departmental ADA Liaison  
Sedgwick County Clerk's Office  
525 N. Main Ste 211  
Phone: (316) 660-9222  
Email: bcarpene@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and Assistance, BoCC Clerk, Complete Homestead & Food Sales Tax forms January – April, Property Ownership, Quarter section maps, Wildlife & Parks Licenses, Budget & Mill levy information.

**Facilities where Programs and Services are Provided:**

- 1) Main Courthouse, 525 N. Main Ste 211
  - a) Information and Assistance
  - b) BoCC Clerk
  - c) Complete Homestead & Food Sales Tax forms January – April
  - d) Property Ownership
  - e) Quarter section maps
  - f) Wildlife & Parks Licenses
  - g) Budget & Mill levy information

**County Clerk**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Information and Assistance	High	Printed, Verbal, Computer/Internet, Telephone  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Brochures, Resource Guides, Television, Newspapers, County Website.  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Anyone can receive	Writing materials, computer, internet
BoCC Clerk	High	Printed, Verbal, written  Braille, Large Print, Readers, Interpreters and Voice recordings on request	Television, Newspapers, County Website  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Anyone can receive	Computer, paper, County Website, audio tapes
Complete Homestead & Food Sales Tax forms	High	Printed, Verbal.  Braille, Large Print, Readers, Interpreters and Voice recordings on request	Brochures, Resource Guides, Newspapers, County Website, Phone Book  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Household income <28,000 and one of the following: over 55 for entire year, blind or disabled, dependent child for entire year	Writing materials

**County Clerk**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Property Ownership	High	Printed, Verbal,  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Resource Guides, Newspapers, County Website  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Anyone can receive	Writing materials, Verbal, Computer
Quarter Section Maps	High	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice recordings on request	Resource guides, Newspapers, County website  Large print, Readers, Interpreters & Voice recordings on request.	Anyone can receive	Computer, Maps
Wildlife & Parks Licenses	Medium	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice recordings on request	Resource Guides, Newspapers, County Website	Anyone can receive	Computer, Writing materials

**County Clerk**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Budget & Mill Levy Information	Medium	Printed, Verbal  Braille, Large Print, Readers, Interpreters and Voice recordings on request	Resource Guides, Newspapers, County Website	Anyone can receive	Computer, Writing Materials

## J. District Attorney

**ADA Contact:** Kerin Hunt, Departmental ADA Liaison  
Sedgwick County District Attorney  
535 N Main, 2<sup>nd</sup> Floor  
Phone: (316) 660-3608  
Email: khunt@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and assistance, Diversion, Referrals, Care and Treatment Intake, Consumer Assistance, Administration, Prosecution, Case Coordination, Transportation, Juvenile Diversion, SRS/WPD Liaison

**Facilities where Programs and Services are Provided:**

- 1) Sedgwick County Courthouse, 535 N. Main, 1st Floor, Wichita, Kansas 67203
  - a) Public Reception - Information and Assistance - Referrals
  - b) Diversion Programs – Information and Assistance - Referrals
  - c) Care and Treatment Intake – Information and Assistance - Referrals
  - d) Traffic Division – Information and Assistance - Referrals
  - e) Consumer Division – Information and Assistance - Referrals
  
- 2) Sedgwick County Courthouse, 535 N. Main, 2<sup>nd</sup> Floor, Wichita, Kansas 67203
  - a) Administration – Information and Assistance - Referrals
  - b) Prosecution (Felony/Misdemeanor) Division – Information and Assistance
  - c) Victim/Witness – Case Coordination – Information and Assistance - Referrals, Transportation
  
- 3) Friendly Gables – Juvenile Division
  - a) Victim/Witness – Case Coordination – Information and Assistance - Referrals, Transportation
  - b) Juvenile Diversion – Information and Assistance - Referrals
  - c) Prosecution (Juvenile Offender) Division – Information and Assistance - Referrals
  - d) Juvenile Records Division – Information and Assistance
  - e) Child In Need of Care Division – Information and Assistance - Referrals
  - f) SRS/WPD Liaisons – Information and Assistance – Referrals

<b>District Attorney</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/ Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information Assistance and Referrals	High	Printed, Verbal, Computer/Internet, Telephone. TTY Relay  Braille, Large Print, Readers, Voice Recordings, and Interpreters on request.	Brochures, Resource Guides, County Website, Phone Books  Braille, Large Print, Readers, and Interpreters on request.	Anyone can receive	Writing materials, telephone, computer, internet,
Transportation	Low	Printed, Verbal.  Braille, Large Print, Readers, and Interpreters on request.	Brochures, Resource Guides, County Website, Phone Books  Braille, Large Print, Readers, and Interpreters on request.	Anyone can receive	Writing materials, computer, internet, County Vehicle

## K. Elections Office

**ADA Contact:** Terri Howard, Deputy Election Commissioner  
Sedgwick County Election Office  
510 N. Main, Suite 101, Wichita, Kansas 67203  
Phone: (316) 660-7112  
Email: [thoward@sedgwick.gov](mailto:thoward@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:** Election and Voting services

**Facilities where Programs and Services are Provided:**

- 1) Historic Courthouse, Sedgwick County Election Office, 510 N. Main, Suite 101, Wichita, Kansas 67203
  - a) Voter Registration Applications
  - b) Advance Voting Applications
  - c) In-Person Advance Voting
  - d) Election Day Voting for Voters who are sick or disabled
  - e) Candidate Filings
  - f) Public Service Requests for Information
  - g) Affidavit of Registration
- 2) Advance Vote Centers: locations can vary with each election; current list available upon request
  - a) In-Person Advance Voting
- 3) Election Day Polling Places: locations can vary with each election; current list available upon request
  - a) Voting at Election Day Polling Places
- 4) Voter Registration Outposts: locations change periodically; current list available upon request
  - a) Voter Registration Applications
  - b) Advance Voting Applications

## **Elections**

### **Program, Service, or Activity Detail**

<b>Service/ Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisemen t of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources/ Public Tools/ Equipment/ Used</b>
<b>Voter Registration Applications</b>	<b>High</b>	<b>Printed, Verbal, Computer, Internet, Telephone</b>	<b>Local News Media, County &amp; Department Web Sites</b>	<b>U.S. citizen, 18 years of age or older, Resident of Sedgwick County, Received final discharge from imprisonment, parole, or conditional release if convicted of a felony</b>	<b>Writing Materials, Computer, County &amp; Department Web Sites</b>
<b>Advance Voting Applications</b>	<b>Medium</b>	<b>Printed, Verbal, Computer, Internet, Telephone</b>	<b>Local News Media, County &amp; Department Web Sites</b>	<b>Registered to vote in Sedgwick County</b>	<b>Writing Materials, Computer, County &amp; Department Web Sites, fax machine</b>
<b>Voting at Election Day Polling Places</b>	<b>Medium</b>	<b>Printed, Verbal, Telephone</b>	<b>Local News Media, County &amp; Department Web Sites</b>	<b>Registered to vote in Sedgwick County</b>	<b>Writing Materials, Voting machines, Paper ballots, Privacy booths</b>
<b>In-Person Advance Voting</b>	<b>Medium</b>	<b>Printed, Verbal, Computer, Internet, Telephone</b>	<b>Local News Media, County &amp; Department Web Sites</b>	<b>Registered to vote in Sedgwick County</b>	<b>Writing Materials, Computer, Printer, Voting machines, Paper ballots, Privacy booths</b>

## Elections

### Program, Service, or Activity Detail

Service/ Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisemen t of Service to Public	Entrance / Admissions Requirements	Resources/ Public Tools/ Equipment/ Used
Candidate Filings	Low	Printed, Verbal, Computer, Internet	Local News Media, County & Department Web Sites	Candidate qualifications according to state statutes, most positions require a filing fee or a signed petition in lieu of fee, filing documents - some require a notary public	Writing Materials, Telephone Book
Public Service Requests for Information	Low	Printed, Verbal, Computer, Internet	Telephone, Department Web Site	Written request, service fee	Writing Materials, Computer, fax machine
Affidavit of Registration	Low	Verbal, Computer	Telephone, Verbal	Registered to vote in Sedgwick County	Computer, Printer

**L. Emergency Communications - 911**

**ADA Contact:** Randy Bargdill, Departmental ADA Liaison  
 Sedgwick County Emergency Communications  
 525 N. Main, Basement (B-6)  
 Phone: (316) 660-4983  
 Email: rbargdil@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Open records.

**Facilities where Programs and Services are Provided:**  
 1) County Courthouse, 525 N. Main, Suite B-6, Wichita, Kansas 67203  
 a) 911 Open Records

<b><u>Emergency Communications</u></b>					
<b><u>Program, Service, or Activity Detail</u></b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
911 Records (in accordance with the Kansas Open Record's Act)	Low	Printed records of 911 calls, Voice recordings of 911 calls, Voice recordings of 911 radio traffic. (Supplied in accordance with the Kansas Records Act)	Brochures	Secured Facility. Person entering facility must be official business or in accordance with the Kansas Open Records Act.	Printed documents provided upon request in writing, voice recordings provided upon request in accordance with the Kansas Open Records Act.

**M. EMS**

**ADA Contact:** Garry Tolle, Departmental ADA Liaison  
 Assistant Director, Sedgwick County E.M.S.  
 1015 Stillwell  
 Wichita, Kansas 67213 – 4450  
 316-660-7994

**General Programs, Services or Activities Provided to the Public:** Emergency and non-emergency medical services

**Facilities where Programs and Services are Provided:**

- 1) Emergency Services
  - a) Client location
  
- 2) Non-emergency Services
  - a) Client location

<b><u>Template</u></b>					
<b><u>Program, Service, or Activity Detail</u></b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources/ Public Tools/ Equipment/ Used</b>
Emergency Medical Services	High	Verbal, Printed	9-1-1	Anyone can receive	Writing materials
Non-emergency Services	High	Verbal, printed	9-1-1	Anyone can receive	Writing materials

## N. Emergency Management / Public Safety Director's Office

**ADA Contact:** Rick Shellenbarger (*Emergency Management - ADA Liaison*)  
Homeland Security Planner  
Sedgwick County Emergency Management  
714 N Main Street  
Phone: (316) 660-5971  
Email: [rshellen@sedgwick.gov](mailto:rshellen@sedgwick.gov)

Bob Lamkey (*Public Safety Director's Office - ADA Liaison*)  
Director  
Sedgwick County Division of Public Safety  
714 N Main Street  
Phone: (316) 660-4955  
Email: [rlamkey@sedgwick.gov](mailto:rlamkey@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:** Help citizens and local governments mitigate against, prepare for, respond to and recover from all types of emergencies and disasters (natural, technological, and national security).

### **Facilities where Programs and Services are Provided:**

#### Emergency Management:

- 1) Public Safety Center, 1<sup>st</sup> Floor, 714 N. Main, Wichita, Kansas 67203
  - a) Main Office
  - b) Radio Amateur Civil Emergency Service (RACES)
  - c) Emergency Operations Center
- 2) Fire Reserve Station 300, 401 S Tyler, Wichita, Kansas 67209
  - a) Fire Support to Wichita and Sedgwick County Fire Departments
  - b) Light Support to Law Enforcement
  - c) K-9 Search and Rescue

#### Division of Public Safety (Director's Office):

- 3) Public Safety Center, 2<sup>d</sup> Floor, 714 N. Main, Wichita, Kansas 67203
  - a) Main Offices (Director, Community Liaison, Criminal Justice Management Analyst)
- 4) Historic Court House, 6<sup>th</sup> Floor
  - a) EMSS Medical Director, Training Manager

**Emergency Management**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Main Office	Medium	Printed, Verbal, Computer/Internet, Telephone, Facsimile	Brochures, County Website, Department Website  Braille, Large Print, Readers, Interpreters and Voice recordings on request	Anyone can receive	Writing materials, computer, media, internet, SUVs
Radio Amateur Civil Emergency Service (RACES)	Low	Printed, Verbal, Written	Brochures, County Website, Department Website	Anyone can receive	Writing materials, computer, internet
Emergency Operations Center	High	Printed, Verbal, Computer/Internet, Telephone, Facsimile	Brochures, County Website, Department Website	Emergency response agencies only	Writing materials, computer, media, internet
Fire Support to Wichita and Sedgwick County Fire Departments	High	Printed, Verbal, Computer/Internet, Telephone, Facsimile	Brochures, County Website, Department Website	Background checks, volunteer	Writing materials, computer, media, internet, fire trucks
Light Support to Law Enforcement	Low	Printed, Verbal, Computer/Internet, Telephone, Facsimile	County Website, Department Website	Background checks, volunteer	Writing materials, computer, media, internet, pickup
K-9 Search and Rescue	Low	Printed, Verbal, Computer/Internet, Telephone, Facsimile	Brochures, County Website, Department Website	Background checks, volunteer	Writing materials, computer, media, internet, van

**O. Environmental Resources**

**ADA Contact:** Rona Rosenboom, Departmental ADA Liaison  
 Sedgwick County Environmental Resources  
 2625 S. Tyler Rd.  
 Phone: (316) 660-7206  
 Email: rosenbo@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information, environmental education, solid waste meetings.

- Facilities where Programs and Services are Provided:**
- 1) Pawnee Prairie Park, 2625 S. Tyler Rd., Wichita, Kansas, 67215
    - a) Information
    - b) Environmental Learning Center
  - 2) Sedgwick County Extension, 7001 W. 21<sup>st</sup>, Wichita, Kansas 67205
    - a) Solid Waste Committee Meetings

<b>Environmental Resources</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/ Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources/ Public Tools/ Equipment/ Used</b>
Information	High	Printed, Verbal, Computer/Internet, Telephone	Brochures, Television, Newspapers, County Website, Signage	Anyone can receive	None
Environmental Learning Center	High	Printed, Verbal	Brochures, Signage	Anyone	Hands-on Displays
Solid Waste Committee Meetings	Monthly	Printed, Verbal, Microphones, & Speakers	Newspapers, County Website	Anyone can attend	Microphones & Speakers

**P. Facilities Department**

**ADA Contact:** Paul Drouhard, Facilities Manager  
 Sedgwick County Facilities Maintenance Department  
 535 N. Main, Ste 135, Wichita, Kansas 67203  
 Phone: (316) 660-9081  
 Email: pdrouhar@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Project Services, Security, Maintenance, Pre-Employment Interviews, meetings with architects, engineers, contractors & vendors, pre-bid meetings.

**Facilities where Programs and Services are Provided:**

- 1) Munger Building, Conference Room, 538 N. Main, Wichita, Kansas 67203
  - a) Employment Interviews
  - b) Meetings with vendors and contractors
- 2) Sedgwick County Courthouse, Ste 135 and Ste 112, 535 N. Main, Wichita, Kansas 67203
  - a) Employment Interviews
  - b) Meetings with vendors and contractors
- 3) Various project locations, in County owned and leased building, or on grounds
  - a) Pre-bid meetings
  - b) Meetings with vendors and contractors

<b>Facilities</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Employment Interviews	Low	Printed, Verbal, Auxiliary aids when requested	Telephone, Internet	Based on Job Description	Munger Conf. Room

<b>Facilities</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Meetings with vendors and contractors	Low	Printed, Verbal, Auxiliary aids when requested	Telephone, Internet	Not applicable	Project Services Offices in Munger; Security Services Office in Main Courthouse; Facilities Maintenance Office in Main Courthouse; various meetings in Munger Conference room. Equipment may include ladders, lift and other construction equipment as required depending on location and job.
Pre-bid meetings	Low	Printed, Verbal, Auxiliary aids when requested	Internet	Not applicable	Printed bid document, Alternate formats when requested

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**Q. Finance Division**

**ADA Contact:** Chris Chronis, CFO  
 Sedgwick County Finance Division  
 525 N. Main, Suite 823, Wichita, Kansas 67203  
 Phone: (316) 660-7130  
 Email: cchronis@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Financial Services, including Accounting, Accounts payable, Budget, Purchasing, and Risk Management

**Facilities where Programs and Services are Provided:**

- 1) Courthouse, Sedgwick County Finance Division, 525 N. Main, Suite 823, Wichita, Kansas 67203
  - a) Accounting
  - b) Accounts payable
  - c) Budget, Purchasing
  - d) Risk Management
2. Purchasing, 604 North M, Wichita, Kansas 67203
  - e) Accounting
  - f) Accounts payable
  - g) Budget, Purchasing
  - h) Risk Management

<b>Finance Division</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Claim Applications and Related Printed Materials	Low	Printed, Verbal, Computer / Internet, Telephone	County Web Site	None	Writing Materials, County Web Site

<b>Finance Division</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Claimant Interviews	Low	Printed, Verbal, telephone	Telephone, US mail, County web site	None	
Monitor budget operations during fiscal year	Low	Printed, verbal, computer/internet, telephone	Telephone, computer/internet	None	Writing materials, computer internet, County web site
Special analysis of budget and financial issues	Low	Printed, verbal, computer/internet, telephone	Telephone, computer/internet	None	Writing materials, computer internet, County web site
Prepare five-year financial planning and annual budget	Low	Printed, verbal, computer/internet, telephone	Telephone, computer/internet	None	Writing materials, computer internet, County web site
Assist departments with strategic planning and process improvement initiatives	Low	Printed, verbal, computer/internet, telephone	Telephone, computer/internet	None	Writing materials, computer internet, County web site
Formulation, production, and distribution of the official budget document	Medium	Printed, verbal, computer/internet, telephone	Local news media, County web site, telephone, computer, internet	None	Writing materials, computer internet, County web site
Citizen inquiries on County budget	Medium	Printed, verbal, computer/internet, telephone	County web site, telephone, computer, internet	None	Writing materials, computer internet, County web site

**Finance Division**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
<b>Bid/proposal Lettings</b>	<b>High</b>	<b>Printed, verbal, computer, internet, telephone</b>	<b>Local news media advertising, County web site, email, snail mail</b>	<b>None</b>	<b>Writing materials, internet, County web site, telephone, conference room &amp; related equipment, tape recorder</b>
<b>Vendor Training</b>	<b>Medium</b>	<b>Printed, verbal</b>	<b>Telephone, internet</b>	<b>None</b>	<b>Conference room &amp; related materials, printed materials, internet, audio/video</b>
<b>Meetings</b>	<b>Medium</b>	<b>Printed, telephone, internet</b>	<b>Local media advertising, county web site, email, snail mail</b>	<b>None</b>	<b>Conference room &amp; related materials, printed materials, tape recorder</b>
<b>Meetings</b>	<b>Medium</b>	<b>Internet</b>	<b>County Web site</b>	<b>None</b>	<b>On line live audio visual demo</b>

## R. Fire District

**ADA Contact:** Eddie Fajardo, Department Coordinator  
Sedgwick County Fire Department  
4343 N. Woodlawn  
Wichita, Kansas  
Phone: (316-660-3473)  
Email: efajardo@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information, burn permits, medical assistance, fire assistance

**Facilities where Programs and Services are Provided:**

- 1) Administrative Offices, 4343 North Woodlawn Bel Air Kansas 67220-3837
  - a) Information services
  - b) Burn permits
- 2) Station 31, 5848 North 247<sup>th</sup> street west
  - a) Information services
  - b) Burn permits
  - c) Medical assistance
  - d) Fire assistance
- 3) Station 32, 501 E. 53<sup>rd</sup> street north
  - a) Information services
  - b) Burn permits
  - c) Medical assistance
  - d) Fire assistance
- 4) Station 33, 5728 North 151 street west
  - a) Information services
  - b) Burn permits
  - c) Medical assistance
  - d) Fire assistance
- 5) Station 34, 3914 West 71<sup>st</sup> street south
  - a) Information services
  - b) Burn permits
  - c) Medical assistance
  - d) Fire assistance
- 6) Station 35, 651 South 247<sup>th</sup> Street west
  - a) Information services
  - b) Burn permits

- c) Medical assistance
- d) Fire assistance
- 7) Station 36, 6400 south Rock Road
  - a) Information services
  - b) Burn permits
  - c) Medical assistance
  - d) Fire assistance
- 8) Station 37, 4343 North Woodlawn
  - a) Information services
  - b) Burn permits
  - c) Medical assistance
  - d) Fire assistance
- 9) Station 38, 1010 N. 143<sup>rd</sup> street east
  - a) Information services
  - b) Burn permits
  - c) Medical assistance
  - d) Fire assistance

<b>Fire District</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/ Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information Assistance	High	Printed, verbal, computer	County web site, 911.	Anyone can receive	Writing materials, computer, internet,
Burn permits written	High	Printed, Verbal, written	County web site, 911.	Anyone can receive	Writing materials,
Medical assistance	High	Printed, Verbal, written.	County web site, 911, Brochures, signs	Anyone can receive	Fire department vehicles, medical equipment, fire stations, writing materials
Fire assistance	High	Printed, Verbal,	County web site, 911, Brochures	Anyone can receive	Fire department vehicles, firefighting equipment, writing materials

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**S. Fleet Management**

**ADA Contact:** Kevin Myles, Director of Fleet Management  
 Sedgwick County  
 1021 Stillwell  
 Phone: (316) 660-7480  
 Email: kmyles@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** None; services are not open to the public.

**Facilities where Programs and Services are Provided:**

- 1) Fleet Management, 1021 Stillwell, Wichita, Kansas 67213
  - a) Vehicle Maintenance and repair (*not open to public*)
- 2) Sedgwick County Radio Shop, 1021 Stillwell, Wichita, Kansas 67213
  - a) Radio Maintenance and Repair (*not open to public*)

<b>Fleet Management</b>					
<b>Program, Service, or Activity Detail</b>					
Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources/ Public Tools/ Equipment/ Used
Vehicle Maintenance & Repair	none	Printed, Verbal, Computer/Internet, Telephone	We do not provide service to the general public	Not open to public.	Electronic and manual tooling, hydraulic lifts, welding equipment, paint sprayers, and other tools commonly associated with auto repair and/body work

<b>Fleet Management</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources/ Public Tools/ Equipment/ Used</b>
Radio Maintenance & Repair	non	Printed, Verbal, Computer/Internet, Telephone	We do not provide service to the general public	Not open to public.	Oscilloscopes, volt, am and ohm meters, frequency generators & multipliers, curve tracers, power generators, and other tools commonly associated with radio repair work

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**T. Health Department**

**ADA Contact:** Curtis Kirkpatrick, Departmental ADA Liaison  
Sedgwick County Health Department  
1900 E 9<sup>th</sup> St N  
Wichita, KS 67214  
Phone: (316) 660-7323  
Email: ckirkpat@sedgwick.gov

**Facilities where Programs and Services are Provided:**

- 1) 1900 E 9<sup>th</sup> St N, Wichita, Kansas 67214
  - a) Directors Office
    - i) Information and assistance
    - ii) Meeting rooms
  - b) TB Clinic
    - i) Medical services
    - ii) Case management
  - c) Administration
    - i) Meeting rooms
    - ii) Accounts receivable
    - iii) Information and assistance
  - d) WIC
    - i) Information and assistance
    - ii) Monitor Children Weight/nutritional development
    - iii) Nutritional Counseling
    - iv) WIC assistance vouchers
  - e) Health Promotion
    - i) Information and assistance
    - ii) Community education and outreach services
  - f) Dental Clinic
    - i) Medical services
    - ii) Case management
  - g) Human Resources
    - i) Information and assistance
  - h) Operations
    - i) Information and assistance
    - ii) Facilities issues
    - iii) Fleet Vehicle
  - i) Technology Support

- i) Information and assistance
- 2) Main Health Clinic, 2716 W Central, Wichita, Kansas 67203
  - a) Main Health Clinic Administration
  - b) Central Supply
    - i) Supplies Storage and Inventory Control Area
    - ii) Receiving for shipments
  - c) Disease Intervention Specialist
    - i) Disease contact investigation
    - ii) Education and Outreach
  - d) Immunization
    - i) In clinic Immunizations
    - ii) Mobile Immunizations
    - iii) Blood Lead
    - iv) WIC IAP
  - e) M&I
    - i) Weekly, bi-weekly, monthly Physical Assessments
    - ii) Social Assessment
    - iii) Nutrition Assessment
    - iv) Education
  - f) STD
    - i) Disease diagnosis and cure
    - ii) Disease Investigation
    - iii) Information and assistance
    - iv) Community education and outreach services
  - g) Lab
    - i) Testing
    - ii) Processing of laboratory specimens for outsourced laboratories
  - h) Family Planning
    - i) Reproductive health care
    - ii) Yearly examinations for Women's Health Issues
    - iii) Medication Education and dispensing
    - iv) Information and assistance
  - i) Clinical Services
    - i) Medical Records
    - ii) Check-in of patients
    - iii) Check-out of patients
    - iv) Call Center
  - j) Early Detection Works
    - i) Regional Nurse for 19 County Service Area
    - ii) Regional Outreach staff
    - iii) Diagnosis and referral service for Breast and Cervical Cancer
    - iv) Education on Women's Health Issues for Breast and Cervical Cancer

- 3) Health Protection & Promotion, 1530 S Oliver, Wichita, Kansas 67218
  - a) Meeting rooms
  - b) PHEM – Public Health Emergency Management
    - i) MMRS – Metropolitan Medical Response System
  - (1) Information and assistance
  - (2) Community education and outreach services
    - ii) MRC – Medical Reserve Corps
  - (1) Information and assistance
  - (2) Community education and outreach services
  - c) Epidemiology
    - i) Disease investigation
    - ii) Information and assistance
    - iii) Community education and outreach services
  - d) Vector Control
    - i) Information and assistance
    - ii) mosquito surveillance, host surveillance, human surveillance and mosquito control
    - iii) Community education and outreach services
  
- 4) Integrated Family Health, 434 N Oliver Ste 100,101 & 110, Wichita, KS 67209
  - a) Healthy Babies
    - i) Field Nursing Services
    - ii) Administration
  - b) WIC
    - i) Administration
  - c) IFH (Integrated Family Health)
    - i) Administration
  
- 5) WIC Stanley Site, 1749 S Martinson, Wichita, KS
  - a) Information and assistance
  - b) Monitor Children Weight/nutritional development
  - c) Nutritional Counseling
  - d) WIC assistance vouchers
  
- 6) WIC Colvin Site, 2820 S Roosevelt, Wichita, KS
  - a) Information and assistance
  - b) Monitor Children Weight/nutritional development
  - c) Nutritional Counseling
  - d) WIC assistance vouchers

**Health Department**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information and assistance	High	Verbal, telephone, fax, email, multimedia presentations, written	Brochures, Pamphlets, Resource Guides, County Website, Phone Books	Anyone can receive	Computer, Internet, telephone, written communication
Accounts receivable	Low	Verbal, written	None	Anyone can receive	Computer, Internet, telephone, written communication
Administration	Low	Verbal, telephone, fax, email, multimedia presentations, written	Brochures, Pamphlets, Resource Guides, County Website, Phone Books	Anyone can receive	Computer, Internet, telephone, written communication
Blood Lead	Low	Verbal, written	Brochures, Pamphlets, Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication
Call Center	Low	Telephone	Phone book, County Website, Brochures, Pamphlets	Anyone can receive	Computer, Internet, telephone
Case management	Moderate	Verbal, written	Referral	By Appointment	Computer, Internet, telephone, written communication, exam rooms
Check-in of patients	High	Verbal, written	None	Anyone can receive	Computer, written communication
Check-out of patients	High	Verbal, written	None	Anyone can receive	Computer, written communication

**Health Department**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Community education and outreach services	High	Verbal, written, telephone, email	Brochures, Pamphlets Resource Guides, County Website, Phone Books	Anyone can receive	Computer, Internet, telephone, written communication
Diagnosis and referral service for Breast and Cervical Cancer	Moderate	Verbal, written, telephone, email	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication, exam rooms
Disease contact investigation	Moderate	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication
Disease diagnosis and cure	Moderate	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication, exam rooms
Disease investigation	Moderate	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication, exam rooms
Facilities issues	Low	Verbal, written, telephone, email	None	Anyone can receive	Computer, Internet, telephone, written communication, group/conference rooms, offices

**Health Department**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Field Nursing Services	Low	Verbal, written	Brochures, Pamphlets, Resource Guides, County Website, Phone Books	By Appointment	telephone, written communication
In clinic Immunizations	High	Verbal, written	Brochures, Pamphlets, Resource Guides, County Website, Phone Books	Anyone can receive	Computer, Internet, telephone, written communication, exam rooms
Medical Records	Low	Verbal, written	None	By Appointment	Computer, Internet, telephone, written communication
Medical services	High	Verbal, written	Brochures, Pamphlets, Resource Guides, County Website, Phone Books	Anyone can receive	Computer, Internet, telephone, written communication, exam rooms
Meeting rooms	Moderate	Verbal, written, telephone, email	None	By Appointment	Computer, Internet, telephone, written communication, group/conference rooms
Mobile Immunizations		Verbal, written	Brochures, Pamphlets, Resource Guides, County Website	By Appointment	Computer, Internet, telephone, written communication

**Health Department**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Monitor Children Weight/nutritional development	High	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication, offices
Mosquito surveillance, host surveillance, human surveillance and mosquito control	Low	Verbal, written, telephone, email	Brochures, Pamphlets Resource Guides, County Website, Phone Books	Anyone can receive	Computer, Internet, telephone, written communication
Nutrition Assessment	High	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication, offices
Nutritional Counseling	high	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication, offices
Processing of laboratory specimens for outsourced laboratories	Moderate	Verbal, written	None	Employee referral	Computer, Internet, telephone, written communication
Receiving for shipments	Low	Verbal, written, telephone, email	None	Employee Only	Computer, Internet, telephone, written communication

**Health Department**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Regional Nurse for 19 County Service Area	Low	Verbal, written, telephone, email	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication
Regional Outreach staff	Low	Verbal, written, telephone, email	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication
Reproductive health care	Moderate	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	Anyone can receive	Computer, Internet, telephone, written communication, exam rooms
Social Assessment	High	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication, offices
Supplies Storage and Inventory Control Area	Low	Verbal, written, telephone, email	None	Employee only	Computer, Internet, telephone, written communication
Testing	Moderate	Verbal, written	None	By Appointment	Computer, Internet, telephone, written communication

**Health Department**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Weekly, bi-weekly, monthly Physical Assessments	High	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication, exam rooms
WIC assistance vouchers	High	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	By Appointment	Computer, Internet, telephone, written communication, offices
WIC IAP	High	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	Anyone can receive	Computer, Internet, telephone, written communication, offices
Yearly examinations for Women's Health Issues	High	Verbal, written	Brochures, Pamphlets Resource Guides, County Website, Phone Books	Anyone can receive	Computer, Internet, telephone, written communication, exam rooms

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## U. Housing Department

**ADA Contact:** Dorsha Kirksey, Departmental ADA Liaison  
Sedgwick County Housing Department  
604 N Main, Suite E  
Phone: (316) 660-7276  
Fax: (316) 383-8271  
Email: dkirksey@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Housing Choice Voucher Program, first time homebuyer assistance, housing rehabilitation

**Facilities where Programs and Services are Provided:**

- 1) 604 N Main, Suite E, ECCO Plaza
  - a. Housing Authority – Section 8 Housing Choice Voucher Program
  - b. Kansas Local Government Statewide Housing Program – first time homebuyer assistance
  - c. Kansas Mortgage Savers Program – first time homebuyer assistance
  - d. Housing Rehabilitation

**Housing**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
<p>Housing Authority Section 8 Housing Choice Voucher Program</p>	<p>High</p>	<p>Printed, Verbal, Computer, Telephone. TTY Relay</p> <p>Braille, Large Print, Readers, Interpreters and Voice recordings on request.</p>	<p>Brochures, Resource Guides, Newspapers, County Website, Housing Department Website , Phone Books</p> <p>Braille, Large Print, Readers, Interpreters and Voice recordings on request.</p>	<p>Extremely low-income to very low-income persons</p>	<p>Writing materials</p>
<p>Kansas Local Government Statewide Housing Program</p>	<p>High</p>	<p>Printed, Verbal, written, County Website, Housing Department Website</p> <p>Braille, Large Print, Readers, Interpreters and Voice recordings on request</p>	<p>Brochures, Resource Guides, Newspapers, County Website, Housing Department Website, Post Cards</p> <p>Braille, Large Print, Readers, Interpreters and Voice recordings on request.</p>	<p>Low-income first-time homebuyers throughout Kansas</p>	<p>Writing materials</p>

**Housing**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Kansas Mortgage Savers Program	High	<p>Printed, Verbal, written, County Website, Housing Department Website.</p> <p>Braille, Large Print, Readers, Interpreters and Voice recordings on request.</p>	<p>Brochures, Resource Guides, Television, Newspapers, County Website, Housing Department Website,</p> <p>Braille, Large Print, Readers, Interpreters and Voice recordings on request.</p>	Low-income first-time homebuyers throughout Kansas	Writing Materials
Housing Rehabilitation	High	<p>Printed, Verbal,</p> <p>Braille, Large Print, Readers, Interpreters and Voice recordings on request.</p>	<p>Brochures, Resource Guides, Television, Newspapers, County Website, Housing Department Website, Phone Books</p> <p>Braille, Large Print, Readers, Interpreters and Voice recordings on request.</p>	Low-income homeowners living in Sedgwick County – outside Wichita	Writing Materials

**V. Human Resources**

**ADA Contact:** Brenda Jill Stocklin-Smith, HR ADA Liaison  
 Sedgwick County Human Resources Department  
 510 N. Main, Wichita, Kansas 67203  
 Phone: (316) 660-7058  
 Email: bjsmith@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Employment Services  
 "To build a talented, diversified workforce."

**Facilities where Programs and Services are Provided:**

- 1) Historic Courthouse, Sedgwick County Human Resources, 510 N. Main, Wichita, Kansas 67203
- 2) Wichita Workforce Development Center, 150 N. Main, Wichita, Kansas 67202

<b>Human Resources</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Employment Applications and Related Printed Materials	High	Printed, Verbal, Computer / Internet, Telephone	Local News Media, County Web Site	None	Computer, Internet, County Web Site
Employment Interviews	Moderate	Printed, Verbal	Telephone, Internet	Based on Job Requirements	Based on Job Requirements
Employment Testing	Moderate	Printed, Verbal, Computer	Telephone, Internet	Based on Job Description	Based on Job Description
Employment	Low	Verbal, Printed, Internet	N/A	Based on Job Description	Based on Job Description

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## W. Kansas Coliseum

**ADA Contact:** Glenda Roths, Departmental ADA Liaison  
Kansas Coliseum  
1229 E. 85<sup>th</sup> St. North  
Valley Center, KS 67147  
Phone: (316) 755-1243  
Email: groths@kansascaliseum.com

**General Programs, Services or Activities Provided to the Public:** Events information and assistance, security and ushering, and concessions/catering.

**Facilities where Programs and Services are Provided:**

- 1) Kansas Coliseum, 1229 E. 85<sup>th</sup> St. N., Valley Center, KS 67147
  - a) Information and Assistance
- 2) Elite Professional Services, 1229 E. 85<sup>th</sup> St. N., Valley Center, KS 67147
  - a) Information and Assistance
  - b) Security and ushering
  - c) Information booth
- 3) Sodexo, 1229 E. 85<sup>th</sup> St. N., Valley Center, KS 67147
  - a) Information and Assistance
  - b) Concession stands/catering

**Kansas Coliseum**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information and Assistance	High	Verbal		Anyone can receive	Hearing assist devices, Handicap accessible seating
Security and ushering	High	Verbal		Anyone can receive	
Information booth	High	Verbal		Anyone can receive	
Concession stands/catering	High	Verbal		Anyone can receive	

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**X. Parks Department**

**ADA Contact:** Mark Sroufe, Supt. of Parks  
 Lake Afton Park/Sedgwick County Park  
 Phone: 794-2774 – LAP 943-0192 – SCP  
 E-mail: msroufe@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Recreation

**Facilities where Programs and Services are Provided:**

- 1) Lake Afton Park – 24600 W 39<sup>th</sup> S. Goddard KS 67052
- 2) Sedgwick County Park – 6501 W 21<sup>st</sup> St N. Wichita KS 67205

<b><u>Parks</u></b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Daily Recreation - SCP	High	Printed, Verbal, Computer / Internet, Telephone	County Web Site, Brochure	None	Playgrounds, Fishing Docks, Tennis Courts, Sand Volleyball, Basketball Courts, Walking/Bike Paths, Drinking Fountains, Restrooms
Shelter Rentals – SCP	High	Printed, Verbal, Computer/Internet, Telephone	County Web Site, Park Office, Brochure	Fees Vary	Enclosed & Open Shelters

**Parks**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Daily Recreation – LAP	High	Printed, Verbal, Computer / Internet, Telephone	County Web Site, Park Office, Brochure	Fees Vary	Boating, Swimming, Camping Areas, Playgrounds, Fishing Docks, Sand Volleyball Court
Shelter Rentals – LAP	High	Printed, Verbal, Computer/Internet, Telephone	County Web Site, Park Office, Brochure	Fees Vary	Enclosed & Open Shelters
Special Events – SCP & LAP	High	Printed, Verbal, Computer/Internet, Telephone	Individual Promoters & Park Office	Fees Vary – Set By Promoter	Walking Path, Shelters & Open Areas

## Y. Public Works

**ADA Contact:** Ron Marsh, Departmental ADA Liaison  
Sedgwick County Public Works  
1144 S. Seneca  
Wichita, KS 67213  
Phone: (316) 383-7901  
Email: rmarsh@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and assistance, meetings, sales, product drop off and pick up.

**Facilities where Programs and Services are Provided:**

- 1) Administrative/Engineering Building, 1144 S. Seneca, Wichita, KS 67213
  - a) Information and Assistance
  - b) Meetings
  - c) Sedgwick County Code Enforcement located at on 1<sup>st</sup> floor
- 2) Public Works Noxious Weed Dept., 901 Stillwell, Wichita, KS 67213
  - a) Information and Assistance
  - b) Sales
- 3) Household Hazardous Waste Facility, 801 Stillwell, Wichita, KS 67213
  - a) Information and Assistance
  - b) Product drop off and pick-up
- 4) Maintenance Facilities – Not open to the Public
  - a) Main Support Bldg #16, 1250 Stillwell, Wichita, KS 67213
  - b) Public Works West Yard, 4701 S. West St., Wichita, KS 67217
  - c) Public Works Andale Yard, 5858 N. 247<sup>th</sup> St. W., Andale, KS 67001
  - d) Public Works Clonmel Yard, 17500 W. 71<sup>st</sup> St. S., Clonmel, KS 67026
  - e) Public Works North Yard, 10530 E. 37<sup>th</sup> St. N., Wichita, KS 67226
  - f) Public Works East Yard, 2200 S. Webb Rd., Wichita, KS 67207

<b>Public Works</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information and Assistance	High	Printed, Verbal, Computer/Internet, Telephone.	Brochures, Resource Guides, Newspapers, County Website, Phone Books	Accessible to all	Writing materials, computer
Meetings	Low	Printed, Verbal, written, Computer/internet	Brochures, County Website, Professional organizations	Accessible to all	Writing materials, Computer/internet, television
Sales	Medium	Printed, Verbal.	Brochures, Resource Guides, County Website	Accessible to all	Writing materials, hand carts
Product drop off & pick-up	High	Printed, Verbal, written, computer/internet, telephone	Brochures, Resource Guides, Television, Newspapers, County Website, Professional organizations, Phone Books	Accessible to all	Writing materials, hand carts

## AA. Regional Forensic Science Center

**ADA Contact:** Dr. Timothy Rohrig, Departmental ADA Liaison  
Regional Forensic Science Center  
1109 N. Minneapolis  
Phone: (316) 660-4800  
Email: trohrigl@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and assistance

**Facilities where Programs and Services are Provided:**

- 1) Forensic Science Center, 1109 N. Minneapolis, Wichita, Kansas 67214
  - a) Information and Assistance

<b>Regional Forensic Science Center</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information and Assistance	Low	Printed, Verbal, Computer/Internet, Telephone.	County Website, Phone Books	Anyone can receive	Writing materials, computer, internet, Voice Recordings

**BB. Register of Deeds**

**ADA Contact:** Dorothy Barker, Departmental ADA Liaison  
 Sedgwick County Register of Deeds  
 525 N. Main, 4<sup>th</sup> Floor, Suite 415  
 Phone: (316) 660-9401  
 Email: [dbarker@sedgwick.gov](mailto:dbarker@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:**

- 1) The Register of Deeds office is where all transactions pertaining to real estate (land) including deeds, mortgages and certain types of liens are recorded and maintained so that the public is made aware of their existence. This office also records financing statements and security agreements under the Uniform Commercial Code (UCC).
- 2) Public access to records from inside the office and/or from the internet.
- 3) Information and Assistance

**Facilities where Programs and Services are Provided:**

- 1) Sedgwick County Courthouse, 525 N. Main, 4<sup>th</sup> Floor, Suite 415, Wichita, Kansas 67203

<b>Register of Deeds</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Recording of Documents	High	Verbal, Printed, Computer/Internet, Telephone. TTY Relay (Braille, Large Print, Readers, Interpreters and Voice recordings on request.)	Brochures, Resource Guides, Television, Newspapers, County Website, Phone Books (Braille, Large Print, Readers, Interpreters and Voice recordings on request.)	Anyone can file. (Original Documents Only)	Writing materials, Computers, Notaries.

<b>Register of Deeds</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
<b>Public Access to Records</b>	<b>High</b>	Verbal, Printed, Computer/Internet, Telephone. TTY Relay (Braille, Large Print, Readers, Interpreters and Voice recordings on request.)	Brochures, Resource Guides, Television, Newspapers, County Website, Phone Books (Braille, Large Print, Readers, Interpreters and Voice recordings on request.)	Anyone can access.	Writing materials, Computers, Microfilm Reader/Printers, Printers, Copy Machines, Computer/Internet
<b>Information and Assistance</b>	<b>High</b>	Verbal, Printed, Computer/Internet, Telephone. TTY Relay (Braille, Large Print, Readers, Interpreters and Voice recordings on request.)	Brochures, Resource Guides, Television, Newspapers, County Website, Phone Books (Braille, Large Print, Readers, Interpreters and Voice recordings on request.)	Anyone	Writing materials, Computers, Microfilm Reader/Printers, Printers, Copy Machines, Computer/Internet

## CC. Sedgwick County Developmental Disability Organization

**ADA Contact:** John Sullivan, Departmental ADA Liaison  
Sedgwick County Developmental Disability Organization  
615 N. Main, Wichita, Kansas 67203  
Phone (316) 660-7635  
E-mail [j1sulliv@sedgwick.gov](mailto:j1sulliv@sedgwick.gov)

Alternate: Chad VonAhnen, Director  
Sedgwick County Developmental Disability Organization  
615 N. Main, Wichita, Kansas 67203  
Phone (316) 660-7648  
E-mail [cvonahne@sedgwick.gov](mailto:cvonahne@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:** Intake and eligibility determination for Mental Retardation/Developmental Disability Services; Referral to services for qualified individuals; Quality assurance oversight and consultation; Processing of payments for community service providers; Education to the public on Mental Retardation/Developmental Disability Services; Manage funding and resources for qualified individuals; and System management/planning/advocacy

**Facilities where Programs and Services are Provided:**

- 1) Sedgwick County Developmental Disability Organization, 615 N. Main, Wichita, KS 67203
  - a) Intake and eligibility determination for Mental Retardation/Developmental Disability Services;
  - b) Referral to services for qualified individuals;
  - c) Quality assurance oversight and consultation;
  - d) Processing of payments for community service providers;
  - e) Education to the public on Mental Retardation/Developmental Disability Services;
  - f) Manage funding and resources for qualified individuals; and
  - g) System management/planning/advocacy
- 2) Customer/community/stakeholder locations
  - a) Intake and eligibility determination for Mental Retardation/Developmental Disability Services;
  - b) Referral to services for qualified individuals;
  - c) Quality assurance oversight and consultation; and

- d) Education to the public on Mental Retardation/Developmental Disability Services
- 3) Customer residences
  - a) Intake and eligibility determination for Mental Retardation/Developmental Disability Services;
  - b) Referral to services for qualified individuals;
  - c) Quality assurance oversight and consultation; and
  - d) See item 4.c. below
- 4) Affiliated Community Service Providers (CSPs), see attached [SCDDO Affiliate Provider Directory](#)
  - a) Quality assurance oversight and consultation;
  - b) System management/planning/advocacy; and
  - c) SCDDO contracts with CSPs to perform direct services to customers that allow them to remain in their home community rather than receive institutionalized care. These services include: day services, residential services, wellness monitoring, supportive home care, night supports, respite care, case management, wheelchair modifications, home modifications, and van lifts. Some CSPs have multiple locations they own or lease in which they provide day or residential services. CSPs also provide services in customer residences. See SCDDO Affiliate Provider Directory for CSP main office locations.

<b>Service/Activity</b>	<b>Essential elements of service</b>	<b>Frequency of contact with the public</b>	<b>What is communicated and format used</b>
Intake and eligibility determination	Meet with applicants in office, home, or hospital, use definitions in state law to determine eligibility	Daily, or as applicants request intakes and applications are submitted for eligibility determination	Details of application process and eligibility status: verbal, printed, SCDDO website, e-mail, telephone, mail
Referral to services	Provide options for qualified individuals to access affiliated Community Service Providers (CSPs)	Daily, or upon eligibility determination and as requested by qualified individuals	Qualified individuals' choices for CSPs: verbal, printed, SCDDO website, e-mail, telephone, mail
Quality assurance oversight and consultation	Receive service-related complaints from customers and designees about CSPs; meet with customers and CSPs to ensure quality of services and provide consultation	Daily, or as complaints are received by the public/customers/designees	Follow-up from complaints, recommendations on how to improve quality of services, suggestions for challenging situations; verbal, printed, e-mail, telephone, mail
Processing of payments	Receive invoices from vendors, verify service and/or funding authorization, and request payment through SG Co. finance department	At least weekly, can be daily	Invoices, purchase orders, direct payments and remittance advices: SAP system, e-mail, FTP site (internet), print, verbal, telephone
Education	Provide information on developmental disability services to the community and stakeholders	Daily or as requested by community or stakeholders	Details of application process, eligibility, and MR/DD services: print, SCDDO website, e-mail, telephone, mail, in-person presentations
Manage funding / resources	Tracking or authorizing payment of services for customers in local and state funding management system	Daily	Follow up on Funding Committee decisions and authorizations of services/payment: verbal, e-mail, print, FTP site (internet), telephone
System management / planning / advocacy	Design, implement and administer a system of support for people with developmental disabilities and those who support them	Daily. Individuals call the CDDO to access services, voice opinion about the system, acquire information, or report concerns	Respond to written and oral questions; provide written information about local or statewide system: Telephone, e-mail, mail, fax, SCDDO website, print, verbal

**Materials/tools/equipment used at SCDDO:** Telephone, TTY, fax machine, computer, brochures/printed documents, Internet, conference rooms, conference tables & chairs, LCD projector, television, display board. Affiliated CSPs use similar materials/tools/equipment, plus additional items required by customers such as durable medical equipment, vehicles, etc.

**Notices of programs and services:** A description of Mental Retardation/Developmental Disability and SCDDO services are provided on the Sedgwick County, SCDDO, and SRS websites; advertisements are purchased in the AT&T and Feist yellow pages; current customers and other community members receive information by mail, brochures/printed materials, verbally, and through presentations/public education activities.

**Requirements/tests/interview forms used for entrance or admission:** Written applications are used during the intake process (SCDDO staff typically complete), and "entrance" or eligibility is determined using state definition upon receipt of a psychological evaluation and medical examination.

**Persons outside of county staff who provide programs:** SCDDO affiliates with just over 50 Community Service Providers who directly serve customers. Please see item # 4 in "facilities" section above.

**SCDDO Affiliate Provider Directory**

<b><u>Agency Name</u></b>	<b><u>Street Address</u></b>	<b><u>City</u></b>	<b><u>State</u></b>	<b><u>Zip</u></b>
Advocate Care Services, Inc.	321 Driftwood Ct.	Rosehill	KS	67133
Agape Services	992 Red Barn	Wichita	KS	67212
Arrowhead West, Inc.	9505 W. Central, #110	Wichita	KS	67212
Assist, LLC	3514 Clinton Parkway Ste. A-246 Lawrence		KS	66047
Assisted Services, Inc.	101 S. Kansas	Topeka	KS	66603
Bethesda Lutheran Homes & Services, Inc.	525 N. McComas	Wichita	KS	67203
Broadway Home Medical	356 N. Washington	Wichita	KS	67202
Catholic Charities / Catholic Community Services	306 SW VanBuren	Topeka	KS	66603
Catholic Charities, Inc. Adult Day Services	5920 W. Central	Wichita	KS	67212
Cerebral Palsy Research Foundation of Kansas, Inc.	5111 E. 21st St. N.	Wichita	KS	67208
Consumer Directed Services, Inc.	3113 Somerset	Wichita	KS	67204
Cory's Dream	7307 W. Hale St.	Wichita	KS	67212
Creative Community Living of S. Central Kansas, Inc.	1500 E. 8th St., Ste. 201	Winfield	KS	67156
Dependable Assisted Living, Inc.	155 N. Market St., Ste. 700	Wichita	KS	67202
Dream Catchers	808 W. Maple	Wichita	KS	67213
Envision	2301 S. Water	Wichita	KS	67213
Goodwill Industries Easter Seals of Kansas	3636 N. Oliver	Wichita	KS	67220
Hart Pharmacy - Medical Equipment	6217 E. 13th St.	Wichita	KS	67208
Heart of Care Agency, LLC	11706 W. Jamesburg	Wichita	KS	67212
Hortencia Granado	215 Neosho	Emporia	KS	66801
House of Hope, Inc.	2400 S. Greenwich Rd.	Wichita	KS	67210
Independent Living Resource Center, Inc.	3033 W. 2nd St.	Wichita	KS	67203
Individual Advocacy LLC	14315 Wentworth Ct.	Wichita	KS	67230
Interim HealthCare of Wichita, Inc.	333 S. Broadway, Ste. 200	Wichita	KS	67202
Joshua's Care LLC	1543 N. Caddy Ln.	Wichita	KS	67212
Kansas Truck Equipment Company, Inc.	1521 S. Tyler Rd.	Wichita	KS	67209

<b>Agency Name</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
KETCH	1006 E. Waterman	Wichita	KS	67211
KVC Behavioral HealthCare, Inc.	21350 W. 153rd St.	Olathe	KS	66061
Lakemary Center, Inc.	100 Lakemary Dr.	Paola	KS	66071
LakePoint Home Health Services	601 N. Rose Hill Rd.	Rose Hill	KS	67133
Leticia Aldrete	451 W. 16th St.	Wichita	KS	67203
Life Patterns	3625 SW 29th St., Ste. 202	Topeka	KS	66614
Lifespan Care Management Services	3214 Hidden Meadow Dr.	Newton	KS	67114
Love, Comfort and Care	2517 N. Bleckley	Wichita	KS	67220
Mosaic	6710 N. Bellefontaine	Gladstone	MD	64119
New Hope	821 W. 3rd St. Terrace	Valley Center	KS	67147
Paradigm Services, Inc.	289 SE 137th Terrace	Leon	KS	67074
Payroll Plus of Kansas, Inc.	8505 DD Rd.	Montezuma	KS	67867
ProActive Home Care, Inc.	2000 N. Battin St.	Wichita	KS	67208
Progressive Home Health & Hospice	3500 N. Rock Rd., Bldg. 400	Wichita	KS	67226
Rainbows United, Inc.	340 S. Broadway	Wichita	KS	67202
Res-Care Kansas, Inc., Life Choices	1440 E. English	Wichita	KS	67211
Saint Raphael Direct Care	903 W. 18th St. N.	Wichita	KS	67203
Saint Raphael Home Care, Inc	903 W. 18th St. N.	Wichita	KS	67203
Special Care Services, Inc.	316 Greenwood Ct.	Cheney	KS	67025
Special Needs Billing LLC	2139 S. Linden	Wichita	KS	67207
Starkey, Inc.	4500 W. Maple	Wichita	KS	67209
Sullivan Gang Care Center	2860 Benjamin	Wichita	KS	67204
Taylor Drug	201 S. Summit	Arkansas City	KS	67005
The Arc of Sedgwick County	2919 W. 2nd St. N.	Wichita	KS	67203
The Farm, Inc.	528 Commercial	Emporia	KS	66801
The Right Thing, Inc.	3330 W. Douglas, Ste. 300	Wichita	KS	67203
The Salvation Army Foster Care	350 N. Market	Wichita	KS	67203
Topeka Independent Living Resource Ctr	501 SW Jackson	Topeka	KS	66603
TSS, Inc.	1023 Washington Rd.	Newton	KS	67114
United Methodist Youthville, Inc.	4505 E. 47th St. S., Ste. 200	Wichita	Ks	67210

<b>Agency Name</b>	<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
Wichita Lifeline, Inc.	149 S. Ridge Rd.	Wichita	KS	67209
Zachary House	477 N. Seneca	Wichita	KS	67203

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**DD. Sheriff's Department – Detention Division**

**ADA Contact:** Captain Glenn Kurtz  
 Sedgwick County Sheriff's Office  
 Detention Bureau  
 141 W. Elm. 2<sup>nd</sup> Floor  
 Phone: (316) 383-7711  
 Email: gkurtz@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and assistance, family and professional visitation, inmate programs

**Facilities where Programs and Services are Provided:**

- 1) Sedgwick County Detention Facility, 141 W. Elm, Wichita, Kansas 67203
  - a. Information and Assistance
  - b. Family and Professional Visitation
  - c. Inmate programs
  
- 2) Sedgwick County Work Release Facility 701 W. Harry, Wichita, Kansas
  - a) Information and Assistance
  - b) Family and Professional Visitation
  - c) Inmate programs

<b>Detention</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information and Assistance	High	Printed, Verbal, Telephone. TTY Relay  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Brochures, County Website  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Anyone can receive	Writing materials,

## Detention

### Program, Service, or Activity Detail

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Family and Professional Visitation	High	Printed, Verbal, Telephone. TTY Relay  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Brochures, County Website  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Anyone can receive	Writing materials,
Inmate programs	High	Printed, Verbal. Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Brochure, Inmate handbook Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Inmates in custody only	Writing materials, computer

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## EE. Sheriff's Department - Investigations

**ADA Contact:** Capt Michael Oliver  
Sedgwick County Sheriff's Office  
141 W Elm  
Wichita, KS 67203  
Phone: (316) 660-5300  
E-mail: moliver@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information

**Facilities where Programs and Services are Provided:**

- 1) Main Courthouse, 525 N. Main, Wichita, Kansas 67203
  - a) Information
- 2) Exploited Missing Child Unit (EMCU), State Office Building, 230 E. William, Wichita, Kansas 67202
  - a) Information
- 3) Client Location
  - a) Information

<b>Investigations</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information	Low	Printed, Verbal,	None	Anyone can receive	Writing materials

## FF. Sheriff's Department – Judicial Davison

**ADA Contact:** Captain Michael L. Stover  
Sedgwick County Sheriff's Office  
525 N. Main, Suite 815  
316.383.7464  
mstover@sedgwick.gov

**General Programs, Services or Activities Provided to the Public:** Information and assistance, mortgage foreclosure sales, transportation of prisoners, civil process service, serve arrest warrants, extradition of prisoners.

**Facilities where Programs and Services are Provided:**

- 1) Sedgwick County Courthouse, 525 N. Main, Suite 802, Wichita, Kansas 67203
  - a) Information and Assistance
  - b) Mortgage Foreclosure Sales
- 2) Sedgwick County Detention Facility, 141 W. Elm, Wichita, Kansas 67203
  - a) Transportation of prisoners
- 3) Citizen Location
  - a) Civil Process Service (Court orders are served to include Protection from Abuse/Stalking orders, Divorce Papers, Evictions, etc)
  - b) Serve Arrest Warrants
  - c) Extradition of Prisoners

**Judicial**  
**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information and Assistance	Moderate	Printed, Verbal,  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	County Website, Phone Books  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Anyone can receive	Writing materials, internet, Voice Recordings
Mortgage Sales	High	Printed, Verbal, written	County Website  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Anyone can receive	Writing materials,
Transportation of Prisoners	High	Verbal. Interpreters and Voice recordings on request.	Not Applicable	Prisoners Only	Patrol Car or Specially Designed Van
Civil Process Service	High	Printed, Verbal,  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	County Website, Phone Books  Braille, Large Print, Readers, Interpreters and Voice recordings on request.	Plaintiff or Defendant listed on court documents	Writing Materials, Voice recordings
Serve Arrest Warrants	High	Verbal, Written  Interpreters on request.	Not Applicable	Subject listed on Warrant	Writing Materials,

**Judicial**

**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
<b>Extradition of Prisoners</b>	<b>High</b>	<b>Printed, Verbal  Braille, Large Print Readers, Interpreters and Voice recordings on request</b>	<b>Not Applicable.</b>	<b>Prisoners Only</b>	<b>Departmental Vehicle or Specialized Van, County Aircraft</b>

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**GG. Sheriff's Department – Patrol Division**

**ADA Contact:** Capt. Bruce Morton, Patrol Division Commander ADA Liaison  
Sedgwick County Sheriff's Office  
525 N. Main, 2<sup>nd</sup> Floor  
Phone: (316) 660-3780  
Email: [bmorton@sedgwick.gov](mailto:bmorton@sedgwick.gov)

Lt. Annette Haga, Admin Lieutenant Asst. ADA Liaison  
Sedgwick County Sheriff's Office Patrol Division  
525 N. Main, 2<sup>nd</sup> Floor  
Phone: (316) 383-7315  
Email: [mahaga@sedgwick.gov](mailto:mahaga@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:** Information and assistance, emergency services

**Facilities where Programs and Services are Provided:**

- 1) Sedgwick County Courthouse 525 N. Main, Wichita, Kansas 67203
  - a) Information and Assistance
- 2) Sheriff Squad Room, 810 Stillwell, Wichita, Kansas 67213
  - a) Information and Assistance
- 3) Sheriff Substation Lake Afton, 25401 W. 39<sup>th</sup> So. Goddard, Kansas 67052
  - a) Information and Assistance
- 4) Sheriff Substation Oaklawn Improvement District Wichita, Kansas 67216
  - a) Information and Assistance
- 5) Client Residence
  - a) Emergency Services
- 6) Client Location
  - a) Emergency Services

<b>Patrol Division</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
<b>Emergency Services</b>	<b>High</b>	<b>Printed, Verbal, written</b>	<b>Brochures, County Website, Phone Books</b>  <b>Braille, Large Print, Readers, Interpreters and Voice recordings on request.</b>	<b>Anyone can receive</b>	
<b>Information and Assistance</b>	<b>High</b>	<b>Printed, Verbal.</b>	<b>Brochures, County Website, Phone Books</b>  <b>Braille, Large Print, Readers, Interpreters and Voice recordings on request.</b>	<b>Anyone can receive</b>	

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**HH. Sheriff's Department – Support Division**

**ADA Contact:** Greg Schauner, Captain  
 Support Division  
 Phone: 383-7315  
 Email: [gschaune@sedgwick.gov](mailto:gschaune@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:** Information, offender registration, applicant testing, property release

**Facilities where Programs and Services are Provided:**

- 1) Records Section; 141 W. Elm
  - a) Information provided
  - b) Offender registration
- 2) Training Section; 2235 W. 37th N.
  - a) Applicant testing
- 3) Property & Evidence/Supply Section; 815 Stillwell
  - a) Release property

<b><u>Support Division</u></b>					
<b><u>Program, Service, or Activity Detail</u></b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information provided	Medium	Verbal, printed (both paper and Internet)	Verbal, website	Public access	Paper documents, Internet
Offender registration	Medium-low	Verbal, printed	Specific to registered offenders (sent by state)	Registered offenders	Paper documents, writing material
Applicant testing	Medium	Verbal, printed	Only applicants notified (by H.R.)	Job applicants	Paper documents, writing material

**Support Division**

**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Release property	Medium-low	Verbal, printed	Verbal, written	Public access	Paper documents, writing material

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**II. Technology**

**ADA Contact:** Jeff Piper (*County Web Site – Departmental ADA Liaison*)  
 Division of Info. & Operations, IT - Development  
 538 N. Main, 3rd Floor, Room 326  
 Wichita, KS 67203  
 Phone: 660-9809  
 Email: [gjpiper@sedgwick.gov](mailto:gjpiper@sedgwick.gov)

Ken Wilson (*Other Technology Services – Departmental ADA Liaison*)  
 Division of Info. & Operations – Customer Support  
 510 N. Main, 2nd Floor  
 Wichita, KS 67203  
 Phone: 660-9876  
 Email: [kwilson@sedgwick.gov](mailto:kwilson@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:** County web site, public information terminals

**Facilities where Programs and Services are Provided:**

- 1) Sedgwick County Courthouse, 525 N. Main St., Wichita, Kansas 67203
  - a) Treasurer's Office - Public Information Terminal, 1<sup>st</sup> floor
  - b) Appraiser's Office - Public Information Terminal, 2<sup>nd</sup> floor
  - c) GIS - Public Information Terminal – 2<sup>nd</sup> floor
- 2) Sedgwick County Historic Courthouse, 510 N. Main St., Wichita, Kansas 67203
  - a) Election Commission Office - Public Information Terminal, 1<sup>st</sup> floor

<b>Technology</b>					
<b>Program, Service, or Activity Detail</b>					
Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
County Web Site	High				
<p><b>The following public information terminals are available within the courthouse complex (below):</b>                      These are typically available for public lookup of specific information related to the department in which they are located (mainly tax/appraisal). There was previously an informational kiosk available at the lobby information desk for general "where-to go" questions, but it is my understanding this terminal is no longer in place.</p>					

**Technology**

**Program, Service, or Activity Detail**

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Treasurer's Office – Public Information Terminal	Low	Tax information	Placards within office	Anyone can receive	Computer terminal
Appraiser's Office - Public Information Terminal	Low	Property tax appraisal/tax information	Placards within office	Anyone can receive	Computer terminal
GIS - Public Information Terminal	Low	County maps	Placards within office	Anyone can receive	Computer terminal, printers available – maps available to public for cost of materials
Election Commission Office - Public Information Terminal	Low	Voter registration information	Placards within office	Anyone can receive	Computer terminal

## JJ. Treasurer's Office

**ADA Contact:** Jean Quinn, Departmental ADA Liaison  
Sedgwick County Treasurer's Office  
525 N. Main St., Room 107  
Wichita, KS 67203  
Phone: (316)-660-9137  
Email: [jquinn@sedgwick.gov](mailto:jquinn@sedgwick.gov)

**General Programs, Services or Activities Provided to the Public:** Collect taxes; Registration renewals; Title work; Vehicle Inspections.

**Facilities where Programs and Services are Provided:**

- 1) County Treasurer's office, County Courthouse, 525 N. Main St., Rm. 107, Wichita, KS 67203
  - a. Collect taxes
  - b. Accept deposits from other departments
  - c. Distribute tax monies collected
- 2) Downtown Tag Office, 200 W. Murdock, Wichita, KS 67203
  - a. Registration renewals
  - b. Title work
  - c. Vehicle Inspections
- 3) Northeast Tag Office, Brittany Shopping Center, 2120 N. Woodlawn, Suite 370, Wichita, KS 67208.
  - a. Registration renewals
  - b. Title work
  - c. Vehicle Inspections
- 4) West Tag Office, Chadsworth Center, 2330 N. Maize Rd., Suite 1100, Wichita, KS 67205
  - a. Registration renewals
  - b. Title work
  - c. Vehicle Inspections
- 5) Derby Tag Office, 206 W. Greenway, Suite 14, Derby, KS 67037
  - a. Registration renewals

- b. Title work
- c. Vehicle Inspections

<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
<b>Tax Department</b>	<b>High</b>	Printed, Verbal, Computer/Internet,  Interpreters on Request	Brochures, County Website, Phone Books, Mailings	None	Writing materials, Computer, Internet
<b>Tag Department</b>	<b>High</b>	Printed, Verbal, written, Computer/Internet  Interpreters on Request	Brochures, County Website, Phone Books, Mailings	None	Writing materials, Computer, Internet

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## KK. Sedgwick County Zoo

**ADA Contact:** Scott Childs, Departmental ADA Liaison  
Sedgwick County Zoo  
5555 Zoo Boulevard  
Phone: (316) 266-8222  
Email: schilds@scz.org

**General Programs, Services or Activities Provided to the Public:** Information and assistance, group recreation, transportation, specialized/targeted education programs, specialized tours, emergency services.

**Facilities where Programs and Services are Provided:**

- 1) Sedgwick County Zoo, 5555 Zoo Boulevard, Wichita, Kansas 67212
  - a) Information and Assistance
  - b) Group Recreation
  - c) Transportation
  - d) Specialized/Targeted Education Programs
  - e) Specialized Tours
  - f) Emergency Services

<b>Zoo</b>					
<b>Program, Service, or Activity Detail</b>					
<b>Service/Activity</b>	<b>Frequency of Public Use</b>	<b>Communication Used During Activity / Service</b>	<b>Notification / Advertisement of Service to Public</b>	<b>Entrance / Admissions Requirements</b>	<b>Resources / Public Tools / Equipment / Used</b>
Information and Assistance	High	Printed, Verbal, written	Brochures, Resource Guides, Television, Newspapers, County Website, Zoo Website, Phone Books  Braille.	Anyone can receive	Administration Attended on Weekdays only, Telephone, Fax, Computer  Entry Attended during opening hours, telephone, fax, computer,  Cargill Learning Center, Attended weekdays only, telephone, fax, computer, website
Transportation	High	Verbal tour of Zoo grounds	Zoo map	Included in admission price	Verbal tour of Zoo Grounds pointing out specific animals and highlights of the Zoo
Specialized/Targeted Educational Programs	High	Verbal, animal demonstrations, stories, movies, hands on interaction, artifacts, games lecture, power point, songs, toys,	Zoo Newsletter, zoo website, newspaper, telephone, computer,	Some programs are included in Zoo admission. Other programs are charged for separately.	Cargill Learning Center and Zoo Grounds
Specialized Tours	Medium	Verbal, typically with senior staff member  Verbal	Zoo newsletter	Typically, not included with price of admission.	Entire Zoo
Emergency Services	Low	Verbal, typically with senior staff member  Verbal	A service provided but not advertised First Responder Type Service	Provided on an "As required" basis	Entire Zoo

**Zoo**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Group Recreation	High	<p>Printed, Verbal, Computer/Internet, Telephone. TTY Relay</p> <p>Braille available for Some areas.</p>	<p>Brochures, Resource Guides, Television, Newspapers, County Website, Zoo Website, Phone Books</p>	<p>Paid Admission  <b>\$10 – Adults</b>  <b>\$6 – Children 4-11</b>  <b>\$7 - +62 years Age 3 and under-free</b></p> <p>Education programs vary in cost</p>	<p><b>Parking Lots</b>  (handicapped and van accessible spaces)  Signage  Administration (telephone, fax, computer)  Receptionist</p> <p><b>Cargill Learning Center</b>  (38 different specialized programs some of which are exportable, Library)  Computer, Website, Telephone, Fax, attendant</p> <p><b>Entry Building</b>  (Signage, attendant telephone, fax, computer) Wheel chair and stroller rental</p> <p><b>Farms Area</b> (signage, Keeper Chats, touchable art, telephone, computer, signage/graphics, Braille Tour)  Zookeeper</p> <p><b>Amphibian and Reptile Building</b>  (Touchable Art, Keeper Chats, Telephone, computer, signage/graphics)  zookeeper</p> <p><b>Jungle Building</b>  (signage/graphics, telephone, keeper chats, zoo keeper, Braille Tour, computer) zookeeper</p>

**Zoo**  
**Program, Service, or Activity Detail**

Service/Activity	Frequency of Public Use	Communication Used During Activity / Service	Notification / Advertisement of Service to Public	Entrance / Admissions Requirements	Resources / Public Tools / Equipment / Used
Group Recreation (cont.)					<p><b>North America</b>            (Signage/graphics, touchable art, computer, telephone, Braille tour, keeper chats) zookeeper</p> <p><b>Africa</b> (graphics, touchable art, Braille tour, keeper chats, telephone, computer) zookeeper. Includes wheelchair accessibly giraffe feeding station</p> <p><b>Downing Gorilla Forest</b>            (signage/graphics, touchable art, telephone, computer, keeper chats, Braille tour) zookeeper</p> <p><b>Pride of the Plains</b>            (signage/graphics, touchable art) zookeeper</p> <p><b>Australia/South America</b>            (signage/graphics, touchable art, telephone, computer, keeper chats</p> <p><b>KOCH Orangutan and Chimpanzee Habitat</b> (touchable art, keeper chats, telephone, computer) zoo keeper</p>

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**2. Description of County policies that direct the operation of all programs and services:**

	<b>CHAPTER:</b>	<b>POLICY:</b>
		<b>PAGES:</b>
<b>SUBJECT:</b> Notice under the Americans with Disabilities Act		
<b>RELATED POLICIES:</b>	<b>ENABLING RESOLUTION:</b>  <b>RESOLUTION DATE:</b>  <b>REVISED RESOLUTION &amp; DATE:</b>	
<b>OFFICE WITH PRIMARY RESPONSIBILITY:</b>		

**I. PURPOSE**

The purpose of this Policy is to provide procedures to ensure full compliance with the public notification provisions of Title II of the ADA, as specified by II-8.4000 "Notice to the Public" in the Department of Justice Title II Technical Assistance manual.

**II. POLICY STATEMENT**

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

*Employment:* Sedgwick County 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.

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

Modifications to Policies and Procedures: Sedgwick County 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. For example, individuals with service animals are welcomed in Sedgwick County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Sedgwick County, should contact the Sedgwick County ADA Coordinator,

**Sedgwick County ADA Coordinator**  
**510 N. Main, Suite 306, Wichita, Kansas 67203**  
**Phone: (316) 660-7052**  
**TDD (Kansas Relay at 711 or 800-766-3777)**

as soon as possible but no later than 48 hours before the scheduled event. Please include the name, location and date of the service or program, and your contact information. Your request will be routed through the appropriate Departmental ADA Liaison.

The ADA does not require Sedgwick County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a program, service, or activity of Sedgwick County is not accessible to persons with disabilities should be directed to the Sedgwick County ADA Coordinator, and may be filed using Sedgwick County's ADA Grievance Procedure.

Sedgwick County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

### **III. PROCEDURES**

Each County Department shall display an 8.5 X 11 inch poster in an accessible public location at or near the department entrance or front counter. The content for the poster will include the policy statement above, and will be provided by the Sedgwick County ADA Coordinator.

The Sedgwick County ADA Coordinator shall publish the above policy statement in order to provide information on Title II requirements to applicants, participants, beneficiaries, and other interested persons.

Methods of approved publication include handbooks, manuals, and pamphlets that are distributed to the public to describe a public entity's programs and activities; the display of informative posters in service centers and other public places; newspaper notices; or the broadcast of information by television or radio. In providing the notice, a public entity must comply with the Title II requirements for effective communication, including alternate formats, as appropriate.

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### ***3. Identification of any program qualifications, eligibility requirements, admission requirements, or licensing standards that an individual must meet that might negatively affect individuals with disabilities.***

- A. **General Statement:** Due to Sedgwick County's recent (June 2007) ADA/504 Self-Evaluation and Transition Plan (including related information as defined in the remainder of this Self Evaluation), all existing programs, services, and activities, including qualifying factors, eligibility and admission requirements, or licensing standards, are currently or will immediately be made fully accessible to citizens, employees or otherwise patrons with disabilities and, therefore, individuals with disabilities are not negatively affected in the provision of programs, services or activities. Note: Where Sedgwick County buildings and facilities are not currently accessible and usable by individuals with disabilities, the services or programs provided at these buildings or facilities will be immediately made accessible upon request.
- B. **Equal Opportunity:** All qualified individuals with disabilities are provided an equal opportunity, as is provided to the population at large, to participate in and benefit from any aids, benefits, or services provided by Sedgwick County. In addition, Sedgwick County will make reasonable modifications to policies, practices or procedures, as defined by the attached ↔[Reasonable Modification Policy](#) (Attachment 11), to avoid discrimination based on an individual participant's disability.
- C. **Separate Services:** Sedgwick County, as evidenced by the attached ↔[ADA/504 Transition Plan](#) (Attachment 1), and all other documents related to the Transition Plan, avoids providing different or separate aids, benefits, or services to qualified individuals with disabilities, unless doing so has been proven necessary to help ensure benefits and services provided to individuals with disabilities are as effective as those provided to the population at large.
- D. **Contracting:** Sedgwick County also avoids assisting or contracting with any persons or entities that are known to discriminate based on disability by requiring all contracting entities, whose activities pertain to County structures, to read and sign the attached Sedgwick County ↔[ADA/504 Contractor Assurance of Compliance Form](#) (Attachment 2) and participate in the annual ADAAG training provided by the County to potential contractors (as designated in Attachment 12 – [ADA Action Steps](#)) ↔.
- E. **Individuals with Disabilities Participation:** Sedgwick County allows and encourages qualified individuals with disabilities to fully participate in all local, policy, planning, or advisory boards and councils. The County's commitment to this effort is evidenced by the newly created Wichita/Sedgwick County Access Advisory Board, which includes substantial representation by persons with disabilities, organizations that represent individuals with disabilities and other pertinent County personnel. This Board provides advisory input pertaining to citizens or employees with disabilities

and/or appropriate policy or practice creation, including feedback and advice pertaining to the creation of this Self-Evaluation and Transition Plan. See the attached ↔ [Sedgwick/Wichita Access Advisory Board Mission Statement](#) (Attachment 3) for more information.

- F. **Implementation:** To help ensure that Sedgwick County fully complies with the letter and spirit of the Americans with Disabilities Act, the County will take actions as defined by Attachment 12 – [ADA Action Steps](#), which has been created as a time-line guide for implementing the contents of this Self Evaluation and Transition Plan.

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**4. In the area of employment, the information below describes Sedgwick County’s policies, practices, or procedures which are followed to help ensure non-discrimination based on disability in:**

- A. Public advertising of vacant positions and other job opportunities**
- i. All employment advertisements are based on existing job descriptions.
  - ii. All advertisements include the statement “an equal opportunity employer.”
  - iii. The County’s ADA Coordinator and/or the ADA Departmental Liaison for the Legal Department, to help ensure non-discrimination based on disability, reviews all advertisement statements.
  - iiii. All job applications include the following statement “Those applicants requiring Reasonable Accommodation to the application and/or interview process should notify a representative of the Human Resources Department or the County’s ADA Coordinator.”
  - iv. Job openings are advertised using various mediums including, but not limited to: newspapers, bulletin board postings at all designated County facilities, by word of mouth and listed at local disability-related organizations as defined by the Wichita/Sedgwick County Access Advisory Board.
  - iv. All job posting are posted in locations, which are physically accessible to persons with disabilities.

**Comment [s1]:** How will we handle this procedure?

**B. Employment – Publication of Job Listings**

- i. To ensure that auxiliary aids are available to job applicants, the following statement is currently posted in the Sedgwick County section of HREPartners.com.
- ii. It is the policy of Sedgwick County not to discriminate in its programs or services provided to the general public, including employment and all other activities, on the basis of race, color, religion, national origin, citizenship, sex, age, disability, veteran status or any other similarly protected status. Applicants requiring Reasonable Accommodation for the application, interview, or pre-employment testing process should notify

**The Human Resources Departmental Coordinator:**

**Brenda Jill Stocklin-Smith  
Sedgwick County Human Resources Department  
510 N. Main, Suite 306  
Wichita, Kansas 67203  
Phone: (316) 660-7058 or TDD (Kansas Relay at 711 or 800**

766-3777)  
Email: [bjsmith@sedgwick.gov](mailto:bjsmith@sedgwick.gov)

**Or the County ADA Coordinator:**

**Lindsey Mahoney**  
**510 N. Main, Suite 306**  
**Wichita, Kansas 67203**  
**Phone: (316) 660-7052 or TDD (Kansas Relay at 711 or 800-766-3777)**  
**Email: [Lmahoney@sedgwick.gov](mailto:Lmahoney@sedgwick.gov)**

- iii. Each individual job listing on HREPartners.com will include the following statement:

**Sedgwick County is proud to be an Equal Opportunity Employer.**

**Applicants requiring Reasonable Accommodation for the application, pre-employment testing and/or interview process should notify the Human Resources Department or the County's ADA Coordinator.**

**Lindsey Mahoney**  
**Sedgwick County ADA Coordinator**  
**510 N. Main, Suite 306**  
**Wichita KS 67203**  
**Phone: (316) 660-7052**  
**TDD: Kansas Relay at 711 or 800-766-3777**  
**Email: [Lmahoney@sedgwick.gov](mailto:Lmahoney@sedgwick.gov)**

- iv. When job notices are publicized via local print media the following statement will be included:

**Sedgwick County is proud to be an Equal Opportunity Employer. Applicants requiring Reasonable Accommodation for the application, pre-employment testing and/or interview process should notify the Human Resources Department or the County ADA Coordinator.**

**C. Processing and review of applications**

- i. It is Sedgwick County's practice to process and review all applications without regard to race, color, religion, national origin, citizenship, sex, sexual orientation, age, disability, veteran status or any other similarly protected status.
- ii. Selection criteria are designed to help ensure that individuals with disabilities are not screened out and are based solely on the essential functions of the job.

**D. Testing and minimum requirements as a condition of employment**

- i. Applicants are made aware that Reasonable Accommodation is available where necessary during any pre-employment testing.
- ii. Tests are not provided in formats which require the use of an individual's impaired skill unless it is a job-related skill that the test is intended to measure.
- iii. Any test time limits are relaxed where necessary for applicants whose disability causes them to need more time to take a test, unless the test is specifically designed to test speed and is job related.
- iv. Medical tests will not be required unless a legitimate job offer has been provided to an individual applicant.
- v. Any County employee who provides testing during the pre-employment process must become familiar with the attached publication titled "[Pre-employment Testing and the ADA](#)" (**Attachment 4**);

**E. Interviewing, including responding to requests for accommodation and use of nondiscriminatory questions**

- i. During interviews, all applicants are made aware that Reasonable Accommodations are available during the interview process.
- ii. All employees who provide interviews will receive training by the County's ADA Coordinator to help ensure that disability-related questions are not asked during the interview process.
- iii. All individuals being interviewed are provided a written job description, which includes a listing of essential functions, and applicants are asked if they can perform the functions with or without Reasonable Accommodation.
- iv. Interviews for all job categories are held in a structurally accessible location to help ensure access to this process by an applicant with a disability.

**F. Promotion/demotion, layoff/reinstatement, or transfer, including changes in compensation resulting from these actions**

- i. All policies and practices pertaining to current employees, including promotion/demotion, disciplinary actions, layoff/reinstatement, transfer, and/or changes in compensation are based solely on productivity and adherence to existing employee conduct and related expectations. All supervisors are required to attend the ADA Title I training provided by HR and the County ADA Coordinator or EEO personnel; or have participated in the employment training track provided at the National ADA Symposium; where the employment provisions of the ADA are detailed to help ensure that supervisory decisions are not based on disability.

**G. Job assignments/classifications and nondiscriminatory treatment by supervisory personnel**

- i. All employees, including supervisors, are made aware that Sedgwick County does not tolerate discriminatory treatment of any employee on the basis of disability or other protected status. Supervisors are made aware of this County-wide policy during their annual training and/or via printed information, including the information found in ↔[Attachment 5 – Recommendations for Modifications to Employment Policies](#); which is dispersed to all supervisors.

**H. Access to benefits, including policies pertaining to use of vacation and sick leave, unpaid leave of absence, and compensatory time. Also included are opportunities for training, attendance at conferences or other supported activities including recreational or social programs, health and insurance benefits, etc.**

- i. Sedgwick County does not discriminate on the basis of disability or any other such protected status in the provision of any and all benefits of employment including, but not limited to vacation, sick leave, unpaid leave of absence, compensatory time, opportunities to training activities, attendance at conferences or any other activities including recreational or social programs which are benefits of employment. It is Sedgwick County’s policy to make no disability-related distinctions in the provision of health benefits to employees, other than generally applicable limitations or exclusions as defined by the Equal Employment Opportunity Commission (EEOC) in [Attachment 6 – Health Benefit Plans and the Americans with Disabilities Act](#). This document is dispersed to all County employees annually whom maintain a supervisory status.

**I. Process for considering a request for a Reasonable Accommodation on the job, including the method of determining whether an individual with a disability is capable of performing the essential functions of a particular job with or without a reasonable accommodation.**

- i. Sedgwick County considers all requests for Reasonable Accommodations, pertaining to employees, utilizing the policies and practices as defined by [Attachment 5 - Recommendations for Modifications to Employment Policies](#) and the ADA Reasonable Accommodation policy 4.311. This attachment also defines the process which is taken to determine whether or not an individual with a disability is capable of performing the essential functions of a particular job with or without Reasonable Accommodation.

**J. Implementation of Employment Policies and Practices Modifications as defined in Attachment 5.**

- i. The County’s Director of Human Resource Management will implement, as soon as possible, and as outlined in the ADA Action Plan, all modifications to employment polices and practices, which have been recommended in writing by the County’s ADA Compliance Consultant, as defined by Attachment 5.

**K. Auxiliary Aids**

- i. [The Sedgwick County Print Shop, Sedgwick County Information Technology Department, the Secretary of State’s Office, and a list of pre-screened qualified](#)

vendors created with the assistance of the Independent Living Resource Center, will be utilized to ensure that auxiliary aids, services, or alternate format materials can be made available in a timely manner.

- ii. Services will be provided upon request to assist individuals with disabilities in filling out applications and understanding the services our departments provide. Telephone communications will be made accessible to individuals who are deaf or hard of hearing via the Kansas Relay Service, as defined by the County's Self Evaluation. Public-use computers will be made accessible to individuals who are blind or who otherwise cannot use a computer keyboard due to their disability by making available screen readers, voice activated software, and other accessibility features with seven days advance notice. All departments will consult the County's Information Technology Department to help ensure the accessibility of public computers. The County's Information Technology Department will also be consulted to help ensure that information made available to the public on the County's web site is fully accessible and complies with Section 508 of the Rehabilitation Act.
- iii. Sedgwick County facilities are either fully structurally accessible to individuals with disabilities or will be made fully accessible as described in the County's ADA Transition Plan. Should any facility not be fully accessible, all services normally provided to the public at that location will be provided at a fully accessible location upon request.

Comment [s2]:

Comment [s3]: not related to employment??

#### **L. Grievance Procedure**

- i. In the event that a person with a disability feels they have been treated unfairly, discriminated against due to their disability, or otherwise wishes to file a complaint with the County, all departments will use the [Grievance Procedure \(Attachment 10\)](#) outlined in the County's Self Evaluation to assist in reaching a fair and equitable resolution of such grievance. Information about the Grievance Procedure will be available in each department and in the ADA section of the County web site to help ensure that Sedgwick County complies with all aspects of the Americans with Disabilities Act. Individuals who feel they have been discriminated against can also contact state and federal enforcement agencies to file a complaint. Contact information for such state and federal enforcement agencies is available to the public upon request as part of the County's Grievance Procedure.

#### **M. Additional Training**

- i. ADA training will be provided to Sedgwick County employees. An ADA awareness segment will be added to new employee orientation sessions. All employees whose duties require direct contact with the public will receive ADA Awareness and Sensitivity Training. Other training will be targeted to the employees' job functions, such as ADAAG training for Facilities Team Leaders and Project Managers and Interviewer Training for department personnel involved in employment interviews. In addition, law enforcement and corrections employees will receive training sessions directed specifically to their function. Additional training plan information can be found in Attachment 12 – ADA Action Steps.

- ii. The County's ADA Coordinator will request the assistance and input of the Independent Living Resource Center and the County's ADA Consultant regarding the content of training sessions.

**N. Sedgwick County Policy and Procedure Availability**

- i. In addition to information posted in Sedgwick County Departments, the Sedgwick County Self-Evaluation, Transition Plan, Grievance Procedure, Reasonable Accommodation Policy, Reasonable Modification Policy and Non-Discrimination Policy are available in the Sedgwick County ADA Coordinator's office.
- ii. To help ensure this Action Plan is appropriate and complies with the Americans with Disabilities Act, the Sedgwick County ADA Coordinator has requested input and recommendations for modifications to this Action Plan from the Wichita/Sedgwick County Access Advisory Board.

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**5. To help ensure the County's communication with disabled applicants, participants, and members of the public is as effective as communication with non-disabled individuals, Sedgwick County has established the following policies and practices**

- A. Any existing written materials or those produced in the future pertaining to a program or service, which is provided by the County, such materials have been or will be reproduced in the following alternative formats to help ensure nondiscrimination. Such alternative formats will be provided to qualified individuals with a disabilities, where necessary, due to an individual's disability, when doing so is not an undue financial or administrative burden to the County and/or when doing so does not fundamentally alter the nature of the service or program being provided:
- i. Audio Tape: Audio tape recordings of printed materials will be provided upon request by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA coordinator, with one week advance notice.
  - ii. Braille: Ten of the most utilized existing County public pamphlets/brochures have been reproduced in Braille by the Kansas Rehabilitation Services for the Blind and are available via Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, upon request. Other pamphlets and printed information, which are not pamphlets or brochures, will be provided in Braille by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, with two weeks advance notice.
  - iii. Reader: A reader will be provided, when necessary by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, upon request with one week notice.
  - iv. Aide: An aide will be provided upon request to eligible County employees or eligible citizens with disabilities from the general public, by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, to help ensure that printed materials are readily accessible to individuals with disabilities with a two-day advance notice. Example: Such aide may provide assistance an individual in filling out an application.
  - v. Home Mailings: All printed information provided by Sedgwick County, which is typically available to the general public who visit County facilities, will also be mailed to individuals, where the individual's disability prevents or circumvents the individual's ability obtain the materials on-site at County facilities. Printed information will be mailed upon request by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator with a one-week advance notice.
  - vi. Large Print Format: Ten of the County's most frequently requested public pamphlets/brochures have been reproduced in large print and are available upon request to Sedgwick County's ADA Coordinator, in conjunction with the particular

departmental ADA Coordinator. All other printed information that is available to the general public will be provided, when necessary, by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, in large print with two weeks advance notice.

vii. Interpreter: It is the policy of Sedgwick County to provide an effective sign language interpreter in situations where the communication taking place is lengthy or complex; and/or other situations where a sign language interpreter may be necessary to effectuate communication with individuals who are deaf or hard of hearing. A sign language interpreter will be provided upon request with one week notice to Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator. Note: The above policy and procedure is intended for events and circumstances where advance notice and scheduling is possible. In cases of emergency services, which are unplanned and may require complex and important communication, interpretation services consistent with the requirements of the ADA have been contracted by Sedgwick County to be available 24 hours a day, 7 days a week.

viii. Other Assistance: Sedgwick County will help ensure that all services, programs and activities are fully accessible to individuals with communication disabilities by providing auxiliary aides or services, where necessary, due to an eligible individual's disability as defined by the Americans with Disabilities Act.

*Note: Sedgwick County will make every attempt to provide the specific type of alternate format requested, however a different type of alternative format may be provided, if and when, such different type of alternative format provides equally effective communication.*

**B. Sedgwick County will help ensure auxiliary aides and services (interpreters, large print, aides, etc.) are readily available to individuals with disabilities by posting a ↔ [Notice of Non-Discrimination Based on Disability \(Attachment 7\)](#), at pertinent County facilities in public places. Such Notice (or an equivalent) will also be provided in Sedgwick County's Personnel Manual, as defined by [Attachment 5 - Recommendations for Modifications to Employment Policies](#). In addition, the following statement will be publicized once per year for the next two years, in the local newspapers published in Sedgwick County, Kansas. The publicized statement will read as follows:**



## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT



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

**Employment:** Sedgwick County 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.

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

**Modifications to Policies and Procedures:** Sedgwick County 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. For example, individuals with service animals are welcomed in Sedgwick County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Sedgwick County, should contact the office of

Lindsey Mahoney  
Sedgwick County ADA Coordinator  
510 N. Main, Suite 306, Wichita, Kansas 67203  
Phone: (316) 660-7052  
TDD: Kansas Relay at 711 or 800-766-3777  
Email: Lmahoney@sedgwick.gov

as soon as possible but no later than 48 hours before the scheduled event. Please include the name, location, date and time of the service or program, your contact information and the type of aid, service, or policy modification needed.

The ADA does not require Sedgwick County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Sedgwick County is not accessible to persons with disabilities should be directed to the Sedgwick County ADA Coordinator.

Sedgwick County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

- i. Sedgwick County makes every effort to provide accessible facilities and/or programs for individuals with disabilities. For accommodations, grievances, or other disability-related issues, please contact the Sedgwick County ADA Coordinator - 510 N. Main, Suite 306, Wichita, Kansas 67203 - Phone: (316) 660-7052 - TDD (Kansas Relay at 711 or 800-766-3777).
- ii. The County shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the County can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity. In the provision of auxiliary aids or

services, including modifications in policies, practices, or procedures; Sedgwick County will not place surcharges on individuals with disabilities to cover the costs involved in making programs accessible.

- C. Sedgwick County will help to ensure that all public meetings, hearings, and conferences are accessible for individuals with communication disabilities by providing the following:**
- i. Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, will help ensure accessible communication at the request of an eligible individual with a disability with one-week notice, during public meetings, hearings, conferences, etc; including courtroom proceedings.
- D. Sedgwick County makes every effort to provide accessible telephone communications with the general public, including individuals with disabilities, via the existing 911 integrated TDD, and the posting/advertisement of the Kansas Relay number as part of the County's Notice of Nondiscrimination.**
- E. Sedgwick County will implement the ADA Compliance Consultant's recommendations/actions, which are defined in ↔[Attachment 8 – County ADA Compliance Consultant's Website/Public Computer Recommended Modifications](#), that apply to the County's web site, public computer stations, and other electronic information or devices used by the general public as outlined in the ADA Action Plan.**
- F. Auxiliary Aids**
- i. The Sedgwick County Print Shop, Sedgwick County Information Technology Department, the Secretary of State's Office, and a list of pre-screened qualified vendors created with the assistance of the Independent Living Resource Center, will be utilized to ensure that auxiliary aids, services, or alternate format materials can be made available in a timely manner. Services will be provided upon request to assist individuals with disabilities in filling out applications and understanding the services our departments provide. Telephone communications will be made accessible to individuals who are deaf or hard of hearing via the Kansas Relay Service, as defined by the County's Self Evaluation. Public-use computers will be made accessible to individuals who are blind or who otherwise cannot use a computer keyboard due to their disability by making available screen readers, voice activated software, and other accessibility features with seven days advance notice. All departments will consult the County's Information Technology Department to help ensure the accessibility of public computers. The County's Information Technology Department will also be consulted to help ensure that information made available to the public on the County's web site is fully accessible and complies with Section 508 of the Rehabilitation Act.
  - ii. Sedgwick County facilities are either fully structurally accessible to individuals with disabilities or will be made fully accessible as described in the County's ADA Transition Plan. Should any facility not be fully accessible, all services normally provided to the public at that location will be provided at a fully accessible location upon request.
- G. Court Communications**
- i. The 18<sup>th</sup> Judicial District Court is located in the Main County Courthouse at 525 N. Main. While the District Court is located within a County facility, it is a program of the State of Kansas, and as such, the District Court is responsible for ensuring program access and

effective communication for its services. However, Sedgwick County has taken the following steps to assist the District Courts in ensuring accessibility:

1. The County has designated an ADA Liaison for the District Courts who will receive all emails, training, and other information that is distributed from the County ADA Coordinator to Departmental ADA Liaisons.
  2. All County ADA Trainings, including but not limited to, new employee ADA training, front-line employee disability and awareness training, and ADA training for supervisors, will be open to and offered to District Court employees.
  3. The County ADA Coordinator has met with the Court Administrator for the District Courts to discuss comments received during the public hearings. The Court Administrator confirmed that the Courts can provide real time transcription services. This service is available in every courtroom upon request. Assistive listening devices and other auxiliary aids or services are also available upon request.
  4. The County's ADA Transition Plan will make improvements to ensure accessibility to courtroom facilities.
- ii. The County Court is located in the Historic Courthouse at 510 N. Main, 3<sup>rd</sup> Floor. The following steps have been taken to ensure program access and effective communication for the County Courts:
1. The ADA Departmental Liaison for the County Legal Department acts as the ADA Liaison for the County Court, and will distribute all ADA-related information to County Court staff.
  2. All County ADA Trainings, including but not limited to, new employee ADA training, front-line employee disability and awareness training, and ADA training for supervisors, will be open to and offered to County Court employees.
  3. The ADA Coordinator is available to assist the County Court in providing auxiliary aides and services, including assistive listening devices which may be checked out from the ADA Coordinator's Office.
  4. The Departmental ADA Liaison has confirmed that real time transcription services are available upon request. When necessary to accommodate a person with a disability, County Court may be held across the street at the Main County Courthouse, 525 N. Main, in which case real time transcription is available in every courtroom.

#### **H. Emergency Communications for People with Disabilities**

- i. An emergency communications committee of the Wichita/Sedgwick County Access Advisory Board has been newly created to address emergency communication services for people with disabilities such as:
  1. Notification of severe weather and other emergency events.
  2. 911 capabilities for responding to callers who are deaf.
  3. Ways to inform emergency services as to an individual's needs during an emergency.
  4. Identification of uniformed workers to people who are blind or visually impaired.
  5. Addressing service animals' presence and needs during an emergency.
- ii. Sedgwick County's Public Safety agencies will serve on this committee as needed.
- iii. Sedgwick County and the ADA Coordinator will work with this committee, and respond to the committee's recommendations.

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- 6. To help ensure the County's Voting system is accessible to individuals with disabilities, the following policies, practices, or actions will be adopted and implemented:**
- A. The County will follow the Sedgwick County Election Commission's Transition Plan – Attachment 9, as it pertains to voting sites, to help ensure the voting process is accessible and usable by citizens with disabilities.**
  - B. The County's ADA Coordinator will perform follow-up on-site surveys of all County voting locations to help ensure that the voting process is fully accessible and the ADA Coordinator will provide training to all voting personnel utilizing the videos in Attachment 9.**
  - C. In its efforts to ensure accessible elections in Sedgwick County, the Sedgwick County Election Office has completed the following activities to improve accessible voting and access to polling places for people with disabilities:**
    - i. ADA assessments and transition plans created for all voting sites.
    - ii. Relocation of voting sites to accessible buildings in compliance with the Help America Vote Act which requires that polling places be accessible for people with disabilities.
    - iii. Voter clinic to demonstrate accessible voting equipment at Independent Living Resource Center's Spring Fling on April 17, 2008.
    - iv. Voter clinic to demonstrate accessible voting equipment to people who are blind or visually impaired at Envision in conjunction with the Wichita Association for the Visually Handicapped on August, 23 2008. This event was also published in the Wichita Eagle.
    - v. Development of an ADA training video showing accessibility of voting equipment, with the assistance of the Wichita Association for the Visually Handicapped.
    - vi. Purchasing of accessible voting equipment which includes, 590 Ivotronics that have Braille and audio capabilities for voters who are visually impaired.
    - vii. Accessible door handle adaptors, threshold ramps, temporary curb ramps, cones and signs, and other accessible features are delivered to all voting sites with less than full ADA compliance to ensure that full compliance is provided on Election Day.
    - viii. Floor plans are provided at all voting sites to assist poll workers in directing voters to the accessible route to at least one voting machine at each site.
    - ix. Multiple voting options, which include voting early by mail, voting early in person, as well as voting at the polling place on Election Day.

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**Part II**                    **Statement of Compliance with CDBG/ADA/504 Regulations**

1. **Sedgwick County's Notice of Nondiscrimination is currently being publicized as delineated in the above information in full compliance with all CDBG/ADA/504 requirements.**
2. **A Copy of this Self-Evaluation and all related documents are maintained on file with the Sedgwick County ADA Coordinator at 510 N. Main, Suite 306, Wichita, Kansas 67203 - Phone: (316) 660-7052 - TDD (Kansas Relay at 711 or 800-766-3777).**
3. **The above identified Notice of Nondiscrimination includes, at a minimum, the following information:**
  - a. Contact information for the County's ADA/504 Coordinator.
  - b. A means of requesting auxiliary aids or other services specifically for individuals with disabilities.
  - c. The availability of printed materials in alternate formats.
  - d. A statement that a grievance procedure exists including contact information for the purpose of filing a grievance.
4. **The ADA Coordinator maintains a copy of the ↔[Grievance Procedure \(Attachment 10\)](#) as part of the Self-Evaluation.**
5. **Sedgwick County's Grievance Procedure includes, at a minimum, the following information:**
  - a. A statement informing individuals that the procedure is available in alternate format and can be submitted in alternate format.
  - b. A time line for submitting a grievance claim, both internally and externally.
  - c. Information on how to also file a complaint through appropriate State or Federal agencies.

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**Part III Transition Plan and Other Related Attached Documents**

[Attachment 1 - ADA/504 Transition Plan](#)

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[\*See Attached Document\*](#)

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**Attachment 2 - Sedgwick County ADA/504 Contractor Assurance of Compliance Form**

**Sedgwick County ADA/504 Contractor Assurance of Compliance Form.**

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**Assurance of Compliance Form**

All individuals or organizations that contract with Sedgwick County or otherwise, those who are the recipients of funds for the purpose of constructing, altering, or adding to Sedgwick County buildings or facilities, must complete, sign and return this form with your contract. If you have questions regarding this form, or if you require this material in an alternate format, please contact Lindsey Mahoney - Sedgwick County ADA Coordinator - 510 N. Main, Suite 306, Wichita, Kansas 67203 - Phone: (316) 660-7052 - TDD: Kansas Relay 711 or (800) 660-3777 - Email: [Lmahoney@sedgwick.gov](mailto:Lmahoney@sedgwick.gov)

**ADA/504 General Information**

Federal and state laws prohibit discrimination based on disability. Section 504 of the Rehabilitation Act of 1973, as amended (504), and the Americans with Disabilities Act of 1990 (ADA) require that Sedgwick County and all organizations or firms contracting with Sedgwick County, except those providing tangible goods, comply with ADA/504 accessibility requirements.

**Contractor Assurance of Compliance**

**1) GENERAL PROVISION**

As a funding recipient from Sedgwick County, I understand that federal and state laws prohibit discrimination by Public Entities in program, services, and employment based solely on disability. In addition, I recognize that Section 504 requires recipients of federal funds (either directly or through contracting with a local governmental entity receiving federal funds) to make their programs, services, and activities, when viewed in their entirety, accessible to qualified and/or eligible people with disabilities. I agree to comply with, and to require that all subcontractors comply with, ADA/504 requirements. I understand that Reasonable Accommodation is required in both program services and employment, except where to do so would cause an undue hardship or undue burden.

**2) PROGRAM AND SERVICE PROVIDERS**

As a vendor providing services to the public on the behalf of Sedgwick County, I agree that all personnel in my employment that have direct contact with the public will attend ADA Awareness and Sensitivity training provided by Sedgwick County or the Independent Living Resource Living Center. Evidence of training shall be provided to the Sedgwick County ADA Coordinator listed below.

I agree that any violation of the specific provisions of the ADA or 504 that are applicable to my organization or service my organization performs under this contract on Sedgwick County's behalf shall be deemed a

breach of the material provision of my Contract between Sedgwick County and my organization. Such a breach shall be grounds for cancellation, termination, or suspension, in whole or in part, of my organization's Contract by Sedgwick County. I further agree that my organization is entirely responsible for full compliance.

**3) CONSTRUCTION AND MAINTENANCE PROVIDERS**

As a contractor performing new construction, maintenance, alterations, or additions to Sedgwick County buildings or facilities, my organization, or subcontractors to my organization, must comply with all county, state, and federal laws, including related building guidelines/codes, and specifically the Americans with Disabilities Accessibility Guidelines (ADAAG). I agree that any violation of the specific provisions of the ADA or 504, which are applicable to my organization or work my organization is currently performing under this contract at Sedgwick County buildings or facilities, shall be deemed a breach of the material provision of my Contract between Sedgwick County and my organization. Failure to immediately notify the Architect, Project Manager, or the Sedgwick County ADA Coordinator and remedy such a breach shall be grounds for cancellation, termination, or suspension, in whole or in part, of my organization's Contract by Sedgwick County. I further agree that my organization is entirely responsible for full compliance with any and all applicable structural accessibility guidelines, which pertain to the work my organization performs for Sedgwick County.

Questions regarding ADA compliance may be directed to:

Lindsey Mahoney  
Sedgwick County ADA Coordinator  
510 N. Main, Suite 306  
Wichita, Kansas 67203  
Phone: (316) 660-7052  
TDD: Kansas Relay 711 or (800) 660-3777  
Email: [Lmahoney@sedgwick.gov](mailto:Lmahoney@sedgwick.gov)

**ADAAG UNDERSTANDING**

Pertinent individuals from my organization are knowledgeable of all scoping provisions and specifications as defined by the Americans with Disabilities Act Accessibility Guidelines; have easy access to such information when necessary; and have attended the annual ADAAG Training provided by Sedgwick County.

**I declare that (company name) \_\_\_\_\_ is in compliance with the applicable provisions of the ADA and 504 and declare that the foregoing information is true and correct.**

\_\_\_\_\_  
Signature of authorized signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or print name of authorized signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone

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Attachment 3 – Wichita/Sedgwick Access Advisory Board – Mission Statement

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**The Mission of the Wichita/Sedgwick Access Advisory Board is to enhance the community by the contributions of persons with disabilities; to make a positive difference in their relationship with Sedgwick County, the City of Wichita, and businesses that serve them by working toward providing access to facilities, programs, and employment, enabling persons with disabilities to participate in the social and economic life of the City/County, thereby achieving maximum personal independence.**

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Attachment 4 - Pre-employment Testing and the ADA

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# Pre-Employment Testing and the ADA

*This brochure is one of a series on human resources practices and workplace accommodations for persons with disabilities edited by Susanne M. Bruyère, Ph.D., CRC, SPHR, Director, Program on Employment and Disability, School of Industrial and Labor Relations – Extension Division, Cornell University. It was updated in July, 2000, by Mary Anne Nester, Ph.D., U.S. Immigration and Naturalization Service, Washington D.C., from the original, which she wrote in 1997.*

*Cornell University was funded in the early 1990's by the U.S. Department of Education National Institute on Disability and Rehabilitation Research as a National Materials Development Project on the employment provisions (Title I) of the ADA (Grant #H133D10155). These updates, and the development of new brochures, have been funded by Cornell's Program on Employment and Disability, the Pacific Disability and Business Technical Assistance Center, and other supporters.*

*Cornell University currently serves as the Northeast Disability and Business Technical Assistance Center. Cornell is also conducting employment policy and practices research, examining private and federal sector employer responses to disability civil rights legislation. This research has been funded by the U.S. Department of Education National Institute on Disability and Rehabilitation Research (Grant #H133A70005) and the Presidential Task Force on Employment of Adults with Disabilities.*

*The full text of this brochure, and others in this series, can be found at: [www.ilr.cornell.edu/ped/ada](http://www.ilr.cornell.edu/ped/ada). Research reports relating to employment practices and policies on disability civil rights legislation, are available at: [www.ilr.cornell.edu/ped/surveyresults.html](http://www.ilr.cornell.edu/ped/surveyresults.html)*

*For further information, contact the Program on Employment and Disability, Cornell University, 102 ILR Extension, Ithaca, New York 14853-3901; 607/255-2906 (Voice), 607/255-2891 (TTY), or 607/255-2763 (Fax).*

*More information is also available from the ADA Technical Assistance Program and Regional Disability and Business Technical Assistance Centers, (800) 949-4232 (voice/TTY), [www.adata.org](http://www.adata.org)*

The Americans with Disabilities Act (ADA) requires reasonable accommodation in the hiring process, and the language of the ADA includes "appropriate adjustment or modifications of examinations" as a form of accommodation. It is the goal of this article to acquaint employers with the legal requirements and measurement issues that must be considered in using selection tests under the ADA.

There are three types of information that must be considered in using selection tests under the ADA. First, employers must be familiar with the legal requirements of the ADA and the rationale behind these requirements. Second, employers should be aware of the specific role of their tests in helping to select qualified employees (in other words, the validity basis for their tests). Third, employers should be familiar with the types of accommodations that are most likely to be effective in preserving the reliability and validity of the tests for people with various disabilities.

## Legal and Regulatory Requirements

Under the ADA, it is discriminatory to use selection criteria that screen out or tend to screen out individuals with disabilities unless the criteria are shown to be job-related for the position in question and are consistent with business necessity. This is to ensure that tests do not act as barriers to the employment of persons with disabilities unless the person is unable to do the job, even with reasonable accommodation.

Employers should design selection criteria for jobs to ensure a close fit between the selection criteria and an individual's ability to do the job. A criterion that tends to screen out an individual with a disability must be shown to be job-related for the position and consistent with business necessity. To be consistent with business necessity a criterion must be related to an essential job function. The obligation to make reasonable accommodation means that an employer must make modifications or adjustments to the application process that would enable a qualified individual with a disability to be considered for the position he or she desires.

Tests should not be given in formats that require use of the impaired skill, unless it is a job-related skill that the test is intended to measure. For example, it is unlawful to give a written test to a person who is unable to read because of dyslexia, unless the ability to read is the job-related skill that the test is designed to measure. If, instead, the test is designed to measure a factor such as verbal comprehension or reasoning, the test should be given orally. Similarly, test time limits should be relaxed for applicants whose disabilities cause them to need more time to take a

test, unless the test is specifically designed to test speed. However, the results of a test of speed could not be used to exclude an individual with a disability unless the skill was necessary to perform an essential function of the position that could not be performed by the individual with or without reasonable accommodation. If speed is necessary to perform an essential job function and there is no reasonable accommodation available to enable the applicant to demonstrate the skill or to perform the job, then the employer is not required to employ the individual.

An employer is obligated to make reasonable accommodation only to the physical or mental limitations that result from the disability of a qualified individual with a disability, that are known to the employer. While an employer may inquire whether an employee is having difficulty performing his or her job, it is generally the responsibility of the employee to inform the employer that accommodation for a disability is needed.

Similarly, an employer is generally required to provide testing accommodations only if it knows in advance that an applicant has a disability that requires such accommodations. Usually, it is the responsibility of the individual with a disability to request any accommodation for a test. The employer can be helpful by informing applicants in advance about any tests to be administered as part of the application process, so that they may request an accommodation, if needed.

Employers may also ask applicants whether they will need an accommodation for the hiring process.

It should be noted that the ADA and the Title I regulations prohibit pre-employment inquiry into a person's disability or the nature of the disability, with one narrow exception. The ADA permits employers to ask individuals with a hidden disability who request accommodations at the application stage to provide reasonable documentation to verify the disability and the need for accommodation. However, the employer may not make further inquiries as to the nature or severity of the disability. For this reason, employers can use psychological tests at the pre-offer state of the hiring process only if these tests are not medical—that is to say, only if the tests do not provide evidence that would lead to identifying a mental disorder.

#### Test Validity Models

The use of tests for making employment decisions is supported by evidence of the tests' validity under one or more of the following models:

- **Content validity:** the test is a representative sample of performance in some defined area of job-related knowledge, skill, ability, or other characteristic.
- **Construct validity:** the test is demonstrated to be a measure of a job-relevant characteristic (e.g., reasoning ability).
- **Criterion-related validity:** the test is shown to be statistically related to some criterion of successful job performance.

Test accommodations should be made so as to retain the validity of the test for selecting qualified employees.

#### Types of Testing Accommodations

Testing accommodations will be discussed under three broad categories: testing formats, time limits, and test content.

**Testing format.** A change in testing format refers to the use of a different medium or method to present the same information. Test information is usually presented in print in the English language. Therefore, Braille, large print, reader, and audiotape are simply different ways of presenting the same information. In most cases, these formats could be interchanged without a change in the question content or the ability being tested. However, several problem areas exist in the use of different formats:

1. Long reading passages may be more difficult when presented orally or in other formats for visually impaired applicants. For oral presentation, the test-taker must try to keep the entire passage in memory. In Braille or large print, scanning through the passage is slower than it is with regular print.
2. Figural material is problematic for people with visual impairments. The embossing of figural material should not be viewed as a simple format change, because the tactile sense is quite different from the visual sense.
3. When readers are used, they should be people who read well and articulate clearly, and they should practice reading the test in advance. They should be warned against inadvertently giving clues to the test-taker when they read.

It should be noted that changing a test from a printed version into a sign language version is a translation into another language, rather than simply a change of format. It must be done with all of the care that would be taken in translating a test from English into, say, Japanese.

**Time limits.** In most cases of accommodated testing it is necessary to change the test's time limits. Often the change in time limits causes a problem in interpreting test results. This problem arises because of the use of "speeded power" tests. In order to understand this problem, it is necessary to learn a bit of testing terminology.

A pure power test is a test in which everyone has an opportunity to attempt to answer every question, and the scores are based on how many questions people can answer rather than on how fast they can work. The pure speed test, on the other hand, contains questions of trivial difficulty given with a very short time limit. Scores are based only on how fast people can work. Many tests that are intended to be power tests are actually somewhat speeded because a considerable number of people are unable to attempt every question. On a speeded power test, a person who had unlimited time would have an advantage over people who took it with the regular time limit. However, since many people with disabilities, e.g., Braille users, need extra time to take tests, there is the difficult problem of determining exactly how much extra time should be allotted so that the test-taker with a disability is at neither an advantage nor a disadvantage.

The ideal solution to this problem would be to eliminate the use of speeded power tests. If a power test has a liberal time limit, with a completion rate of, say, ninety-five percent of all test-takers, then test-takers with disabilities can be given unlimited time without having an undue advantage. The difficult question of how much extra time to allow would no longer need to be answered.

In the case of existing speed power tests in which the regular time limits cannot be changed, unlimited time may be inappropriate. One method of determining appropriate time limits is to conduct empirical studies. The U.S. Office of Personnel Management conducted a study to set time limits for visually impaired and deaf applicants on one of its large volume examinations. It was found that at least double time was needed for visually impaired users of all media to answer questions that consisted of a short reading passage followed by five answer choices. Mathematical questions involving computation required considerably more time than that. Such empirical studies are only possible in large-scale programs in which there are many test-takers.

Pure speed tests are used in the employment context to test such skills as perceptual speed and clerical checking. Such tests are clearly inappropriate for use with visually impaired test-takers because all of the media for transmitting information are slower, and for some physically impaired applicants, because the physical mechanism for

responding (e.g., marking the answer sheet) is slower. The time limit cannot be adjusted on these tests because speed is the factor that is being tested. Therefore, the test user must decide if the speed test should be used with the regular time limit (which is permissible, as noted in the earlier section on legal and regulatory requirements, if the speed factor is necessary to perform an essential job function and the applicant cannot meet the requirement even with reasonable accommodation) or if the test should be deleted from the battery and possibly be replaced with another type of assessment. This would be an instance of the last type of test accommodation—change of test content.

**Test content.** In the context of competitive testing for persons with disabilities, changes in test content are not made frequently. However, it is clear that this type of change is a form of accommodation that may be required for compliance with the ADA. Any change in test content would need to be consistent with the validity strategy on which the test was based. For example, substituting one test question for another is easily done under a construct validity model, but might be troublesome under a content validity model.

Changes in test content can be divided for convenience into three types: change in individual test questions, change in the question-type, and change or deletion of a knowledge, skill, or ability (KSA) that is being measured. The first type of change, as mentioned above, is easily done in a construct-valid test. The second type of change—using a different type of question to test the same ability—is feasible if another question-type exists and if scoring comparability can be determined.

The interpretive guidance to the EEOC's Title I ADA regulations describes some bold substitutions of methods for measuring the same KSA's, as the following excerpt shows:

"Where it is not possible to test in an alternative format, the employer may be required, as a reasonable accommodation, to evaluate the skill to be tested in another manner (e.g., through an interview, or through education, license, or work experience requirements)."

This excerpt does not reflect a concern for score comparability. In fact, it is difficult to see how this approach could be used if applicants needed to be rank-ordered on the basis of quantitative scores.

If there is no effective way to test a person with a disability for a certain KSA, and if there is reason to believe that this KSA will not be required on the job by the person, the

requirement for measuring this KSA should be changed or deleted.

#### Accommodations for Specific Disabilities

The following is a brief listing of the types of testing accommodations that are appropriate for test-takers with different disabilities.

For test-takers with visual impairments, tests must be presented in appropriate formats, such as braille, large print, and audiotape. Time limits must be extended for all of these media, and speed tests are inappropriate. Within the context of changing test materials into different formats, certain types of test material may be problematic, as noted earlier. In addition, the test-taker will probably need accommodation or assistance in marking answers.

For test-takers who have physical impairments that affect use of the hands, the principal test accommodation is the adjustment of test time limits and the avoidance of speed tests. In addition, accessible test sites, the assistance of a test administrator in turning pages and marking answers, and extra rest breaks may be required.

Among hearing impaired test-takers, only those who are deaf need extensive testing accommodations. For the majority of prelingually deaf persons, that is, persons who lost their hearing before acquiring speech, verbal tests are not good measures of any ability. For most pre-lingual deaf people, English is a second language and the native language is sign language. (Of course, there are exceptions to this rule; some prelingually deaf people have very good English skills.) Therefore, as a general rule, verbal tests cannot be used effectively with most deaf test-takers to test anything except verbal ability. Tests that are completely nonverbal, however, do not pose a problem. Test instructions should be given very carefully, with the use of sign language or demonstration, and time limits should be explained clearly. Extra time should be allowed on power tests that include verbal material.

Individuals with specific learning disabilities now constitute the largest group that requires testing accommodations. The specific tasks that are affected by learning disabilities vary widely, so it is difficult to generalize about testing accommodations. Accommodations will need to be arranged on a case-by-case basis for applicants with specific learning disabilities. The most frequently used accommodations are the allowance of additional time for power tests and reconsideration of speed tests in areas of specific weakness. For example, a test-taker who had a specific learning disability that affected numerical computation might be screened out by a speeded test of computation. Under the ADA, it would be inappropriate to use that test

unless it tested an essential job function that the test-taker could not perform with or without reasonable accommodation.

#### Resources

**ADA Regional Disability and Business Technical Assistance Center Hotline** (800) 949-4232 (voice/TTY)

**Equal Employment Opportunity Commission**, 1801 L Street, NW, Washington, DC 20507, (800) 669-4000 (Voice) to reach EEOC field offices; for publications call (800) 800-3302 or (800) 669-EEOC (voice/TTY).

#### Disclaimer

This material was produced by the Program on Employment and Disability, School of Industrial and Labor Relations-Extension Division, Cornell University, and funded by a grant from the National Institute on Disability and Rehabilitation and Rehabilitation Research (grant #H133D10155). The U.S. Equal Employment Opportunity Commission has reviewed it for accuracy. However, opinions about the Americans with Disabilities Act (ADA) expressed in this material are those of the author, and do not necessarily reflect the viewpoint of the Equal Employment Opportunity Commission or the publisher. The Commission's interpretations of the ADA are reflected in its ADA regulations (29 CFR Part 1630), Technical Assistance Manual for Title I of the Act, and EEOC Enforcement Guidance.

Cornell University is authorized by the National Institute on Disability and Rehabilitation Research (NIDRR) to provide information, materials, and technical assistance to individuals and entities that are covered by the Americans with Disabilities Act (ADA). However, you should be aware that NIDRR is not responsible for enforcement of the ADA. The information, materials, and/or technical assistance are intended solely as informal guidance, and are neither a determination of your legal rights or responsibilities under the Act, nor binding on any agency with enforcement responsibility under the ADA.

The Equal Employment Opportunity Commission has issued enforcement guidance which provides additional clarification of various elements of the Title I provisions under the ADA. Copies of the guidance documents are available for viewing and downloading from the EEOC web site at: <http://www.eeoc.gov>.

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Attachment 5 – Recommendations for Modifications to Employment Policies

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**ADA Consultant Recommendations for Modifications to Sedgwick County’s Employment Policies and Practices**

*Special Considerations: The following information does not indicate that discrimination has occurred. Additionally, the following does not indicate that existing employment policies are discriminatory or even inappropriate. The following recommendations have been provided only for the purpose of helping to ensure that policies are clear and discrimination does not occur in the future based on misunderstood information.*

- a. **Leave Benefits, Policy #4.701:** Existing Section II(N) states, “Employees who are off work because of illness, injury or disability for five (5) continuous months, exclusive of FLMA leave, may be terminated at the discretion of the hiring authority.” According to Title I regulations (29CFR1630.4), discrimination based on disability is prohibited in regard to, among other things, “leaves of absence, sick leave, or any other leave.” In addition, Section 1630.2(o) states that numerous types of reasonable accommodation may need to be required in order to avoid discrimination, including, “Permitting the use accrued paid leave or providing additional unpaid leave.” It should be noted that, such a leave policy (termination after five continuous months of leave) may or may not be discriminatory depending on how such policy is applied given the particular circumstances of an individual employee with a disability.  
**Language Change Recommendation:** In order to avoid supervisory or HR misunderstandings, we recommend modifying the language of this section as follows: “Employees who are off work because of illness, injury or disability for five (5) continuous months, exclusive of FLMA leave, may be terminated at the discretion of the hiring authority. Note: Special considerations, including reasonable accommodation, may be necessary before terminating, or taking any other disciplinary action in relation to an employee defined as an employee with a disability. For more extensive information pertaining to employees with disabilities or reasonable accommodation see [ADA Reasonable Accommodation, Policy #4.1100.](#)”
- b. **Equal Employment Opportunity, Policy #4.300:** Section II(A) states, “It shall be the Policy of Sedgwick County, through responsible recruitment, that Division Directors, Department Heads, Elected Officials, and Supervisors hire individuals; train, promote, transfer, compensate, terminate, layoff, and provide benefits and other conditions of employment to employees; without regard to race, color, national origin, sex, age, religious or political affiliations, disability or status as a disabled or Vietnam-era veteran; except when consideration of these factors is based upon a bona-fide occupational qualification.” According to the language of this statement, it is the policy of Sedgwick County to apply all employment policies and/or practices to employees “without regard to” disability. Although, it may typically be appropriate to apply employment policies and practices to all

employees, even if they are considered part of a protected class, such a policy may not be appropriate or possibly a violation of Title I when applied to employees or potential employees with disabilities. Title I specifically requires non-discrimination based on disability and requires that covered employers consider and possibly provide reasonable accommodation where necessary to avoid discrimination. In other words, Title I establishes that covered employers may be required to provide greater than equal treatment specifically to employees or potential employees with disabilities. The Civil Rights Act of 1964 prohibits any consideration of personal characteristics such as race or national origin, Title I of the ADA necessarily takes a different approach. When an individual's disability creates a barrier to employment opportunities, Title I requires employers to consider whether or not reasonable accommodation could remove the barrier. Title I thus establishes some types of employer treatment and/or actions beyond equality specifically pertaining to individuals with disabilities.

In addition to the above discrepancy, Section II(A) generally states that equality of treatment will be provided to protected classes "except when consideration of these factors is based upon a bona-fide occupational qualification." Once again, Title I differs from the general nondiscrimination language implementing the Civil Rights Act of 1964. According to the Civil Rights Act of 1964, under certain circumstances, employers may discriminate due to sex, age and possibly other protected classifications if doing so is a "bona-fide occupational qualification." However, once again, the regulations implementing Title I differ from the Civil Rights Act, and does not allow bona-fide occupational qualifying factors to be considered in regard to recruitment, promotion, transfer, compensation, termination, or various other employment policies or practices, pertaining to disability, with one exception. Title I does allow covered employers to establish a "bona-fide" benefit plan based on based on certain variables. But, Title I does not allow bona-fide distinctions to be made regarding other aspects of employment because, essentially the reasonable accommodation requirements may over-ride any bona-fide distinction based on disability.

In summary, lumping disability into the same categories and treatment of other protected classes under the Civil Rights Act, may be unacceptable because Title I regulations deviate dramatically from many of the provisions applied to other protected classes.

**Language Change Recommendation:** In order to avoid supervisory or HR misunderstandings, we recommend modifying the language of this section as follows: "It shall be the Policy of Sedgwick County, ..... ; except when consideration of these factors is based upon a bona-fide occupational qualification or where ADA Title I regulations require differential treatment, such as is defined in ADA Reasonable Accommodation, Policy #4.1100, in order to avoid discrimination based on disability."

- c. **Employee Conduct and Relations Standards, Policy #4.502:** Among other issues, Policy (#4.502) establishes an internal grievance procedure, which can be utilized by some employees. In Section II(A) of this Policy, unclassified employees are not allowed to utilize the existing grievance procedure. Sedgwick County makes clear however, in Section II(B) that if an employee has a grievance related to disability, the grievance procedure is available to this employee regardless of classification. Although, Section II(C) states, "policies and practices relating to grievances do not apply to employees of the Sedgwick County Sheriff's Department, who are part of a recognized Civil Service system,

or employees of the Sedgwick County Fire Department, who are represented by a bargaining unit subject to a Memorandum of Agreement. Section II(C), which makes no distinction of classified or unclassified, may contradict the Title I requirement to provide an internal grievance process for all qualified employees with disabilities, regardless of any contractual agreements the County may have made with other organizations. For example, Title I Regulations Section 1630.6 states, "It is unlawful for a covered entity to participate in a contractual or other arrangement or relationship that has the effect of subjecting the covered entity's own qualified applicant or employee with a disability to the discrimination prohibited by this part." In addition part (b) of this Regulatory Section states, "The phrase contractual or other arrangement or relationship includes, but is not limited to, a relationship with and employment or referral agency; labor union, including collective bargaining agreements; and organizations providing fringe benefits to an employee or the covered entity; or an organization providing training and apprenticeship programs.

Section II(D) of Sedgwick County's Policy #4.502 states, "The Sedgwick County grievance process will not be used to effect changes in Policies or Rules, such as hours of employment, rates of compensation or the content or merit of County Personnel Policies and Procedures." Once again, this particular policy may contradict Title I regulations Section 1630.9, which specifically states it is unlawful for a covered entity not to make reasonable accommodations to the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless such covered entity can demonstrate that the accommodation would impose an undue hardship on the operation of its business. Reasonable accommodations are specifically required to be made regarding "all" employment policies or practices, including hours of employment, rates of compensation, including the content of personnel policies and procedures, where modifications of such are necessary so that an individual with a disability can perform the essential functions of a particular job.

**Language Change Recommendation:** In order to avoid supervisory or HR misunderstandings, we recommend modifying the language of these sections by adding the following statement to each identified section: It should be understood that reasonable accommodation, as defined in ADA Reasonable Accommodation, Policy #4.1100, will be provided to qualified employees or potential employees with disabilities when and where it is necessary to avoid discrimination based on disability and ensure an equal employment opportunity.

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*ADA Consultant Recommendations for Modifications to Sedgwick County's Employment Policies and Practices (Continued)*

Part A – New Section, Policy #4.311

**REASONABLE ACCOMMODATION POLICIES AND PROCEDURES**



CHAPTER: Equal Employment Opportunity Policy

SUBJECT: ADA Reasonable Accommodation

POLICY NUMBER: 4.311 PAGES: 6

RELATED POLICIES: ENABLING RESOLUTION: REVISION DATE(S):  
New 03/07

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

**I. Purpose**

The purpose of the Americans with Disabilities Act (ADA) Reasonable Accommodation Policy is to provide policy and procedures to ensure equal and effective opportunities for persons with disabilities and full compliance with the employment provisions of Titles I and II of the ADA.

**II. Policy**

Sedgwick County is committed to providing equal access and opportunity to qualified persons with disabilities in all terms and conditions of employment and in all County programs and services. Sedgwick County recognizes that in order to have equally effective employment opportunities and benefits, individuals with disabilities may need Reasonable Accommodation to policies and procedures. Sedgwick County will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing Reasonable Accommodation, as necessary, to afford equal employment opportunity and equal access to programs, services, and benefits for qualified persons with disabilities. Questions regarding Reasonable Accommodation and/or discrimination on the basis of disability should be directed to the Sedgwick County ADA Coordinator. Contact information for the Sedgwick County ADA Coordinator can be found on the County web site or by calling the Human Resources Department.

## **Definitions**

### **Disability with Respect to an Individual Means:**

A physical or mental impairment that substantially limits one or more major life activities;  
A record of having such an impairment; or  
Being regarded as having such impairment.

In addition, an individual may not be discriminated against due to association with a person who has, has a record of, or is regarded as having a disability.

**A Qualified Person with a Disability** is a person who satisfies the requisite skills, experience and other job-related requirements of the position and who, with or without Reasonable Accommodation, can perform the essential functions of the job.

**Essential Functions** are job duties that are fundamental to the position, not marginal to the position. Duties are what must be accomplished, not how the duties are performed. Essential functions are those job duties that are so fundamental to the position that the individual cannot do the job without being able to perform them. A function can be "essential" if, among other things, the position exists specifically to perform that function, there are a limited number of other employees who could perform the function if it were assigned to them, or the function is specialized and the incumbent is hired based on his/her ability to perform it.

**Reasonable Accommodation** means modifications or adjustments to a job application process that enable a qualified person with a disability to be considered for a position he or she desires OR modifications or adjustments to the job, work environment, or the way in which work is customarily performed that permit a qualified employee with a disability to perform the essential functions of the job or enjoy the benefits and privileges of employment equal to those of employees without disabilities.

**Undue hardship** means that a specific accommodation would require significant difficulty or expense. This determination, which must be made on a case-by-case basis, considers factors such as the nature and cost of the accommodation needed and the impact of the accommodation on the operations of the agency.

**Sedgwick County Internal Compliance Team (SCICT):** A six member team consisting of the County ADA Coordinator, Director of HR, Director of Facilities, Employment Manager, Assistant County Counselor and a Finance Department Representative.

## **III. Procedures**

### **A. Employment Applicant Request for Accommodation:**

1. All application materials shall be made available in alternative formats, upon request, according to the needs of a qualified person with a disability. All position announcements shall include the following statement or its equivalent and applicants shall be notified that

they can request Reasonable Accommodation for the application, testing and interview process as follows

a. " **Applicants requiring Reasonable Accommodation for the application, pre-employment testing and/or interview process should notify the Human Resources Department or the County ADA Coordinator: (County ADA Coordinator Contact Information Including name, address, phone, Kansas relay number and email address).**"

2. Applicant requests for Reasonable Accommodation shall be made to the Sedgwick County ADA Coordinator.
3. Upon receiving a request for Reasonable Accommodation, the ADA Coordinator will evaluate the request and determine what, if any, accommodation is appropriate. To ensure that all effective accommodations have been considered, the ADA Coordinator will talk to the individual requesting the accommodation where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the parties are choosing between different possible reasonable accommodations.
4. The ADA Coordinator may request medical documentation of the applicant's disability if the disability and/or the need for accommodation is not obvious. Documentation of an applicant's disability is CONFIDENTIAL and will not be shared with search committee members or decision-makers in the hiring process.
5. If an accommodation is appropriate, the ADA Coordinator will assist Human Resources in arranging the accommodation.
6. If the ADA Coordinator determines that no accommodation is necessary, or if the individual desires an alternative accommodation, the applicant may utilize the ADA Grievance Procedure to appeal the decision as outlined below. In cases where requests for accommodation are not approved, the ADA Coordinator shall inform the applicant in writing of the decision and inform the applicant of the availability to appeal the decision in accordance with the ADA Grievance Procedure.

**B. Employment Interview Request for Accommodation:**

1. Applicants who have received employment interview offers may make an accommodation request following the procedure outlined below. Employment opportunities will not be denied to anyone because of the need to make Reasonable Accommodation for a person's disability.
2. All applicants shall be notified that they can request an accommodation for a disability for the interview process and the procedure for making an accommodation request.
  - a. The following paragraph or its equivalent shall be added to any correspondence scheduling an interview:

"It is the policy of Sedgwick County to provide Reasonable Accommodation for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to fully participate in the interview process, please contact the County ADA Coordinator,

***(County ADA Coordinator Contact Information Including Name, address, phone, Kansas relay number and email address)."***

3. When a request for accommodation is received from an applicant by a person other than the ADA Coordinator, that person shall contact the County ADA Coordinator for assistance, and provide contact information for the applicant.
4. The ADA Coordinator may request documentation of the applicant's disability in accordance with the procedures for current employees outlined below. Documentation of an applicant's disability is CONFIDENTIAL and will not be shared with search committee members or decision-makers in the hiring process.
5. The ADA Coordinator shall make a decision regarding the request and, if approved, arrange the accommodation. If the request is not approved, the ADA Coordinator shall inform the applicant in writing of the decision and inform the applicant of the availability to appeal the decision in accordance with the ADA Grievance Procedure.

**C. Selected Applicant Request for Reasonable Accommodation:**

1. After interviewing all applicants and evaluating all relevant, non-medical information, the hiring authority or designee makes a conditional offer of employment to the applicant who is determined to best match the needs of the position. If necessary, the selected applicant may request Reasonable Accommodation to perform the essential functions of the job.
2. When the disability and/or the need for accommodation is not obvious, the ADA Coordinator may request medical documentation concerning the individual's status as a person with a disability and his or her functional limitations to verify the need for accommodation.
3. The ADA Coordinator will review the medical documentation to determine whether or not the person has a disability that qualifies under the ADA.
  - a. In rare instances when the ADA Coordinator is unable to make a decision without other professional or technical assistance, the ADA Coordinator may consult the SCICT; or other individuals, such as County determined doctors; technical personnel, such as employment job rehabilitation personnel; or legal professionals.
4. The ADA Coordinator, in consultation with the selected applicant, hiring authority or designee, County Counselor, and Human Resources shall:
  - a. Ensure that the applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.
  - b. Review to determine if the accommodation shall enable the individual to perform the essential functions of the job by:
    - a. Obtaining relevant job and task information through a job analysis;
    - b. Determining if job duty or function is essential by review of analysis;

- c. Exploring job modification alternatives by consulting with the individual;
- d. Identifying barriers to job performance and assessing how accommodation could overcome those barriers;
- e. Determining the most effective modification or adjustment for the individual.

c. Determine whether the Reasonable Accommodation would pose an undue hardship for the employer considering the nature and cost of the accommodation and the financial resources available.

d. The hiring authority or designee in consultation with the ADA Coordinator, County Counselor, and Human Resources shall consider the reasonableness of the proposed accommodation. The ADA Coordinator shall serve as the contact person for all parties.

e. If approved, implement the most effective accommodation giving due consideration to the preferences of the individual, or notify the individual that the requested accommodation is not reasonable. While the individual's preferences will be given consideration, Sedgwick County is free to choose among equally effective accommodations.

f. The individual may accept or reject the decision and/or the specific accommodations proposed. The individual may offer additional information and/or may propose alternative accommodations.

g. The ADA Coordinator may consult with appropriate staff, managers, or technical specialists to decide if the proposed alternative is feasible or would cause an undue hardship for the employer.

h. The selected applicant, supervisor/manager, hiring authority or designee, County ADA Coordinator, County Counselor, and Human Resources shall complete and sign a Reasonable Accommodation agreement detailing the accommodation to be provided. The employing department shall implement the agreed-upon accommodation.

i. The individual may disagree with the decision or reject the accommodation offered and may utilize the ADA Grievance Procedure to appeal the decision. However, if the individual cannot perform the essential functions of the job as a result of the rejection, the individual shall not be considered a qualified individual with a disability.

j. Temporary conditions may be covered as disabilities depending on the duration and impact of the impairment and the extent it limits major life activities and shall be treated on a case-by-case basis.

**D. Current Employee Request for Accommodation:**

1. An employee who believes they need a Reasonable Accommodation to enable them to perform the essential functions of their job shall inform their supervisor, or the County ADA Coordinator, of the need for an accommodation. When employee requests for

accommodation are made to the supervisor, the supervisor shall contact the County ADA Coordinator for assistance.

2. The employee will meet with the County ADA Coordinator who will explain the Reasonable Accommodation process and may request appropriate medical documentation if the disability and/or the need for accommodation is not obvious.
3. The County ADA Coordinator may request and evaluate information from the employee's medical professional to determine the existence of disability. Requests will include job-related limitation(s) created by the employee's disability. Medical records of the employee's condition shall be kept confidential in a locked file separate from the employee's personnel record. Limitations as a result of the condition will be provided to the employee's supervisor.
  - a. In rare instances when the ADA Coordinator is unable to make a decision without other professional or technical assistance, the ADA Coordinator may consult the SCICT; or other individuals, such as County determined doctors; technical personnel, such as employment job rehabilitation personnel; or legal professionals.
4. The County ADA Coordinator, in consultation with the employee, employee's supervisor, hiring authority or designee, County Counselor, and Human Resources, shall:
  - a. Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary;
  - b. Identify the potential accommodation(s) and assess the effectiveness of each in enabling the employee to perform the essential functions of the job; and,
  - c. Recommend the accommodation(s) that is most appropriate for both the individual and the employer. While the individual's preference will be given consideration, Sedgwick County is free to choose among equally effective accommodations.
5. To ensure that all effective accommodations have been considered, the County ADA Coordinator shall talk to the individual requesting the accommodation where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the parties are choosing between different possible reasonable accommodations. The Reasonable Accommodation procedure is intended to be an interactive process, with the involvement of the employee requesting the accommodation.
5. The employee, employee's supervisor/manager, hiring authority or designee, County ADA Coordinator, County Counselor, and Human Resources shall complete and sign a Reasonable Accommodation agreement detailing the accommodation to be provided. The employing department shall implement the agreed-upon accommodation.
6. If an employee who requested an accommodation disagrees with the recommended accommodation, he/she may utilize the ADA Grievance Procedure to appeal the decision as outlined below as outlined below.

7. After an accommodation is provided, the County ADA Coordinator will schedule a follow-up meeting to evaluate the effectiveness of the accommodation.
8. If at any time there is a question about the continuing nature of an employee's Reasonable Accommodation, the employee or the employee's supervisor shall contact the County ADA Coordinator.
9. Temporary conditions may be covered as disabilities depending on the duration and impact of the impairment and the extent it limits major life activities and shall be treated on a case-by-case basis.

**E. Medical Documentation:**

1. Medical documentation may be requested by the ADA Coordinator only when the disability is not obvious, or restrictions must be defined. Information from the employee's medical practitioner may be necessary to document the employee's job-related limitation(s) and to assist in determining an effective Reasonable Accommodation for the employee. The County ADA Coordinator will make all requests for medical documentation. The employee requesting an accommodation is responsible for providing the medical documentation requested. When additional information is needed, the County ADA Coordinator will request permission from the employee to contact their medical practitioner. Supervisors and managers may not request information about the employee's disability or have access to the employee's medical information.
2. If the County ADA Coordinator finds the documentation insufficient to provide an accommodation, the County ADA Coordinator will explain why the documentation is insufficient and request more complete information from the employee and directly from the employee's medical practitioner if the employee provides a written release. If the employee still fails to provide sufficient documentation from their health care professional to substantiate that a disability exists and a Reasonable Accommodation is needed, Sedgwick County may refuse to provide the accommodation or require the employee to be examined by an appropriate health care professional of the County's choice and at the County's expense.
3. An employee's failure to provide necessary documentation where it has been properly requested could result in a denial of Reasonable Accommodation.

**F. Employee Parking:**

1. When employee parking is made available in County owned or leased parking facilities, each employee with a valid disability placard or tag will be assigned a reserved parking space. Reserved accessible parking is provided to employees with disabilities upon request as part of the Reasonable Accommodation process as defined by the Americans with Disabilities Act. Employees who have valid placards or tags, but do not request Reasonable Accommodation or accessible parking, will not be assigned reserved parking.

2. Reserved spaces will be marked "Reserved," labeled with the employee's County parking permit number, and spaces will be accessible to the extent required by a particular employee.
3. The location and configuration of reserved spaces will be determined by the County ADA Coordinator, based first on medical necessity, and then management level and finally seniority.
4. The following designated accessible parking spaces are dedicated for use by the general public only. Therefore, no employee parking will be allowed in the accessible parking provided in these locations:
  - a. Main Street, in front of the Main Courthouse
  - b. Surface lot east of the Munger building
5. Reserved parking and employee disability identification cards will be reviewed by the County ADA Coordinator annually.
6. Violation of this policy may result in disciplinary action pursuant to Sedgwick County personnel policies and procedures.

**G. Decisions and Grievances:**

1. The accommodation decision made by the County ADA Coordinator in consultation with the employee, employee's supervisor, hiring authority or designee, County Counselor, and Human Resources shall be implemented by the employing department.
2. If the employee requesting an accommodation disagrees with the appropriateness of the accommodation determined, a request may be made to the County ADA Coordinator for reconsideration or consideration of an alternate accommodation. The Reasonable Accommodation procedure is intended to be an interactive process, with the involvement of the employee requesting accommodation.
3. The County ADA Coordinator shall make a determination regarding this appeal within 10 working days of the request and notify the employee, employee's supervisor/manager, hiring authority or designee, County Counselor, and Human Resources of that decision. If the 10-day requirement cannot be met, the employee, Human Resources and the County ADA Coordinator shall agree on a reasonable time limit.
4. If the employee who requested the accommodation disagrees with the final determination, the employee may utilize the ADA Grievance Procedure to appeal the decision to the Sedgwick County Manager.
5. The employee may refuse an offered accommodation; employees cannot be forced to accept a particular accommodation. However, the employee continues to be responsible for performing the essential functions of his/her job with or without an accommodation and maintaining defined performance standards.
6. If the Hiring authority disagrees with the appropriateness of the accommodation determined, appeals may be made to the County Manager.

**H. Dissemination of Reasonable Accommodation Procedures**

1. Copies of the Reasonable Accommodation policy shall be readily available to all County employees. The policy shall be posted on the County's E-line intranet service. It will also be available in designated locations, including the Human Resources Department and the ADA Coordinator's office.
2. The County's Reasonable Accommodation policy shall be accessible to individuals with disabilities. Copies of the Reasonable Accommodation Policy will be made available in alternative formats, such as large print or Braille, on request. Individuals requiring alternative formats shall contact the Sedgwick County ADA Coordinator. Contact information for the Sedgwick County ADA Coordinator can be found on the County web site or by calling the Human Resources Department.

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Attachment 6 – Health Benefit Plans and the Americans with Disabilities Act.

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# Health Benefit Plans and the Americans with Disabilities Act

*This brochure is one of a series on human resources practices and workplace accommodations for persons with disabilities edited by Susanne M. Bruyère, Ph.D., CRC, SPHR, Director, Program on Employment and Disability, School of Industrial and Labor Relations – Extension Division, Cornell University. This was written by Gwen Thayer Handelman, Scholar in Residence, Nova Southeastern University, Shepard Broad Law Center, Fort Lauderdale, Florida, in May 1994. She updated the material in July, 2000.*

*Cornell University was funded in the early 1990's by the U.S. Department of Education National Institute on Disability and Rehabilitation Research as a National Materials Development Project on the employment provisions (Title I) of the ADA (Grant #H133D10155). These updates, and the development of new brochures, have been funded by Cornell's Program on Employment and Disability, the Pacific Disability and Business Technical Assistance Center, and other supporters.*

*Cornell University currently serves as the Northeast Disability and Business Technical Assistance Center. Cornell is also conducting employment policy and practices research, examining private and federal sector employer responses to disability civil rights legislation. This research has been funded by the U.S. Department of Education National Institute on Disability and Rehabilitation Research (Grant #H133A70005) and the Presidential Task Force on Employment of Adults with Disabilities.*

*The full text of this brochure, and others in this series, can be found at: [www.ilr.cornell.edu/ped/ada](http://www.ilr.cornell.edu/ped/ada). Research reports relating to employment practices and policies on disability civil rights legislation, are available at: [www.ilr.cornell.edu/ped/surveyresults.html](http://www.ilr.cornell.edu/ped/surveyresults.html)*

*For further information, contact the Program on Employment and Disability, Cornell University, 102 ILR Extension, Ithaca, New York 14853-3901; 607/255-2906 (Voice), 607/255-2891 (TTY), or 607/255-2763 (Fax).*

*More information is also available from the ADA Technical Assistance Program and Regional Disability and Business Technical Assistance Centers, (800) 949-4232 (voice/TTY), [www.adata.org](http://www.adata.org)*

## What is the Americans with Disabilities Act?

The Americans with Disabilities Act of 1990 (ADA) is a civil rights law for individuals who currently have a disability, have a record of disability, or are regarded as having a disability. The ADA protects against disability-based discrimination in employment, governmental and commercial activities, transportation, and telecommunications.

## What disabilities are covered by the ADA?

For purposes of the ADA, a disability is a physical or mental impairment—such as a visual, hearing or mobility impairment, HIV disease, or mental retardation—that substantially limits one or more major life activities. The Supreme Court has clarified that an impairment substantially limits the major life activity of working if an individual is unable, or is regarded as being unable, to perform a broad class of jobs. The Supreme Court also has found that reproduction is a major life activity under the ADA. HIV infection is a disability from the onset of infection, (before any symptoms appear).

## How does the ADA apply to employment?

Employers covered by the ADA may not discriminate against “a qualified individual with a disability,” -- that is, an individual with a disability who meets the necessary prerequisites for a job and can perform the essential job functions with (or without) reasonable accommodation. ADA Title I applies to employers, including employment agencies, labor unions, and joint labor-management committees -- with at least fifteen employees. Title I prohibits both purposeful discrimination in employment and practices with discriminatory impact related to job application procedures, hiring, advancement, discharge, compensation, training, and to other terms, conditions and privileges of employment. Criteria that have the effect of excluding individuals with disabilities from employment opportunities may not be used unless the criteria are job-related and are justified by business

necessity. Title I also establishes the obligation for a covered entity to reasonably accommodate a qualified individual with a disability, except in the case of undue hardship.

**May health benefit costs influence employment decisions?**

No. Personnel decisions regarding an individual with a disability may not take account of whether, or to what extent, the individual is or would be covered under a health benefit plan. Employers may not fire or refuse to hire a qualified applicant who has a disability, or who has a dependent with a disability, in order to avoid potential increases in health insurance costs.

**Does the ADA apply to Health Benefit Plans?**

Yes. In its 1993 Interim Enforcement Guidance, the Equal Employment Opportunity Commission (EEOC) described how the ADA applies to health benefit plans.

First, the ADA requires employers to provide all employees --with a disability or without a disability -- the same health insurance benefits. Thus, an employer may not participate in a discriminatory contractual or other arrangement with an organization providing fringe benefits to employees. However, eligibility for health benefits need not be extended to employees with disabilities if such benefits are not extended to nondisabled employees in similar circumstances, e.g., part-time employees

**What coverage classifications does the ADA permit?**

ADA Title V allows bona fide insured or self-insured employee benefit plans to make some health-related distinctions based on risk classifications based on or not inconsistent with state law. However, this "insurance exemption" may not be used as a "subterfuge" to evade the purposes of the ADA. According to the EEOC, health insurance distinctions that are not disability-based do not violate the ADA,

even if they have a disproportionate impact on individuals with disabilities.

Thus, employers, insurers and unions generally may apply insurance distinctions that are uniformly applied to all employees, such as applicable limitations and exclusions. For example, employers may offer health insurance that does not cover pre-existing conditions for a period of time specified in the plan, even if such a pre-existing condition exclusion adversely affects employees with disabilities.

The ADA also generally permits facially neutral limitations such as lifetime coverage caps applied to all employees. Further, a health plan may exclude or limit coverage for specific procedures or treatments if they are not exclusively or nearly exclusively applicable to a particular disability. For example, a plan may limit the number of blood transfusions or x-rays that the plan will pay for, even though this may have an adverse effect on individuals with certain disabilities such as hemophilia. Likewise, a plan may limit or deny coverage for all "experimental" drugs and/or treatments for all "elective surgery," and it may exclude or provide lower levels of coverage for broad categories of conditions that are not drawn along lines of disability. For example, a plan may have lower reimbursement rates for treatment of "mental or nervous conditions" or for "eye care."

However, all such provisions are allowable under the ADA only if they meet the requirements of applicable state law and are not used as a subterfuge. Health plan terms also must meet the requirements of other applicable federal laws, such as the Health Insurance Portability and Accountability Act and the Mental Health Parity Act.

**What is a "disability-based distinction?"**

The EEOC's enforcement guidance identifies a plan term or provision as disability-based if it singles out a particular disability, a discrete group of disabilities, disability in general (all conditions that substantially limit a major life activity), or a treatment or procedure

used exclusively or nearly exclusively to treat a particular disability.

What justifies a disability-based distinction?

The most reliable way to avoid violating the ADA is to not to single out diseases or conditions considered disabilities under the ADA.

However, if the plan does single-out a disability or disabilities, the EEOC 1993 Enforcement Guidance requires the respondent employer (or employer's insurer, if any), to bear the burden of proof that a disability-based distinction is permitted by (1) showing that the health plan either is a bona fide plan that is consistent with state law or is a bona fide self-funded plan, and (2) proving that the disability-based risk classification is not being used as a subterfuge to evade the purposes of the law. Plan sponsors may use accepted principles of insurance risk classification and current and accurate actuarial data, but not data based on myths, fears, stereotypes or false or outdated assumptions about a disability. Disability-based limitations or exclusions will not be considered to violate the ADA if:

- they are based on legitimate actuarial data, or actual or reasonably anticipated experience, and apply equally to conditions with comparable actuarial data and/or experience; or
- they are necessary because no alternative to a disability-based distinction is available to prevent an "unacceptable" change such as:
  - A drastic increase in premiums, co-payments or deductibles;
  - A drastic alteration in the scope of coverage or level of benefits; or
  - Other changes that would make the plan unavailable to a significant number of other employees, or so unattractive that the employer could not compete in recruiting and maintaining qualified workers due to the superiority of health insurance plans offered by other employers in the community, or so

unattractive as to result in significant adverse selection.

**What is a "subterfuge?"**

The EEOC and some courts define "subterfuge" as any disability-based disparate treatment that is not based on actuarial data or the employer's actual or reasonably anticipated experience relating to the risk involved. This means that any coverage limits or exclusions based on disability must be justified by sound actuarial data or other legitimate business or insurance justification.

For example, a cap on benefits for AIDS-related illnesses that was substantially lower than for other illnesses would be a disability-based distinction. The lower AIDS cap would violate the ADA unless the disability-based distinction can be justified by actuarial data. Studies demonstrating that the cost of AIDS is comparable to the costs of other commonly covered conditions make it unlikely that this type of disparate treatment could be justified.

A plan also may be found to have used the insurance exemption as a subterfuge if it used an AIDS cap to deter people with AIDS from accepting employment or enrolling in the plan.

A few courts have held that plan practices established prior to the ADA's enactment could not be a subterfuge to evade the purposes of the Act. The EEOC, however, disputes that the ADA provides a "safe harbor" for discriminatory practices that were adopted before the ADA.

**How does the ADA apply to dependent coverage?**

Disability-based distinctions involving dependent coverage will be analyzed in the same fashion as disability-based distinctions in employee coverage. The ADA, however, does not require that the coverage accorded dependents be the same in scope as the coverage accorded employees. For example, a

\$100,000 benefit cap for employees but only a \$50,000 for dependents, would be permitted.

### Resources

**EEOC materials** are available from the U.S. Equal Employment Opportunity Commission, 1801 L Street, N.W., Washington, D.C. 20507, Technical Assistance --(800) 669-4000 (Voice) and (800) 800-669-6820 (TTY); Publications -- (800) 669-EEOC (Voice) and (800) 669-3302 (TTY). The EEOC also maintains a website ([www.eeoc.gov](http://www.eeoc.gov)).

**ADA Regional Disability and Business Technical Assistance Center Hotline**, 800/949-4232 (Voice/TTY).

### Disclaimer

This material was produced by the Program on Employment and Disability, School of Industrial and Labor Relations-Extension Division, Cornell University, and funded by a grant from the National Institute on Disability and Rehabilitation and Rehabilitation Research (grant #H133D10155). The U.S. Equal Employment Opportunity Commission has reviewed it for accuracy. However, opinions about the Americans with Disabilities Act (ADA) expressed in this material are those of the author, and do not necessarily reflect the viewpoint of the Equal Employment Opportunity Commission or the publisher. The Commission's interpretations of the ADA are reflected in its ADA regulations (29 CFR Part 1630), Technical Assistance Manual for Title I of the Act, and EEOC Enforcement Guidance.

Cornell University is authorized by the National Institute on Disability and Rehabilitation Research (NIDRR) to provide information, materials, and technical assistance to individuals and entities that are covered by the Americans with Disabilities Act (ADA). However, you should be aware that NIDRR is not responsible for enforcement of the ADA. The information, materials, and/or technical assistance are intended solely as informal guidance, and are neither a determination of your legal rights or responsibilities under the Act, nor binding on any agency with enforcement responsibility under the ADA.

The Equal Employment Opportunity Commission has issued enforcement guidance which provides additional clarification of various elements of the Title I provisions under the ADA. Copies of the guidance documents are available for viewing and downloading from the EEOC web site at: <http://www.eeoc.gov>

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**Other brochures on the ADA  
produced by the Program on  
Employment and Disability  
Are available on-line at  
[www.ilr.cornell.edu/ped/ada](http://www.ilr.cornell.edu/ped/ada)**

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Attachment 7 Notice of Non-Discrimination Based on Disability

*Notice of Non-Discrimination Based on Disability*

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## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT



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

**Employment:** Sedgwick County 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.

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

**Modifications to Policies and Procedures:** Sedgwick County 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. For example, individuals with service animals are welcomed in Sedgwick County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Sedgwick County, should contact the office of

Lindsey Mahoney  
Sedgwick County ADA Coordinator  
510 N. Main, Suite 306, Wichita, Kansas 67203  
Phone: (316) 660-7052  
TDD: Kansas Relay at 711 or 800-766-3777  
Email: [Lmahoney@sedgwick.gov](mailto:Lmahoney@sedgwick.gov)

as soon as possible but no later than 48 hours before the scheduled event.

Please include the name, location, date and time of the service or program, your contact information and the type of aid, service, or policy modification needed.

The ADA does not require Sedgwick County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Sedgwick County is not accessible to persons with disabilities should be directed to the Sedgwick County ADA Coordinator and may be filed using the County's ADA Grievance Procedure.

Sedgwick County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

	<b>CHAPTER:</b>	<b>POLICY:</b>
		<b>PAGES:</b>
<b>SUBJECT:</b> Notice under the Americans with Disabilities Act		
<b>RELATED POLICIES:</b>	<b>ENABLING RESOLUTION:</b>  <b>RESOLUTION DATE:</b>  <b>REVISED RESOLUTION &amp; DATE:</b>	
<b>OFFICE WITH PRIMARY RESPONSIBILITY:</b>		

**I. PURPOSE**

The purpose of this Policy is to provide procedures to ensure full compliance with the public notification provisions of Title II of the ADA, as specified by II-8.4000 “Notice to the Public” in the Department of Justice Title II Technical Assistance manual.

**II. POLICY STATEMENT**

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

*Employment:* Sedgwick County 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.

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

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programs, services, and activities. For example, individuals with service animals are welcomed in Sedgwick County offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Sedgwick County, should contact the Sedgwick County ADA Coordinator,

**Sedgwick County ADA Coordinator**  
**510 N. Main, Suite 306, Wichita, Kansas 67203**  
**Phone: (316) 660-7052**  
**TDD (Kansas Relay at 711 or 800-766-3777)**

as soon as possible but no later than 48 hours before the scheduled event.

Please include the name, location and date of the service or program, and your contact information. Your request will be routed through the appropriate Departmental ADA Liaison.

The ADA does not require Sedgwick County to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Sedgwick County is not accessible to persons with disabilities should be directed to the Sedgwick County ADA Coordinator, and may be filed using Sedgwick County's ADA Grievance Procedure.

Sedgwick County will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

### **III. PROCEDURES**

Each County Department or facility shall display an 8.5 X 11 inch poster in an accessible public location at or near the department entrance or front counter. The content for the poster will include the policy statement above, and will be provided by the Sedgwick County ADA Coordinator.

The Sedgwick County ADA Coordinator shall publish the above policy statement in order to provide information on Title II requirements to applicants, participants, beneficiaries, and other interested persons.

Methods of approved publication include handbooks, manuals, and pamphlets that are distributed to the public to describe a public entity's programs and activities; the display of informative posters in service centers and other public places; newspaper notices; or the broadcast of information by television or radio. In providing the notice, a public entity must comply with the Title II requirements for effective communication, including alternate formats, as appropriate.

For additional information, or to receive this document in alternate format, please contact the Sedgwick County ADA Coordinator.

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Attachment 8 Web/Public Computer Recommended Modifications

County ADA Compliance Consultant's Web/Public Computer Recommended  
Modifications  
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**Sedgwick County Website Review for Section 508 Compliance  
Guidelines for Website Accessibility**

**County of Sedgwick Action Plan for Accessible Websites:**

The following action plan is based upon recommendations made by the U.S. Dept. of Justice for local governments that use the internet to provide information about and access to services. The Sedgwick County IT ADA Liaison will ensure that the existing recommendations will be adopted and existing practices will be adjusted to so that the following recommendations are implemented.

**1. Establish a policy that your web pages will be accessible and create a process for implementation.**

**Recommendations for Policy**

Policy should be independent of personnel. In other words, if an experienced webmaster with expertise in accessible design should leave his position, the policy should still remain intact.

Policy should receive full support of key administrative officials and implementation of policy should ultimately be the responsibility of key administrative officials.

Policy should include provisions for training, work-time and resources needed by information technology in order to develop accessible web pages and conduct accessibility checks.

**2. Ensure that all new and modified web pages and content are accessible:**

Check the HTML of all new web pages. Make sure that accessible elements are used, including alt tags, long descriptions and captions, as needed.

If images are used, include photos, graphics, scanned images, or image maps; make sure to include alt tags and/or long descriptions for each.

If you use online forms and tables, make those elements accessible.

When posting documents on the website, always provide them in HTML or a text-based format (even if you are also providing them in another format, such as Portable Document Format (PDF)).

### **Recommendations**

Accessibility standards should also apply to other code languages used to create web pages such as php or css.

Identify a mechanism to check for accessibility. A list of validity checkers is provided in this report.

If documents cannot be provided in accessible HTML format, text-based format (rich text) may be created from the original document. Information on creating accessible text documents from popular programs such as Microsoft Word is included in this report.

### **3. Develop a plan for making your existing web content more accessible.**

Describe your plan on an accessible web page. Encourage input on improvements, including which pages should be given high priority for change. Let citizens know about the standards or guidelines that are being used. Consider making the more popular web pages a priority.

#### **Recommendation 1—Identify pages to make accessible.**

It is generally not feasible or efficient to retrofit an entire site. Especially one as large and complex as Sedgwick County's. For the purposes of this report, 117 web pages were identified as priority pages based upon the following factors.

- A. Page is essential to navigation of the website. The home page and search page are examples of pages necessary to site navigation.
- B. Page provides information about or access to a primary County service such as transportation, recreation, utilities, obtaining a business license, etc.
- C. Page provides a mechanism such as a form or instructions for reporting a problem such as a water leak or stray animal.
- D. Page provides information related to public safety such as locating a fire station and air quality alerts.
- E. A review of the number of page views during a given period would be useful in determining the most visited or popular pages, as recommended by the U.S. Dept. of Justice.
- F. These pages should be prioritized as the first step for improving web accessibility.

- G. This report identifies accessibility errors and provides recommendations to improve accessibility for the listed priority pages.

**Recommendation 2**—Develop a web page for public viewing that describes the County’s commitment to improving web accessibility and encourages input and feedback from citizens.

**4. Ensure that in-house staff and contractors responsible for web page and content development are properly trained.**

**Recommendation**

A list of resources that provide information and training about web accessibility and Section 508 guidelines is included in this report. Utilize this information to ensure that existing pertinent personnel are appropriately trained.

**5. Provide a way for visitors to request accessible information or services by posting a telephone number or e-mail address on your home page.**

**Recommendation**

This is a critical point, as it is difficult to anticipate all accessibility needs by a user population that consists of people with varied disabilities. As stated earlier, it is also initially difficult to make all previously existing pages on a large website accessible. Therefore, a mechanism to provide accessible information and services to people with disabilities should be in place.

A designated staff member should be responsible for incoming e-mails or phone requests related to accessibility. The telephone number given should be TTY compatible.

An appropriate response time should be established for alternative services or information to be received. If the designated staff member for accessibility requests needs assistance from another department or personnel to provide information or services, that assistance should be available in a timely fashion.

**6. Periodically enlist disability groups to test your pages for ease of use.**

**Recommendation**

Enlist the assistance of a disability organization such as a Center for Independent Living to conduct a periodic review of the high priority pages on the site.

Attachment 8

**County ADA Compliance Consultant's Web/Public Computer Recommended  
Modifications - Continued**

**Part 2**

**Assistive Technology Recommendations for Libraries**

**Electronic Resources**

Although a lab cannot be expected to have specialized equipment for every type of disability on hand, staff should make equipment available that they anticipate will be used and/or is available at relatively low cost. Provide:

- Printed resources that can be reached by a wheelchair user.
- An adjustable table for each type of workstation in your lab.
- Keyguard, wrist rest, and forearm rest.
- Trackball, joystick, or other mouse alternative.
- Signs with high contrast and large print.
- Large print keytop labels, screen enlargement software, and a large monitor.
- Screen reading software and speech synthesizer.
- Headphones and volume adjustment for people who use "reading software".
- Any printed instructions available in large print or Braille.

**Once a lab is established or has greater requirements, consider adding:**

- Scanner and Optical Character Recognition (OCR) software.
- CCTV
- Braille printer and Braille translation software.
- Word prediction software.
- Alternative keyboards.
- Voice input software.

In addition, develop a procedure to assure a quick response to requests for adaptive technology that you do not currently have available.

**Library Staff**

Staff should be trained in the use of telecommunication devices for the deaf (TDD/TTY) and adaptive computer technology provided in the library.

Regular refresher courses should be available to help staff keep their skills up-to-date.

## Assistive Technology for Computers

The library won't have special equipment on hand for every type of disability. However, you can have available commonly used assistive technology. Start with a few items at first, and add new technology as patrons request it. Purchasing the following products for computer workstations will get you started.

- At least one adjustable table for each type of workstation in the library can assist patrons with mobility impairments or who use wheelchairs.
- Large print key labels can assist patrons with low vision.

Software to enlarge screen images can assist patrons with low vision and learning disabilities.

Large monitors of at least 17 inches can assist patrons with low vision and learning disabilities.

Patrons with low vision, blindness, and learning disabilities can use a speech output system.

Braille conversion software and a Braille printer can assist patrons who are blind.

Trackballs can assist those who have difficulty controlling a mouse.

Wrist rests and keyguards can assist some patrons with mobility impairments

## Resources

[UNIVERSAL ACCESS: Electronic Resources in Libraries](#) is a training kit produced by Project Do-It to help library staff and volunteers become more aware of the issues, needs and concerns of people with disabilities in accessing electronic resources. This site includes text and Adobe Acrobat versions of the presentation materials and a web demonstration that can be used to illustrate accessible Web design guidelines.

Courtney Deines-Jones' [Opening New Worlds of Information: Library Technology and Internet Access for Patrons with Disabilities](#), a paper presented at the Annual Conference of the Canadian Association for Information Science (1995), offers a wealth of practical options and strategies for libraries that provide access to the Internet and other on-line services.

Another good resource on library accessibility is located on the Disability Resources web site, <http://www.disabilityresources.org/DRMLibs.html>.

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*Attachment 8*  
*County ADA Compliance Consultant's Web/Public Computer Recommended*  
*Modifications (Continued)*  
**Part 3 – Supplemental Information**

## Web-based Intranet and Internet Information and Applications (1194.22)

[Guide Index](#)

Updated: June 21, 2001

These provisions of the standards provide the requirements that must be followed by Federal agencies when producing web pages. These provisions apply unless doing so would impose an undue burden.

The key to compliance with these provisions is adherence to the provisions. Many agencies have purchased assistive software to test their pages. This will produce a better understanding of how these devices interact with different coding techniques. However, it always should be kept in mind that assistive technologies, such as screen readers, are complex programs and take extensive experience to master. For this reason, a novice user may obtain inaccurate results that can easily lead to frustration and a belief that the page does not comply with the standards. For example, all screen reading programs use special key combinations to read properly coded tables. If the novice user of assistive technology is not aware of these commands, the tables will never read appropriately no matter how well the tables have been formatted. A web site will be in compliance with the 508 standards if it meets paragraphs (a) through (p) of Section 1194.22. Please note that the tips and techniques discussed in the document for complying with particular sections are not necessarily the only ways of providing compliance with 508. In many cases, they are techniques developed by the Board, the Department of Education, and the Department of Justice that have been tested by users with a wide variety of screen reader software. With the evolution of technology, other techniques may become available or even preferable.

<a href="#">(a) Text Tags</a>	<a href="#">(b) Multimedia Presentations</a>
<a href="#">(c) Color</a>	<a href="#">(d) Readability</a>
<a href="#">(e) Server-Side Image Maps</a>	<a href="#">(f) Client-Side Image Maps</a>
<a href="#">(g)&amp;(h) Data Table</a>	<a href="#">(i) Frames</a>
<a href="#">(j) Flicker Rate</a>	<a href="#">(k) Text-Only Alternative</a>
<a href="#">(l) Scripts</a>	<a href="#">(m) Applets and Plug-Ins</a>
<a href="#">(n) Electronic Forms</a>	<a href="#">(o) Navigation Links</a>
<a href="#">(p) Time Delays</a>	

**(a)** A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).

### What is meant by a text equivalent?

A text equivalent means adding words to represent the purpose of a non-text element. This provision requires that when an image indicates a navigational action such as "move to the next screen" or "go back to the top of the page," the image must be accompanied by actual text that states the purpose of the image. This provision also requires that when an image is used to represent page content, the image must have a text description accompanying it that explains the meaning of the image.

HTML Source Code: ``

<http://www.access-board.gov/>



### How much information actually needs to be in the text equivalent?

The text information associated with a non-text element should, when possible, communicate the same information as its associated element. For example, when an image indicates an action, the

action must be described in the text. The types of non-text elements requiring actual text descriptions are limited to those elements that provide information required for comprehension of content or those used to facilitate navigation. Web page authors often utilize transparent graphics for spacing. Adding a text description to these elements will produce unnecessary clutter for users of screen readers. For such graphics, an empty ALT attribute is useful.

Example of source code: `<IMG src="transparent.gif" alt="">`

#### **What is meant by the term, non-text element?**

A non-text element is an image, graphic, audio clip, or other feature that conveys meaning through a picture or sound. Examples include buttons, check boxes, pictures and embedded or streaming audio or video.

HTML Source Code: ``

<http://www.access-board.gov/>

#### **How should audio presentations be treated?**

This provision requires that when audio presentations are available on a multimedia web page, the audio portion must be captioned. Audio is a non-textual element, so a text equivalent of the audio must be provided if the audio is part of a multimedia presentation. Multimedia includes both audio and video. If the presentation is audio only, a text transcript would meet this requirement.

#### **What are ways of assigning text to elements?**

There are several ways of providing textual information so that it can be recognized by assistive technology devices. For instance, the `<IMG>` tag can accept an "alt" attribute that will enable a web designer to include text that describes the picture directly in the `<IMG>` tag.

HTML source code: ``

Link: <http://www.section508.gov/>

Similarly, the `<APPLET>` tag for Java applets also accepts an "alt" attribute, but it only works for browsers that provide support for Java. Often, users with slower internet connections will turn support for Java applets off. A better alternative for providing textual descriptions is to simply include the alternative text between opening and closing `<APPLET>` or `<OBJECT>` tags. For instance, if a web designer wanted to include an applet called MyCoolApplet in a web page, and also include a description that the applet shows a stock ticker displaying the current price of various stocks, the designer would use the following HTML coding for example:

```
<APPLET CODE="MyCoolApplet.class" WIDTH="200", HEIGHT="100">
```

This applet displays current stock prices for many popular stocks.

```
</APPLET>
```

Finally, yet another way of providing a textual description is to include it in the page in the surrounding context:

Below is a picture of me during my great vacation!

```
<p>
<IMG src="pictureofme.jpg">
```

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**(b)** Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

**What are considered equivalent alternatives?**

Captioning for the audio portion and audio description of visual information of multimedia presentations are considered equivalent alternatives. This provision requires that when an audio portion of a multimedia production is captioned, as required in provision (a), the captioning must be synchronized with the audio. Synchronized captioning would be required so someone reading the captions could also watch the speaker and associate relevant body language with the speech.

**If a website offers audio files with no video, do they have to be captioned?**

No, because it is not multimedia. However, since audio is a non-text element, a text equivalent, such as a transcript, must be available. Similarly, a (silent) web slide show presentation does not need to have an audio description accompanying it, but does require text alternatives to be associated with the graphics.

**If a Federal agency official delivers a live audio and video webcast speech, does it need to be captioned?**

Yes, this would qualify as a multimedia presentation and would require the speech to be captioned.

Example:

National Endowment for the Humanities  
[www.neh.gov/media/scottcaptions.ram](http://www.neh.gov/media/scottcaptions.ram)

National Center for Accessible Media (NCAM)  
<http://main.wgbh.org/wgbh/access/dvs/lion.ram>

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**(c)** Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.

**Why is this provision necessary?**

When colors are used as the sole method for identifying screen elements or controls, persons who are color blind as well as those people who are blind or have low vision may find the web page unusable.

**Does this mean that all pages have to be displayed in black and white?**

No, this provision does not prohibit the use of color to enhance identification of important features. It does, however, require that some other method of identification, such as text labels, must be combined with the use of color. This provision addresses not only the problem of using color to indicate emphasized text, but also the use of color to indicate an action. For example, a web page that directs a user to "press the green button to start" should also identify the green button in some other fashion than simply by color.



**Is there any way a page can be quickly checked to ensure compliance with this provision?**

There are two simple ways of testing a web page to determine if this requirement is being met: by either viewing the page on a black and white monitor, or by printing it out on a black and white printer. Both methods will quickly show if the removal of color affects the usability of the page.

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(d) Documents shall be organized so they are readable without requiring an associated style sheet.

**What are the potential problems posed by style sheets?**

Style sheets can enable users to define specific viewing preferences to accommodate their disability. For instance, users with low vision may create their own style sheet so that, regardless of what web pages they visit, all text is displayed in an extra large font with white characters on a black background. If designers set up their pages to override user-defined style sheets, people with disabilities may not be able to use those pages. For good access, therefore, it is critical that designers ensure that their web pages do not interfere with user-defined style sheets.

In general, the "safest" and most useful form of style sheets are "external" style sheets, in which the style rules are set up in a separate file. An example of an external style sheet is:

Example of source code: `<link rel=stylesheet type="text / css" href="section508.css">`

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(e) Redundant text links shall be provided for each active region of a server-side image map.

**How do "image maps" work?**

An "image map" is a picture (often an actual map) on a web page that provides different "links" to other web pages, depending on where a user clicks on the image. There are two basic types of image maps: "client-side image maps" and "server-side image maps." With client-side image maps, each "active region" in a picture can be assigned its own "link" (called a URL or "Uniform Resource Locator") that specifies what web page to retrieve when a portion of the picture is selected. HTML allows each active region to have its own alternative text, just like a picture can have alternative text (see §1194.22(a)). By contrast, clicking on a location of a server-side image map only specifies the coordinates within the image when the mouse was depressed. The ultimate selection of the link or URL must be deciphered by the computer serving the web page.

**Why is this provision necessary?**

When a web page uses a server-side image map to present the user with a selection of options, browsers cannot indicate to the user the URL that will be followed when a region of the map is activated. Therefore, the redundant text link is necessary to provide access to the page for anyone not able to see or accurately click on the map.

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(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.

**Why do client-side image maps provide better accessibility?**

Unlike server-side image maps, the client-side image map allow an author to assign text to each image map "hot spots." This feature means that someone using a screen reader can easily identify and activate regions of the map. An explanation of how these image maps are constructed will help clarify this issue.

Creating a basic client-side image map requires several steps:

- Identify an image for the map. First, an image must be used in a client-side image map. This image is identified using the <img> tag. To identify it as a map, use the "usemap" attribute.
- Use the <MAP> tag to "areas" within the map . The <MAP> tag is a container tag that includes various <AREA> tags that are used to identify specific portions of the image.
- Use <AREA> tags to identify map regions . To identify regions within a map, simply use <AREA> tags within the <MAP> container tags. Making this client-side image map accessible is considerably easier to describe: simply include the "ALT" attribute and area description inside each <AREA> tag. The following HTML demonstrates how to make a client-side image map:

```

<map name="Map">
<area shape="rect" coords="0,2,64,19" href="general.html" alt="information about us"
>
<area shape="rect" coords="65,2,166,20" href="jobs.html" alt="job opportunities" >
<area shape="rect" coords="167,2,212,19" href="faq.html" alt="Frequently Asked
Questions" >
<area shape="rect" coords="214,2,318,21" href="location.html" alt="How to find us" >
<area shape="rect" coords="319,2,399,23" href="contact.html" alt="How to contact us"
>
</map>
```

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(g) Row and column headers shall be identified for data tables.

(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

#### Why are these two provisions necessary?

Paragraphs (g) and (h) permit the use of tables, but require that the tables be coded according to the rules of the markup language being used for creating tables. Large tables of data can be difficult to interpret if a person is using a non-visual means of accessing the web. Users of screen readers can easily get "lost" inside a table because it may be impossible to associate a particular cell that a screen reader is reading with the corresponding column headings and row names. For instance, assume that a salary table includes the salaries for federal employees by grade and step. Each row in the table may represent a grade scale and each column may represent a step. Thus, finding the salary corresponding to a grade 9, step 5 may involve finding the cell in the ninth row and the fifth column. For a salary chart of 15 grade scales and 10 steps, the table will have at least 150 cells. Without a method to associate the headings with each cell, it is easy to imagine the difficulty a user of assistive technology may encounter with the table.

Section 1194.22 (g) and (h) state that when information is displayed in a table format, the information shall be laid out using appropriate table tags as opposed to using a preformatted table in association with the "<pre>" tag. Web authors are also required to use one of several methods to provide an association between a header and its related information.

#### How can HTML tables be made readable with assistive technology?

*Using the "Scope" Attribute in Tables* - Using the "scope" attribute is one of the most effective ways of making HTML compliant with these requirements. It is also the simplest method to implement. The scope attribute also works with some (but not all) assistive technology in tables that use "colspan" or

"rowspan" attributes in table header or data cells.

*Using the Scope Attribute* – The first row of each table should include column headings. Typically, these column headings are inserted in <TH> tags, although <TD> tags can also be used. These tags at the top of each column should include the following attribute:

```
scope="col"
```

By doing this simple step, the text in that cell becomes associated with every cell in that column. Unlike using other approaches (notably "id" and "headers") there is no need to include special attributes in each cell of the table. Similarly, the first column of every table should include information identifying information about each row in the table. Each of the cells in that first column are created by either <TH> or <TD> tags. Include the following attribute in these cells:

```
scope="row"
```

By simply adding this attribute, the text in that cell becomes associated with every cell in that row. While this technique dramatically improves the usability of a web page, using the scope attribute does not appear to interfere in any way with browsers that do not support the attribute.

*Example of source code* – the following simple table summarizes the work schedule of three employees and demonstrates these principles.

```
<table>
<tr>
<th>&nbsp;</th>
<th scope="col" >Spring</th> <th scope="col" >Summer</th> <th scope="col" >Autumn</th> <th
scope="col" >Winter</th> </tr>
<tr> <td scope="row" >Betty</td> <td>9-5</td> <td>10-6</td> <td>8-4</td> <td>7-3</td>
</tr>
<tr> <td scope="row" >Wilma</td> <td>10-6</td> <td>10-6</td> <td>9-5</td> <td>9-5</td>
</tr>
<tr> <td scope="row" >Fred</td> <td>10-6</td> <td>10-6</td> <td>10-6</td> <td>10-6</td>
</tr>
</table>
```

This table would be displayed as follows:

	<b>Spring</b>	<b>Summer</b>	<b>Autumn</b>	<b>Winter</b>
<b>Betty</b>	9-5	10-6	8-4	7-3
<b>Wilma</b>	10-6	10-6	9-5	9-5
<b>Fred</b>	10-6	10-6	10-6	10-6

The efficiency of using the scope attribute becomes more apparent in much larger tables. For instance, if an agency used a table with 20 rows and 20 columns, there would be 400 data cells in the table. To make this table comply with this provision without using the scope attribute would require special coding in all 400 data cells, plus the 40 header and row cells. By contrast, using the scope attribute would only require special attributes in the 40 header and row cells.

#### Using the "ID" and "Headers" Attributes in Tables

Unlike using the "scope" attribute, using the "id" and "headers" attributes requires that every data cell in a table include special attributes for association. Although its usefulness for accessibility may have been diminished as browsers provide support for the "scope" attribute, the "id" and "headers" attributes are still very useful and provide a practical means of providing access in smaller tables.

The following table is much more complicated than the previous example and demonstrates the use of the "id" and "headers" attributes and then the scope attribute. Both methods provide a means of complying with the requirements for data tables in web pages. The table in this example includes the



```

<td>9-11</td>
<td>12-6</td>
<td>7-11</td>
<td>12-3</td>
</tr>
<tr>
<td scope="row" >Fred</td>
<td>10-11</td>
<td>12-6</td>
<td>9-11</td>
<td>12-5</td>
</tr>
</table>

```

This table would be displayed as follows:

	<b>Winter</b>		<b>Summer</b>	
	<b>Morning</b>	<b>Afternoon</b>	<b>Morning</b>	<b>Afternoon</b>
Wilma	9-11	12-6	7-11	12-3
Fred	10-11	12-6	9-11	12-5

#### Is the summary attribute an option?

Although highly recommended by some webpage designers as a way of summarizing the contents of a table, the "summary" attribute of the TABLE tag is not sufficiently supported by major assistive technology manufacturers to warrant recommendation. Therefore, web developers who are interested in summarizing their tables should consider placing their descriptions either adjacent to their tables or in the body of the table, using such tags as the CAPTION tag. In no event should web developers use summarizing tables as an alternative to making the contents of their tables compliant as described above.

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(i) Frames shall be titled with text that facilitates frame identification and navigation.

#### Why is this provision necessary?

Frames provide a means of visually dividing the computer screen into distinct areas that can be separately rewritten. Unfortunately, frames can also present difficulties for users with disabilities when those frames are not easily identifiable to assistive technology. For instance, a popular use of frames is to create "navigational bars" in a fixed position on the screen and have the content of the web site retrievable by activating one of those navigational buttons. The new content is displayed another area of the screen. Because the navigational bar doesn't change, it provides a stable "frame-of-reference" for users and makes navigation much easier. However, users with disabilities may become lost if the differences between the two frames are not clearly established.

#### What is the best method for identifying frames?

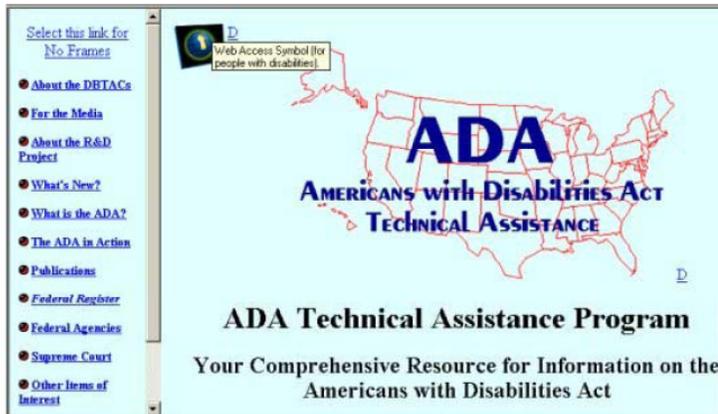
The most obvious way to accomplish this requirement is to include text within the body of each frame that clearly identifies the frame. For instance, in the case of the navigation bar, a web developer should consider putting words such as "Navigational Links" at the beginning of the contents of the frame to let all users know that the frame depicts navigational links. Providing titles like this at the top of the contents of each frame will satisfy these requirements. An additional measure that should be considered by agencies is to include meaningful text in the <frame> tag's "title" attribute. Although not currently supported by major manufacturers of assistive technology, the "title" attribute is part of the HTML 4.0 specification and was intended to let web developers include a description of the frame as a quote-enclosed string. Demonstrating the use of the "title" attribute requires a basic

understanding of how frames are constructed. When frames are used in a web page, the first page that is loaded must include a <frameset> tag that encloses the basic layout of the frames on the page. Within the <frameset> tag, <frame> tags specify the name, initial contents, and appearance of each separate frame. Thus, the following example uses the "title" attribute to label one frame "Navigational Links Frame" and the second frame "Contents Frame."

```
<frameset cols="30%, 60%">
<frame src="navlinks.html" name="navlinks" title="Navigational Links Frame">
<frame src="geninfo.html" name="contents_page" title="Contents Frame">
</frameset>
```

While assistive technology does not yet widely support the "title" attribute, we recommend including this attribute in web pages using frames.

Example: ADA Technical Assistance Program - The use of frames with "No Frames Link"  
<http://www.adata.org/>



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(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.

#### Why is this provision necessary?

This provision is necessary because some individuals with photosensitive epilepsy can have a seizure triggered by displays that flicker, flash, or blink, particularly if the flash has a high intensity and is within certain frequency ranges. The 2 Hz limit was chosen to be consistent with proposed revisions to the ADA Accessibility Guidelines which, in turn, are being harmonized with the International Code Council (ICC)/ANSI A117 standard, "Accessible and Usable Buildings and Facilities", ICC/ANSI A117.1-1998 which references a 2 Hz limit. An upper limit was identified at 55 Hz.

#### How can flashing or flickering elements be identified?

Flashing or flickering elements are usually added through technologies such as animated gif's, Java applets, or third-party plug-ins or applications. Java applets and third party plug-ins can be identified by the presence of <APPLET> or <OBJECT> tags. Animated gif's are images that download in a single file (like ordinary image files), but have content that changes over short periods of time. Like other images, however, they are usually incorporated through the use of the <IMG> tag.

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**(k)** A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of these standards, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.

**What must a text-only page contain to comply with this provision?**

Text-only pages must contain equivalent information or functionality as the primary pages. Also, the text-only page shall be updated whenever the primary page changes.

Example: Disability.gov displays a text only page on home page

HTML source code: `<div ID="textonly"> <p><a HREF=" ../textonly/default.asp">Text Only</a> </p></div>`

Link: <http://www.disability.gov/>



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**(l)** When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

**What accessibility problems can scripts cause?**

Web page authors have a responsibility to provide script information in a fashion that can be read by assistive technology. When authors do not put functional text with a script, a screen reader will often read the content of the script itself in a meaningless jumble of numbers and letters. Although this jumble is text, it cannot be interpreted or used.

**How can web developers comply with this provision?**

Web developers working with JavaScript frequently use so-called JavaScript URL's as an easy way to invoke JavaScript functions. Typically, this technique is used as part of <a> anchor links. For instance,

the following link invokes a JavaScript function called myFunction:

```
<a href="javascript:myFunction();">Start myFunction</a>
```

This technique does not cause accessibility problems for assistive technology. A more difficult problem occurs when developers use images inside of JavaScript URL's without providing meaningful information about the image or the effect of the anchor link. For instance, the following link also invokes the JavaScript function myFunction, but requires the user to click on an image instead of the text "Start myFunction":

```
<a href="javascript:myFunction();" >  </a>
```

This type of link, as written, presents tremendous accessibility problems, but those problems can easily be remedied. The <img> tag, of course, supports the "alt" attribute that can also be used to describe the image and the effect of clicking on the link. Thus, the following revision remedies the accessibility problems created in the previous example:

```
<a href="javascript:myFunction();" >  </a>
```

Another technique advocated by some developers is to use the "title" attribute of the <a> tag. For instance, the following example includes a meaningful description in a "title" attribute:

```
<a title="this link starts myFunction" href="javascript:myFunction();" >  </a>
```

This tag is supported by some but not all assistive technologies. Therefore, while it is part of the HTML 4.0 specifications, authors should use the "alt" tag in the enclosed image.

Finally, the browser's status line (at the bottom of the screen) typically displays the URL of any links that the mouse is currently pointing towards. For instance, if clicking on an anchor link will send the user to <http://www.usdoj.gov>, that URL will be displayed in the status line if the user's mouse lingers on top of the anchor link. In the case of JavaScript URL's, the status line can become filled with meaningless snips of script. To prevent this effect, some web developers use special "event handlers" such as onmouseover and onmouseout to overwrite the contents of the status line with a custom message. For instance, the following link will replace the content in the status line with a custom message "Nice Choice".

```
<a href="javascript:myFcn();" onmouseover="status='Nice Choice'; return true;" onmouseout="status=";" >  </a>
```

This text rewritten into the status line is difficult or impossible to detect with a screen reader. Although rewriting the status line did not interfere with the accessibility or inaccessibility of the JavaScript URL, web developers should ensure that all important information conveyed in the status line also be provided through the "alt" attribute, as described above.

JavaScript uses so-called "event handlers" as a trigger for certain actions or functions to occur. For instance, a web developer may embed a JavaScript function in a web page that automatically checks the content of a form for completeness or accuracy. An event handler associated with a "submit" button can be used to trigger the function before the form is actually submitted to the server for processing. The advantage for the government agency is that it saves government resources by not requiring the government's server to do the initial checking. The advantage for the computer user is that feedback about errors is almost instantaneous because the user is told about the error before the information is even submitted over the Internet.

Web developers must exercise some caution when deciding which event handlers to use in their web pages, because different screen readers provide different degrees of support for different event handlers. The following table includes recommendations for using many of the more popular event handlers:

- **onClick** – The **onClick** event handler is triggered when the user clicks once on a particular item. It is commonly used on links and button elements and, used in connection with these elements, it works well with screen readers. If clicking on the element associated with the **onClick** event handler triggers a function or performs some other action, developers should ensure that the context makes that fact clear to all users. Do not use the **onClick** event handlers for form elements that include several options (e.g. select lists, radio buttons, checkboxes) unless absolutely necessary.
- **onDbClick** – The **onDbClick** event handler is set off when the user clicks twice rapidly on the same element. In addition to the accessibility problems it creates, it is very confusing to users and should be avoided.
- **onMouseDown** and **onMouseUp** – The **onMouseDown** and **onMouseUp** event handlers each handle the two halves of clicking a mouse while over an element – the process of (a) clicking down on the mouse button and (b) then releasing the mouse button. Like **onDbClick**, this tag should be used sparingly, if at all, by web developers because it is quite confusing. In most cases, developers should opt for the **onClick** event handler instead of **onMouseDown**.
- **onMouseOver** and **onMouseOut** – These two event handlers are very popular on many web sites. For instance, so-called rollover gif's, which swap images on a web page when the mouse passes over an image, typically use both of these event handlers. These event handlers neither can be accessed by the mouse nor interfere with accessibility – a screen reader simply bypasses them entirely. Accordingly, web designers who use these event handlers should be careful to duplicate the information (if any) provided by these event handlers through other means.
- **onLoad** and **onUnload** – Both of these event handlers are used frequently to perform certain functions when a web page has either completed loading or when it unloads. Because neither event handler is triggered by any user interaction with an element on the page, they do not present accessibility problems.
- **onChange** – This event handler is very commonly used for triggering JavaScript functions based on a selection from within a `<select>` tag. Surprisingly, it presents tremendous accessibility problems for many commonly used screen readers and should be avoided. Instead, web developers should use the **onClick** event handler (associated with a link or button that is adjacent to a `<select>` tag) to accomplish the same functions.
- **onBlur** and **onFocus** – These event handlers are not commonly used in web pages. While they don't necessarily present accessibility problems, their behavior is confusing enough to a web page visitor that they should be avoided.

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**(m)** When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

#### **Why is this provision necessary?**

While most web browsers can easily read HTML and display it to the user, several private companies have developed proprietary file formats for transmitting and displaying special content, such as multimedia or very precisely defined documents. Because these file formats are proprietary, web browsers cannot ordinarily display them. To make it possible for these files to be viewed by web browsers, add-on programs or "plug-ins" can be downloaded and installed on the user's computer that will make it possible for their web browsers to display or play the content of the files. This provision requires that web pages that provide content such as Real Audio or PDF (Adobe Acrobat's Portable Document Format) files also provide a link to a plug-in that will meet the software provisions. It is very common for a web page to provide links to needed plug-ins. For example, web pages containing Real Audio almost always have a link to a source for the necessary player. This provision places a responsibility on the web page author to know that a compliant application exists, before requiring a plug-in.

#### **How can plug-ins and applets be detected?**

Plug-ins can usually be detected by examining a page's HTML for the presence of an `<OBJECT>` tag. Some plug-in manufacturers, however, may require the use of proprietary tags. Like plug-ins, applets can also be identified by the presence of an `<OBJECT>` tag in the HTML source for a web page. Also,

an <APPLET> tag may also signal the inclusion of an applet in a web page.

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**(n)** When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

### Why do electronic forms present difficulties to screen readers?

Currently, the interaction between form controls and screen readers can be unpredictable, depending upon the design of the page containing these controls. HTML forms pose accessibility problems when web developers separate a form element from its associated label or title. For instance, if an input box is intended for receiving a user's last name, the web developer must be careful that the words "last name" (or some similar text) appear near that input box or are somehow associated with it. Although this may seem like an obvious requirement, it is extremely easy to violate because the visual proximity of a form element and its title offers no guarantee that a screen reader will associate the two or that this association will be obvious to a user of assistive technology.

The following form demonstrates these problems. Visually, this form is part of a table and each field is carefully placed in table cells adjacent to their corresponding labels (n.b. formatting forms with tables are by no means the only situation presenting the accessibility problems inherent in forms; tables merely illustrate the problem most clearly).

While the relationship between the titles "First Name" or "Last Name" and their respective input boxes may be obvious from visual inspection, the relationship is not obvious to a screen reader. Instead, a screen reader may simply announce "input box" when encountering each input box. The reason for these difficulties is revealed from inspecting the HTML source for this table. The following code is a simplified version of this table.

```
<FORM>
<TABLE>
<TR>
<TD><B>FIRST NAME: </B></TD>
<TD><INPUT TYPE="TEXT" NAME="FIRSTNAME"> </TD>
</TR>
<TR>
<TD><B>LAST NAME: </B></TD>
<TD><INPUT TYPE="TEXT" NAME="LASTNAME"> </TD>
</TR>
</TABLE>
<P>
<INPUT TYPE="SUBMIT" VALUE="SUBMIT">
</FORM>
```

The two pairs of form elements are indicated in bold above. The problem created by laying out form elements inside of this table is now clear - the form elements are separated from their labels by the formatting instructions for the table.

### How can developers provide accessible HTML forms?

The first rule of thumb is to place labels adjacent to input fields, not in separate cells of a table. For the web developer who does not wish to place form elements immediately adjacent to their corresponding titles, the HTML 4.0 specification includes the <LABEL> tag that lets web developers mark specific elements as "labels" and then associate a form element with that label. There are generally two ways to use the label tag: explicit labels and implicit labels.

#### "Explicit Labels" Work Well

Experience has shown that explicit labeling works extremely well with all popular assistive technology

and are recommended in all but the very simplest of tables. We recommend that all agencies ensure that their web developers are familiar with these important concepts. Using "explicit" labels involves two distinct steps:

- Use the <LABEL> Tag and Associated "FOR" Attribute to Tag Labels. In other words, identify the exact words that you want to use as the label for the form element and enclose those words in a <LABEL> tag. Use the "FOR" attribute to uniquely identify that element.
- Use the "ID" Attribute in the Associated Form Element. Every form element supports the "ID" attribute. By setting this attribute to the identifier used in the "FOR" attribute of the associated <LABEL> tag, you "tie" that form element to its associated label. For instance, we have rewritten the HTML code for our simple form-inside-a-table to include explicit labels below. The new HTML code for the explicit labels is indicated in bold:

```
<FORM>
<TABLE>
<TR>
<TD><B><LABEL FOR="first"> FIRST NAME:</LABEL> </B></TD>
<TD><INPUT TYPE="TEXT" NAME="FIRSTNAME" ID="first" ></TD>
</TR>
<TR>
<TD><B><LABEL FOR="last"> LAST NAME:</LABEL> </B></TD>
<TD><INPUT TYPE="TEXT" NAME="LASTNAME" ID="last" ></TD>
</TR>
</TABLE>
<P>
<INPUT TYPE="SUBMIT" VALUE="SUBMIT">
</FORM>
```

In a nutshell, that's all there is to making HTML form elements accessible to assistive technology. Experience has shown that this technique works extremely well in much more complicated and convoluted forms and it should work well in all agency HTML forms.

#### Avoid Using "Implicit Labels"

In "implicit" labels, the form element and its associated label are contained within an opening <LABEL> tag and a closing </LABEL> tag. For instance, in the table above, an implicit label to associate the words "First Name" with its associated input cell, we could use an implicit label as follows:

```
<LABEL >
<TR>
<TD><B>FIRST NAME:</B></TD>
<TD><INPUT TYPE="TEXT" NAME="FIRSTNAME"></TD>
</TR>
</LABEL >
```

Experience has shown that implicit labeling should be avoided for two reasons. First, implicit labeling is not reliably supported by many screen readers and, in particular, does not work well if explicit labels are simultaneously used anywhere on the same web page. Often, the output can be wildly inaccurate and confusing. Second, if any text separates a label from its associated form element, an implicit label becomes impractical and confusing because the label itself is no longer easily identified with the form element.

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(o) A method shall be provided that permits users to skip repetitive navigation links.

**Why do navigational links present impediments to screen readers and other types of assistive technologies?**

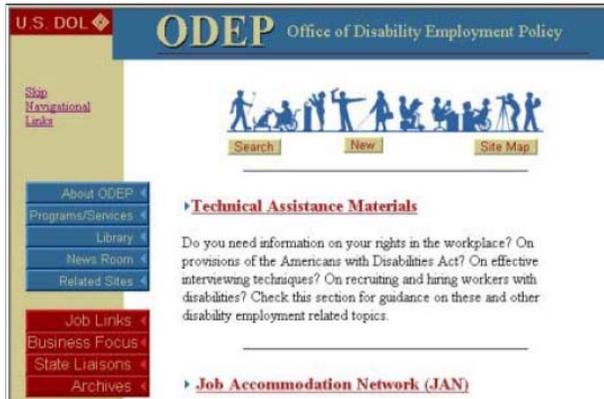
This provision provides a method to facilitate the easy tracking of page content that provides users of assistive technology the option to skip repetitive navigation links. Web developers routinely place a host of routine navigational links at a standard location – often across the top, bottom, or side of a page. If a nondisabled user returns to a web page and knows that he or she wants to view the contents of that particular page instead of selecting a navigation link to go to another page, he or she may simply look past the links and begin reading wherever the desired text is located. For those who use screen readers or other types of assistive technologies, however, it can be a tedious and time-consuming chore to wait for the assistive technology to work through and announce each of the standard navigational links before getting to the intended location. In order to alleviate this problem, the section 508 rule requires that when repetitive navigational links are used, there must be a mechanism for users to skip repetitive navigational links.

Example: USDA Target Center and DOL websites use the Skip Repetitive Navigational Links.

<http://www.usda.gov/oo/target.htm>



<http://www.dol.gov/dol/odep/>



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**(p)** When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

**Why do timed responses present problems to web users with disabilities?**

Web pages can be designed with scripts so that the web page disappears or "expires" if a response is not received within a specified amount of time. Sometimes, this technique is used for security reasons or to reduce the demands on the computer serving the web pages. Someone's disability can have a direct impact on the speed with which he or she can read, move around, or fill in a web form. For instance, someone with extremely low vision may be a slower-than-average reader. A page may "time out" before he is able to finish reading it. Many forms, when they "time out" automatically, also delete whatever data has been entered. The result is that someone with a disability who is slow to enter data cannot complete the form. For this reason, when a timed response is required, the user shall be alerted via a prompt and given sufficient time to indicate whether additional time is needed.

Example: Thrift Savings Plan  
<http://www.tsp.gov/>

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**Attachment 9 - Voting Policies & Practices Recommended Modifications**  
**Voting Transition Plan**

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The following Transition Plan, created by the Sedgwick County Election Commission, in conjunction with the Wichita Independent Living Resource Center, will be implemented and all necessary modifications to structures or policies will be completed on or before December 1, 2007.

Bel Aire City Building Community Room	AVC	3 Supervisor PEBs for 8 machines	None
Center for Health & Wellness	AVC	3 Supervisor PEBs for 6 machines 1 25' extension cord 1 van accessible parking sign	Set accessible parking sign by accessible space painted on pavement.
Church of the Holy Spirit, Goddard	AVC	3 Supervisor PEBs for 7 machines 1 surge protector	None
Grace Presbyterian Church	AVC	4 Supervisor PEBs for 12 machines 1 25' extension cord	None
Independent Living Resource Center	AVC	3 Supervisor PEBs for 8 machines	None
Machinist's Building	AVC	3 Supervisor PEBs for 7 machines	Prop open interior door with door knob.
Maranatha Worship Center	AVC	4 Supervisor PEBs for 10 machines 1 25' extension cord 1 custom accessible entry sign	Place accessible entry sign on West voter entry.
Public Safety Building, Valley Center	AVC	3 Supervisor PEBs for 8 machines 1 surge protector 1 custom accessible entry sign	Place accessible entry sign on main voter entry. Prop open interior door with door knob.
Reformation Lutheran Church Parish Hall	AVC	3 Supervisor PEBs for 8 machines 3 surge protectors	None
Sedgwick County Election Office	AVC	3 Supervisor PEBs for 5 machines 2 surge protectors	Request accessible parking spaces are used for voting purposes only, and not by county

			personnel, during In-Person Advance Voting.
Sedgwick County Zoo Learning Center	AVC	4 Supervisor PEBs for 10 machines 1 25' extension cord	None
Sharon Baptist Church	AVC	4 Supervisor PEBs for 9 machines 1 surge protector 2 cones 1 access parking sign facing 2 ways	South parking lot: use cones to create access isle next to signed accessible space with no isle & place sign between spaces painted on pavement but not signed. Prop open door to voting room.
St. Andrew's Lutheran Church	AVC	4 Supervisor PEBs for 9 machines 1 25' extension cord 1 accessible parking sign & 2 cones	Create accessible parking place with sign & access isle with cones in 2 spaces closest to voter (East) entry. Prop open interior door to voting room for accessibility.
Westlink Church of Christ	AVC	4 Supervisor PEBs for 9 machines	
Woodlawn United Methodist Church, Derby	AVC	4 Supervisor PEBs for 9 machines 1 25' extension cord 1 surge protector	None
Andale City Building		2 Supervisor PEBs for 2 machines 1 van accessible parking sign 1 curb ramp 2 cones	Place accessible parking sign in parking space closest to entry; put curb ramp and cones in space adjacent on passenger side
Bentley City Hall		2 Supervisor PEBs for 2 machines	None
Calvary Baptist Church, Derby		3 Supervisor PEBs for 8 machines	None
Central Christian Church		4 Supervisor PEBs for 10 machines 2 surge protectors	None
Cheney Fire Station		2 Supervisor PEBs for 3 machines 1 door ramp (1") (If work not done, 1 van accessible parking sign & 2 cones)	Position door ramp for best accessibility. (If work not done, create accessible parking space with sign & access isle with cones using the 2 spaces closest to the voter entry.)
Christ the King Church Charity Hall		3 Supervisor PEBs for 8 machines	Position accessible parking sign in front of accessible space

		1 van accessible parking sign	painted on pavement West of ramp. Tape down thumb latch on voter entry. Prop open double-leaf doors to voting room.
Colwich City Building		2 Supervisor PEBs for 2 machines	None
Congregation Emanuel		3 Supervisor PEBs for 5 machines 1 surge protector 1 van accessible parking sign 1 accessible parking sign 1 custom accessible entry sign	Place accessible parking signs in front of accessible spaces painted on pavement but not signed (van sign with access isle on passenger side). Post custom accessible entry sign on main voter entry.
Country Acres Baptist Church		4 Supervisor PEBs for 9 machines	None
Countryside Christian Church		4 Supervisor PEBs for 9 machines	Tape down thumb latch on voter entry.
Dawson United Methodist Church		3 Supervisor PEBs for 7 machines 1 surge protector	Prop open double-leaf doors to voting room.
Eastborough City Hall		2 Supervisor PEBs for 2 machines 1 lever to fit over door knob 1 2" door ramp	At front door place lever over door knob and 2" door ramp going into building.
Eastminter Presbyterian Church		3 Supervisor PEBs for 8 machines 1 25' extension cord	Prop open interior doors with thumb latch
Edgemoor Recreation Center		4 Supervisor PEBs for 9 machines	Prop open double-leaf doors to voting room for accessibility.
Evergreen Recreation Center		3 Supervisor PEBs for 6 machines	None
Faith Christian Church		4 Supervisor PEBs for 9 machines 1 surge protector Lever handle to fit over door knob at voter entry 2 cones	Use cones to create an access isle in space adjacent to signed accessible parking space. Move ashtray by voting entry for 18" of unobstructed wall space on pull side of door. Attach lever handle over door knob at voting entry. Prop open door to voting.
First Baptist Church, Mulvane		3 Supervisor PEBs for 6 machines 1 surge protector	None
First Baptist Church, Wichita		3 Supervisor PEBs for 6 machines 1 surge protector	Place sign between spaces painted on pavement but not signed closest to North entry.

		1 access parking sign facing 2 ways 4 cones	Create access isles with the cones using the adjacent 2 spaces. Prop open interior doors to voting room for accessibility.
First Christian Church, Haysville		3 Supervisor PEBs for 7 machines 2 surge protectors	Prop open interior door to voting room.
First Mennonite Brethren Church		4 Supervisor PEBs for 10 machines 8 cones	On each side of carport, use 4 cones in 2 signed accessible spaces to create access isles between 2 signed accessible spaces.
First United Pentecostal Church		3 Supervisor PEBs for 8 machines 1 custom accessible entry sign	Place accessible entry sign on main (South) voter entry. Position outside non-skid carpet on North entry to butt up against door threshold for accessibility.
Glenn Park Christian Church		4 Supervisor PEBs for 9 machines 1 25' extension cord 1 custom accessible entry sign	Place accessible entry sign on main voter entry.
Gloria Dei Lutheran Church (November General only)		4 Supervisor PEBs for 10 machines 2 cones	Use cones to create an access aisle between the van accessible space and 3 <sup>rd</sup> accessible space.
Greenwich Road Church of Christ		4 Supervisor PEBs for 10 machines 1 accessible parking sign 1 van accessible parking sign	Position accessible parking signs in front of painted accessible spaces on either side of access isle (van accessible on South space).
Haysville Activity Center		3 Supervisor PEBs for 5 machines (If work not completed by election: 1 van accessible parking sign 1 accessible parking sign 1 1½" door ramp)	None (If work not done, place van accessible sign on West side of access isle, and regular accessible sign on East side. Use door ramp to bridge gap between asphalt & sidewalk in access isle.)
Health Department Administrative Center		3 Supervisor PEBs for 8 machines	None
Holy Cross Lutheran Church		3 Supervisor PEBs for 8 machines 1 25' extension cord	None
Kechi City Building		3 Supervisor PEBs for 4 machines	None

Larsen Community Building, Mount Hope		2 Supervisor PEBs for 2 machines 2 Lever handles to fit over door knobs at voter entry	Attach door levers over door knobs
Linwood Recreation Center		4 Supervisor PEBs for 10 machines	Prop open interior door to voting room for accessibility.
Maize Community Building		2 Supervisor PEBs for 3 machines 1 surge protector	None
Metro East Baptist Church		4 Supervisor PEBs for 10 machines 2 surge protectors	Place trash can under wall-mounted TV to warn sight impaired.
Midway Baptist Church		4 Supervisor PEBs for 9 machines 1 surge protector 4 cones	Create accessible parking place with one of the facility's moveable accessible signs at the closest parking space to voter (East) entry & an access isle with cones in each corner of the adjacent space. Position other moveable signs for accessible spaces painted on pavement farther away.
Mount St. Mary's Convent – Marion Hall		3 Supervisor PEBs for 8 machines	None
Northside Church of Christ		4 Supervisor PEBs for 9 machines 2 surge protectors	None
Olivet Southern Baptist Church		4 Supervisor PEBs for 9 machines 1 25' extension cord 1 surge protector 6 cones	Create 2 access isles with cones for the signed accessible spaces North of the voter entry. Move a chair under wall-mounted coat rack to alert visually impaired.
Park City Senior Center		3 Supervisor PEBs for 8 machines 1 25' extension cord	None
Park Place Assembly of God Church		4 Supervisor PEBs for 9 machines 2 surge protectors	None
Pilgrim Congregational Church		3 Supervisor PEBs for 7 machines 1 van accessible parking sign 4 cones 2 lever handles	Create access isle with cones in extra-wide accessible spaces that have no isle defined.

		1 curb ramp	
Pleasantview Baptist Church, Derby		4 Supervisor PEBs for 9 machines 1 surge protector 2 cones	Use cones to create access isle by marked accessible parking spaces at North entrance.
Riverside Christian Church (Primary Election only)		4 Supervisor PEBs for 10 machines	Position the Church's portable accessible signs in front of accessible spaces marked on pavement.
St. Anthony's Parish Hall, Garden Plain		2 Supervisor PEBs for 2 machines 1 accessible parking sign	Tape down thumb latch
St. Elizabeth Ann Seton School		4 Supervisor PEBs for 9 machines 1 25' extension cord 1 surge protector	None
United Methodist Church, Clearwater		3 Supervisor PEBs for 5 machines 2 surge protectors	None
Viola Community Hall		2 Supervisor PEBs for 2 machines	None
West Evangelical Free Church (November General Location)		4 Supervisor PEBs for 9 machines 2 surge protectors	Prop open door to voting room (gym).
West Side Church of God		4 Supervisor PEBs for 9 machines 1 25' extension cord	Prop open interior door to voting room.
Westlink Christian Church		4 Supervisor PEBs for 10 machines 1 custom sign to direct voters (for Church Atrium)	None
Westwood Presbyterian Church		3 Supervisor PEBs for 8 machines	Tape down thumb latch on main entry door for accessibility. Prop open doors to voting room.
WSU Metropolitan Complex		3 Supervisor PEBs for 8 machines	Prop open interior doors with thumb latch

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***Voting Policies & Practices Recommended Modifications***  
***Voting Transition Plan (continued)***

**The following videos, and/or equivalent training approved by the County ADA Coordinator and the Sedgwick County Internal Compliance Team, will be viewed by all pertinent Sedgwick County Election Commission employees. These employees will take condensed information gathered from these videos and impart or train polling place volunteers:**



Accessible Precincts



Ensuring Equal Elections

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Attachment 10 Grievance Procedure

*Grievance Procedure*  
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	<b>CHAPTER:</b>	<b>POLICY:</b>
		<b>PAGES:</b>
<b>SUBJECT:</b> Grievance Procedure under--The Americans with Disabilities Act		
<b>RELATED POLICIES:</b>	<b>ENABLING RESOLUTION:</b>  <b>RESOLUTION DATE:</b>  <b>REVISED RESOLUTION &amp; DATE:</b>	
<b>OFFICE WITH PRIMARY RESPONSIBILITY:</b>		

**I. PURPOSE**

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 Sedgwick County.

The Sedgwick County Personnel Policy 4.311 governs employment-related complaints of discrimination based on disability.

**II. POLICY STATEMENT**

Sedgwick County is committed to compliance with the Americans with Disabilities Act of 1990. The ADA establishes certain administrative responsibilities for local governments, including a formal ADA Grievance Procedure.

### **III. PROCEDURES**

1. The complaint should be in writing and contain information about the alleged discrimination such as the name, address, phone number of complainant and the location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.
2. 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:

**Sedgwick County ADA Coordinator**  
**510 N. Main, Suite 306, Wichita, Kansas 67203**  
**Phone: (316) 660-7052**  
**TDD (Kansas Relay at 711 or 800-766-3777)**

3. Within 15 calendar days after receipt of the complaint, the County ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolution.
4. Within 15 calendar days of the meeting, the County ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of Sedgwick County and offer options for substantive resolution of the complaint.
5. If the response by the County ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Sedgwick County Manager.
6. Within 15 calendar days after receipt of the appeal, the County Manager will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.
7. All written complaints received by the County ADA Coordinator or his designee, appeals to the County Manager, and responses from these two offices will be retained by the Sedgwick County ADA Coordinator for a minimum of three years.
8. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency, such as the U.S. Department

of Justice or the Kansas Human Rights Commission. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

Complaints about violations of title I (employment) by units of State and local government or by private employers may be filed with the Equal Employment Opportunity Commission:

**Equal Employment Opportunity Commission**  
**(800) 669-4000 (voice)**  
**(800) 669-6820 (TTY)**

Complaints about violations of title II by units of State and local government or violations of title III by public accommodations and commercial facilities (private businesses and non - profit service providers) may be filed with the Department of Justice:

**U.S. Department of Justice**  
**Civil Rights Division**  
**950 Pennsylvania Avenue, NW**  
**Disability Rights Section - NYAV**  
**Washington, DC 20530**

The Department of Justice's ADA Information Line may be used to obtain more information about filing a complaint with the Department of Justice:

**800 - 514 - 0301 (voice)**  
**800 - 514 - 0383 (TTY)**

9. For additional information, or to receive this document in alternate format, please contact the Sedgwick County ADA Coordinator.

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Attachment 11 Reasonable Modification Policy

*Reasonable Modification Policy*

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	<b>CHAPTER:</b>	<b>POLICY:</b>
		<b>PAGES:</b>
	<b>SUBJECT:</b> ADA Reasonable Modification Policy	
<b>RELATED POLICIES:</b>	<b>ENABLING RESOLUTION:</b>	
	<b>RESOLUTION DATE:</b>	
	<b>REVISED RESOLUTION &amp; DATE:</b>	
<b>OFFICE WITH PRIMARY RESPONSIBILITY:</b>		

**I. PURPOSE**

The purpose of the ADA Reasonable Modification Policy is to ensure equal and effective opportunities and access to County programs, services and activities for persons with disabilities and full compliance with the provisions of Title II of the ADA.

**II. POLICY STATEMENT**

Sedgwick County is committed to providing equal access and opportunity to qualified individuals with disabilities in all County programs and services. Sedgwick County recognizes that in order to have equally effective opportunities and benefits, individuals with disabilities may need reasonable modification to policies and procedures. Sedgwick County will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable modifications, as necessary, to afford equal access to programs for persons with disabilities. Questions regarding reasonable modification and/or discrimination on the basis of disability should be directed to the Sedgwick County ADA Coordinator. Contact

information for the Sedgwick County ADA Coordinator can be found on the County web site or by calling the Human Resources Department.

The County shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the County can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

The County shall take appropriate steps to ensure that communication with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the County shall furnish upon request appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy the benefits of, a service, program, or activity conducted by the County. In determining what type of auxiliary aid or service is necessary, the County shall give primary consideration to the requests of the individual with a disability.

Sedgwick County recognizes that providing services in an integrated setting through architectural barrier removal is the most desirable method to provide equally effective opportunities and benefits for many individuals with disabilities.

The County is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity, or any action that would result in undue financial or administrative burdens. Any determination that compliance with its responsibility to provide effective communication for individuals with disabilities would fundamentally alter the service, program, or activity or unduly burden the County shall be made by the Sedgwick County ADA Coordinator or the Sedgwick County Internal Compliance Team after considering all resources available for use in funding and operating the program, service, or activity. The decision shall be accompanied by a written statement of the reasons for reaching that determination.

When barrier removal is "technically infeasible" or when reasonable modification would result in "undue financial or administrative burden" or "fundamental alteration in the nature of a service, program, or activity," the procedures in this policy will help ensure that Sedgwick County adheres to the requirements of the ADA regulations and guidelines with respect to burden and infeasibility.

### **III. DEFINITIONS**

Qualified individual with a disability: is an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the County.

Reasonable Modification: Modifications or adjustments to a program, service or activity that will enable equal access, to the maximum extent possible, for qualified individuals with a disability.

Sedgwick County Internal Compliance Team (SCICT): A six member team consisting of the County ADA Coordinator, Director of HR, Director of Facilities, Employment Manager, Assistant County Counselor and a Finance Department Representative.

Auxiliary Aids and Services: "Auxiliary aids and services" includes:

- (1) qualified interpreters, note takers, transcription services, written materials, assistive listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments,
- (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments,
- (3) acquisition or modification of equipment or devices, and
- (4) other similar services and actions.

Technically Infeasible: With respect to an alteration of a building or a facility, is something that has little likelihood of being accomplished because existing structural conditions would require removing or altering a load-bearing member that is an essential part of the structural frame; or because other existing physical or site constraints prohibit modification or addition of elements, spaces, or features that are in full and strict compliance with the minimum requirements.

Undue Burden: Undue burden means significant difficulty or expense. In determining whether an action would result in an undue burden, an agency shall consider all agency resources available to the program or component for which the product is being developed, procured, maintained, or used.

#### IV. PROCEDURES

1. Sedgwick County 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.
2. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Sedgwick County, should contact the Sedgwick County ADA Coordinator, as soon as possible but no later than 48 hours before the scheduled event. Please include the name, location and date of the service or program, and your contact information. The request will be routed through the appropriate Departmental ADA Liaison.
3. Sedgwick County will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Sedgwick County's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Requests for aids or services for effective communication should be directed to the County ADA Coordinator in the recommended timeframes as outlined below.
  - b. Audio Tape: Audio tape recordings of printed materials will be provided upon request by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA coordinator, with one week advance notice.
  - c. Braille: Pamphlets, brochures, and printed information will be provided in Braille upon request by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, with two weeks advance notice.
  - d. Reader: A reader will be provided, when necessary by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, upon request with one week advance notice.
  - e. Aide: An aide will be provided upon request to qualified individuals with disabilities, by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, to help ensure that printed materials are readily accessible to individuals with disabilities with a two-day advance notice. Example: Such aide may provide assistance to an individual in filling out an application.

- f. Home Mailings: All printed information provided by Sedgwick County, which is typically available to the general public who visit County facilities, will also be mailed to individuals, where the individual's disability prevents or circumvents the individual's ability obtain the materials on-site at County facilities. Printed information will be mailed upon request by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator with a one week advance notice.
- g. Large Print Format: Printed information that is available to the general public will be provided in large print, upon request, by Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator, with two weeks advance notice.
- h. Interpreter: It is the policy of Sedgwick County to provide an effective sign language interpreter in situations where the communication taking place is lengthy or complex; and/or other situations where a sign language interpreter may be necessary to effectively communicate with individuals who are deaf or hard of hearing. A sign language interpreter will be provided upon request with one week notice to Sedgwick County's ADA Coordinator, in conjunction with the particular departmental ADA Coordinator.
- i. Other Assistance: Sedgwick County will help ensure that all services, programs and activities are fully accessible to individuals with communication disabilities by providing auxiliary aides or services, where necessary, due to an eligible individual's disability as defined by the Americans with Disabilities Act.

Note: Sedgwick County will make every attempt to provide the specific type of alternate format requested, however a different type of alternative format may be provided, if and when, such different type of alternative format provides equally effective communication.

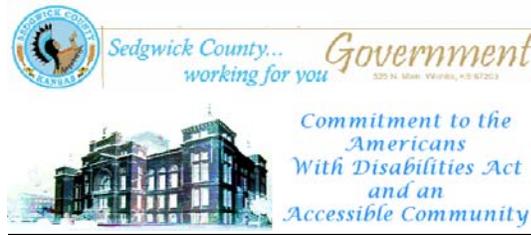
- 4. In the provision of auxiliary aids or services, including modifications in policies, practices, or procedures; Sedgwick County will not place surcharges on individuals with disabilities to cover the costs involved in making programs accessible.
- 5. Sedgwick County facilities are either fully structurally accessible to individuals with disabilities or will be made fully accessible as described in the County's ADA Transition Plan. Should any facility not be fully accessible, all services normally provided to the public at that location will be provided at a fully accessible location upon request.
- 6. Departments wishing to declare Technical Infeasibility, Undue Administrative or Financial Burden, or that a modification would fundamentally alter the nature of the service, program, or activity must follow this procedure:
  - A. The Department Director or equivalent will submit a detailed written request for exemption, fully explaining the situation and stating the justification for exemption to the Sedgwick County ADA Coordinator.
  - B. The County ADA Coordinator will present all requests to the Sedgwick County Internal Compliance Team (SICIT) for review.
  - C. The SICIT may:
    - i. Request additional information from the Department Director
    - ii. Reject the request and notify the Department Director of the decision
    - iii. Tentatively approve and present the request to the Wichita Sedgwick County Access Advisory Board for comment
  - D. After Wichita Sedgwick County Access Advisory Board review and comment, the SICIT, by a majority vote of the entire membership, may:
    - i. Approve the request and notify the Department Director
    - ii. Reject the request and notify the Department Director
    - iii. Approve with modifications and notify the Department Director
  - E. Documentation of all requests will remain on file in the ADA Coordinator's office.

7. In alterations where the SCICT has determined that compliance with applicable requirements is technically infeasible or would result in undue administrative or financial burden, the alteration shall comply with the requirements to the maximum extent feasible, as determined by the SCICT.
8. The above policy and procedure is intended for events and circumstances where advance notice and scheduling is possible. In cases of emergency services, which are unplanned and may require complex and important communication, interpretation services consistent with the requirements of the ADA have been contracted by Sedgwick County to be available 24 hours a day, 7 days a week.
9. The County ADA Coordinator shall, in conjunction with the Sedgwick County Internal Compliance Team, coordinate the County's efforts to comply with and carry out its responsibilities under Title II of the ADA, including investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that are prohibited under the ADA. The County shall make available to all interested individuals the name, office address, telephone number, and Kansas Relay Number of the ADA Coordinator and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that is prohibited under the ADA. Complaints that a program, service, or activity of Sedgwick County is not accessible to persons with disabilities should be directed to the Sedgwick County ADA Coordinator, and may be filed using Sedgwick County's ADA Grievance Procedure.
10. For additional information, or to receive this document in alternate format, please contact the Sedgwick County ADA Coordinator.

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Attachment 12 ADA Action Steps  
Sedgwick County – ADA Action Steps  
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**Sedgwick County - ADA Implementation Plan and Action Steps**



Actions	Responsible Individual / Department	Target Date (End of Month)	Date Action/s Complete
<b>Organize County ADA Team:</b>			
Finalize Sedgwick County ADA Internal Compliance Team (ADAICT) members	Mike Pepoon or Appointee	July 2006	July 2006
Delineate steps to procure a County ADA Coordinator	Mike Pepoon & Kent Johnson (County ADA Consultant)	July 2006	July 2006
Appointment of Human Resources (HR) ADA Internal Trainer and identification of staff trainees to County ADA Consultant	HR Appointee	July 2006	May 2006
Hire County ADA Coordinator	HR Appointee, ADA Departmental Liaisons, & WSCAAB	September 2006	Dec. 2006
Finalize Departmental ADA Liaisons	ADAICT & ADA Coordinator	January 2007	April 2007

Actions	Responsible Individual / Department	Target Date (End of Month)	Date Action/s Complete
<b>Approve County Self-Evaluation and Transition Plan:</b>			
Wichita/Sedgwick County Access Advisory Board (WSCAAB) agreement to examine and comment on new Self-Evaluation	WSCAAB Appointee	July 2006	May 2006
Develop a written County Action Plan (with actions/dates) including: 1. Action Steps for updating and implementing new or revised Personnel Policies, County ADA Policies and Procedures per the Self-Evaluation and Transition Plan. 2. Action Steps for Maintenance Assurance	ADA Coordinator, ADAICT, & HR Departmental ADA Liaison	January 2007	March 2007
Present draft of County Action Plan to WSCAAB	ADA Coordinator	April 2007	May 2007
Present draft of Self-Evaluation and Transition Plan to ADA Internal Compliance Team for review and comment	ADA Coordinator	June 2007	June 2007
Present draft of Self Evaluation and Transition Plan to WSCAAB for review and comment	Kent Johnson & ADA Coordinator	June 2007	Feb. 2007
Present draft of Self-Evaluation and Transition Plan to County Manager's Team for review and comment	ADAICT	June 2007	March 2008
Present draft of Transition Plan to County Leadership Team for review and comment	ADAICT	April 2008	April 2008
ADA Internal Compliance Team Members become familiar with finalized Self-Evaluation and Transition Plan objectives	ADA Coordinator & ADAICT	April 2008	April 2008
Post ADA Self-Evaluation and Transition Plan to County website	Jeff Piper & ADA Coordinator	May 2008	May 2008
WSCAAB meeting for presentation and feedback on the Self Evaluation and Transition Plan	ADA Coordinator, Kent Johnson, WSCAAB	June 2008	June 18, 2008
General public open forum meeting for feedback on Self-Evaluation and Transition Plan	ADA Coordinator, Mike Pepoon, Kent Johnson, WSCAAB Chairperson, ADAICT	July 2008	July 9, 2008 (2 sessions)
Finalization and approval of Self-Evaluation & Transition Plan by Board of County Commission	Kent Johnson, ADA Coordinator, Mike Pepoon, & WSCAAB Appointee	October 2008	

Actions	Responsible Individual / Department	Target Date (End of Month)	Date Action/s Complete
<b>Departmental Compliance Statements and Plan of Action:</b>			
<p>Create an internal ADA Compliance Statement and Plan of Action for each Department (Utilizing the Self-Evaluation as an example in the creation of departmental plans). Plan of Action should include:</p> <ol style="list-style-type: none"> <li>1. Policies that direct the operation of all programs</li> <li>2. Employment policies/practices</li> <li>3. Effective and accessible communications</li> <li>4. Publication of Notice of Nondiscrimination and Grievance Procedure</li> <li>5. Implementation of Reasonable Modification Policy</li> <li>6. Other specific issues pertaining to individual County Department.</li> </ol> <p>Internal ADA Compliance Statements and Action Plans will be based upon information provided in the Self-Evaluation.</p>	ADA Departmental Liaisons	January 2007	April 2007
Present Departmental ADA Compliance Statements and Plans of Action to WSCAAB for review and comment	ADA Coordinator	March 2009	
ADA Departmental Liaisons implement ADA Compliance Action Plans that include consideration of WSCAAB recommendations	ADA Liaisons, ADAICT	April 2009	
<b>Develop new ADA Policies:</b>			
Present draft of ADA policies to WSCAAB	ADA Coordinator	April 2007	May 2007
Approval of modifications to County Personnel Policies	Jo Templin, ADAICT	July 2007	Dec. 2007
Approval of ADA Reasonable Accommodation Policy (to County Personnel Policies)	Jo Templin, ADA Coordinator, & ADAICT	October 2008	
<p>Approval and Implementation of new County policies:</p> <ol style="list-style-type: none"> <li>1. ADA Reasonable Modification Policy</li> <li>2. ADA Notification Policy</li> <li>3. ADA Grievance Procedure</li> </ol>	ADAICT & ADA Coordinator	October 2008	
Public announcement of the County's efforts to comply with the ADA, including availability of Grievance Policy and pertinent contacts	ADA Coordinator & Communications	Nov. 2008 and annually next two years	

Actions	Responsible Individual / Department	Target Date (End of Month)	Date Action/s Complete
<b>Implement County Training:</b>			
Employment-related ADA training to County HR staff and HR ADA Internal Trainer	County ADA Consultant & HR Trainer	August 2006	May 2006
Departmental ADA Liaisons' training on liaisons' roles	ADA Coordinator	March 2007	April 2007
Front-Line Sheriff's Office Sensitivity Training (Deaf and hard of hearing training)	Sheriff's Departmental ADA Coordinator, Lori Lawrence, & WSCAAB Appointees	May 2008	April 2008
ADA Coordinator Training at National ADA Symposium	ADA Coordinator	May 2008	May 2008
ADA Training at National ADA Symposium for all Project Services staff who have not yet attended Symposium	Project Services Staff	May 2008	May 2008
Present ongoing training plan to WSCAAB for comment and implement ongoing training maintenance plan	HR Trainer & ADA Coordinator	May 2008	May 2008
Present ongoing training plan to WSCAAB for review and Comment	ADA Coordinator	June 2008	May 2008
Begin mandatory ADA and disability sensitivity training for all new County employees	HR Trainer & ADA Coordinator	June 2008	June 2008
Begin mandatory training for frontline County employees (including disability sensitivity training)	ADA Coordinator, ADA Departmental Coordinators, ILRC/Kent Johnson	July 2008	July 2008
Front-Line Sheriff's Office Sensitivity Training (Cross-disability training)	Sheriff's Departmental ADA Coordinator & WSCAAB Appointees, including Lori Lawrence	December 2008	Held first training July 2008 (by Great Plains ADA Center)
County Facilities Maintenance ADAAG training	Kent Johnson & ADA Coordinator	Sept. 2008	July 2008
ADA employment training to County supervisors, employment interviewers & ADA Departmental Liaisons	HR Trainer or Departmental ADA Coordinator & ADA Coordinator	Sept. 2008 and annually for next 2 years minimum	July 2008
Implement a "Train the Trainer" program which includes ongoing training for ADA Departmental Liaisons	ADA Coordinator & HR Trainer	January 2009	
Voting staff training	Elections & ADA Coordinator	April 2009	

Actions	Responsible Individual / Department	Target Date (End of Month)	Date Action/s Complete
<b>Transition Plan Implementation Activities:</b>			
Develop and present (to WSCAAB) Built Work/ Construction procedures for ensuring ADA Standards are met in all County new construction and renovation (this includes plan for Facilities to ensure that all County Employees with project management responsibilities for Transition Plan modifications are qualified/trained).	Facilities Departmental ADA Liaison, ADA Coordinator	August 2008	August 2008
Update County ADA web page(s) to include ADA home page, ADA Policy information, on-line forms, and updated Self-Evaluation and Transition Plan.	IT Departmental ADA Liaison & ADA Coordinator	November 2008	
Present Web Based/Computer Based Communications Implementation Plan to WSCAAB for review and comment	Information Technology Appointee	December 2008	
ADA Compliance language added to Contractor/Vendor contracts and bid documents.	Purchasing Department & ADA Coordinator	February 2009	
Present (to WSCAAB) policies/procedures to ensure the voting process is fully accessible	Elections ADA Liaison, ADA Coordinator, Kent Johnson	May 2009	
Begin Contractor Training / Contractor Licensing Certification	Purchasing Department & ADA Coordinator	June 2009	
<b>Maintenance and Quality Assurance Activities:</b>			
Voting Bi-Annual Report to WSCAAB on Transition Plan implementation – To gain feedback from WSCAAB	Elections Departmental ADA Coordinator & ADA Coordinator	November 2009 & bi-annually until Tran Plan Completion	Voting Transition Plan has been completed.
Each Departmental ADA Liaison presents annual update of activities to County ADA Coordinator	ADA Departmental Liaison	March 2009, and annually thereafter	
Facilities Bi-Annual Report to WSCAAB on Transition Plan implementation.	Facilities Departmental ADA Liaison, ADA Coordinator	June 2009 & bi-annually until Tran Plan Completion	
Develop Compliance Monitoring Plan and present to WSCAAB for review and comment	ADA Coordinator, ADAICT, & WSCAAB Chairperson	July 2009	
Presentation on County's ADA implementation activities (and opportunity for WSCAAB or public feedback)	ADA Coordinator, WSCAAB Chairperson, ADAICT	December 2009	

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Attachment N – Downtown County Complex Parking Proposal



**Sedgwick County  
Downtown County Complex Parking Proposal**

Presented To The  
**Wichita Sedgwick County Access Advisory Board**  
**April 25<sup>th</sup>, 2007**

- Six additional accessible spaces will be added to the public parking garage. The spaces will be dispersed among the lower three floors, and all will be close to elevators or exits. The garage will not be re-striped; spaces adjacent to existing access aisles will be converted to accessible spaces.
- Six additional spaces will be reserved in the County employee only parking garage for disabled county workers.
- Draft language for employee parking contained in the new Human Resources Reasonable Accommodation Policy:

**Employee Parking:**

- **When employee parking is made available in County owned parking facilities, each employee with a valid disability placard or tag will be assigned a reserved parking space.**  
***Note: Reserved accessible parking is provided to employees with disabilities upon request as part of the reasonable***

***accommodation process as defined by the Americans with Disabilities Act. Employees who have valid placards or tags, but do not request reasonable accommodation or accessible parking, will not be assigned reserved parking.***

- **Reserved spaces will be marked “Reserved,” labeled with the employee’s County parking permit number, and spaces will be accessible to the extent required by a particular employee.**
  - **The location and configuration of reserved spaces will be determined by the County ADA Coordinator, based first on medical necessity, and then management level and finally seniority.**
  - **The following designated accessible parking spaces are dedicated for use by the general public only. No employee parking will be allowed in the accessible parking provided in these locations:**
    - **Main Street, in front of the New Courthouse**
    - **Surface lot east of the Munger building**
  - **Reserved parking will be reviewed by the County ADA Coordinator annually.**
- 
- Parking on Elm Street will be converted to permit only parking for employees with disabilities who are ambulatory or law enforcement. Conversion will begin as soon as additional spaces in garage are signed.
  - ADA coordinator will arrange reserved parking for employees with disabilities as reasonable accommodation, beginning as soon as additional spaces in garage are complete.

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Sedgwick County...  
working for you

Sedgwick County ADA Coordinator

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**SELF-EVALUATION AND TRANSITION PLAN COMMENTS**

**DATE: August 27, 2008**

*The following are comments and suggestions regarding accessibility issues that were received during the ADA public hearings. The following modifications to the Self-Evaluation and Transition Plan were presented to the Wichita/Sedgwick County Access Advisory Board on August 27, 2008. At this meeting, the board voted unanimously to support and approve the Self-Evaluation and Transition Plan as amended.*

<b>COMMENTS RECEIVED DURING PUBLIC HEARINGS (7/9/08 – Two Hearings)</b>
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1. **Timeframe for the Transition Plan:** During the public hearing, a citizen commented that a 20 year plan seems very long. Kent Johnson explained that the time frame and priority system he has recommended is typical of what he recommends for other counties and municipalities. Severe barriers are given a high priority and corrected quickly. Low (10 year) and very low (20 year) barriers are typically in facilities that are seldom used by the public or where there might be similar types of programs or activities where one is held in a highly accessible building.
  - **COUNTY RESPONSE:** We have discussed the time frame with the County Manager, and he supports changing to a 10 year time frame. The only exception would be the few items that Kent Johnson identified as very, very low priority, which would be corrected with the next major alteration.
2. **Exterior Doors at Sedgwick County Extension Center:** A citizen explained that the exterior doors at the Extension Center are heavy. He suggested that automatic door openers would make it easier for people that have limited mobility in the upper part of the body.
  - **COUNTY RESPONSE:** The Transition Plan recommended automatic doors to be installed as a medium priority (5 years). We propose to change this to a very high priority that would be corrected during the first year of the transition plan (2009).
3. **Accessible Fishing Docks:** A citizen explained that the accessible fishing docks at County lakes are not accessible to people that use wheelchairs.
  - **COUNTY RESPONSE:** At least one fishing dock will be made accessible as a very high priority to be corrected during the first year of the transition plan (2009). Additional fishing docks will be made accessible as high and medium priorities.
4. **Court Communications for People who are Deaf or Hard of Hearing:** A citizen explained his experience in the District and County Court systems. He suggested a program to educate Judges

and their assistants about the importance of the ADA regulations pertaining to disabilities, especially people who are hard of hearing. He also suggested a plan to put a monitor in every courtroom for real time interpretation so that everything that the Court Reporter is typing can be seen on the monitor.

- **COUNTY RESPONSE:** The County ADA Coordinator, Lindsey Mahoney, met with Ellen House, Court Administrator for the District Courts. Ellen confirmed that the Courts now have real time transcription available in every courtroom upon request. It is not a monitor mounted on the wall, but a monitor that is provided to each person who requests this service. Additionally, the County will also designate an ADA Liaison from the courts who will receive all emails, training, and other information from the ADA Coordinator, as well as offer all ADA trainings to District Court and County Court employees.

5. **Court Communications for People who are Deaf or Hard of Hearing:** Another citizen who is hard of hearing explained his experience in the District Court where he could not hear the court proceedings.

- **COUNTY RESPONSE:** See item number 4 above.

6. **Telephones for individuals who are deaf and hard of hearing:** A citizen emailed that providing an accessible telephone in the County Courthouse should be a very high priority. She suggested a phone that would have TTY, video phone, and voice phone so that it would be accessible to all.

- **COUNTY RESPONSE:** The County Telecom, IT, and Purchasing departments are currently investigating options to provide this service. The county will provide as a very high priority (2009) a combined phone/video phone/TTY or a video phone and TTY (to supplement to existing voice phone) at the County Courthouse.

7. **Braille Signage:** A citizen submitted a letter explaining an area of concern relating to the timing for implementation of recommendations to provide Braille signage in several facilities. On a priority scale of 1, 5, 10 and 20 years, the Transition Plan often placed signage into the 10 year category. It was suggested that such an important item for the blind and visually impaired community should be given a higher priority, especially given the low cost of performing the corrections.

- **COUNTY RESPONSE:** The Transition Plan will be modified so that accessible signage is provided as a very high (1 year) and high (3 year) priority.

8. **Accessible Voting:** A citizen submitted a letter stating that the County has failed to take the credit it has earned related to accessible voting. The election commission has made voting for all citizens with disabilities a reality and has particularly made notable efforts for and with the blind and visually impaired community. However, there is virtually no note of these accomplishments in the plan.

- **COUNTY RESPONSE:** The Election office will provide a description of all ADA activities and improvements that have taken place to date. This summary of work already accomplished will be added as part of the Self-Evaluation.

**COMMENTS RECEIVED DURING PRESENTATION TO WSCAAB (6/18/08)**

- 9. Juvenile Court and District Attorney Complex:** It was stated that at the new Juvenile Court and District Attorney Complex, vehicles parking in the accessible parking can pull up such that they could block the accessible route along the adjacent sidewalk. It was suggested that stop blocks, or another similar method, be installed to prevent vehicles from pulling up so far.
- **COUNTY RESPONSE:** The floor plans for this facility were reviewed, and the contractor failed to install the wheel stops that were required by the floor plans. The contractor has been contacted and has ordered the stop blocks. They indicated that they will be installed by the end of next week.
- 10. Emergency Management Emails:** It was stated that the emergency management emails from Rick Shellenbarger (providing updates about potential inclement weather events) are really helpful because they allow people to get the information much faster than on television. It was asked if others could be added to this distribution list.
- **COUNTY RESPONSE:** Rick Shellenbarger confirmed that individuals can be added to this list if they email him at [rshellen@sedgwick.gov](mailto:rshellen@sedgwick.gov).
- 11. Tornado Warnings:** The difficulties of notifying people who are deaf about tornado warnings (since they cannot hear the sirens) was expressed. Chris Caldarella described one of his friends who had a tornado right near his house, but was not alerted of the tornado warning because he could not hear the sirens. It was suggested that for any product (pager, weather radio with light or vibrate features) to be available, it must be affordable. It was also suggested that a subcommittee of the WSCAAB be formed to make recommendations on this subject.
- **COUNTY RESPONSE:** The County representatives from Emergency Management will meet with the WSCAAB's Emergency Communications subcommittee to begin a dialog about this issue.
- 12. Coliseum Parking:** After the meeting, Nick Taylor described that accessible parking at the Coliseum is often difficult because a large number of contract employees, who get there early, fill up much of the accessible parking. He suggested that an employee parking program, similar to that at the Main Courthouse, might help.
- **COUNTY RESPONSE:** Some additional accessible parking spaces will be added as recommended by the Transition Plan. The ADA Coordinator will also meet with Coliseum staff to determine the best resolution for this issue, which may involve an employee/vendor parking program or similar efforts.

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**Sedgwick County – ADA Self-Evaluation Signature Page**

*We of the Wichita/Sedgwick County Access Advisory Board agree with the above contents of this Self-Evaluation as evidenced by the following signatures on this \_\_\_\_\_ day of \_\_\_\_\_, 2008:*

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*Sedgwick County, Kansas agrees with the above contents of this ADA Self-Evaluation and intends to implement all recommendations/actions, as defined throughout the document, as evidenced by the Board of County Commission’s approval of a resolution adopting, as a future planning tool, the updated Self-Evaluation and Transition Plan for Sedgwick County. This resolution will be presented to the Board of County Commission for adoption on October 1, 2008.*