

**Cottonwood, Incorporated  
Policies and Procedures**

**SECTION:** Governing Board

**POLICY NO:** 01-003

**SUBJECT:** Accessibility

**PAGE(S):** 1 of 2

**EFFECTIVE DATE:** July 30, 1998

**Policy:**

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

**Procedures:**

Cottonwood promotes and supports equal opportunities through the following activities.

1. Cottonwood creates and participates in community activities that promote opportunities for participants and reduce attitudinal barriers, e.g. Council of Community Members, Chamber of Commerce, city recreation, civic organizations, local transportation, system, local social service agency board participation, local housing authorization, news/media releases. We also participate and have leadership roles in state and national organizations, advocating for persons with disabilities.
2. Architectural barriers have been and continue to be addressed through the utilization of comprehensive accessibility studies by an ADA specialist. Results of the study have been incorporated into the Accessibility Plan to reduce barriers to full accessibility, to remain current with ADA guidelines and to promote advocacy in the community. Internal surveys are conducted annually to identify and address transportation, communication, attitudinal, environmental, financial and employment barriers.
3. Competency based training is provided to staff members that promotes full accessibility for persons with disabilities and addresses barriers. All Cottonwood representatives work with community members to assist in removing barriers that may exist.
4. Cottonwood's policy on accessing services specifies criteria for eligibility. Information regarding services is available to individuals and their family representatives in written and/or other formats/languages to facilitate communication and comprehension.

5. Cottonwood encourages the utilization of generic modes of transportation whenever possible. Staff members work closely with and provide valuable input into the structure and services provided by our local transportation system. The consumer committee also provides input periodically with regard to transportation barriers. In addition, Cottonwood provides accessible means of transportation for all services provided.
6. The Accessibility Policy and Plan are reviewed and revised annually with input from the Consumer Committee, Safety Committee and Human Resources and Management Team.
7. Cottonwood's Board of Trustees reviews and approves this policy and the Accessibility Plan annually.