

DISABILITY RESPONSIVENESS ASSESSMENT TOOL

ASSESSMENT DATE: _____

AGENCY NAME: _____

ADDRESS: _____

TELEPHONE: _____ **E-MAIL:** _____

STAFF INTERVIEWED: _____

INTERVIEWERS: _____

SEND REPORT TO: _____

CONNECTION AND READINESS

1. How does your agency recruit employees, volunteers and board members who have disabilities? How is agency composition representative of the demographics of the service area (per census data)?

2. How is the agency environment welcoming and accessible to clients, staff, board and volunteers with disabilities (e.g., art work and other décor, magazines and books in public areas, arrangement of furniture)?

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3. How do agency materials indicate that accommodations (e.g., interpreters, adapted communication) will be provided for women with disabilities?

4. How does your collaboration with disability service agencies improve your readiness to serve women with disabilities and the broader community (e.g., hospital, police, court)?

5. How would a disability service agency know that your agency welcomes women with disabilities as clients? Describe any specific awareness/outreach networking efforts.

6. How would a woman with a disability who experienced sexual violence know she could receive services from your agency? Describe any specific awareness/outreach efforts.

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7. Describe staff development opportunities regarding serving women with disabilities. How are women with disabilities and/or disability service providers included as trainers? Describe approaches that enhance staff comfort and confidence in working with women with disabilities.

Training Topics		Number of Hours Per Year
Women with disabilities and sexual violence incidence/impact/general information	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Types of disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Accommodations for different abilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Service planning and delivery with women with disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Crisis response to disclosure of sexual violence	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Agency capacity to serve women with disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Agency policies & procedures guiding service to women with disabilities	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other	<input type="checkbox"/> Yes <input type="checkbox"/> No	

9. CONNECTIONS AND READINESS SUMMARY

Strengths: _____

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Challenges: _____

Resources Needed: _____

POLICIES AND PRACTICES

1. How do agency policies, practices and budget demonstrate commitment to serving women with disabilities?

2. How do current policies and practices accommodate the various needs of women with disabilities (e.g., communication tools, service animals, physical access)?

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3. How do emergency evacuation procedures ensure safety of women with disabilities?

4. How do policies and practices create challenges in serving women with disabilities?

5. How does the agency serve women with disabilities who request off-site services?
Describe the challenges associated with providing off-site services.

6. How would/do women with disabilities know that off-site services are available?

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7. How does staff advocate for and/or arrange transportation and accommodations for individual women with disabilities in both agency and community settings?

8. Are there particular intake questions that invite survivors to disclose and/or discuss any disability and need for accommodation? How would staff know a woman has a disability, if not obvious, and her particular needs in relation to any disability?

9. What specific guidance and supervision do staff receive regarding victim-centered service planning and delivery for a woman with a disability (e.g., communication techniques, empowering the survivor, working with guardians)?

10. How are client materials/paperwork (e.g., intake form, service plan, evaluation of services) made available in alternative formats such as large print, pictures, simplified language?

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11. POLICIES AND PRACTICES SUMMARY

Strengths: _____

Challenges: _____

Resources Needed: _____

PHYSICAL ACCESS

1. Does your agency have a parking lot?

Yes No _____ number of spaces

Does at least one parking space have at least 8' of clearance on side of the space (e.g. for a van). Yes No

Are accessible spaces identified with signage? Yes No

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2. If you do not have a parking lot, is there accessible parking nearby? Are the accessible parking spaces closest to the accessible entrance?
 Yes No

3. Is at least 1 entrance to the building accessible without using stairs?
 Yes No

4. Does the accessible entrance provide direct access to the main floor or lobby?
 Yes No

5. If the building has ramps to entrances, is the grade no steeper than 1 inch of slope for every 12 inches of ramp?
 Yes No

6. Do all doors used by clients have at least a 32-inch clear opening (include restrooms and offices)?
 Yes No

7. Is there a threshold edge on each door that is less than 1/4inch high, or a beveled edge no more than 1/2inch high?
 Yes No

8. Are door handles no more than 48 inches from the floor?
 Yes No

9. Can doors be opened without having to grasp, twist, or turn a door handle?
 Yes No

10. Can doors be opened without too much force (8.5lb for exterior and 5lb for interior)?
 Yes No

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11. Are all pathways to service areas at least 36 inches wide?
- Yes No
12. If there are stairs between any essential public areas, are there also ramps or elevators to those areas?
- Yes No
13. If there is an elevator in the building, is the call button no higher than 42 inches from the floor?
- Yes No
14. Do the buttons in the elevator cab have raised/Braille lettering?
- Yes No
15. Are restroom doors and stall doors operable from both sides without grasping, twisting or turning?
- Yes No
16. Is there an accessible stall with a clear area of at least 5ftX5ft from the door swing? Is there a stall that is less accessible, but offers more space than a standard stall?
- Yes No
17. Are there grab bars secured onto the wall behind the toilet and on the side wall nearest to it in the accessible stall?
- Yes No
18. Is there clearance space beneath at least 1 sink for someone using a wheelchair to roll safely up to the sink?
- Yes No
19. Can the faucets be operated without grasping, twisting or turning?
- Yes No

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20. Are soap dispensers, hand dryers or towel dispensers no more than 48 in. from the floor and operable without grasping twisting or turning?

Yes No

21. During times of inclement weather, are ice and snow removed from sidewalks, curb cuts and building entrances?

Yes No

22. How do you accommodate clients with environmental sensitivities (e.g., florescent lighting, chemicals, fragrances)?

23. PHYSICAL ACCESS SUMMARY

Strengths: _____

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Challenges: _____

Resources Needed: _____

ADDITIONAL RESOURCES

1. What resources do you need to enhance agency response to women with disabilities who experience sexual violence?

2. COMMENTS: _____

