Accessibility Self-Assessment Guide For Mammography Facilities

Facility Name_____

Completed By_____

Project Accessibility USA is a collaborative partnership between the American Association on Health and Disability and The Center for Development and Disability at the University of New Mexico With funding provided by Susan G. Komen For The Cure.

American Association on Health and Disability

Version 3.3 April 16, 2013

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Thank you for agreeing to participate in
Project Accessibility USA:
Removing Barriers for Women With Disabilities!

While women with disabilities have the same chances of getting breast cancer as women without a disability, data from the Centers for Disease Control and Prevention and other sources show that women with disabilities, especially those with significant physical limitations, receive mammograms less often than women without disabilities and may be higher risk of late-stage breast cancer and higher mortality.

This Guide addresses physical barriers that may prevent women with disabilities from receiving a mammogram, the American Association on Health and Disability partnered with the Center for Development and Disability at the University of New Mexico in **Project Accessibility USA: Removing Barriers for Women With Disabilities.** Funded by Susan G. Komen for the Cure, Project Accessibility USA is designed to assist staff of mammography facilities determine how accessible their facilities are and consider changes to improve accessibility.

We know that sometimes the ADA guidelines regarding physical accessibility can seem complicated. Our goal in Project Accessibility is to make those rules easier to understand by people without a background in architecture or design. Completing this Accessibility Guide is the first step. Using the clipboard, measuring tape and other materials provided, complete the Guide and mail it back. Based on the results, a report will be prepared by project staff and sent to you. This will be followed by a site visit to your facility, during which project staff will discuss with you ways to improve the accessibility of your facility. Many changes can be made that are easy, low-cost and do not require significant investments of time or money.

Other components of Project Accessibility USA include on-line training and professional development for staff of your facility on how to interact with and provide effective services to women with disabilities, and a "resource portal" containing links to useful, easy-to-understand resources from many organizations and agencies that will give you information and tips you can use.

If you have any questions as you complete this Guide, please contact Elaine Brightwater at ebrightwater@salud.unm.edu or (505) 228-6642.

We look forward to working with you!

Roberta Carlin, J.D.
Executive Director
American Association on Health and Disability

Elaine Brightwater, DNP, CNM
Project Director
Project Accessibility USA

How To Use This Self-Assessment Guide

- Using the clipboard, measuring tape, pencils and other materials sent to you with this Guide, go through the sections of the Guide and answer each question.
- You can complete the Guide in sections at different times. If you have multiple restrooms, extra copies of the restroom sections of the assessment are in the back of the packet
- Two copies of this Guide have been provided to you - one to send back to Project Accessibility USA and one to keep. If you prefer, you can make a copy of the completed Guide to keep instead. A postage-paid envelope has been provided to send back the completed Guide.
- If you have any questions as you complete this Guide, please contact Elaine Brightwater at ebrightwater@salud.unm.edu or (505) 228-6642.
- This guide is based on FEDERAL regulations; please verify that your state and local codes are not more stringent. If they are, then they take precedents.

Acknowledgments

Material used in this Guide was compiled from several sources, including ***Access to Medical Care for Individuals with Mobility Disabilities,*** published by the Disability Rights Section, Civil Rights Division, United States Department of Justice and the Office for Civil Rights of the United States Department of Health and Human Services***; Project Accessibility: Removing Barriers for Women With Disabilities***, a project of the American Association on Health and Disability funded by Susan G. Komen for the Cure; the ***Massachusetts Facility Assessment Tool,*** published by the Office on Health and Disability of the Massachusetts Department of Public Health, and the ***Accessibility Guide*** developed by the New Mexico Governor's Commission on Disability.

This Guide focuses on the most important aspects of accessibility, and is not a comprehensive list of all accessibility requirements under the Americans with Disabilities Act and other laws. Contact project staff for links to the full set of legal requirements for physical accessibility.

The American Association on Health and Disability (AAHD) and the Center for Development and Disability (CDD) at the University of New Mexico provide the materials and links to resources for general information, education and awareness purposes. Every effort is made to ensure that the information is accurate and current. Knowledge in the field of disability changes frequently, and AAHD and the CDD make no representations or warranties and assume no responsibility or liability as to the accuracy, completeness, reliability or usefulness of any information contained in this document. Neither AAHD, the CDD and any parties who supply information to them, make any warranty concerning the accuracy of information in this document.

Parking Lot Accessibility

1. Are the accessible parking spaces clearly marked on the pavement itself, with an accessible sign like this  with notice of fine for use without proper placard? Yes ❑ No ❑

2. Are the accessible parking spaces the closest parking spaces that are on level ground (no slope) to the accessible entrance to the facility? Yes ❑ No ❑

3. Does each accessible parking space have an adjacent striped access aisle as shown in the diagram below? Yes ❑ No ❑

There are two kinds of accessible parking spaces: "car accessible" (5 foot wide aisle shared by two spaces as in Example A below) and "van accessible" - (spaces with a 8 foot wide access aisle adjacent to the car) as in Example B below.

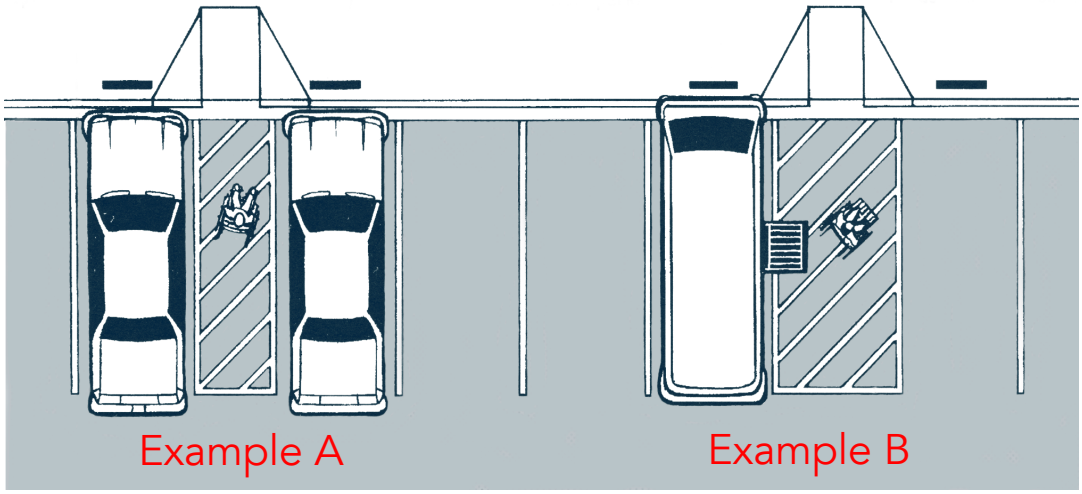
4. How many car-accessible parking spaces are in your parking lot ("A" in the diagram below)? ☐

5. How many ramp van accessible parking spaces are in your parking lot ("B" in the diagram below) ? ☐

6. Are all of the accessible parking spaces and access aisles flat (no slope)?

Yes ❑ No ❑

7. How many parking spaces are there (total) in your parking lot? ☐



Building Accessibility

1. Is the route that a person in a wheelchair takes between the parking lot and the building entrance (between "A" and "B" in the diagram below) at least 36" wide and free of any obstacles such as bike racks, other cars, trash bins, etc.? Yes ❑ No ❑

2. If the accessible entrance to the facility is separate from main entrance, is there visible and clear signage directing people to the accessible entrance such as the sign to the right or a similar sign? N/A❑ Yes ❑ No ❑

3. What type of automatic door opener does the door at the accessible entrance have?

   ❑ Pressure mat on the ground inside and outside of the door that opens the door when walked or rolled on?

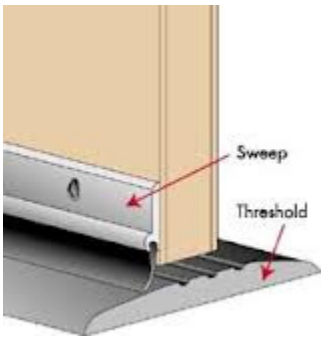
   ❑ Push button automatic door opener in working condition?

   ❑ Visual Sensor

   ❑ None

4. Is there a curb-cut from the accessible parking spaces or parking lot to sidewalk that leads to the entrance to the building? ("C" below) Yes ❑ No ❑

5. Some doors have thresholds at the bottom like the one pictured on the right. If there is a threshold at the door to your facility, use the tape measure and answer the following questions.

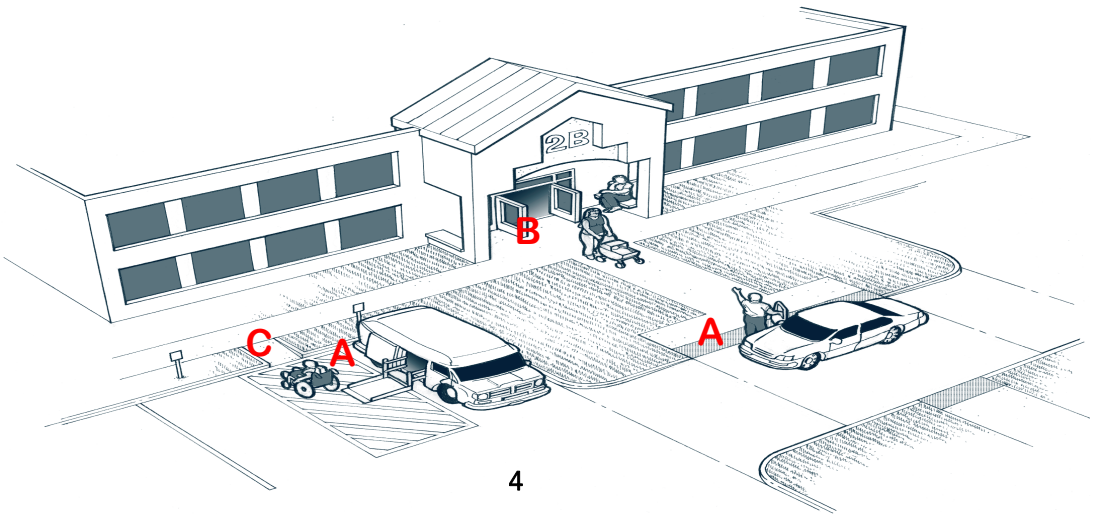


   ❑ The door has no threshold.

   ❑ There is a threshold that is vertical to the floor. ⌐
   Is the vertical threshold 1/4' high or less? Yes ❑ No ❑

   ❑ There is a threshold that is beveled (rounded). ⌒
   Is the beveled threshold 1/2' high or less? Yes ❑ No ❑

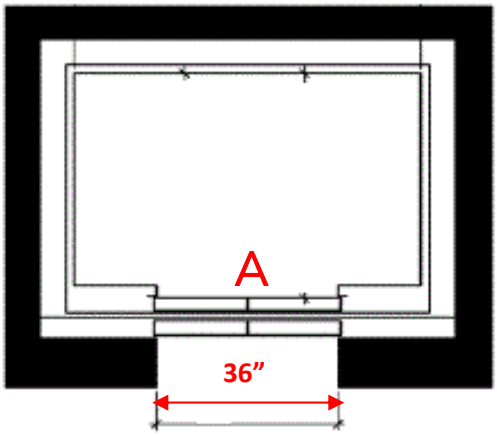
6. If there are steps to the building entrance, are there handrails that people who use canes or who are unsteady can use? Yes ❑ No ❑ NA ❑



Elevator Accessibility

If your facility has an elevator, please answer the questions in this section. If it does not, please go the next section

1. Do the elevator doors remain open a minimum of 5 seconds? Yes ❑ No ❑
2. Are the elevator doors a minimum of 36" wide when fully opened (Diagram "A' below) ? Yes ❑ No ❑
3. Is there a sign near the elevators with raised Braille character that indicate the floor number on each floor (Diagram "B' below) ? Yes ❑ No ❑



Ramp Accessibility

(Skip this section if your facility does not have any ramps.)

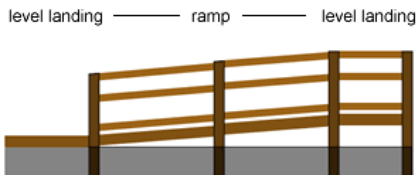
If there are steps to the entrance, a ramp must be provided as well. There are many types of ramps. Some are permanent; while others are portable.

The most common is the straight ramp (a single ramp with no turns) like this picture. ⟶

Some ramps have turns or segments in them, like the this picture. ⟶

Regardless of which type of ramp you may have at your facility, there are certain requirements ramps must meet.

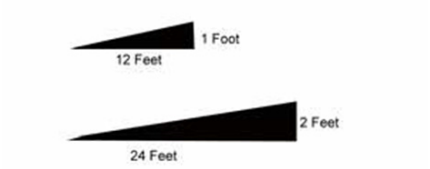
1. Does the ramp have flat landings (no slope) at the top and the bottom as pictured on the right? Yes ❑ No ❑



2. Are the landing(s) at least 5 feet long and the width of the ramp? Yes ❑ No ❑

3. If the ramp at your facility is segmented (with one or more turns), is there a landing between the segments that is at least 5 feet long and the width of the ramp? Yes ❑ No ❑

4. Ramps must have a maximum steepness—one inch of "rise" (height) to every foot of "run" (length) as in the diagram at the right.



   To find out if your ramp meets this requirement, do the following:

   A. Measure how high it is from the bottom of the ramp to the top (the vertical rise) and convert this to inches.

   B. Measure how long the ramp is, and convert this to inches.

   C. If there is more than one inch of rise (height) for every 12 inches of run (length), the ramp is too steep. Is it? Yes ❑ No ❑

5. Are there handrails along the ramp, no more than 48" from the surface of the ramp? Yes ❑ No ❑

Waiting Room accessibility

1. Are there signs posted in the waiting room directing people to the accessible restrooms if they are not clearly visible from the waiting room? Yes ❑ No ❑

2. Is the opening in the main entry door to the reception/waiting area at least 36' wide? Yes ❑ No ❑

   ("A" in the diagram below)

3. Are the tops of any work surfaces such as countertops, etc. ("B" in the diagram below):

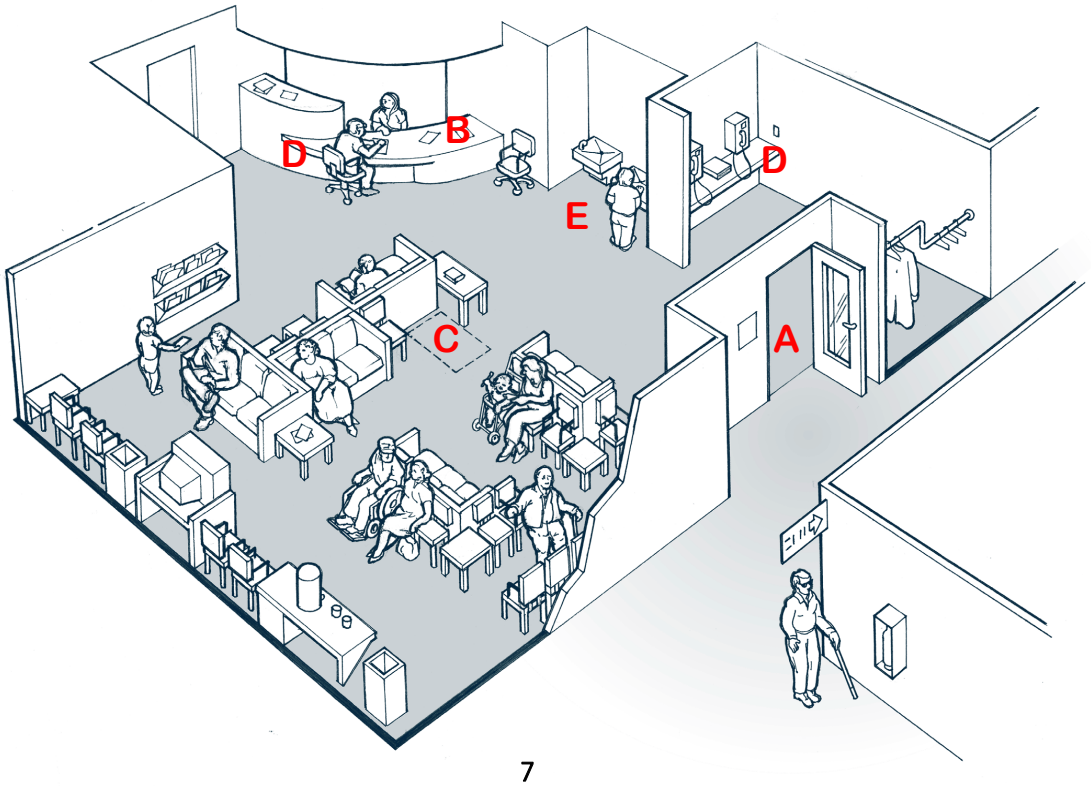
   A. a minimum of 28" from the floor Yes ❑ No ❑
   B. A maximum of 34" from the floor? Yes ❑ No ❑

4. Are there open floor spaces in the seating area where people with wheelchairs, scooters, strollers, or service animals can easily wait ("C" in the diagram below)? Yes ❑ No ❑

5. Is there at least 27" of "knee space" below work surfaces such as reception desks, telephone counters, etc. ("D" in the diagram below) so people using wheelchairs can fit them underneath? Yes ❑ No ❑

6. If there are water fountains in the waiting area ("E" in the diagram below), do they meet these requirements:

   A. Is the water fountain in an alcove? Yes ❑ No ❑
   B. For "high" water fountains (meant to be used while standing), is the spout no higher than 43" from the floor? Yes ❑ No ❑
   C. For "low" water fountains (meant to be used while sitting), is the spout no higher than 36" from the floor? Yes ❑ No ❑



Mammography Suite Accessibility

Mammography suites are configured differently in different facilities. Some are self-contained, with a main entrance and a separate dressing rooms and room for the equipment. In other facilities, the dressing room may not be connected directly to the place where the equipment is. In either case, please answer these questions about the dressing/changing room and the room in which the mammography equipment is, regardless of how they are configured in your facility.

Dressing Room

1. Is the room a minimum of 5 ft. x 6 ft.? Yes ❑ No ❑

2. Does the doorway to the dressing or changing room ("A" in the diagram below) provide at least 36" of clear space to go through, including hinges that might protrude in the door opening? Yes ❑ No ❑

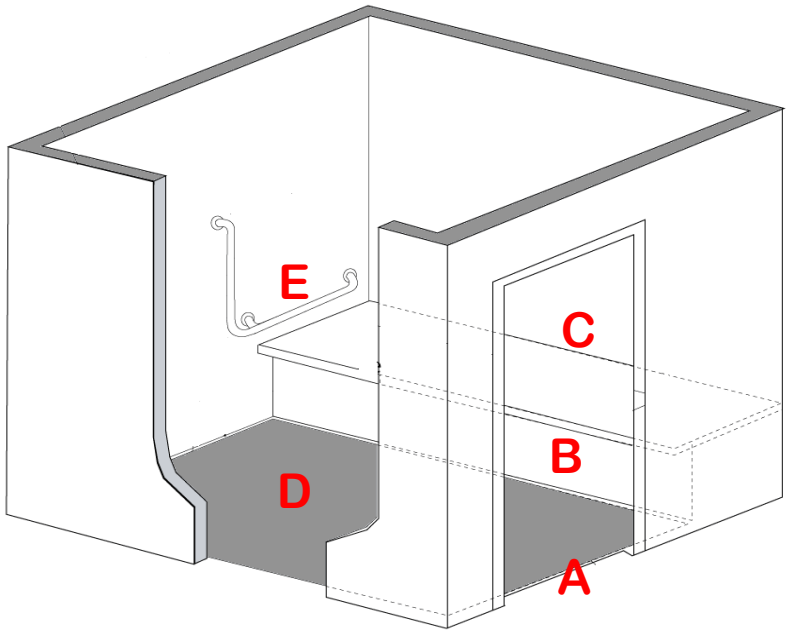
3. Is there a changing bench ("B" in the diagram) with a top surface between 17' and 19' from the floor? Yes ❑ No ❑

4. Is there back support, ("C" in the diagram) for the bench? Yes ❑ No ❑

5. Is there 5 ft. turning area of clear floor space next to or in front of the bench ("D" in the diagram below)? (radius of at least 2.5 ft) Yes ❑ No ❑

6. Is there a horizontal grab bar ("E" in the diagram) located 36' above and parallel to the floor for use by someone sitting on the bench? Yes ❑ No ❑

7. Is there a vertical grab bar ("E" in the diagram) that a person sitting on the bench can use to help lift themselves off the bench? Yes ❑ No ❑

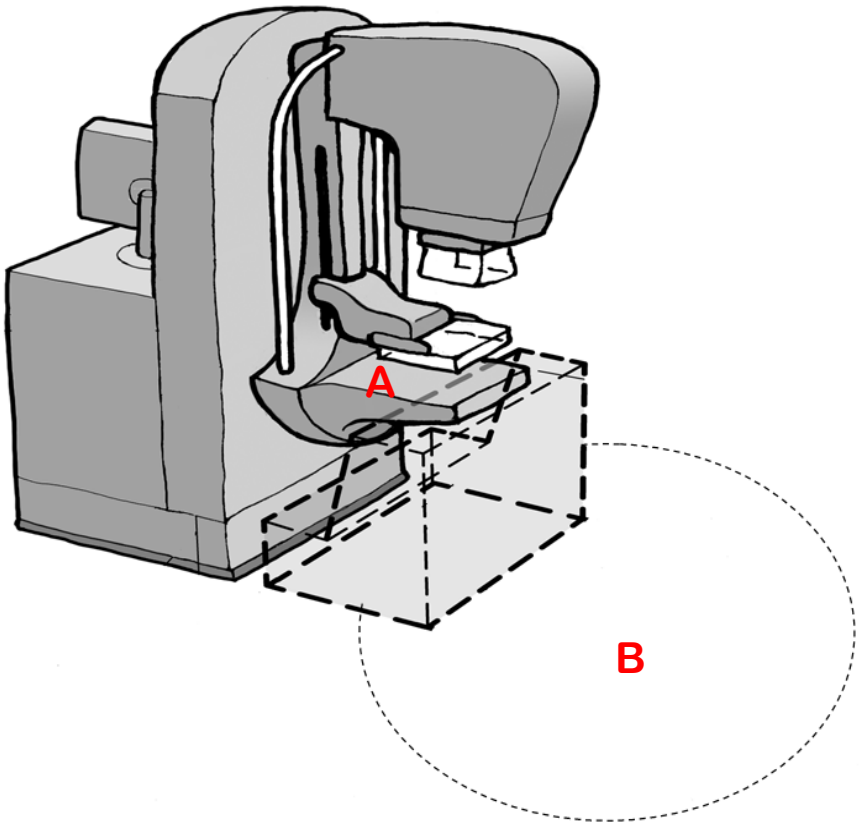


Mammography Equipment Accessibility

1. Is there a pathway at least 36" wide leading to the mammography machine that can be used by someone in a wheelchair? Yes ❑ No ❑

2. Does the "bucky" or imaging plate ("A" in the diagram below) lower to 24" above the floor, allowing a person to remain seated in their wheelchair while the mammogram is performed? Yes ❑ No ❑

3. Is there a 5 foot turning area in front of the machine ("B" in the diagram)? (radius at least 2.5 ft) Yes ❑ No ❑



Restroom accessibility Restroom 1

Some facilities have restrooms that are a single room, with a commode, sink, etc. that are meant to be used by only one individual at a time. Others have restrooms that stalls and allow for multiple people to use them at the same time. Accessibility requirements are different for each type.

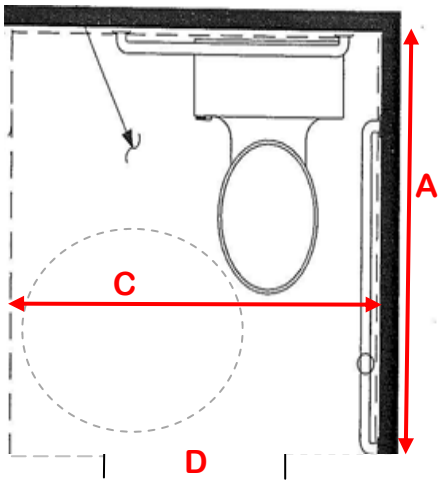
Accessible Stalls

If your facility has a restroom with a wheelchair compartment, please answer the questions in this section. If it doesn't, please go the next section.

1. If your facility has an accessible stall in which the toilet is mounted <u>on the floor</u>, is there a minimum of 59" between the back wall and the front wall of the stall? ("A" in the diagram to the right)?
   Yes ❑ No ❑ N/A ❑

2. If your facility has an accessible stall in which the toilet is mounted <u>on the wall,</u> is there a minimum of 56" between the back wall and the front wall of the stall? ("A" in the diagram to the right)?
   Yes ❑ No ❑ N/A ❑

3. Is the width of the accessible stall at least 60" so that someone can transfer from a wheelchair or scooter inside of the stall ("C" in the diagram to the right)?
   Yes ❑ No ❑ N/A ❑



4. Is the doorway to the restroom at least 36" wide ("D" in the diagram to the right)?
   Yes ❑ No ❑ N/A ❑

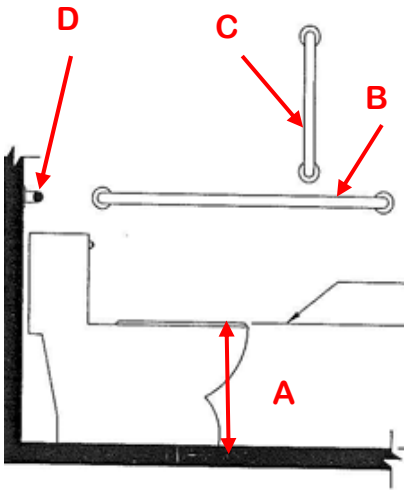
Toilets and grab bars

1. Is the top of the toilet seat between 17" and 19" inches from the surface of the floor ("A" in the diagram on the right)?
   Yes ❑ No ❑

2. Is the flush control on the open side of the toilet, opposite from the wall?
   Yes ❑ No ❑

2. Is there a horizontal grab bar on the side of the toilet that is 36" above the surface of the floor ("B" in the diagram)?
   Yes ❑ No ❑

3. Is there a vertical grab bar that a person sitting on the toilet can use to help lift themselves ("C" in the diagram)?
   Yes ❑ No ❑



4. Is there a grab bar behind the toilet on the wall ("D" in the diagram)?
   Yes ❑ No ❑

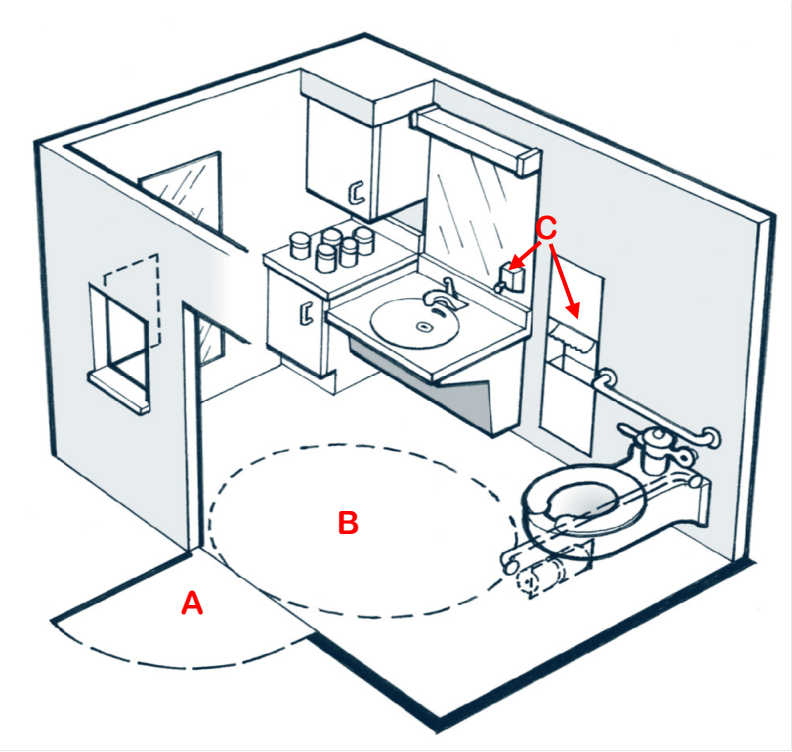
Single-user restroom Accessibility Restroom 1

If your facility has a restroom designed to be used by one person as shown in the diagram below, please answer the questions in this section. If it doesn't, please go the next section.

1. Does the entry door swing out with at least a 32" clear opening, including any protruding hinges, etc. ("A" in the diagram below)? Yes ❑ No ❑

2. Is there a 5 foot turning area in front of the commode and sink ("B" in the diagram?) (radius at least 2.5 ft) Yes ❑ No ❑

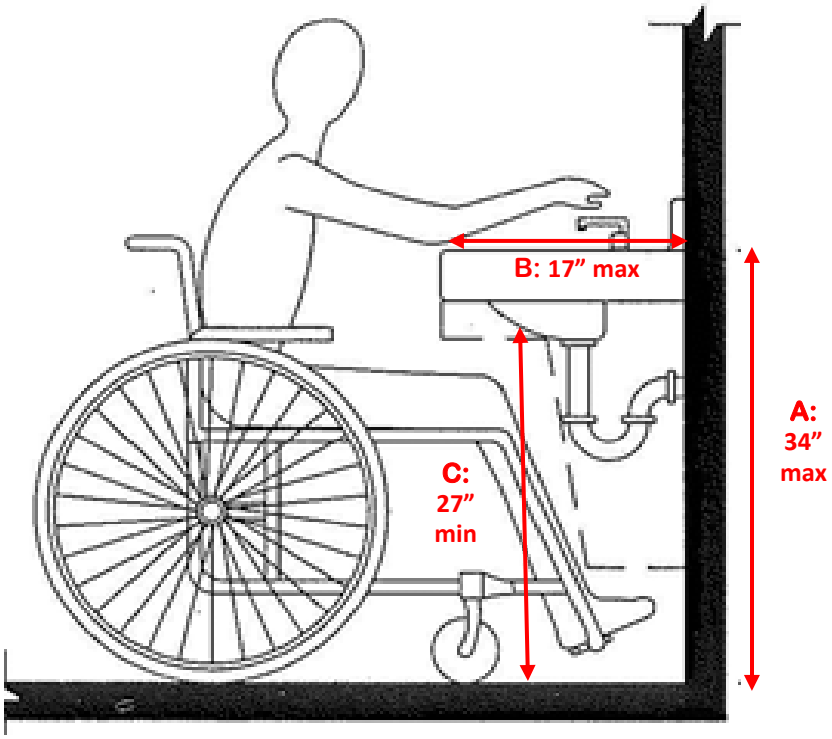
3. Are the soap dispensers and paper towel dispensers located within reach of a person in a wheelchair using an accessible sink ("C" in the diagram)? Yes ❑ No ❑



Sink Accessibility Restroom 1

Sinks may be in various locations in your facility, including restrooms, break rooms, waiting rooms, etc. Please refer to the diagram below when answering the following questions.

1. Can the water in the sink be turned on and off with one hand or a closed fist?
   Yes ❑ No ❑
2. Can the soap dispenser be activated by a person who uses a closed fist? Yes ❑ No ❑
3. Are exposed pipes under the sink wrapped? Yes ❑ No ❑
4. Is the top of the sink counter a maximum of 34" from the floor surface ("A" in the diagram)?
   Yes ❑ No ❑
5. Is the sink counter a maximum of 17" from the wall to the front of the counter ("B" in the diagram)? Yes ❑ No ❑
6. Is there at least 27" of "knee space" below the sink so people using wheelchairs can fit their knees underneath ("C" in the diagram)? Yes ❑ No ❑



How Can We Help You?
A functional Needs Assessment Related to your clients with disabilities

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American Association on Health and Disability

Version 1.0 April 7, 2013

Thank you for agreeing to participate in

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Removing Barriers for Women With Disabilities!

One important part of Project Accessibility USA is assisting mammography facilities to assess and improve their physical accessibility. The companion document ***Accessibility Self-Assessment Guide For Mammography Facilities*** is the first step in a process to assist mammography facilities in this process.

Physical accessibility, however, is only one part of the picture. Whether or not your facility participates in Project Accessibility USA through a site visit, we hope you'll take advantage of the many resources we've put together on other important factors in improving accessibility for women with disabilities. These include reference guides, "how-to" manuals and brochures, checklists and on-line learning opportunities. These are available on the project's resource portal" containing links to useful, easy-to-understand resources from many organizations and agencies that will give you information and tips you can use.

The ***Functional Needs Assessment Related to Your Clients with Disabilities*** contains a brief summary in checklist form of some of the things we hope the staff of your facility consider as you continue your to be community leaders in providing quality services to women with disabilities. Please take a look at the topics listed there, and let us know which you'd like more information on and/or technical assistance with. This will help us tailor the contents of the site visit we'll be making to your facility.

If Project Accessibility USA is scheduling a site visit to your facility, we'll be happy to discuss the contents of this Guide and the resources available to you while we're there. If we're not conducting a site visit, please feel free to contact Elaine Brightwater at ebrightwater@salud.unm.edu or (505) 228-6642.

We look forward to working with you!

Roberta Carlin

Elaine Brightwater

Roberta Carlin, MS, JD
Executive Director
American Association on Health and Disability

Elaine Brightwater,
Project Director
Project Accessibility USA

Initial Needs Assessment

We know that sometimes it's hard to keep up with the latest guidelines on how to most effectively serve women with disabilities. Here are some potential topics that staff of mammography facilities often ask about.

Project Accessibility USA has available useful resources and information on these (and many other) topics. As you scan these topics, please let us know which topics you would like more information on.

Scheduling Appointments With:

(What's the same? What's different? What do you need to know?)

- ❑ women who are deaf and hard of hearing
- ❑ women who are blind or visually impaired
- ❑ women who use a wheelchair
- ❑ women with cognitive or intellectual disabilities

Interacting During An Office Visit With:

(tips and techniques on effective communication, what to do, what not to do, etc.)

- ❑ women who are deaf and hard of hearing
- ❑ women who are blind or visually impaired
- ❑ women who use a wheelchair
- ❑ women with cognitive or intellectual disabilities
- ❑ getting the word out in your office about working with women with disabilities
- ❑ understanding the barriers that women with different types of disabilities face in getting mammograms

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

If there are other topics on which you'd like more information or resources, please list them here:

You're Done!
Please return the completed assessment as described in the letter that accompanied the package of materials sent to you.

EXTRA RESTROOM ASSESSMENT FORMS

PROJECT ACCESSIBILITY USA IS A COLLABORATIVE PARTNERSHIP BETWEEN THE AMERICAN ASSOCIATION ON HEALTH AND DISABILITY AND THE CENTER FOR DEVELOPMENT AND DISABILITY AT THE UNIVERSITY OF NEW MEXICO WITH FUNDING PROVIDED BY SUSAN G. KOMEN FOR THE CURE.

American Association on Health and Disability

Version 1.0 April 7, 2013

Restroom accessibility Restroom 2

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   Yes ❑ No ❑ N/A ❑

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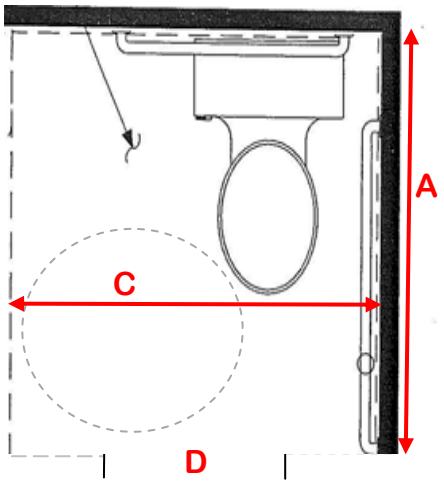

4. Is the doorway to the restroom at least 36" wide ("D" in the diagram to the right)?
   Yes ❑ No ❑ N/A ❑

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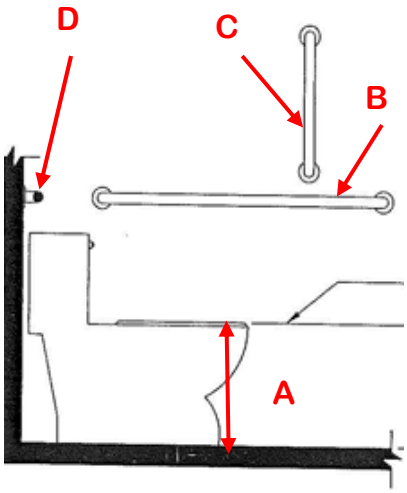

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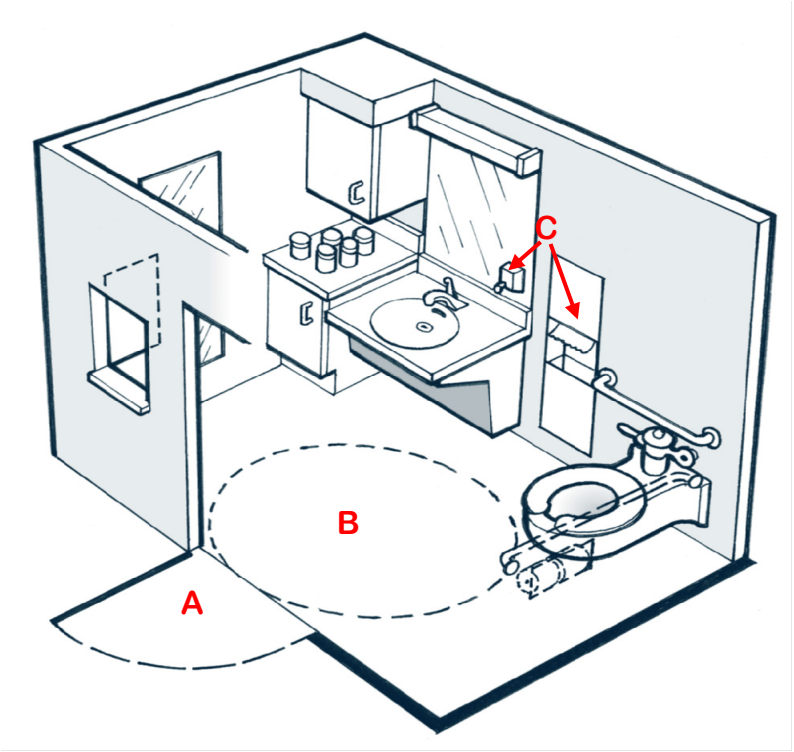
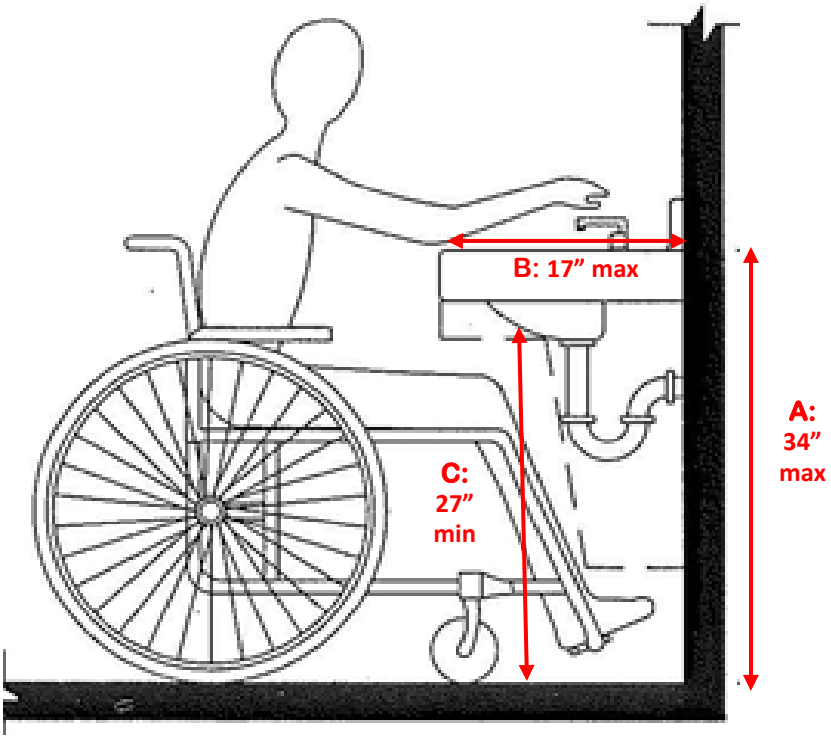


Sink Accessibility Restroom 2

Sinks may be in various locations in your facility, including restrooms, break rooms, waiting rooms, etc. Please refer to the diagram below when answering the following questions.

1. Can the water in the sink be turned on and off with one hand or a closed fist?
   Yes ❑ No ❑
2. Can the soap dispenser be activated by a person who uses a closed fist? Yes ❑ No ❑
3. Are exposed pipes under the sink wrapped? Yes ❑ No ❑
4. Is the top of the sink counter a maximum of 34" from the floor surface ("A" in the diagram)?
   Yes ❑ No ❑
5. Is the sink counter a maximum of 17" from the wall to the front of the counter ("B" in the diagram)? Yes ❑ No ❑
6. Is there at least 27" of "knee space" below the sink so people using wheelchairs can fit their knees underneath ("C" in the diagram)? Yes ❑ No ❑



Restroom accessibility Restroom 3

Some facilities have restrooms that are a single room, with a commode, sink, etc. that are meant to be used by only one individual at a time. Others have restrooms that stalls and allow for multiple people to use them at the same time. Accessibility requirements are different for each type.

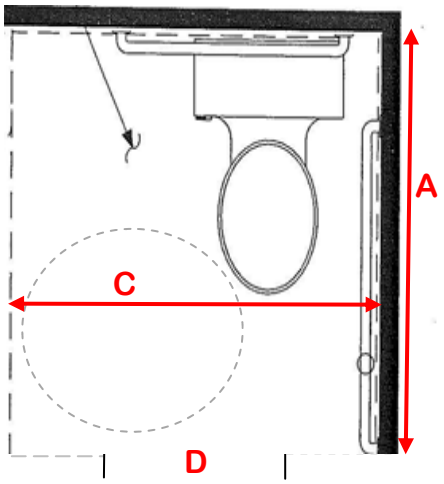
Accessible Stalls

If your facility has a restroom with a wheelchair compartment, please answer the questions in this section. If it doesn't, please go the next section.

1. If your facility has an accessible stall in which the toilet is mounted <u>on the floor</u>, is there a minimum of 59" between the back wall and the front wall of the stall? ("A" in the diagram to the right)?
   Yes ❑ No ❑ N/A ❑

2. If your facility has an accessible stall in which the toilet is mounted <u>on the wall,</u> is there a minimum of 56" between the back wall and the front wall of the stall? ("A" in the diagram to the right)?
   Yes ❑ No ❑ N/A ❑

3. Is the width of the accessible stall at least 60" so that someone can transfer from a wheelchair or scooter inside of the stall ("C" in the diagram to the right)?
   Yes ❑ No ❑ N/A ❑



4. Is the doorway to the restroom at least 36" wide ("D" in the diagram to the right)?
   Yes ❑ No ❑ N/A ❑

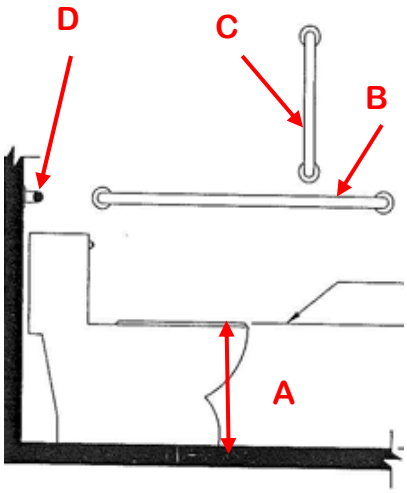
Toilets and grab bars

1. Is the top of the toilet seat between 17" and 19" inches from the surface of the floor ("A" in the diagram on the right)?
   Yes ❑ No ❑

2. Is the flush control on the open side of the toilet, opposite from the wall?
   Yes ❑ No ❑

2. Is there a horizontal grab bar on the side of the toilet that is 36" above the surface of the floor ("B" in the diagram)?
   Yes ❑ No ❑

3. Is there a vertical grab bar that a person sitting on the toilet can use to help lift themselves ("C" in the diagram)?
   Yes ❑ No ❑



4. Is there a grab bar behind the toilet on the wall ("D" in the diagram)?
   Yes ❑ No ❑

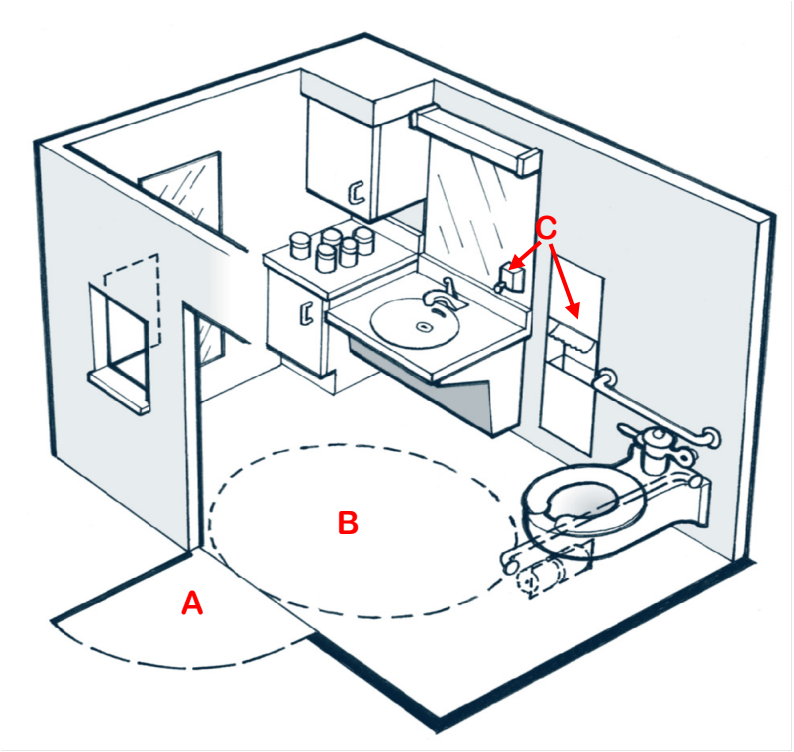
Single-user restroom Accessibility Restroom 3

If your facility has a restroom designed to be used by one person as shown in the diagram below, please answer the questions in this section. If it doesn't, please go the next section.

1. Does the entry door swing out with at least a 32" clear opening, including any protruding hinges, etc. ("A" in the diagram below)? Yes ❑ No ❑

2. Is there a 5 foot turning area in front of the commode and sink ("B" in the diagram?) (radius at least 2.5 ft) Yes ❑ No ❑

3. Are the soap dispensers and paper towel dispensers located within reach of a person in a wheelchair using an accessible sink ("C" in the diagram)? Yes ❑ No ❑



Sink Accessibility Restroom 3

Sinks may be in various locations in your facility, including restrooms, break rooms, waiting rooms, etc. Please refer to the diagram below when answering the following questions.

1. Can the water in the sink be turned on and off with one hand or a closed fist?
   Yes ❑ No ❑
2. Can the soap dispenser be activated by a person who uses a closed fist? Yes ❑ No ❑
3. Are exposed pipes under the sink wrapped? Yes ❑ No ❑
4. Is the top of the sink counter a maximum of 34" from the floor surface ("A" in the diagram)?
   Yes ❑ No ❑
5. Is the sink counter a maximum of 17" from the wall to the front of the counter ("B" in the diagram)? Yes ❑ No ❑
6. Is there at least 27" of "knee space" below the sink so people using wheelchairs can fit their knees underneath ("C" in the diagram)? Yes ❑ No ❑