



Accessibility Plan

WCI is committed to inclusion in all programs and facilities. The organization promotes diversity and embraces individual differences as an opportunity to strengthen the company. We will work to promote free access and promotion for individuals irrespective of the existence of disability or cultural diversity or any other category of protected class.

WCI will advocate in the community for access and inclusion. In its publications and in its communications it will encourage the community to embrace the same diversity and accessibility of service that the organization models in its day-to-day work.

WCI will provide reasonable and necessary accommodation and support services to allow total integration. We will use assistive technology and education of staff, persons served, and community members to assist in that accommodation.

We will partner with others, including state agencies, residential providers, school systems, and other government units in promoting the integration of persons with disabilities in our community. We will ask our staff to be individual advocates and to work to eliminate barriers that may preclude any person that we serve from fully accessing employment opportunities and other services in their community.

The organization pledges to develop and maintain a plan to further this policy. Relevant information gathered through various formal and informal channels will be used in the preparation and periodic updating of the plan. The plan will be adopted by our Board of Directors and reviewed annually

WCI

Accessibility Plan – 2021

Address architectural, environmental, attitudinal, financial, communication, transportation, employment, community integration and technology needs if any.

Category - Location	Description of Situation	Action to be Taken /Target Completion Date / Responsible Party	Status
Architectural – Willmar	Improve visibility of facility with address and name.	Review the cost of adding signage with name and address. Target Date: 8/2021 R. Nolting, S. Meyer	
Architectural – Willmar	Redesign the public bathrooms.	Review the cost to modify the front lobby public restrooms in order to comply with ADA requirements. Target Date: 12/2021 R. Nolting, Engan Associates	
Environmental – Willmar	Add safety features to the building.	Review the cost of safety feature additions to the building including designating a specific door for public entry, installing automatic locks on client entrance door, restricting public access to office hallways and other safety options as deemed necessary. Target Date: 12/2021 R. Nolting, S. Ward, M. Prah & T. Hatlestad	
Environmental – Willmar	Moisture issues on both the inside and outside walls due to age of windows and front facing.	Review costs, obtain quotes and replace original windows and facing on front of building. Target Date: 10/2021 R. Nolting, S. Meyer, Engan Associates	
Attitudinal and Employment – Both	Employers reluctant to hire WCI persons served due to perceptions of abilities.	This is an on-going process of education regarding the abilities and benefits of hiring the people we serve. Target Date: Ongoing Employment Advisors / Designated Coordinators, S. Ward	
Technological – Both	Secure new time and attendance software.	Partner with MITC Software to implement time and	

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		attendance tracking for persons served. In addition, develop a billing export report that can be used to electronically submit waived service information to DHS for payment. Target Date: 6/2021 T. Hatlestad, M. Prah, S. Ward & MITC Developers	
Technological - Both	Provide additional technology training.	Provide staff with continued education related to Office 365, teleconferencing and audio visual equipment. Target Date: 12/2021 T. Hatlestad, R. Nolting, West Central Technology	
Technological - Willmar	Add assistive Technology.	Purchase three additional laptops for content streaming to digital displays or TVs to improve online learning and video conferencing. Target Date: 3/2021 T. Hatlestad, R. Nolting, West Central Technology	
Technological - Both	Not all case managers have access to portable laptops which would support working from home or in the community. Also, the laptops would support content streaming for video conferencing and assist with community job search for persons served.	Replace 6 desktop computers with laptops for rehab staff. Utilize the desktop computers as persons' served training stations. Target Date: 12/2021 R. Nolting, T. Hatlestad, West Central Technology	
Technological - Willmar	Persons served have limited access to computers due to COVID-19, as WCI's current computer lab is not large enough for pods or client/staff to utilize under social distancing.	Distribute current computers into waived pods throughout the building and add a station for access by EE persons served. Target Date: 3/2021 R. Nolting, T. Hatlestad, West Central Technology	
Technological - Both	WCI's paper document storage vault is	Research secure Cloud storage and electronic filing software.	

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	reaching maximum capacity.	Target Date: 12/2021 T. Hatlestad, M. Prah, S. Ward, R. Nolting	
Employment – Hutchinson	Increase new community placement sites.	Develop two new employment sites. Target Date: 12/2021 Business Manager, Hutchinson staff	
Employment – Willmar	Increase new community placement sites.	Develop 2 additional job employment sites. Target Date: 12/2021 Lead Community Placement Specialist	
Access to services – Both	Inform community on programs, access and referral process.	Provide information via live presentations to NAMI, host counties, mental health centers and other service organizations about program information and access. Target Date: 12/2021 M. Prah, S. Ward & R. Nolting	
Transportation – Both	Each community relies on a regional public transportation system with limited hours and routes which, at times, restricts client access to jobs.	Continue involvement with the respective transportation boards in order to support increased options. Target Date: Ongoing B. Theis, M. Prah	