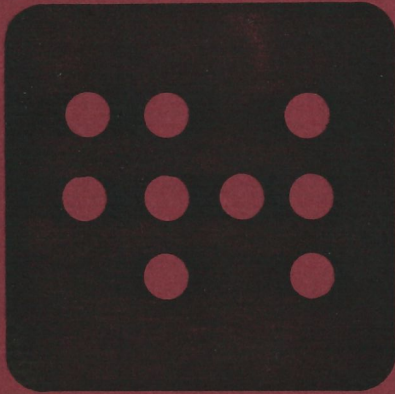


7822.4-5/5

Handicapped



SECTION 504, REHABILITATION ACT OF 1973

COMPLIANCE OVERVIEW AND TRANSITION PLANS

PROGRAMS RECEIVING FINANCIAL ASSISTANCE FROM
THE DEPARTMENT OF HEALTH, EDUCATION AND WELFARE



CITY OF SEATTLE

CHARLES ROYER, MAYOR

ACKNOWLEDGEMENTS

PARTICIPATING STAFF

SIDNEY FREEMAN
CHRIS HURLEY
CHRIS HANSEN
OFFICE OF POLICY PLANNING

DR. C. A. EVANS
ANTHONY HERNANDEZ
PUBLIC HEALTH DEPARTMENT OF
SEATTLE-KING COUNTY

PAUL WYSOCKI
JON R. SEAL
DEPARTMENT OF HUMAN RESOURCES

DALLAS SHOCKLEY
OFFICE OF PERSONNEL/CIVIL
SERVICE

MIKE NAGAN
JIM DEWEY
BUILDING DEPARTMENT

CITIZENS' ADVISORY COMMITTEE
FOR HANDICAPPED SERVICES

DR. JEROME DUNHAM, CHAIRMAN

BARBARA ALLAN
SUE AMMETER
JINA HOWELL
JOE LAMANNO
BEN LINDEKUGAL
JACK MICHAELS
LARRY PETERSEN
RICH RICHMIRE
WILLIAM NISHIMURA

THE ASSISTANCE PROVIDED BY OTHER STAFF AND
CITIZENS IS GRATEFULLY ACKNOWLEDGED. THE
SERVICES OF ALICE ACOSTA AS INTERPRETER FOR
THE DEAF DESERVE SPECIAL RECOGNITION.

TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTION	1
COMPLIANCE OVERVIEW	3
PROGRAM ACCESSIBILITY PLANS	
● SEATTLE-KING COUNTY DEPARTMENT OF PUBLIC HEALTH - INTRODUCTION	10
IDENTIFICATION OF PHYSICAL BARRIERS	11
METHODS USED TO ADDRESS IDENTIFIED BARRIERS	15
LIST OF COMMUNITY ORGANIZATIONS FOR THE HANDICAPPED	18
WORK SCHEDULE TO ACHIEVE PHYSICAL ACCESS	28
IDENTIFICATION OF PERSONS RESPONSIBLE FOR IMPLEMENTATION OF THE HEALTH DEPARTMENT'S PROGRAM ACCESSIBILITY PLAN	31
● THE DEPARTMENT OF HUMAN RESOURCES UPWARD BOUND PROGRAM	32
ATTACHMENT	
PERSONNEL/CIVIL SERVICE PROGRAMS FOR THE HANDICAPPED	34

INTRODUCTION

SECTION 504 OF THE REHABILITATION ACT OF 1973 PROVIDES THAT "NO OTHERWISE QUALIFIED HANDICAPPED INDIVIDUAL, . . . SHALL, SOLELY BY REASON OF HIS HANDICAP, BE EXCLUDED FROM THE PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY PROGRAM OR ACTIVITY RECEIVING FEDERAL FINANCIAL ASSISTANCE." REGULATIONS IMPLEMENTING SECTION 504 FOR RECIPIENTS OF DEPARTMENT OF HEALTH, EDUCATION AND WELFARE (DHEW) FUNDS BECAME EFFECTIVE JUNE 3, 1977.

THE REGULATIONS REQUIRE THAT DHEW-FUNDED PROGRAMS AND ACTIVITIES ARE OPERATED WITHOUT DISCRIMINATION ON THE BASIS OF HANDICAP. AS EMPLOYERS, RECIPIENTS OF DHEW FUNDS MUST MAKE REASONABLE ACCOMMODATION TO HANDICAPPED APPLICANTS AND EMPLOYEES UNLESS THE ACCOMMODATION WOULD CAUSE THE EMPLOYER UNDUE HARDSHIP. AS SERVICE PROVIDERS, DHEW-FUNDED AGENCIES AND PROGRAMS MUST MAKE PROGRAMS ACCESSIBLE TO HANDICAPPED PERSONS IN EXISTING FACILITIES, ENSURE THAT NEWLY CONSTRUCTED OR RENOVATED FACILITIES ARE BARRIER-FREE, AND OPERATE PROGRAMS IN A NON-DISCRIMINATORY MANNER.

IN ACCORDANCE WITH THE REGULATIONS, THE CITY HAS PREPARED A TRANSITION PLAN FOR ELIMINATING PHYSICAL BARRIERS, AS NECESSARY, IN ORDER TO MAKE PROGRAMS ACCESSIBLE. THE TRANSITION PLAN CONSTITUTES THE MAJOR PORTION OF THIS DOCUMENT AND INCLUDES A WORK PROGRAM DESIGNED TO REMOVE THESE BARRIERS BY JUNE 1980. SECTIONS ON GENERAL COMPLIANCE AND PERSONNEL POLICIES AND PROCEDURES ARE NOT REQUIRED BY REGULATIONS, BUT HAVE BEEN INCORPORATED SO AS TO PRESENT A COMPREHENSIVE VIEW OF THE CITY'S EFFORTS TOWARDS FULL COMPLIANCE.

SECTION 504

THE REGULATIONS DO REQUIRE THE CITY TO EVALUATE INTERIM PROGRESS TOWARDS FULL COMPLIANCE IN JUNE 1978. THIS SELF-EVALUATION WILL BE CLOSELY COORDINATED WITH THE CITIZENS' ADVISORY COMMITTEE FOR HANDICAPPED SERVICES, WHICH PROVIDED INVALUABLE ASSISTANCE TO CITY STAFF IN PUTTING TOGETHER THE TRANSITION PLAN. IN PREPARATION FOR THE EVALUATION, ONGOING DOCUMENTATION IS BEING MAINTAINED IN THE HUMAN RESOURCES DIVISION OF THE OFFICE OF POLICY PLANNING. THE CONTACT PERSON IN THE DIVISION FOR INTERESTED CITIZENS OR CITY STAFF IS SIDNEY FREEMAN, 625-4582.

COMPLIANCE OVERVIEW

SECTION 504

1. SUBMISSION OF ASSURANCE OF COMPLIANCE TO DEPARTMENT OF HEALTH, EDUCATION AND WELFARE.

AN ASSURANCE OF COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973 WAS SIGNED BY MAYOR WES UHLMAN IN EARLY SEPTEMBER 1977. THIS ASSURANCE WAS ISSUED ON BEHALF OF THE SEATTLE-KING COUNTY DEPARTMENT OF PUBLIC HEALTH AND ALL CITY PROGRAMS RECEIVING DHEW FUNDS. COMMUNICATIONS WITH THE OFFICE OF CIVIL RIGHTS AT DHEW IN WASHINGTON, D.C., CONFIRMED THE APPROPRIATENESS OF THE MAYOR'S COMPLETION AND SUBMISSION OF THE ASSURANCE. THE ASSURANCE IDENTIFIED BARBARA DINGFIELD, DIRECTOR, OFFICE OF POLICY PLANNING, DON STARK, DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET, AND JACK DRISCOLL, DIRECTOR, OFFICE OF PERSONNEL/CIVIL SERVICE AS THE CITY EMPLOYEES RESPONSIBLE FOR COORDINATION OF 504 COMPLIANCE ACTIVITIES.

2. SUMMARY OF 504 REGULATIONS.

IN AN EFFORT TO ALERT CITY DEPARTMENTS TO THE IMPACT OF 504 REGULATIONS, THE OFFICE OF POLICY PLANNING PREPARED A PAPER SUMMARIZING THE MAJOR POINTS OF THE REGULATIONS. COPIES OF THIS PAPER WERE SENT TO ALL CITY DEPARTMENT DIRECTORS IN SEPTEMBER OF 1977.

3. MAYOR'S INTERDEPARTMENTAL TASK FORCE ON HANDICAPPED SERVICES CONVENED.

THE OFFICE OF POLICY PLANNING WAS ASSIGNED THE LEAD RESPONSIBILITY FOR 504 COMPLIANCE BY THE MAYOR AND WAS DIRECTED BY THE

SECTION 504

MAYOR TO CONVENE AN INTERDEPARTMENTAL TASK FORCE TO DETERMINE THE NECESSARY STEPS TO ENSURE THE COMPLIANCE OF ALL AFFECTED CITY DEPARTMENTS WITH 504 REGULATIONS. THE TASK FORCE WAS CHARGED WITH DEVELOPING A WORK PROGRAM DELINEATING THE RESPONSIBILITIES OF EACH CITY DEPARTMENT. DIRECTORS OF THE HEALTH DEPARTMENT, PARKS AND RECREATION DEPARTMENT, BUILDING DEPARTMENT, DEPARTMENT OF HUMAN RESOURCES, OFFICE OF PERSONNEL/CIVIL SERVICE, OFFICE OF MANAGEMENT AND BUDGET, AND OTHERS WERE ASKED TO ASSIGN A STAFF PERSON TO THE TASK FORCE. IN THE FALL OF 1977, THE OFFICE OF POLICY PLANNING CONVENED THE INTERDEPARTMENTAL TASK FORCE THREE TIMES.

4. PUBLICATION OF PUBLIC NOTICE OF CITY COMPLIANCE.

IN COMPLIANCE WITH SECTION 504 REGULATIONS, PUBLIC NOTICES ANNOUNCING THE COMPLIANCE OF THE CITY OF SEATTLE AND IDENTIFYING THE RESPONSIBLE CITY EMPLOYEES WERE PUBLISHED IN THE TWO MAJOR SEATTLE DAILY PAPERS ON OCTOBER 9 AND 10, 1977.

5. IDENTIFICATION OF CITY PROGRAMS RECEIVING DHEW FUNDS.

FOLLOWING THE FIRST MEETING OF THE MAYOR'S INTERDEPARTMENTAL TASK FORCE ON HANDICAPPED SERVICES, THE OFFICE OF POLICY PLANNING SENT MEMORANDA TO ALL CITY DEPARTMENTS AND OFFICES REQUESTING INFORMATION ON THEIR SOURCES OF FUNDING IN ORDER TO DETERMINE WHETHER THEIR PROGRAMS WERE SUBJECT TO SECTION 504 REGULATIONS. INFORMATION RETURNED FROM ALL DEPARTMENTS INDICATED THAT THE CITY'S UPWARD BOUND PROGRAM, ADMINISTERED BY THE DEPARTMENT OF HUMAN RESOURCES, AND LOCATED AT SEATTLE UNIVERSITY, AND CERTAIN HEALTH DEPARTMENT PROGRAMS, EXCLUDING ELDERLY PROGRAMS, WERE THE CITY'S ONLY DHEW-FUNDED PROGRAMS AND WERE DIRECTLY IMPACTED BY THE REGULATIONS.

SECTION 504

6. HANDICAPPED EMPLOYMENT POLICIES AND PROCEDURES.

IN RESPONSE TO SECTION 504 REGULATIONS, THE CITY'S OFFICE OF PERSONNEL/CIVIL SERVICE TOOK SEVERAL ACTIONS TO ASSURE THAT CITY HIRING PRACTICES DO NOT DISCRIMINATE UNFAIRLY AGAINST HANDICAPPED JOB APPLICANTS. ALL JOB NOTICES MAKE REFERENCE TO THE CITY HIRING POLICY OF NON-DISCRIMINATION TOWARD HANDICAPPED PERSONS. THE PERSONNEL OFFICE WILL CONTINUE ITS SPECIAL TESTING PROCEDURES THAT WERE SPECIFICALLY DEVELOPED TO MEET THE INDIVIDUAL NEEDS OF HANDICAPPED APPLICANTS. ADDITIONAL ACTIONS ON THE PART OF THE OFFICE OF PERSONNEL/CIVIL SERVICE ARE OUTLINED IN "PERSONNEL/CIVIL SERVICE PROGRAMS FOR THE HANDICAPPED" INCORPORATED INTO THIS PLAN AS ATTACHMENT I.

7. DEVELOPMENT OF 504 COMPLIANCE TRAINING PACKAGE.

THE OFFICE OF POLICY PLANNING AND DEPARTMENT OF HUMAN RESOURCES DEVELOPED A PACKAGE OF INFORMATION ABOUT 504 REGULATIONS TO BE USED BY CITY PROGRAMS IMPACTED BY THE REGULATIONS. THE PURPOSE OF THE TRAINING PACKAGE WAS TO PROVIDE BOTH INFORMATION ABOUT THE REGULATIONS AND AN ASSESSMENT TOOL THAT COULD BE USED TO DETERMINE WHETHER PROGRAMS WERE IN COMPLIANCE WITH THE REGULATIONS. CHECKLISTS FOR PHYSICAL ACCESSIBILITY AND PROGRAM ACCESSIBILITY WERE DEVELOPED USING 504 REGULATIONS, ANSI STANDARDS, AND THE REVISED WASHINGTON STATE BUILDING CODE.

8. 504 TRAINING SESSION FOR CITY PROGRAM STAFF.

A TRAINING SESSION TO ACQUAINT STAFF FROM THE HEALTH DEPARTMENT AND UPWARD BOUND PROGRAM WITH 504 REQUIREMENTS WAS CONDUCTED BY OFFICE OF POLICY PLANNING STAFF ON OCTOBER 26, 1977.

9. DEVELOPMENT OF GRIEVANCE PROCESSES.

EMPLOYMENT OR HIRING DISCRIMINATION COMPLAINTS WILL BE HANDLED

SECTION 504

BY THE OFFICE OF PERSONNEL AND COMPLAINANTS WILL BE AFFORDED A DUE PROCESS HEARING, IF NECESSARY. COMPLAINTS OF DISCRIMINATION IN SERVICE PROGRAMS WILL BE HANDLED BY THE DIRECTORS OF OFFENDING DEPARTMENTS. PROVISION FOR DUE PROCESS HEARINGS FOR SERVICE COMPLAINTS WILL BE THE RESPONSIBILITY OF THESE INDIVIDUAL CITY DEPARTMENT HEADS.

10. FACILITY ACCESSIBILITY ASSESSMENTS.

USING THE FACILITY ASSESSMENT CHECKLIST PROVIDED IN THE TRAINING PACKAGE, STAFF FROM THE OFFICE OF POLICY PLANNING, HEALTH DEPARTMENT AND THE UPWARD BOUND PROGRAM REVIEWED PROGRAM AND ADMINISTRATIVE FACILITIES AFFECTED BY 504 REGULATIONS. THE RESULTS OF THESE ASSESSMENTS CONSTITUTE A MAJOR PORTION OF THE TRANSITION PLAN WHICH OUTLINES THE PROGRAMMATIC AND PHYSICAL ALTERATIONS NECESSARY TO ELIMINATE ACCESS BARRIERS IN AFFECTED CITY PROGRAMS.

11. CREATION OF CITIZENS' ADVISORY COMMITTEE.

SECTION 504 REGULATIONS REQUIRE THAT HANDICAPPED CITIZENS PLAY AN ACTIVE ADVISORY ROLE IN THE DEVELOPMENT OF PROGRAM AND FACILITY TRANSITION PLANS TO ELIMINATE HANDICAPPED ACCESS BARRIERS. AN AGGRESSIVE SEARCH BY CITY DEPARTMENTS AND THE HANDICAPPED SERVICES UNIT OF THE DEPARTMENT OF HUMAN RESOURCES RESULTED IN A LIST OF THIRTEEN SUGGESTED INDIVIDUALS WHOSE EXPERIENCE AND EXPERTISE WOULD BE VALUABLE TO THE CITY IN ITS EFFORTS TO BROADEN OPPORTUNITIES FOR ITS HANDICAPPED CITIZENS. THIS LIST OF POTENTIAL COMMITTEE PARTICIPANTS WAS REVIEWED AND APPROVED BY THE MAYOR, AND LETTERS REQUESTING THEIR INVOLVEMENT IN THE COMPLIANCE PROCESS WERE SENT FROM THE OFFICE OF POLICY PLANNING. TEN OF THESE INDIVIDUALS ASKED TO SERVE RESPONDED POSITIVELY TO THE REQUEST AND THE MAYOR CONFIRMED THEIR MEMBERSHIP. THE CITIZENS' ADVISORY COMMITTEE HAS PROVIDED THE CITY WITH RESOURCES OF THOSE WHO ARE AWARE OF THE NEEDS OF HANDICAPPED INDIVIDUALS AND WHO HAVE UNIQUE EXPERIENCE IN DEVISING

SECTION 504

STRATEGIES TO MEET THOSE NEEDS. THE ROLE OF THE COMMITTEE IS TO REVIEW AND COMMENT ON ALL 504 COMPLIANCE ACTIVITIES OF THE CITY. AFTER INDIVIDUAL DEPARTMENTS AND PROGRAMS HAVE DEVELOPED DRAFT TRANSITION PLANS OUTLINING NECESSARY PHYSICAL RENOVATION STEPS AND PROGRAMMATIC MEASURES TO ASSURE ACCESS FOR HANDICAPPED CLIENTS AND EMPLOYEES, THE COMMITTEE WILL REVIEW THE PLANS WITH OFFICE OF POLICY PLANNING AND INDIVIDUAL PROGRAM STAFF. COMMENTS AND CRITICISMS WILL BE INCORPORATED INTO THE TRANSITION PLAN, AS NECESSARY. THE COMMITTEE WILL ALSO TAKE PART IN THE CITY'S SELF-EVALUATION PROCESS IN JUNE 1978, WHEN THE PROGRESS OF CITY PROGRAMS TOWARD MEETING PROGRAMMATIC ACCESSIBILITY GOALS ESTABLISHED IN THE FALL OF 1977 IS REVIEWED.

PROGRAM ACCESSIBILITY PLANS

SEATTLE-KING COUNTY DEPARTMENT OF PUBLIC HEALTHINTRODUCTION

THE SEATTLE-KING COUNTY DEPARTMENT OF PUBLIC HEALTH IS RESPONSIBLE FOR MYRIAD SERVICE PROGRAMS IN NUMEROUS SITES THROUGHOUT THE ENTIRE KING COUNTY AREA. ALL HEALTH DEPARTMENT PROGRAMS, WHETHER LOCATED IN SEATTLE OR KING COUNTY, ARE THE ADMINISTRATIVE RESPONSIBILITY OF THE CITY OF SEATTLE. AS NOTED IN THE TRANSITION PLAN FOR THE HEALTH DEPARTMENT, THE COUNTY HAS CONTRACTED WITH AN ARCHITECT TO ASSESS ALL COUNTY-OWNED FACILITIES, INCLUDING HEALTH FACILITIES, AND TO DESIGN ALL NECESSARY RENOVATIONS. THE ARCHITECTURAL ASSESSMENT WILL NOT BE COMPLETED AND AVAILABLE FOR INCLUSION IN THE CITY'S TRANSITION PLAN UNTIL APRIL 1978. DUE TO THIS DELAY, THE HEALTH DEPARTMENT HAS COMPLETED ITS OWN ASSESSMENTS OF PROGRAM FACILITIES THROUGHOUT THE COUNTY AND INCLUDED THOSE ASSESSMENTS IN THE TRANSITION PLAN. WHEN THE COUNTY'S ARCHITECTURAL ASSESSMENT IS COMPLETED, IT SHOULD BE POSSIBLE TO INCORPORATE IT INTO THE CITY'S TRANSITION PLAN, WHERE NECESSARY. PROGRAMS CONDUCTED BY THE DEPARTMENT OPERATE WITHIN A GEOGRAPHIC DISTRIBUTION OF FIVE HEALTH SERVICE "DISTRICTS", EACH DESIGNED AS A HEALTH SERVICE CENTER. THE GEOGRAPHIC REGIONS, RELATING TO RELATIVE POSITIONS IN SEATTLE AND KING COUNTY, ARE: CENTRAL, NORTH, SOUTHWEST, SOUTHEAST AND EAST. A SPECIAL SERVICE CENTER REPRESENTS A SIXTH SERVICE "DISTRICT". THE SPECIAL CENTER HAS NO GEOGRAPHIC DESIGNATION. CONTRACT PROGRAMS, SEATTLE AND KING COUNTY JAIL SERVICES, VITAL STATISTICS, COMMUNICABLE DISEASE, VENEREAL DISEASES AND TUBERCULOSIS CONTROL PROGRAMS, AMONG OTHERS, ARE ADMINISTERED THROUGH THE SPECIAL SERVICE CENTER.

CENTRAL IS THE ONLY SERVICE CENTER PHYSICALLY LOCATED WITHIN SEATTLE CITY LIMITS. ESSENTIALLY, ONLY SEATTLE RESIDENTS UTILIZE PROGRAMS OF THE CENTRAL SERVICE CENTER. THE NORTH SERVICE CENTER IS LOCATED OUTSIDE SEATTLE LIMITS AT PRESENT; PLANS FOR RELOCATION WILL PLACE THE NORTH CENTER PHYSICALLY WITHIN SEATTLE LIMITS BY JANUARY, 1979. APPROXIMATELY EIGHTY PERCENT OF SERVICES RENDERED AT THE NORTH CENTER

SECTION 504

ARE PROVIDED TO SEATTLE RESIDENTS. THE SOUTHWEST CENTER IS LOCATED OUTSIDE SEATTLE LIMITS; HOWEVER, APPROXIMATELY FORTY PERCENT OF SERVICES RENDERED ARE PROVIDED TO SEATTLE RESIDENTS. SOUTHEAST AND EAST SERVICE CENTERS PRIMARILY SERVE KING COUNTY RESIDENTS, EXCLUSIVE OF SEATTLE.

THE MAIN OFFICE FOR THE CENTRAL SERVICE AND SPECIAL SERVICE CENTERS IS THE PUBLIC SAFETY BUILDING. THE COLUMBIA CITY HEALTH CENTER IS A SATELLITE FACILITY WITHIN THE CENTRAL SERVICE CENTER. AN AUBURN OFFICE SERVES AS A SATELLITE FACILITY TO THE MAIN OFFICE OF THE SOUTHEAST SERVICE CENTER. OTHER SERVICE CENTERS HAVE A MAIN OFFICE LOCATION, ONLY.

I. IDENTIFICATION OF PHYSICAL BARRIERS

CENTRAL HEALTH DISTRICT - PUBLIC SAFETY BUILDING

1. ACCESS TO FACILITY
 - DOORS TOO HEAVILY WEIGHTED
2. INTERIOR OF BUILDING
 - NARROW AISLE AND PASSAGEWAYS IN SOME CLINICS
 - SERVICE COUNTER IN VITAL STATISTICS TOO HIGH
 - CONTROL PANELS IN ELEVATORS PLACED AT 53" RATHER THAN 48"; NO CALL BUTTONS INSTALLED FOR THE VISUALLY IMPAIRED
 - RESTROOMS DO NOT MEET ASSESSMENT CRITERIA
3. MISCELLANEOUS ITEMS
 - NO IDENTIFYING SYMBOLS FOR ROOMS, OFFICES, WALLS, DOORS
 - NO INTERNATIONAL SYMBOL OF ACCESS

NORTH HEALTH DISTRICT - FIRLANDS

1. ACCESS TO FACILITY
 - LOT IS UNPAVED AND RATHER ROUGH FOR WHEELCHAIR USE
 - FACILITY HAS FUNCTIONAL RAMP BUT RAILS ARE TOO LARGE FOR ANY HAND GRIP

SECTION 504

2. INTERIOR OF BUILDING

- RESTROOMS DO NOT MEET ALL ASSESSMENT CRITERIA: STALLS ARE TOO NARROW; GRAB BARS ARE TOO SHORT AND MIRRORS AND TOWEL DISPENSERS ARE PLACED TOO HIGH

SOUTHWEST HEALTH DISTRICT - NEW BUILDING

1. ACCESS TO FACILITY

- NO DESIGNATED HANDICAPPED PARKING SPACES
- NO PASSENGER LOADING ZONE
- NO CURB CUTS

2. INTERIOR OF BUILDING

- PUBLIC PHONES ARE LOCATED TOO HIGH AND ARE NOT EQUIPPED FOR THE HEARING IMPAIRED
- RESTROOMS DO NOT MEET ASSESSMENT CRITERIA WITH THE FOLLOWING EXCEPTIONS: THERE ARE 5 SQUARE FEET OF OPEN SPACE; MIRRORS AND SHELVES ARE PROPER HEIGHT AND DOORS ARE AT LEAST 32" WIDE

3. MISCELLANEOUS ITEMS

- NO IDENTIFYING SYMBOLS FOR ROOMS, OFFICES, WALLS AND DOORS
- NO INTERNATIONAL SYMBOL OF ACCESS

SOUTHWEST HEALTH DISTRICT - OLD BUILDING

1. ACCESS TO FACILITY

- SAME PROBLEMS AS NEW BUILDING
- DOOR WEIGHT IS QUESTIONABLE
- SHARP INCLINES/CHANGES IN FLOOR LEVEL AT DOORSILLS

2. INTERIOR OF BUILDING

- NOT ALL SWITCHES AND CONTROLS (E.G., LIGHTS, THERMOSTATS, WINDOWS, FIRE ALARMS, ETC.) PLACED AT HEIGHT OF 54"
- RESTROOMS DO NOT MEET ASSESSMENT CRITERIA WITH TWO EXCEPTIONS: HEIGHT OF WATER CLOSET AND OPEN SPACE AVAILABLE IN WOMEN'S RESTROOM SATISFACTORY

SECTION 504

3. MISCELLANEOUS ITEMS

- NO IDENTIFYING SYMBOLS FOR ROOMS, OFFICES, WALLS AND DOORS
- NO INTERNATIONAL SYMBOL OF ACCESS

SOUTHEAST DISTRICT OFFICE - RENTON

1. ACCESS TO FACILITY

- NO DESIGNATED HANDICAPPED PARKING SPACES
- NO PASSENGER LOADING ZONE
- SOME SIDEWALKS DO NOT BLEND TO COMMON LEVELS
- NO CURB CUTS
- ENTRANCE TO BUILDING HAS A SLIGHT INCLINE, THEREFORE THE 5 FOOT LEVEL DISTANCE CRITERION IS NOT MET

2. INTERIOR OF BUILDING

- CORRIDORS ARE 42½" RATHER THAN THE REQUIRED 48"
- PUBLIC PHONES DO NOT COMPLY WITH REQUIREMENTS
- MAJOR PROBLEMS WITH ALL RESTROOMS: SIZE OF ENTRANCES AND DOORS; PLACEMENT OF WATER CLOSETS; NO GRAB BARS; NO CLEARANCE ON BASINS; WRONG FAUCET TYPES; HEIGHT OF MIRRORS, SHELVES AND TOWEL DISPENSERS INCORRECT; SIZE OF VESTIBULE TOO SMALL; MODESTY PANEL ACCESS LIMITED

3. MISCELLANEOUS ITEMS

- NO IDENTIFYING SYMBOLS FOR ROOMS, OFFICES, WALLS, DOORS
- NO INTERNATIONAL SYMBOL OF ACCESS

SOUTHEAST DISTRICT OFFICE - AUBURN

1. ACCESS TO FACILITY

- NO DESIGNATED HANDICAPPED PARKING SPACES
- NO PASSENGER LOADING ZONE
- NO CURB CUTS
- PRIMARY ENTRANCE NOT ACCESSIBLE
- DOORS HAVE ONLY 29½" USABLE OPENING INSTEAD OF 32" MINIMUM

SECTION 504

- FLOOR IS NOT LEVEL FOR 5 FEET ON EITHER SIDE OF DOORWAYS
 - SHARP INCLINES AND/OR ABRUPT CHANGES IN LEVELS AT DOOR-SILLS
2. INTERIOR OF BUILDING
- HANDRAILS ARE NOT 32" HIGH NOR IS THERE AT LEAST ONE WHICH EXTENDS 18" BEYOND TOP AND BOTTOM STEP
 - FLOORS ARE NOT NON-SLIP MATERIAL
 - SWITCHES AND CONTROLS (E.G., LIGHTS, THERMOSTATS, WINDOWS, FIRE ALARMS, ETC.) PLACED AT HEIGHT OF 56" INSTEAD OF 54"
 - ALL RESTROOMS HAVE ONLY ONE WATER CLOSET; EACH RESTROOM HAS COMPLIANCE PROBLEMS. THE PLACEMENT OF WATER CLOSET IS INCORRECT, NO GRAB BARS OR OPEN SPACE, BASIN CLEARANCE IS NOT 29", HEIGHT OF MIRRORS, SHELVES, TOWEL DISPENSERS INCORRECT; DOORS ARE NOT 32" WIDE, MODESTY PANEL CLEARANCE NOT 42" WIDE.
3. MISCELLANEOUS ITEMS
- NO IDENTIFYING SYMBOLS FOR ROOMS, OFFICES, WALLS AND DOORS
 - NO INTERNATIONAL SYMBOL OF ACCESS

EAST HEALTH DISTRICT - MAIN BUILDING

1. ACCESS TO FACILITY
- LACK OF ADEQUATE PARKING FACILITIES
 - NO DESIGNATED HANDICAPPED PARKING SPACES
 - NO PASSENGER LOADING ZONE
 - NO CURB CUTS
 - ALL RESTROOMS ARE SINGLE WATER CLOSETS, NONE OF WHICH MEET ACCESSIBILITY CRITERIA

EAST HEALTH DISTRICT - NEW CLINIC BUILDING

1. ACCESS TO FACILITY
- SAME PROBLEMS AS MAIN BUILDING
 - HANDRAIL FOR RAMPS 1" TOO HIGH, EXTENDING BEYOND RAMP 8" AND NOT 12"

SECTION 504

- WEIGHT OF ENTRANCE DOOR IS QUESTIONABLE
- 2. INTERIOR OF BUILDING
 - CORRIDORS ARE 40" - 42" WIDE INSTEAD OF 48"
 - ALL RESTROOMS HAVE ONLY ONE WATER CLOSET AND DO NOT MEET ASSESSMENT CRITERIA WITH TWO EXCEPTIONS: THERE ARE 5 SQUARE FEET OF OPEN SPACE AND GRAB BARS ARE INSTALLED AT PROPER HEIGHT
- 3. MISCELLANEOUS ITEMS
 - NO IDENTIFYING SYMBOLS FOR ROOMS, OFFICES, WALLS AND DOORS
 - NO INTERNATIONAL SYMBOL OF ACCESS

OTHER HEALTH DEPARTMENT SITES

COLUMBIA HEALTH STATION
ENVIRONMENTAL HEALTH PROJECT
KING COUNTY BLOCK GRANT SITES
KING COUNTY WELL-CHILD CLINIC SITES

SINCE ALL OF THE FOUR SITES ABOVE, WITH THE EXCEPTION OF THE ENVIRONMENTAL HEALTH PROJECT, HAVE RATHER SEVERE PHYSICAL ACCESSIBILITY PROBLEMS, AND THE BLOCK GRANT AND WELL-CHILD CLINIC SITES ARE EITHER LEASED OR DONATED IN-KIND, THE DEPARTMENT WILL NOT ATTEMPT PHYSICAL COMPLIANCE. WE WILL USE A PROGRAM SOLUTION FOR ANY HANDICAPPED PERSON DESIRING SPECIFIC SERVICES AT THESE SITES.

II. METHODS USED TO ADDRESS IDENTIFIED BARRIERS

THE HEALTH DEPARTMENT HAS INITIATED THE FOLLOWING PROGRAM ADJUSTMENTS WHICH WILL BE UNIFORMLY APPLIED THROUGHOUT OUR SERVICE CENTERS. THESE PROGRAM ADJUSTMENTS WILL ACCOMPLISH TWO OBJECTIVES: 1) MAKE OUR SERVICES AVAILABLE DURING THE TRANSITION PHASE TO FULL PHYSICAL COMPLIANCE IN 1978, AND

SECTION 504

2) COMPLY WITH PROGRAM ACCESSIBILITY REGULATIONS AS ESTABLISHED BY SECTION 504.

DEPARTMENTAL ADJUSTMENTS FOR PROGRAM COMPLIANCE

1. EACH SERVICE CENTER HAS A STAFF POSITION ENTITLED: COMMUNITY SERVICES REPRESENTATIVE (CSR). THE CSR HAS BEEN DESIGNATED AS THE LEAD PERSON FOR RECEIPT OF TRAINING IN COMMUNICATIVE SKILLS. THE CSR WILL PARTICIPATE IN TRAINING AND EDUCATIONAL OPPORTUNITIES TO INCREASE THEIR KNOWLEDGE OF HANDICAPPED PEOPLE AND HANDICAPPING CONDITIONS, USING THE HANDICAPPED SERVICES UNIT OF THE HUMAN RESOURCES DEPARTMENT FOR TECHNICAL ASSISTANCE, AS NEEDED. THE CSR WILL BE EXPECTED TO CONDUCT IN-SERVICE EDUCATION SESSIONS FOR OTHER STAFF IN ORDER TO SHARE INFORMATION AND TECHNIQUES. IDENTIFICATION OF APPROPRIATE COURSES, SKILL DEVELOPMENT AND RESOURCES FOR OBTAINING SUCH SERVICES IS IN PROCESS.
2. ALL SERVICE CENTER STAFF HAVE BEEN SURVEYED TO DETERMINE CURRENT AND SPECIFIC SKILLS RELATING TO THE PROVISION OF SERVICES FOR THE HANDICAPPED. PHYSICAL MANAGEMENT OF NON-AMBULATORY PERSONS IS A COMMON SKILL AMONG THE NURSING STAFF. THROUGH IDENTIFICATION OF SPECIALIZED SKILLS, THE DEPARTMENT HAS THE CAPABILITY OF DISPATCHING INDIVIDUAL STAFF WITH APPROPRIATE PHYSICAL MANAGEMENT SKILLS TO A SERVICE CENTER LOCATION IN ORDER TO PROVIDE A NEEDED SERVICE. THE DISTRIBUTION OF THESE SKILLED NURSES THROUGHOUT THE DIFFERENT SERVICE CENTERS MINIMIZES PROBLEMS RELATED TO THE PROVISION OF PERSONAL HEALTH SERVICES TO THE HANDICAPPED. LIFT REQUIREMENTS FOR PROPER POSITIONING OF PATIENTS WITH CERTAIN HANDICAPPING CONDITIONS MIGHT BE ANTICIPATED IN THE FOLLOWING PROGRAM AREAS: CLINIC NURSING, FAMILY PLANNING AND CANCER SCREENING. MOST NURSES HAVE TRAINING IN TRANSFER OF NON-AMBULATORY PATIENTS; HOWEVER, PATIENT SIZE AND OTHER FACTORS MAY LIMIT THE ABILITY TO UTILIZE TRANSFER TECHNIQUES.

SECTION 504

THE DEPARTMENT WILL MAKE EVERY EFFORT TO PROVIDE THE SERVICE DESPITE THE INABILITY TO UTILIZE AN EXAMINATION TABLE, OR OTHER SPECIAL EQUIPMENT, TO POSITION A PATIENT, AND IT IS NOT ANTICIPATED THAT THIS PROBLEM WILL REPRESENT A LIMITATION OF SERVICE DELIVERY.

3. MOST PERSONAL HEALTH SERVICES CAN BE PROVIDED TO HANDICAPPED PERSONS WITHIN THE MAIN LOCATION OF THE HEALTH SERVICE CENTER. IN RARE INSTANCES WHERE PROGRAM SERVICES CANNOT BE PROVIDED AT A SERVICE CENTER, PROGRAM STAFF WILL ASSURE DELIVERY OF THE SERVICE AT THE PATIENT'S PLACE OF RESIDENCE. DELIVERY OF HOME SERVICES WILL BE CONSIDERED AS A MATTER OF LAST RESORT ONLY, BASED UPON THE PRIOR VERIFICATION OF A HANDICAPPING CONDITION AND THE FOREKNOWLEDGE THAT SERVICES CANNOT BE PROVIDED AT A SERVICE CENTER.
4. UNLESS A CENTRALIZED INFORMATION AND REFERRAL SYSTEM TO COMMUNICATE WITH THE HANDICAPPED ON ALL CITY SERVICES IS SET UP, THE DEPARTMENT WILL CONTINUE TO PROVIDE SPECIAL NOTICE TO HANDICAPPED ORGANIZATIONS INFORMING THEM OF THE TYPES AND AVAILABILITY OF DEPARTMENT SERVICES. ALTHOUGH THE DEPARTMENT HAS A LONG STANDING TRADITION OF PARTICIPATION IN CONSULTATION, TRAINING AND REFERRAL WITH THESE ORGANIZATIONS, SPECIAL NOTICE WILL BE PROVIDED. IN ADDITION, ORGANIZATIONS ARE BEING QUESTIONED REGARDING ASSISTANCE IN PROVISION OF WRITTEN, TAPED, BRAILLE, AND RAISED LETTER COMMUNICATION FORMATS APPROPRIATE FOR TRANSMITTAL OF INFORMATION TO THE HANDICAPPED.

A LIST OF ORGANIZATIONS FOLLOWS:

SECTION 504

COMMUNITY ORGANIZATIONS FOR THE HANDICAPPED

ADVOCATES FOR THE ORTHOPEDICALLY
HANDICAPPED
6511 SOUTH 153RD
SEATTLE, WASH.
244-2111
(JOANNE HART, PRESIDENT)

AMERICAN HEART ASSOCIATION
STROKE CLUB
333 - 1ST AVENUE WEST
SEATTLE, WASH. 98119
285-2415

BELLEVUE COMMUNITY COLLEGE
BELLEVUE, WASH.
747-1263
(JOYCE HOLGRIN, COORDINATOR
FOR THE HANDICAPPED)

CALVARY TEMPLE CHURCH FOR
THE DEAF
6810 - 8TH AVENUE N.E.
SEATTLE, WASH. 98115
525-7474
(REVEREND PAUL CURTSTROM)

COMMISSION FOR THE BLIND
3411 SOUTH ALASKA STREET
SEATTLE, WASH. 98144
464-6690
(KEN HOPKINS, ADMINISTRATOR)

COMMUNITY SERVICES FOR THE
BLIND
1530 QUEEN ANNE NORTH
SEATTLE, WASH. 98109
285-0900
(STAN BRILLER, EXEC. DIRECTOR)

COMMUNITY SERVICE FOR THE
DEAF & HARD OF HEARING
916 EAST JEFFERSON, RM. 214
SEATTLE, WASH. 98122
(ROGER FALBERG, PRESIDENT)

CONBELA ASSOCIATION OF SEATTLE
945 ELLIOTT WEST
SEATTLE, WASH.
284-3901

CONGRESS OF THE PHYSICALLY
HANDICAPPED
85TH AND 16TH N.W.
SEATTLE, WASH.
782-2478
(BEV JUNTTI, PRESIDENT)

DEAF IN ACTION
416 - 35TH AVENUE SOUTH
SEATTLE, WASH. 98144
725-5200
(BOB BOURKE, PRESIDENT)

DISABLED AMERICAN VETERANS
915 - 2ND AVENUE
SEATTLE, WASH. 98101
442-7048

SECTION 504

DEPARTMENT OF SOCIAL & HEALTH
SERVICES

BUREAU OF DEVELOPMENTAL DIS-
ABILITIES

CASE SERVICES

1700 EAST CHERRY

SEATTLE, WASH. 98122

464-5488

DEPARTMENT OF SOCIAL & HEALTH
SERVICES

DIVISION OF VOCATIONAL
REHABILITATION

1700 EAST CHERRY

SEATTLE, WASH. 98122

464-7858, 464-7773

(MILDRED JOHNSON, VOCATIONAL
REHABILITATION COUNSELOR

BILL GRIFFITHS, DISTRICT
ADMINISTRATOR)

EASTER SEAL SOCIETY FOR CRIPPLED
CHILDREN AND ADULTS

521 - 2ND AVENUE WEST

SEATTLE, WASH. 98119

284-5706

(WILLIAM UNTI, DIRECTOR)

EMPLOYMENT SECURITY, BALLARD OFFICE
8746 MARY AVENUE N.W.

SEATTLE, WASH. 98117

545-7077

(CECIL IVEY, MANAGER)

EMPLOYMENT SECURITY, DOWNTOWN OFFICE
5TH AND VIRGINIA

SEATTLE, WASH.

464-5387

(ETHEL McMANUS, JOB SERVICE COORD.)

EMPLOYMENT SECURITY, LAKE CITY
OFFICE

11536 LAKE CITY WAY

SEATTLE, WASH.

(WARREN COATES, MANAGER)

EMPLOYMENT SECURITY, NORTH
BELLEVUE OFFICE

13133 BELLEVUE-REDMOND ROAD

BELLEVUE, WASH.

(PAUL HOSADA, MANAGER)

EMPLOYMENT SECURITY, RAINIER
OFFICE

3230 RAINIER AVENUE SOUTH

SEATTLE, WASH. 98144

(DAN MEDONICH, MANAGER)

EMPLOYMENT SECURITY, WEST
SEATTLE BRANCH

8830 - 25TH AVENUE S.W.

SEATTLE, WASH. 98106

764-4310

(RICHARD THOMPSON, MANAGER)

EPILEPSY SOCIETY OF WESTERN
WASHINGTON

145 N.W. 85TH

SEATTLE, WASH. 98111

784-5775

(MARIANNE LIPPINCOTT, EXEC.
DIRECTOR)

FIRCREST SCHOOL

15230 - 15TH N.E.

SEATTLE, WASH.

364-0300

(FRANK JUDKINS, ADMINISTRATOR)

SECTION 504

GOVERNOR'S COMMITTEE ON EMPLOYMENT
OF THE HANDICAPPED
WASHINGTON STATE EMPLOYMENT SECURITY
DEPARTMENT
OLYMPIA, WASH. 98504
(PAUL DZIEDZIC, EXEC. SECRETARY)

HANDICAPPED REFERRAL PROJECT
1107 N.E. 45TH - SUITE 225
SEATTLE, WASH. 98105
543-5801

KING COUNTY ASSOCIATION FOR
RETARDED CITIZENS
2230 - 8TH AVENUE
SEATTLE, WASH. 98121
622-9292
(JUDY FARRAR, EXEC. DIRECTOR)

KING COUNTY COUNCIL OF THE BLIND
4408 SOUTH FERDINAND
SEATTLE, WASH. 98118
722-1042
(ALICE OLSON, PRESIDENT)

KING COUNTY MOBILE OUTREACH
300 - 8TH NORTH
SEATTLE, WASH. 98109
344-7415
(KATHLEEN SULLIVAN, LIBRARIAN)

KING COUNTY MULTIPLE SCLEROSIS
SOCIETY
1201 DEXTER AVENUE NORTH
SEATTLE, WASH. 98109
282-9297
(JANET WYLIE, EXEC. SECRETARY)

LIBRARY FOR THE BLIND/PHYSICALLY
HANDICAPPED
811 HARRISON
SEATTLE, WASH. 98109
464-6930
(SHARON HAMMER, ADMINISTRATOR)

LIGHTHOUSE FOR THE BLIND
2501 SOUTH PLUM
SEATTLE, WASH. 98144
322-4200
(RUDOLPH ELMER, EXEC. DIRECTOR)

MUSCULAR DYSTROPHY ASSOCIATION
SEABOARD BUILDING
1506 WESTLAKE AVENUE
SEATTLE, WASH. 98144
624-5220
(KAY PLUMB, PATIENT SERVICES
COORD.)

NATIONAL MULTIPLE SCLEROSIS
SOCIETY
309 - 8TH AVENUE NORTH
SEATTLE, WASH. 98109
624-3025
(DALE LUDY, EXEC. DIRECTOR)

NATIONAL REHABILITATION ASSOCIA-
TION, PUGET SOUND CHAPTER
12033 PHINNEY
SEATTLE, WASH. 98133
(ANNE WALTZ, PRESIDENT)

SECTION 504

NORTHWEST FOUNDATION FOR THE
BLIND
5250 RAINIER AVENUE SOUTH
SEATTLE, WASH. 98118
722-7171
(ARNOLD SADLER, EXEC. SECRETARY)

NORTHWEST KIDNEY CENTER
1102 COLUMBIA STREET
SEATTLE, WASH. 98104
292-2771

NORTHWEST PARALYZED VETERANS
3242 - 35TH S.W.
SEATTLE, WASH.
938-3118
(JACK MICHAELS, PRESIDENT)

OFFICE OF FEDERAL CONTRACT
COMPLIANCE
OLD FEDERAL BLDG., RM. 1023
909 - 1ST AVENUE
SEATTLE, WASH. 98174
442-4508
(GERALD REDLAR, EMPLOYMENT
OPPORTUNITY SPECIALIST/
HANDICAPPED)

ORION INDUSTRIES
7600 - 5TH AVENUE SOUTH
SEATTLE, WASH. 98122
762-8900

OUR REDEEMERS LUTHERAN CHURCH
OF THE DEAF
766 JOHN STREET
SEATTLE, WASH. 98122
622-6941
(REVEREND WILLIAM LUDWIG)

PROJECT DIRECTOR SERVICES
PERSONAL ADVOCACY SERVICES SYSTEM
15230 - 15TH AVENUE N.E.
SEATTLE, WASH. 98155
364-0300 EXT. 255

RANDOLPH CARTER INDUSTRIAL
WORKSHOP
2100 EAST SPRUCE
SEATTLE, WASH. 98122
329-8500
(ORAN WEBB, EXEC. DIRECTOR)

SEATTLE CENTRAL COMMUNITY COLLEGE
PROGRAMS FOR THE BLIND
SEATTLE, WASH. 98122
587-3888
(ED FOSCUE, DIRECTOR)

SEATTLE CENTRAL COMMUNITY COLLEGE
PROGRAM FOR THE DEAF
1801 BROADWAY
SEATTLE, WASH.
587-4183
(RON LAFAYETTE, PROJECT DIRECTOR)

SEATTLE GOODWILL INDUSTRIES
1400 SOUTH LANE
SEATTLE, WASH. 98144
329-1000
(HELEN MICHELSON, DIRECTOR
COUNSELING SERVICES)

SEATTLE SPEECH & HEARING CENTER
1620 - 18TH AVENUE
SEATTLE, WASH. 98122
223-5770
(CLYDE MOTT, EXEC. DIRECTOR)

SECTION 504

SEATTLE MENTAL HEALTH INSTITUTE
1600 EAST OLIVE
SEATTLE, WASH. 98122
281-4300
(MYRON KOWALS, EXEC. DIRECTOR)

SEATTLE UNIVERSITY
HANDICAPPED SERVICES
PIGOTT HALL
SEATTLE, WASH. 98122
626-5310
(PEG SIFFERMAN, COORD. FOR THE
HANDICAPPED)

SEATTLE WORK TRAINING CENTER
520 BROAD
SEATTLE, WASH. 98101
632-7050
(KEN SCHELLHASE, EXEC. DIRECTOR)

TROUBLESHOOTERS
1600 WEST ARMORY WAY
SEATTLE, WASH.
284-1037
(KATY DOLAN, DIRECTOR)

UNITED CEREBRAL PALSY OF KING
COUNTY
4409 INTERLAKE NORTH
SEATTLE, WASH.
632-2827
(ERV LARSON, EXEC. DIRECTOR)

UNIVERSITY OF WASHINGTON
DISABLED STUDENTS COMMISSION
SEATTLE, WASH. 98195
543-7503
(MIKE SMITH, CHAIRMAN)

UNIVERSITY OF WASHINGTON
SCHOOL OF MEDICINE - PHYSICAL
MEDICINE AND REHABILITATION
M/S RJ-30
SEATTLE, WASH. 98195
543-7067
(MIKE CLOWERS, DIRECTOR
VOCATIONAL COUNSELING UNIT)

UNIVERSITY OF WASHINGTON
SCHOOL OF SOCIAL WORK - PROJECTS
ON DISABILITY
M/S J6-14
1417 N.E. 42ND STREET
SEATTLE, WASH. 98195
(TROVA HUTCHINS)

UNIVERSITY OF WASHINGTON
STAFF EMPLOYMENT
1415 N.E. 45TH STREET
SEATTLE, WASH. 98105
543-6969
(CINDY JOHNSON, PERSONNEL REP.)

VETERAN'S ADMINISTRATION
REGIONAL OFFICE
COUNSELING SERVICES
NEW FEDERAL OFFICE BUILDING
SEATTLE, WASH. 98174
624-7200
(MARGE HEWITT, DIRECTOR)

WASHINGTON COALITION OF CITIZENS
WITH DISABILITIES
1935 - 42ND NORTH
SEATTLE, WASH. 98112
329-4363
(JACK MARTIN, PRESIDENT)

SECTION 504

WASHINGTON FEDERATION OF THE BLIND
P.O. Box 12563
SEATTLE, WASH. 98111
522-7160
(SUE AMMETER, PRESIDENT)

WASHINGTON ASSOCIATION OF THE DEAF
1831 - 8TH WEST
SEATTLE, WASH.
284-5479
(CLYDE KETCHUM, PRESIDENT)

WASHINGTON ASSOCIATION OF THE DEAF
SEATTLE CHAPTER
1043 N.E. 188TH
SEATTLE, WASH. 98155
(ALLIE JOINER, PRESIDENT)

WASHINGTON STATE HUMAN RIGHTS
COMMISSION
1601 - 2ND AVENUE
SEATTLE, WASH. 98101
464-6500
(BILL HILLIARD, EXEC. DIRECTOR)

WASHINGTON STATE DEPT. OF LABOR
& INDUSTRIES
BUCKNER REHABILITATION CENTER
FOR INJURED WORKERS
4730 - 32ND SOUTH
SEATTLE, WASH. 98144
464-6631

WESTERN WASHINGTON LUTHERAN
CHURCH OF THE DEAF
6547 - 46TH AVENUE N.E.
SEATTLE, WASH. 98115
524-2283

WHO LIVES NEXT DOOR
10416 - 42ND N.E.
SEATTLE, WASH. 98125
523-1665
(PAUL WYSOCKI, CHAIRMAN)

WORK OPPORTUNITIES
6515 - 202ND S.W.
LYNNWOOD, WASH. 98036
778-5034
(MIKE HATCH, EXEC. DIRECTOR)

SECTION 504

5. ALL DEPARTMENT PROGRAMS HAVE BEEN SURVEYED REGARDING THEIR CURRENT EXPERIENCE IN PROVISION OF SERVICES TO THE HANDICAPPED. MOST PROGRAMS REPORT SOME SERVICE DELIVERY TO HANDICAPPED PERSONS; THE GROSS MEAN ESTIMATE IS THAT APPROXIMATELY THREE PERCENT OF ALL SERVICES ARE PROVIDED TO HANDICAPPED PERSONS.
6. ALL WRITTEN MATERIALS WILL BE AVAILABLE IN ALTERNATE COMMUNICATIVE FORMS. MUCH OF THE DEPARTMENT'S HEALTH EDUCATION AND INSTRUCTIONAL INFORMATION IS AVAILABLE IN LARGE TYPE. THE CAPABILITY FOR TRANSLATION OF ANY MATERIAL INTO ALTERNATE FORMS WILL BE DEVELOPED THROUGH AGREEMENT WITH OTHER SERVICE AGENCIES. BRAILLE TRANSCRIPTION AND AUDIO-TAPES WILL BE MADE AVAILABLE WHEN REQUIRED.
7. CERTAIN HANDICAPPED CONDITIONS WILL NECESSITATE REFERRAL FOR CARE; FOR EXAMPLE, CERTAIN NEUROLOGICAL AND MUSCULOSKELETAL DISORDERS, WHERE THE DEPARTMENT WOULD NOT BE THE PROPER TREATMENT SETTING DUE TO LACK OF PROPER EQUIPMENT, RESTRAINTS AND MEDICAL BACKUP. SUCH INSTANCES SHOULD BE RARELY ENCOUNTERED; MOST PERSONS IN THESE CATEGORIES WILL PROBABLY BE INVOLVED IN SPECIALTY SERVICE CENTERS. HOWEVER, THE DEPARTMENT WILL RETAIN THE PREROGATIVE TO REFER CERTAIN PATIENTS IF, IN THE CONSIDERATION OF THE PROVIDER STAFF, THE PROVISION OF THE SERVICE WOULD BE MEDICALLY IMPROPER IN THE DEPARTMENT SETTING.
8. SPECIAL SERVICE CENTER PROGRAMS DO NOT PRESENT MAJOR COMPLIANCE PROBLEMS. IN GENERAL, SERVICES CAN BE PROVIDED REGARDLESS OF HANDICAPPING CONDITIONS. THE JAIL INFIRMARY PROVIDES SERVICES FOR MINOR ACUTE ILLNESS, CONVALESCENT AND SOME CHRONIC CARE PATIENTS. IN GENERAL, SERVICES COULD BE PROVIDED TO ANY HANDICAPPED AND INCARCERATED PATIENT. FOR MEDICAL SERVICES BEYOND THE PROGRAMMATIC CAPACITY OF THE INFIRMARY, PATIENTS ARE ROUTINELY TRANSFERRED TO

SECTION 504

HARBORVIEW HOSPITAL. AN ESTIMATED TEN PERCENT OF JAIL PATIENTS HAVE HANDICAPPING CONDITIONS. VITAL STATISTICS IS LARGELY A SERVICE CONDUCTED BY MAIL; THE PUBLIC MAY UTILIZE THE SERVICE IN PERSON. COMMUNICABLE DISEASE (CD) SERVICES AND TUBERCULOSIS CONTROL MAY BE PROVIDED TO HANDICAPPED PERSONS WITHOUT IMPEDIMENT.

9. VENEREAL DISEASE SERVICES ARE FULLY AVAILABLE IN THE CLINIC SETTING. IF CIRCUMSTANCES REQUIRED, AN MD, RN OR PA COULD PERFORM PELVIC EXAMINATIONS OUTSIDE THE CLINIC SETTING. AS PREVIOUSLY STATED, PATIENT TRANSFER PROCEDURES MAY, IN SOME INSTANCES, HAMPER SERVICE DELIVERY. ALSO, EXAMINATION TABLES CURRENTLY IN USE DO NOT HAVE ADJUSTMENT RANGES, ESPECIALLY IN LOWER POSITIONS, SUFFICIENT TO PROVIDE FULL SERVICES FOR CERTAIN TYPES OF HANDICAPPING CONDITIONS.
10. ENVIRONMENTAL HEALTH PROGRAMS APPEAR TO OFFER FEW COMPLIANCE PROBLEMS. THE PROGRAMS ARE CONDUCTED IN THE FIELD, ARE NOT PERSONALLY OR INDIVIDUALLY DIRECTED AS A RULE, AND MAY BE DELIVERED IN THE COMMUNITY OR HOME SETTING. WHERE COMMUNICATION PROBLEMS ARISE, THEY WILL BE ADDRESSED.
11. ONE STAFF MEMBER OF THE SPECIAL CENTER HAS SKILLS IN SIGN LANGUAGE. IT IS ANTICIPATED THAT THIS PERSON WILL BE A RESOURCE FOR ALL DEPARTMENT PROGRAMS OPERATING IN THE PUBLIC SAFETY BUILDING. IF THE NEED ARISES, THE STAFF MEMBER COULD ALSO BE MADE AVAILABLE TO OTHER SERVICE CENTERS; SUCH A POTENTIAL IS OF LIMITED AND SHORT TERM VALUE BUT WILL SUFFICE UNTIL CSR STAFF, AND OTHERS, RECEIVE TRAINING IN THIS AREA. ANOTHER STAFF MEMBER HAS RECENTLY COMPLETED A COURSE ON CARE FOR PHYSICALLY HANDICAPPED WOMEN.

CENTRAL HEALTH DISTRICT COMPLIANCE

1. PUBLIC SAFETY BUILDING (PSB)

SECTION 504

ALL SERVICES PROVIDED BY THE FOLLOWING PROGRAMS COULD BE PROVIDED EITHER IN THE PSB CLINICS OR, AS A LAST RESORT, IN THE HOME: MATERNITY AND INFANT CARE PROJECT, CLINIC NURSING, DAY CARE SCREENING, SUDDEN INFANT DEATH SYNDROME SERVICES, CRIPPLED CHILDRENS SERVICES, FAMILY PLANNING, COMMUNICABLE DISEASE, WOMEN AND INFANTS CARE (RELOCATED FROM QUEEN ANNE CHURCHES), FIELD NURSING AND CANCER SCREENING. DENTAL SERVICES WILL POSE PROBLEMS FOR CERTAIN TYPES OF HANDICAPPING CONDITIONS DUE TO THE PHYSICAL LIMITATIONS AND BARRIERS IN DENTAL CLINICS. UNTIL RENOVATION OF THE CLINICS ARE COMPLETED, REFERRALS TO CDMRS AND THE CEREBRAL PALSY CENTER WILL BE UTILIZED FOR SEVERELY HANDICAPPED PATIENTS. RECRUITMENT HAS BEGUN FOR A DENTAL CLINICIAN EXPERIENCED IN PROVIDING DENTAL SERVICES TO THE HANDICAPPED. IN ADDITION, SENIOR LEVEL DENTAL ASSISTANTS AND SELECTED STAFF DENTISTS WILL ATTEND TRAINING COURSES IN THE DECODE PROGRAM (UNIVERSITY OF WASHINGTON, SCHOOL OF DENTISTRY) TO LEARN SKILLS NECESSARY TO PROVIDE DENTAL SERVICES FOR THE HANDICAPPED.

2. COLUMBIA CITY HEALTH CENTER

DUE TO THE FACILITY'S DESIGNATION AS AN HISTORIC SITE, NO PHYSICAL MODIFICATIONS ARE PERMISSIBLE. ALL CHILDREN AND YOUTH PROJECT SERVICES COULD BE PROVIDED IN THE HOME IF NECESSARY. ALL SERVICES RENDERED BY OTHER PROGRAMS OPERATING IN THE CENTER WOULD BE AVAILABLE AT THE PUBLIC SAFETY BUILDING.

NORTH HEALTH DISTRICT COMPLIANCE

THE DEPARTMENT'S NEW NORTH DISTRICT OFFICE IS EXPECTED TO BE COMPLETED BY JANUARY 1979. ALL SECTION 504 REQUIREMENTS WILL BE MET IN THIS FACILITY. THE CURRENT LOCATION AT FIRLANDS MEETS MANY OF THE REQUIREMENTS AS AN INTERIM ALTERNATIVE.

SECTION 504

THE BOTHELL CHILD HEALTH IMMUNIZATION CLINIC IS UNABLE TO MEET SECTION 504 REQUIREMENTS, BUT THE DISTRICT OFFICE IS AN ALTERNATIVE SITE IN THE SERVICE AREA. CLIENTS FROM IN AND AROUND INCORPORATED BOTHELL WILL BE REQUIRED TO TRAVEL TO THE DISTRICT OFFICE. THIS MIGHT PRESENT THE PROBLEM OF TRANSPORTATION ACCESS, AND NON-HANDICAPPED CLIENTS MAY BE LOST IN THE PROCESS. AS A LAST RESORT, SOME CLINICAL SERVICES CAN BE DELIVERED TO HANDICAPPED CLIENTS IN HOMES.

THE DISTRICT OFFICE CAN ALSO BE AN ALTERNATIVE LOCATION FOR HANDICAPPED PATIENTS ATTENDING THE OUTLYING AMBULATORY GERIATRIC CLINICS. ONE SENIOR CITIZEN CENTER - PARAMOUNT PARK (SHORELINE) MEETS SECTION 504 REQUIREMENTS AND CAN ALSO BE USED AS AN ALTERNATIVE LOCATION FOR NORTH DISTRICT GERIATRIC HANDICAPPED CLIENTS. HOME VISITS TO THESE INDIVIDUALS CAN BE MADE; HOWEVER, THE PROBLEM OF VERIFICATION OR DEMAND UPON STAFF TIME MIGHT BECOME ENORMOUS BECAUSE OF THE NATURE (OLDER AGE, CHRONIC DISABILITIES, ETC.) OF THIS CLIENT POPULATION.

AS A RESULT OF THE ESSENTIAL SIMILARITY AMONG PROGRAMS REGARDLESS OF THE SERVICE CENTER IN WHICH THEY OPERATE, NO ATTEMPT WILL BE MADE TO REPEAT PROGRAM AREAS FOR THE NORTH SERVICE CENTER. THE CONSIDERATIONS ARE ESSENTIALLY THE SAME AS DISCUSSED PREVIOUSLY UNDER THE CENTRAL SERVICE CENTER.

SOUTHWEST HEALTH DISTRICT COMPLIANCE

THE FACILITY WILL BE TOTALLY ACCESSIBLE TO THE HANDICAPPED. PROGRAMS AND SERVICES INVOLVE THE SAME CONSIDERATION LISTED PREVIOUSLY.

SOUTHEAST AND EAST HEALTH DISTRICT COMPLIANCE

SEE ABOVE. ALL SERVICES OFFERED AT THE AUBURN SATELLITE FACILITY WILL BE AVAILABLE AT THE ACCESSIBLE MAIN OFFICE OF THE SOUTHEAST SERVICE CENTER.

SECTION 504

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM COMPLIANCE

SERVICES PROVIDED BY THESE PROGRAMS AT REMOTE SITES CAN ALSO BE PROVIDED AT THE HEALTH SERVICE CENTERS. MANY OF THESE PROGRAMS PROVIDE SERVICES TO SPECIFICALLY IDENTIFIED POPULATION GROUPS. CATEGORICAL INCLUSION IN THE SPECIFIC POPULATION GROUPS IS A PREREQUISITE FOR PARTICIPATION IN BLOCK GRANT PROGRAMS. ALL PERSONS ELIGIBLE TO RECEIVE SERVICES THROUGH BLOCK GRANT PROGRAMS MAY BE SERVED IN PROGRAM SITE LOCATIONS OR HEALTH SERVICE CENTERS.

NURSE AND CHILD HEALTH CLINIC COMPLIANCE

THESE CLINICS ARE PROVIDED IN A VARIETY OF GEOGRAPHICAL AND PHYSICAL PROGRAM SITES. SEVERAL SITES ARE LOCATED IN CHURCHES AND COMMUNITY CENTERS BOTH IN THE CITY AND KING COUNTY. THE DEPARTMENT IS PREPARED TO PROVIDE PROGRAM SERVICES IN THE RESPECTIVE DISTRICT OFFICE WHEN PHYSICAL BARRIERS INTERFERE WITH PROVISION OF SERVICES AT FIELD SITE LOCATIONS. AS A LAST RESORT, UNDER EXTRAORDINARY CIRCUMSTANCES, SERVICES WILL BE PROVIDED IN THE HOME.

III. WORK SCHEDULE TO ACHIEVE PHYSICAL ACCESS

THE DEPARTMENT HAS MADE THE DECISION TO ENSURE PHYSICAL COMPLIANCE IN EACH OF THE FIVE HEALTH DISTRICT SITES. ALL OTHER SATELLITE CLINICS AND OTHER DEPARTMENTAL FIELD SERVICE SITES WILL NOT BE MADE TO COMPLY.

THE DEPARTMENT WILL ACHIEVE PHYSICAL COMPLIANCE IN ALL DISTRICT OFFICES AS FOLLOWS:

CENTRAL HEALTH DISTRICT - PUBLIC SAFETY BUILDING

TOTAL RENOVATION OF THE PUBLIC SAFETY BUILDING AND SITE IS ESTIMATED AT \$4.5 MILLION. THIS FIGURE INCLUDES COSTS FOR

SECTION 504

MAKING THE BUILDING AND PROGRAMS ACCESSIBLE WITHIN THE SCOPE OF A COMPREHENSIVE WORK PROGRAM. VOTERS HAVE TWICE FAILED TO APPROVE A LEVY WHICH WOULD PAY FOR TOTAL RENOVATION, AND THE CITY IS NOW CONSIDERING THE ISSUANCE OF COUNCILMANIC BONDS FOR THIS PURPOSE.

BARRING TOTAL RENOVATION AS PROPOSED BY THE CITY, SEPARATE COSTS TO MAKE HEALTH DEPARTMENT PROGRAMS IN THE BUILDING FULLY ACCESSIBLE HAVE BEEN ROUGHLY ESTIMATED.

1. ACCESS TO FACILITY

- LIGHTEN/BALANCE TWO PAIR OF DOORS \$ 8,500
IN VESTIBULE

2. INTERIOR OF BUILDING

- WIDEN CLINIC AISLES AND PASSAGE- \$100,000
WAYS TO
(HIGH END OF RANGE TAKES INTO \$500,000
ACCOUNT RAISING/LOWERING CEILINGS,
MECHANICAL/ELECTRICAL ADJUSTMENTS)
- LOWER VITAL STATISTICS COUNTER \$ 400
- LOWER CONTROL PANELS IN THREE \$ 10,000
ELEVATOR CARS TO 48"; ADD RAISED
OR BRAILLE CALL BUTTONS
- MAKE A RESTROOM FOR MEN AND A \$ 40,000
RESTROOM FOR WOMEN ACCESSIBLE
ON EACH FLOOR WHERE HEALTH DE-
PARTMENT SERVICES ARE PROVIDED
(TOTAL OF 6)

IN ADDITION, THE DEPARTMENT WILL INITIATE ACTION TO HAVE AT LEAST ONE HANDICAPPED PARKING SPACE DESIGNATED AT THE 3RD AVENUE ENTRANCE TO THE PUBLIC SAFETY BUILDING.

SECTION 504

WHATEVER THE OUTCOME OF THIS REMODEL PROJECT, HEALTH DEPARTMENT PROGRAMS IN THE FACILITY WILL BE FULLY ACCESSIBLE BY 1980. IN THE INTERIM, THE HEALTH DEPARTMENT WILL UTILIZE A PROGRAMMATIC SOLUTION OR PHYSICALLY ASSIST THOSE HANDICAPPED PERSONS DESIRING SERVICES FROM THIS LOCATION.

NORTH HEALTH DISTRICT - FIRLANDS

THE PRESENT OFFICE AT FIRLANDS IS TO BE REPLACED BY A NEW FACILITY WHICH IS PRESENTLY UNDER CONSTRUCTION. THIS CENTER WILL MEET ALL PHYSICAL STANDARDS FOR HANDICAPPED ACCESSIBILITY. THE BUILDING IS SCHEDULED FOR COMPLETION IN EARLY 1979. THE DEPARTMENT WILL USE A PROGRAM SOLUTION FOR PHYSICAL ACCESS PROBLEMS NOW EXPERIENCED AT OUR FIRLANDS NORTH OFFICE SITE.

SOUTHWEST HEALTH DISTRICT - WHITE CENTER

SOUTHEAST HEALTH DISTRICT - (RENTON ONLY)

EAST HEALTH DISTRICT - BELLEVUE

1. THE KING COUNTY DIVISION OF ARCHITECTURE WILL HIRE A CONSULTANT TO ASSESS ALL KING COUNTY-OWNED HEALTH DEPARTMENT FACILITIES. THE CONSULTANT WILL IDENTIFY ACCESSIBILITY BARRIERS AND COST-OUT THE WORK NECESSARY FOR ELIMINATION OF ACCESS BARRIERS. THIS DOLLAR COST WILL THEN BE REQUESTED FROM THE COUNTY COUNCIL FOR FUNDING. THE CONSULTANT'S WORK IS SCHEDULED FOR COMPLETION IN APRIL.
2. THE DEPARTMENT WILL USE THE CONSULTANT'S REPORT AS A BASIS FOR SUBMITTING IN OUR 1979 KING COUNTY CIP REQUEST THE FUNDING NECESSARY TO COMPLETE THE WORK FOR PHYSICAL COMPLIANCE IN EACH OF THESE THREE OFFICES.
3. KING COUNTY WILL MAKE THE ULTIMATE DECISION ON WHICH BARRIERS WILL BE CORRECTED. IN MOST CASES, THE MAJOR ACCESSIBILITY CRITERIA OUR DISTRICT OFFICES DO NOT MEET INCLUDE

SECTION 504

PARKING, DOORS/DOORWAYS AND RESTROOMS. THE PROBLEM WITH CORRIDOR WIDTH WILL MOST LIKELY HAVE TO REMAIN, AS THIS WOULD BE PROHIBITIVELY EXPENSIVE TO CORRECT.

4. ANY WORK NOT COMPLETED DURING 1979 WILL BE INCLUDED IN OUR 1980 COUNTY CIP REQUEST. THE DEPARTMENT, VIS-A-VIS KING COUNTY AND THE CITY, SHOULD BE IN TOTAL PHYSICAL COMPLIANCE BY 1980, AS REQUIRED BY SECTION 504 REGULATIONS. HOWEVER, WHERE THE DEPARTMENT CANNOT MEET PHYSICAL COMPLIANCE DUE TO LACK OF FUNDING REQUIRED FOR CORRECTION, OUR PROGRAM COMPLIANCE PACKAGE WILL RESOLVE ANY SERVICE DELIVERY PROBLEMS EXPERIENCED BY THE HANDICAPPED.

IV. IDENTIFICATION OF PERSONS RESPONSIBLE FOR IMPLEMENTATION OF THE HEALTH DEPARTMENT'S PROGRAM ACCESSIBILITY PLAN

OVERALL COORDINATOR OF DEPARTMENT COMPLIANCE: DR. C. A. EVANS
(625-2121)

PROGRAM COMPLIANCE: DR. C. A. EVANS
(625-2121)

PHYSICAL COMPLIANCE: ANTHONY HERNANDEZ
(625-2529)

EMPLOYMENT: A. S. McMILLAN
(625-5063)

SECTION 504

THE DEPARTMENT OF HUMAN RESOURCES
UPWARD BOUND PROGRAM

THE UPWARD BOUND PROGRAM OPERATES ON THE CAMPUS OF SEATTLE UNIVERSITY, WHICH IS ALSO SUBJECT TO SECTION 504 REGULATIONS. THE TRANSITION PLAN FOR SEATTLE UNIVERSITY PROPOSES NO SPECIFIC PHYSICAL ALTERATIONS FOR THE UPWARD BOUND SITE.

IN ITS FOURTEEN MONTHS OF OPERATION, THE PROGRAM HAS HAD NO REFERRALS OF HANDICAPPED STUDENTS. AT SUCH TIME AS THE PROGRAM RECEIVES APPLICATIONS FROM HANDICAPPED STUDENTS, UPWARD BOUND STAFF ARE COMMITTED TO THE FOLLOWING PROGRAMMATIC ACTIONS IN ORDER TO SERVE HANDICAPPED STUDENTS:

1. DELIVER SERVICES TO HOMEBOUND STUDENTS.
2. PROVIDE TRANSPORTATION FOR HANDICAPPED TO ALTERNATE ACCESSIBLE PROGRAM SITES.
3. PROVIDE STAFF WITH EDUCATIONAL OPPORTUNITIES TO LEARN COMMUNICATION SKILLS FOR DEAF/HARD OF HEARING.
4. PROVIDE INFORMATIONAL MATERIALS FOR CLIENTS, AVAILABLE IN BRAILLE/LARGE TYPE.
5. PROVIDE SENSITIVITY TRAINING FOR STAFF ON THE SPECIAL PROBLEMS/NEEDS OF THE HANDICAPPED.
6. SPEND EXTRA TIME WITH CLIENTS WHO MAY NEED SPECIAL HELP WITH PROGRAM INSTRUCTIONS OR INFORMATION.

IDENTIFICATION OF PERSONS RESPONSIBLE FOR IMPLEMENTATION OF THE UPWARD BOUND PROGRAM ACCESSIBILITY PLAN

SECTION 504

OVERALL COORDINATION OF PROGRAM COMPLIANCE: CURTIS M. GREEN, JR.
(625-4695)

PROGRAM COMPLIANCE: JON SEAL
(625-4300)

ATTACHMENT

PERSONNEL/CIVIL SERVICE
PROGRAMS FOR THE HANDICAPPED

John J. Driscoll, Personnel Director
Secretary and Chief Examiner
Personnel/Civil Service
City of Seattle
November 8, 1977

TABLE OF CONTENTS

	<u>Page</u>
Introduction	1
Program Thrust	2
Recruiting	3
Special Exam Administration	5
Exam Statistics	7
Pre-Employment Physicals	8
Driver's Permits and Employment	9
Employment Discrimination Cases	10
CETA	12

Copies of the following appendices to the Personnel/Civil Service Programs for the Handicapped attachment are on file in the Office of Policy Planning and may be obtained by calling Sidney Freeman at 625-4582.

Appendix A (Handicapped brochure)	14
Appendix B (Reports on publicizing job opportunities for the handicapped)	16
Appendix C (Documentation and reports on special exam administration)	21
Appendix D (Exam statistics reports for handicapped)	31
Appendix E (Letter from Personnel Director on employment of the handicapped)	35
Appendix F (Report on CETA enrollment)	37
Appendix G (CETA project application for "Improving Affirmative Action for Handicapped Persons")	38

INTRODUCTION

As part of the program for the handicapped, Personnel/Civil Service has developed several systems to study the present status and the future needs in this area. The Personnel Director has set standards for all departments to follow, asking them to make reasonable accommodations wherever possible for the handicapped.

Affirmative Action efforts are currently being undertaken for the handicapped in the areas of recruitment and placement services. Civil Service has made available needed services for testing and has communicated this to the public by means of a brochure.

Recordkeeping systems have been established to measure the successes and failures of our program of integrating handicapped people into the system. Additionally, it should be noted that under the City's CETA program, 30 percent of all applicants have some physical limitations.

PROGRAM THRUST

The sections which follow explain various areas of action taken by Personnel/Civil Service to carry out its responsibility of insuring equal employment opportunity to handicapped persons.

RECRUITING

To encourage the handicapped to apply for City jobs, a brochure entitled, "Employment Services for Handicapped Persons" (see Appendix A), was published in October 1976 outlining basic employment procedures and stressing the availability of special exam administration; job counseling; and other accommodations to insure disabled persons equal opportunity, such as adjusted work hours, parking, equipment modifications, etc. All job announcements are shared with agencies working for handicapped people.

These brochures are available in the Job Information Center, the City Affirmative Action Office, and the Handicapped Services Unit of the Department of Human Resources. In addition, Personnel/Civil Service mailed the brochure to many community organizations oriented to assisting and furthering the interests of the disabled. As evidence of the brochure's effectiveness, many of these organizations requested additional copies. In all, over 1,000 brochures have been printed and distributed. Reports on this successful endeavor have been submitted at various times to Councilman Jeanette Williams, who has had a continuing interest in this area. (See Appendix B.)

During the last few years, names of organizations offering services for the disabled have been collected. The list is utilized not only for distribution of the brochure but also for incorporation into the mailing list for exam bulletins, whenever organizations so request.

Qualified job counselors who are sensitive to the handicapped are always available for consultation in both the Job Information Center and the Affirmative Action Office to facilitate disabled persons in obtaining City employment.

SPECIAL EXAM ADMINISTRATION

Since 1973, the Test Services Unit of Personnel/Civil Service has provided special administration of both practice tests and actual exams. After counseling which is provided on both a walk-in and a referral basis, the applicant and exam administrator decide upon the specific method of administration which will remove barriers for the handicapped individual and allow him or her to demonstrate the knowledges, skills and abilities possessed. The method of administration is the only thing altered; all applicants, whether handicapped or not, must meet minimum exam qualifications and take the same test. Special administrations have been conducted for a wide range of physical, mental, and sensory disabilities. Although most situations involved written tests, there have been cases of special administration for the working test. Written procedures have been developed for exam administration and records are kept on individuals who are counseled and helped in this manner.

Of all exams receiving special administration, the largest number of requests have been for Office Assistant. Applicants have been blind, deaf, affected by cerebral palsy, heart disease, or deformed arms.

For one woman with severe visual problems, a set of slides was prepared from the Office Assistant exam booklet to provide enlargements which she could see. Other exams for which services have been provided include Janitor, Heavy Equipment Operator, and Water Pipe Helper. In addition to the types of handicaps mentioned above, others accommodated include epilepsy, dyslexia, speech impediments, and mental dysfunction. For additional information, see Appendix C.

EXAM STATISTICS

For 1977, statistics have been gathered on exam participation and eligibility of handicapped persons. Monitoring has been conducted on 77 open-competitive, non-competitive, and promotional exams. As shown in Appendix D, these reports indicate the total number of applicants and the number accepted thereof; the total number of handicapped applicants and the number accepted thereof; the percentage of accepted applicants who were handicapped; the total number of those examined who passed; percentage of total examined who passed; the number of non-handicapped who were examined and passed and the percentage from the ratio thereof; the number of handicapped who were examined and passed and the percentage from the ratio thereof; and the placement on the quarters of the register for the handicapped eligibles (note in these figures that "examined" refers to those who pass plus those who fail; some applicants are accepted but fail to appear for or complete the exam).

Due to the CETA-funded Exam Follow-up Project, Personnel/Civil Service will continue and expand upon this monitoring process which was started by the Validation Unit.

PRE-EMPLOYMENT PHYSICALS

The City of Seattle maintains a program to determine the health of prospective employees for its various departments. Through the pre-employment physical, the Safety Division determines a person's physical ability to do a particular job or handle an assigned task without risk to either himself or his co-workers. This process insures that individuals with significant physical deficiencies, of whom there are many, are placed in positions which will not aggravate those deficiencies further. In order to assure that the program fully complies with laws regarding the handicapped, a review is being conducted and changes, if needed, will be made. (See Appendix E.)

DRIVER'S PERMITS AND EMPLOYMENT

Personnel/Civil Service has established that an inability to obtain a Washington State and/or City of Seattle driver's license shall not be a barrier to employment as well as promotional opportunities of any otherwise qualified handicapped applicant where the City can reasonably accommodate such an inability to obtain the license(s) in question. In addition, Personnel/Civil Service has stipulated that no individual with a physical, mental, or sensory disability will be denied a City driver's license provided that such an individual possesses a valid Washington State driver's license and a safe driving record. To effectuate these policies, the City Driver's License Testing Program is being revised and the Personnel Director has notified all City employees of these policies by memorandum (see Appendix E). The Affirmative Action Office has been instrumental in bringing about alterations in exam bulletins and job bulletins, in-progress revisions of job specifications, and resolutions of employment discrimination complaints involving driver's licenses and permits.

EMPLOYMENT DISCRIMINATION CASES

The City Affirmative Action Office of Personnel/Civil Service has been an impetus for positive change for the handicapped in its conciliation efforts concerning employment discrimination cases. Especially in the last six months, much research has gone into producing effective means of resolving a wide variety of disability-connected employment problems.

The City Safety Program was at one time vulnerable to discrimination complaints, most notably in the cases of Russel Crase vs. Parks and Recreation, Helfenberger vs. Parks and Recreation, and Leslie Lessard vs. Engineering. Personnel/Civil Service has recommended alterations to procedures so that no person is screened out of possible City employment because of a handicap without an examination of whether the particular individual can be reasonably accommodated. The absolute requirement that a City driving permit be obtained for certain jobs is being altered, which should encourage more handicapped people to apply for City employment. The same issue in terms of promotion of current City employees with physical disabilities is being negotiated in the Lessard case, though a settlement may require some changes in the employing department. Other City standards, such as a "body fat" test administered

in the past and being considered again by the Police Department, have been examined, with the suggestion that they also may be overly restrictive.

CETA

Personnel/Civil Service's CETA Program has engaged in several projects to further employment opportunities for the handicapped.

A recent review of CETA enrollments (see Appendix F) suggests that nearly 30 percent of those enrolled have health history questionnaires and/or physical exam results which indicate that there is some limitation of function present.

All CETA Title VI-B (Project Employment) job orders have been provided to the Handicapped Services Unit of the Department of Human Resources for the purpose of encouraging placement of handicapped persons into CETA employment.

A staff counselor is assigned as permanent liaison with the University of Washington, Vocational Counseling Unit, to assist the Title I Project in placing handicapped persons into City employment.

The Support Services Unit has been in contact with the Handicapped Services Unit of the Department of Human Resources to develop definitions for "handicapped."

CETA VI-B Project No. 2429 (see Appendix G) was funded by Personnel/Civil Service to Improving Affirmative Action for Handicapped Persons, in the Department of Human Resources.

SECTION 504, REHABILITATION ACT OF 1973PROGRAMS RECEIVING FINANCIAL ASSISTANCE FROM
THE DEPARTMENT OF HEALTH, EDUCATION AND WELFARE

ON MARCH 21, 1978, THE CITIZENS' ADVISORY COMMITTEE FOR HANDICAPPED SERVICES MET WITH CITY STAFF TO REVIEW THE FINAL DRAFT OF THE CITY'S COMPLIANCE OVERVIEW AND TRANSITION PLANS. COMMITTEE MEMBERS PRESENT WERE DR. JEROME DUNHAM, CHAIRMAN, JINA HOWELL, JACK MICHAELS, LARRY PETERSEN, RICH RICHMIRE, AND VERA ENG REPRESENTING WILLIAM NISHIMURA. CITY STAFF PRESENT WERE SIDNEY FREEMAN, DR. C. A. EVANS, ANTHONY HERNANDEZ, JON SEAL, DALLAS SHOCKLEY AND JIM DEWEY. THE COMMITTEE WISHED TO EXPAND THE LIST OF COMMUNITY ORGANIZATIONS TO WHICH THE SEATTLE/KING COUNTY DEPARTMENT OF PUBLIC HEALTH WILL PROVIDE INFORMATION ON TYPES AND AVAILABILITY OF DEPARTMENTAL SERVICES TO INCLUDE:

DISABLED IN ACTION OF WASHINGTON
12033 PHINNEY AVENUE N.
SEATTLE, WASH. 98133
(ANNE WALTZ, COORDINATOR)

WASHINGTON STATE REGISTRY OF INTERPRETERS FOR THE DEAF
916 E. JEFFERSON, ROOM 214
SEATTLE, WASH. 98122
322-4990
(MARILYN MINKIN, COORDINATOR)

CENTER PARK RESIDENCE COUNCIL
2121 - 26TH AVENUE S.
SEATTLE, WASH. 98144
223-4483
(VERA ENG, COORDINATOR)

AS REQUESTED BY THE COMMITTEE, THE LIST OF COMMUNITY ORGANIZATIONS IN THIS DOCUMENT (PAGES 18 THROUGH 23) HAS BEEN ASTERISKED TO REFERENCE THE INCLUSION OF THESE THREE ORGANIZATIONS.

THE COMMITTEE ALSO EXPRESSED A NEED FOR CONTINUING DIALOGUE WITH THE CITY'S OFFICE OF PERSONNEL/CIVIL SERVICE ON HIRING PRACTICES AS THEY RELATE, SPECIFICALLY, TO THE DEAF. BY WAY OF RESPONSE, THE CITY'S OFFICE OF PERSONNEL WILL BE MEETING WITH REPRESENTATIVES FROM THE DEAF COMMUNITY AND THE COMMITTEE CHAIRMAN. A WRITTEN REPORT ON THESE MEETINGS WILL BE INCORPORATED INTO THIS DOCUMENT AS APPENDIX B.

IT IS ANTICIPATED THAT APPENDIX C OF THIS DOCUMENT WILL BE A DEFINITIVE DESCRIPTION OF THE RESULTS OF THE CITY'S SELF-EVALUATION REQUIRED UNDER SECTION 504, AS IMPLEMENTED BY DHEW, AND SCHEDULED TO BEGIN IN JUNE 1978. THIS EVALUATION WILL BE CONDUCTED BY CITY STAFF AND THE CITIZENS' ADVISORY COMMITTEE FOR HANDICAPPED SERVICES, AND WILL ASSESS THE STEPS TAKEN BY THE CITY TO COMPLY WITH SECTION 504 SINCE DHEW REGULATIONS BECAME EFFECTIVE.

ADDITIONAL APPENDICES MAY ALSO BECOME PART OF THIS DOCUMENT AS NECESSARY.

YOUR SEATTLE OFFICE OF POLICY PLANNING
400 YESLER WAY
SEATTLE, WASHINGTON 98104
(206) 625-4582

BARBARA DINGFIELD, DIRECTOR
RICK PAINTER, MANAGER,
HUMAN RESOURCES PLANNING DIVISION

FEBRUARY 1978