

SELF-EVALUATION INTERVIEW FORM

Agency: University of Montana - Western

Program/Department Name:

1. Agency Personnel Responsible for ADA Self-Evaluation (name of manager interviewed):

2. Notification

Describe how the program notifies the public about its nondiscrimination policies and what special procedures are used for individuals with disabilities.

Describe the existing written policy and how it has been communicated to all appropriate program staff. If no policy, describe the policy that needs to be established.

Describe how the program notifies the public and other interested parties that program meetings, hearings, and conferences will be held in accessible locations and that auxiliary aids will be provided, upon request, to participants with disabilities.

List the appropriate documents to include policy statements about nondiscrimination.

List the appropriate unit in the program to establish such a policy and the date this will be accomplished and distributed to staff.

3. Policies that Limit the Participation of Individuals with Disabilities in Programs and Activities.

List all sources of policies (including statutes, regulations, and subregulatory sources such as policy directives and guidance memoranda, manuals and other guidelines) unique to your program that govern the administration of the your programs.

List agency program eligibility and admission criteria or licensing standards and procedures that establish standards for Federal and non-Federal programs and activities. Particular attention should be paid to internal policies incorporating or establishing:

physical or mental fitness or performance requirements;

safety standards;

testing requirements;

educational requirements;

work experience requirements;

income level requirements;

credit rating requirements;

requirements based on disability;

requirements that prohibit participation because of disability; and

insurability requirements.

Policies and practices concerning these areas may have the effect of limiting or excluding the participation of persons with disabilities in programs and activities and should therefore be the subject of close scrutiny. List any that apply.

List any such policies that will be altered or eliminated.

Describe how these changes were or will be communicated to agency staff and the public.

List any such policies that will be retained by the program and describe how the retention of such policies was justified.

4. Information and Training for Staff

What staff members need to be aware of the program's obligations under ADA and the policies designed to enable persons with disabilities to participate in programs and activities?

List steps to be taken to ensure that staff fully understand program/agency policy of nondiscrimination on the basis of handicap and can take all appropriate steps to facilitate the participation of individuals with disabilities in programs and activities.

List positions responsible for taking the steps indicated above.

5. Use of Contractors

List contractors that are used by the program to conduct programs or activities on behalf of the program.

Describe steps that have been taken to ensure that program procurement officials understand ADA requirements as they apply to contractors.

Provide language included in contracts to ensure that contractors are aware of their obligations to take steps to facilitate the participation of individuals with disabilities in programs and activities they operate on behalf of the program.

Indicate the appropriate policy source to include information about ADA requirements as they apply to contractors.

Give a date that the policy was established and distributed to staff or the future • date this will be accomplished.

6. Documents and Publications

List all program publications and documents that are available to the public-

Describe the policy that determines which documents are made available in alternate formats (audiotape, large print, Braille, computer disk, etc.) and which are not and when was this established.'

If no policy, what procedures could be established to ensure that documents could be put in alternate formats and who would be responsible? When could such a policy be established and distributed?

Describe any policy affecting portrayal of individuals with disabilities in publications.

7. Audio-Visual Presentations

Describe the ways that audio-visual presentations (film, videotape, or television) are used by the program in its programs and activities.

. Indicate if these presentations are captioned and, if they are not, indicate what steps have been taken to ensure that hearing-impaired persons can benefit from these presentations.

Describe the policy for making audio-visual presentations accessible to individuals with disabilities and what positions are responsible? "

Give **the** date that the policy was established and distributed to staff or the future date this will be accomplished.

8. Automated Electronic Equipment

Describe the ways that the program uses automated electronic equipment, including automated telephone equipment, in its programs and activities.

Describe the steps, if any, that have been taken to determine if the automated electronic equipment is accessible to and usable by individuals with disabilities and indicate the positions responsible.

Is this included in any written policy? Give the date the policy was established and distributed to staff or the future date this will be accomplished.

9. Emergency Evacuation

Describe how the program notifies employees and members of the public of an emergency and what positions are responsible.

List equipment that is employed to notify individuals with disabilities of an emergency.

Is this included in any written policy? Give the date that the policy was established and distributed to staff or the future date this will be accomplished.

10. Transportation

Describe any transportation programs in which the program is involved.

Describe the steps that have been taken to ensure that these programs are accessible to individuals with disabilities and list positions responsible.

Is this included in any written policy? Give the date the policy was established and distributed to staff or future date this will be accomplished.