

Creating an Inclusive Environment for Your Financial Education Program

The following checklist will help your organization remove barriers to participation by individuals with disabilities and create an inclusive environment. Creating an inclusive environment starts with the actions and attitudes of staff that set high expectations about a barrier free environment that encourages everyone to be sensitive and solution oriented to individual differences.

Self-Evaluation Checklist

Spirit of Inclusion

- Are participants with disabilities treated as full participants in the classroom?
- Are the expectations for participants with disabilities the same as for other participants?
- Are staff using "people first language" and focusing attention on abilities, interests and aspirations in the same way as for other participants?
- Have staffed participated in a disability awareness training course?

Remove Physical Barriers

- Is there an action plan to remove physical barriers in place?
- Do the plans consider relocating to space without physical barriers?
- Do the plans consider reorganizing space?
- Do all events take place in barrier free locations?
- Is the location on an accessible bus route or reachable by other accessible means of transportation?
- Are the bathrooms accessible?

Remove Communication Barriers

- Are staff familiar with and making available different kinds of alternative formats for materials?
 - Large print
 - o CD
 - Audio Tape
 - Braille
- Do program staff know how and where to secure interpreters, assistive listening devices, or real time captioning?
- Are participants asked about their needs and preference for communication access?
- Are staff and participants familiar with program procedures to handle requests for accommodations?
- Is your website accessible for persons with disabilities?
- Do you use visual information (words, charts, and graphics) to reinforce what is presented orally?

Remove Program Barriers

- Do you let participants have additional time to complete assignments or take a test?
- Do you offer the participant an aide, volunteer, or flexibility to bring a friend or family member to help maintain attention and understanding?
- Do you offer follow up instruction, individually, as needed?
- Do you provide a balance of active and passive activities within a lesson?
- Do you use real life examples and concrete materials whenever possible?



- Do you provide an overview of the content or expected learning objectives at the beginning of the session?
- Do you repeat, paraphrase, and summarize all important points?
- Do you encourage participants to ask questions?
- Do you limit lectures and encourage participants to work in pairs or small teams to learn by doing?
- Do you use hands on activities, pictures, or diagrams to provide alternative ways of learning abstract or more complex concepts?

Utilize Community Resources

- Have you developed relationships with community disability organizations to learn more about removing physical, communication, or program barriers?
- Have you asked leaders with disabilities in your community to either identify resources or help provide reasonable accommodations?
- Have you invited the leaders or community disability organization staff to assess your barrier free environment?
- Have you invited these leaders to help train your staff to be proactive in identifying and solving accessibility challenges?

Technical Assistance Resources

The National Institute on Disability and Rehabilitation Research (NIDRR) has established ten regional centers to provide information, training, and technical assistance to employers, people with disabilities, and other entities with responsibilities under the Americans with Disabilities Act (ADA). The centers act as a "one-stop" central, comprehensive resource on ADA issues in employment, public services, public accommodations, and communications. Each center works closely with local business, disability, governmental, rehabilitation, and other professional networks to provide ADA information and assistance. Programs vary in each region, but all centers provide the following:



- Technical Assistance
- Education and Training
- Materials Dissemination
- Information and Referral
- Public Awareness
- Local Capacity Building

Call your regional ADA for information, materials, technical assistance, or training on the ADA. The contact information for the 10 Regional ADA Centers is listed below:

Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

New England ADA Center

560 Harrison Avenue Unit 401 Boston, MA 02118 USA

Phone: (617) 695-0085 (V/TTY) Fax: (617) 482-8099

E-mail: adainfo@newenglandada.org Website: NewEnglandADA.org

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Northeast ADA Center

Yang-Tan Institute on Employment and Disability Cornell University, ILR School 201 Dolgen Hall Ithaca, NY 14852

Phone: 800-949-4232 (Voice, TTY & Spanish in New York, New Jersey, Puerto Rico and the

US Virgin Islands) In other areas: 607-255-6686 (Voice, TTY, Spanish) E-mail: northeastada@cornell.edu Website: NortheastADA.org

For questions about **DisabilityStatistics.org**, email our researchers at

disabilitystatistics@cornell.edu or consult our Help Center.



Region 3 (Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia)

Mid-Atlantic ADA Center

12300 Twinbrook Parkway, Suite 350,

Rockville, MD 20852

Phone: 800-949-4232 (DC, DE, MD, PA, VA, WV) Local: 301-217-0124

E-mail: adainfo@transcen.org Website: ADAInfo.org

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North **Carolina, South Carolina, Tennessee)**

Syracuse University/Burton Blatt Institute

National Toll-Free Phone: 1-800-949-4232 Southeast Region Phone: 404-541-9001

(voice and Spanish)

E-mail: ADAsoutheast@syr.edu

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Great Lakes ADA Center

University of Illinois/Chicago Department on Disability & Human Development 1640 West Roosevelt Road, Room 405 Chicago, Illinois 60608

Great Lakes ADA Center is a member of the ADA National Network.

Phone: 800-949-4232 (V/TTY) M-F 8:00am-5:00pm CT,

312-413-1407 (V/TTY) M-F 8:00am-5:00pm CT.

872-298-1019 (SMS) M-F 8:00am-5:00pm CT **Fax**: 312-413-1856

Website: ADAGreatLakes.org

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Southwest ADA Center

TIRR Memorial Hermann - ILRU 1333 Moursund Houston, TX 77030

Phone: 800-949-4232 or 713-797-7171 **Fax:** 713-520-5785 E-mail: swdbtac@ilru.org Website: SouthwestADA.org



Region 7 (Iowa, Kansas, Missouri, Nebraska)

Great Plains ADA Center

100 Corporate Lake Drive Columbia, MO 65203

Phone: 1-800-949-4232 (V/TTY) (IA, KS, MO, NE), 573-882-3600 (V/TTY)

Fax: 573-884-4925

E-mail: adacenter@missouri.edu Website: GPADACenter.org

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Rocky Mountain ADA Center

University of Northern Colorado Gunter Hall 1170, Campus Box 155 Greeley, Co. 80639

Phone: 800-949-4232 (Voice/TTY), 719-358-2460 (Video Call for ASL/Deaf/HOH

Website: RockyMountainADA.org

Region 9 (Arizona, California, Hawaii, Nevada, Pacific Basin)

Pacific ADA Center

555 12th Street. Suite 1030 Oakland, California 94607-4046

Phone: English - 510-831-6714 (Voice/Relay) Spanish - 510-671-5073 (Voice/Relay) *Leave a voicemail or a text and your message will be returned in 1 business day

800-949-4232 (Voice/Relay)

E-mail: info@adapacific.org or Online Form Website: ADAPacific.org

Region 10 (Alaska, Idaho, Oregon, Washington)

Northwest ADA Center

University of Washington 6912 220th Street SW, #105 Mountlake Terrace, Washington 98043

Phone: 800-949-4232 (Toll-Free 8:30 am to 4:30pm PST) **Relay:** 7-1-1 **Fax:** 425-774-9303

E-mail: <u>nwadactr@uw.edu</u> Website: <u>DBTACNorthwest.org</u>

