



Greater MetroWest ABLE

How Inclusive Are We?

A Self-Assessment Tool
For Agencies

***Creating a community that is made whole by the
inclusion of all of its members***

*Developed by
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Greater MetroWest ABLE is a network of professionals and community leaders representing the following agencies:

Daughters of Israel
Friendship Circle MetroWest
JCC of Central NJ
JCC MetroWest
JESPY House
Jewish Family Service of Central NJ
Jewish Family Service of MetroWest
Jewish Federation of Greater MetroWest NJ
Jewish Service for the Developmentally Disabled
Jewish Vocational Service of MetroWest
Joint Chaplaincy Committee of Greater MetroWest
NJ Y Camps
The Partnership for Jewish Learning and Life
YM-YWHA of Union County

How to Use this Self-Assessment Tool:

The Self-Assessment Tool is intended for agencies to utilize as you “look within” and begin discussions about what inclusion means to your agency. It is meant as a starting point for you to assess where your community is in regards to inclusion and where you want to be in the future. It is designed to be used internally by professional staff and key lay leadership.

There are two pages of this self-assessment tool. One page addresses areas of Architectural Accessibility and the other addresses the areas of Agency Life. Please review all sections before you begin to complete the checklist. Let us know of areas that we may have omitted.

1. Please take the time to walk through your facility and review materials with the eyes of inclusion.
2. Read down each column and then check all items relevant to your congregation today.
3. Look ahead to becoming an **“ABLE Awarded” Agency** by meeting each of the criteria marked with a “*,” with the goal in mind of creating an agency made whole by the inclusion of all of its members. This acknowledgment recognizes agencies with a mindset of providing an inclusive environment for all participants, meeting the minimum criteria to achieve this goal. Promotional materials will be provided to the agency upon completion of this goal and an announcement will be made community-wide to share the accomplishment.

If you have any questions regarding the use of this tool, please contact:

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THANK YOU!

“Do not separate yourself from the community.”

Pirke Avot 2:5

Architectural Accessibility

Efforts are made to make all physical areas of the building, all programs and materials accessible to individuals with disabilities and their families.

Parking Area/Entrance	Administrative Area	Programs/Program Area
<p><u>No Expense</u></p> <p><input type="checkbox"/> *Assistance is provided for all events when the door does not open easily</p> <p><input type="checkbox"/> * Accommodations are made for drop off to allow for those in need, including senior adults, to facilitate access to the building before parking the vehicle</p> <p><u>Low-Moderate Expense</u></p> <p><input type="checkbox"/> All signage is clear for those with and without visual disabilities</p> <p><input type="checkbox"/> * Parking lot maintains appropriately spaced reserved spots clearly marked with the accessible parking symbol close to accessible entrances</p> <p><input type="checkbox"/> * Accessible entrance to building is clearly marked from the outside for those with mobility disabilities</p> <p><input type="checkbox"/> Mezuzot (or a second mezuzah) are placed low so they are accessible by someone using a wheelchair</p> <p><u>Moderate-High Expense</u></p> <p><input type="checkbox"/> * Main entrance, or clearly marked alternate entrance, to building accommodates a wheelchair</p>	<p><u>No Expense</u></p> <p><input type="checkbox"/> *Seating is available and accessible for individuals with physical disabilities and seating is arranged to allow for extra space for individuals using wheelchairs</p> <p><u>Low-Moderate Expense</u></p> <p><input type="checkbox"/> All signage is clear for those with and without visual disabilities</p> <p><input type="checkbox"/> * Public meeting areas provide seating that is designed so all individuals can have access to a table/desk area when necessary</p> <p><input type="checkbox"/> Braille signage is available</p>	<p><u>No Expense</u></p> <p><input type="checkbox"/> Doorways and halls are free from obstructions and swing open without impediment for those with mobility disabilities</p> <p><input type="checkbox"/> Use of non-fragranced soaps in rest room areas</p> <p><input type="checkbox"/> Individuals who are hard of hearing are welcomed and encouraged to sit up front</p> <p><u>Low-Moderate Expense</u></p> <p><input type="checkbox"/> All signage is clear for those with and without visual disabilities</p> <p><input type="checkbox"/> At least one water fountain on each floor is accessible from a wheelchair OR</p> <p><input type="checkbox"/> A supply of paper cups mounted at an appropriate height next to sink/water fountain to allow for an accessible alternative</p> <p><input type="checkbox"/> * Large print materials will be made available to those who need them, upon request</p> <p><input type="checkbox"/> * Assistive listening devices will be made available for community programs to those who need them, upon request</p> <p><input type="checkbox"/> * Sign language interpreter is provided, upon request</p> <p><input type="checkbox"/> * Adequate reading light/visibility on the speaker's face to facilitate speech/lip reading or sign language</p> <p><u>Moderate-High Expense</u></p> <p><input type="checkbox"/> * Restroom (at least 1) is complete with accessible toilets, sinks, mirrors, towel dispensers and doorways</p> <p><input type="checkbox"/> * Elevators, lifts or ramps provide accessibility to program area</p> <p><input type="checkbox"/> * Doorways swing open automatically without impediment for those with mobility disabilities</p>

Provide Additional Comments Here and on the Reverse Side:

Agency Life: Attitudes, Practices and Policies

A culture of inclusion for individuals with disabilities and their families is created, allowing them to fully participate in all aspects of agency life

Communication/Publicity	Programs/Resources	Employment Practices	Awareness/Training
<p><u>No Expense</u></p> <p><input type="checkbox"/> * Agency's publicity materials, membership and/or program materials, distributed to all prospective members, includes policies of inclusion</p> <p><input type="checkbox"/> * Program application requests information regarding disabilities and necessary accommodations in order to meet one's needs</p> <p><input type="checkbox"/> * Publicity (bulletin, e-blasts, website) is accessible to all and includes a statement regarding inclusiveness and available accommodations</p> <p><input type="checkbox"/> * Announcements/website include link to information about community programs for individuals with disabilities</p> <p><input type="checkbox"/> * Language used in communication includes information about the inclusion of individuals with disabilities</p> <p><input type="checkbox"/> * Individual is designated to be the contact person regarding accessibility and accommodations</p> <p><input type="checkbox"/> * Agency will have written policy regarding reasonable accommodations for programs and services</p>	<p><u>No Expense</u></p> <p><input type="checkbox"/> * Programs have a clear plan to accommodate individuals with disabilities, either in house, or by referral</p> <p><input type="checkbox"/> * Information about resources available to individuals with disabilities is distributed to all constituents</p> <p><input type="checkbox"/> * The Greater MetroWest ABLE list of available community resources for individuals with disabilities is readily available in print or online</p> <p><input type="checkbox"/> * Upon request, information about resources regarding transportation to programs is provided to people in need of a ride</p> <p><input type="checkbox"/> * Resources regarding disability services available through the Greater MetroWest ABLE network are provided for individuals based on need</p> <p><u>Low-Moderate Expense</u></p> <p><input type="checkbox"/> * Agencies offer inclusive programs for individuals with disabilities or make referrals to appropriate programs</p>	<p><u>No Expense</u></p> <p><input type="checkbox"/> * Equal Employment Opportunity practices are in place</p> <p><input type="checkbox"/> * HR Director/Hiring Manager are accessible to all staff</p> <p><input type="checkbox"/> * Work hours may be flexible to accommodate the needs of employees</p> <p><input type="checkbox"/> * Work space may be relocated to accommodate the needs of employees</p> <p><input type="checkbox"/> * When appropriate, partner with local supported employment agencies to serve as a work sampling, internship or training site</p> <p><u>Low-Moderate Expense</u></p> <p><input type="checkbox"/> * Reasonable accommodations are made for hiring practices</p> <p><input type="checkbox"/> * Work station and furnishings may be adapted to accommodate the needs of employees</p> <p><input type="checkbox"/> * Job responsibilities may be adjusted to accommodate the needs of employees</p> <p><input type="checkbox"/> * Considerations are made for job sharing</p> <p><input type="checkbox"/> Work from home practices may be considered, when appropriate</p>	<p><u>No Expense</u></p> <p><input type="checkbox"/> * Staff is trained in confidentiality, non-discrimination practices and reasonable accommodations options</p> <p><input type="checkbox"/> * Staff and volunteers are prepared regarding appropriate ways to greet and meet the needs of individuals with disabilities</p> <p><input type="checkbox"/> * Participation and/or promotion in the annual Jewish Disability Awareness Month, coordinated by Greater MetroWest ABLE</p> <p><input type="checkbox"/> * Staff and lay leadership annually review and update inclusion policies</p> <p><input type="checkbox"/> * Training/orientation include teaching tolerance and acceptance of differences</p> <p><u>Low-Moderate Expense</u></p> <p><input type="checkbox"/> * A disability awareness program or awareness training is offered to agency staff and lay leadership</p>
<p>Provide Additional Comments Here and on the Reverse Side:</p>			

Thank you for taking the time to complete this self-assessment. Please use the reverse of this page to let us know if you have any amplification about your responses, or any suggestions for improving this tool.

If interested, Greater MetroWest ABLE will review the self-assessment in collaboration with your agency. ABLE will use this initial self-assessment to develop a snapshot of our community at this time (without attribution to specific agencies) and in consultation with lay and professional leadership, develop different levels of inclusion that all Greater MetroWest agencies may aspire to achieve over time. ABLE will develop guidelines and best practices for Greater MetroWest agencies to implement so that our community will be as inclusive as possible. We also plan to make resources available to assist agencies in reaching those standards.

Thank you very much for your active participation in this process.

Date of Completion: _____

Self-Assessment Completed by: _____

