

# How to Use the DIY ADA Access Planning Workbook

## DIY ADA Planning Workbook Supplement

### Page 1

1. Consider the sample **Nondiscrimination and Access Policies**.
  - a. Revise as necessary for leaders to feel excited about doing this work. When an issue or opportunity arises, and you're not sure how to respond, this policy will guide your actions.
2. Reflect on the **remaining sections of this page**. Be realistic about what's happening now. If you plan to make changes, note them here as well.

### Pages 2-5

1. Read the **prompting questions** for each category.
2. Reflect on **whether or not your organization does these things now**.
  - a. **If yes**, celebrate and document them in Current Efforts.
  - b. **If not**, reflect on how that presents a barrier and document in Known Barriers.
3. Consider each Known Barrier and **develop SMART Goals** to address them.
  - a. Refer back to the prompting questions for possible solutions.
  - b. Decide whether these goals are Short Term Goals or Long Term Goals.
4. **Prioritize** these goals.
5. **Assign** next steps to a specific person.
  - a. Break a goal into smaller goals when that makes it feel more accomplishable.

### And then what?

- If you'd like, make a **“cleaner and clearer”** version of what you developed in this worksheet to share with others.
  - It's okay if your handwritten version is what you have the time to do right now. That can be your plan!
- The ADA Plan should be **approved by your Board of Directors** or **Advisory Committee**. They are ultimately responsible for complying with the law, and this is their assurance that the work is being done.
  - When a finished plan is approved, note the date of approval.

- **The Access Coordinator should make sure that the organization is revisiting this on a regular basis.** This person probably shouldn't be the only one executing what's in this plan. At minimum, the Access Coordinator is tasked with reminding the organization about the plan to ensure it is being acted upon.
  - Maybe it becomes a standing agenda item for Board meetings?
  - Maybe it's part of the first production meeting for every project?
- **Revisit and revise!**
  - Completed a goal? Celebrate! Make notes for when you next revise the plan.
  - Having trouble completing a goal? Think through what's stalling progress, and think about adjusting the goal.
  - While you will revisit the plan regularly throughout the year to ensure planned activities are taking place, it is often revised entirely every 1-3 years to reflect changes in the organization and its needs.