

### **Survey for Program and Site Administrators**

The Town of West Tisbury is in the process of updating an Americans with Disabilities Act Self-evaluation and Transition Plan. This survey has been developed to gather input regarding the Town of West Tisbury's provision of programs, services and activities for individuals with disabilities. Your assistance in completing this survey is appreciated. If needed, please fill out a separate survey for each program and facility or attach information as needed.

Name of person completing this form and title:

Date

A. Please list the programs, services, activities and special events for which you are responsible:

B. Are the events, programs or activities for which you are responsible provided at one location or at multiple locations in the Town of West Tisbury? For example, swimming lessons at several pools:

C. List the location where your office is located:

D. How do recipients access or request information about your programs, services or events (come to your office, call, email, other, etc.)?

E. Hours of operation by program (if applicable):

F. What organizations or groups utilize all or part of your site? (Describe use and location):

G. Are there any recent or current complaints from employees, members of the public or other stakeholders regarding accessibility for individuals with disabilities at your site? (If so, please describe):

H. Are you aware of any barriers to program accessibility? Please describe:

I. What would you consider to be the highest priority to make programs, services, activities or events offered by the Town of West Tisbury more accessible for individuals with disabilities?

Please respond to the following questions as it relates to you, or your program or administration.

**DK = Don't Know    NA = Not Applicable**

QUESTION	YES	NO	DK	NA	COMMENTS
1. Do you know who the designated ADA Coordinator is for the Town of West Tisbury?					If yes, name person:
2. Have you posted and noticed the name and address of the ADA Coordinator?					If yes, where:
3. Have you posted and noticed the rights afforded individuals with disabilities?					If yes, where:
4. Do you have access to current Town of West Tisbury policies, procedures or practices?					
5. Are grievance procedures or uniform complaint procedures noticed and posted at your site?					If yes, where:
6. Are accessibility grievance procedures available for employees and members of the public?					
7. Do you have emergency evacuation plans posted at your site that includes procedures for individuals with disabilities?					If yes, where:
8. Are assistive listening devices available for individuals with hearing impairments at your site?					If yes, state location, number fixed or portable, and if they are operable:

QUESTION	YES	NO	DK	NA	COMMENTS
9. Do you have a Telecommunications Device for the Deaf (TDD/TTY) at your site?					If yes, state location, number, and if they are operable:
10. Is your staff trained regarding the use of a TDD/TTY?					If yes, state when and how:
11. Have you reviewed your website for accessibility for persons with vision impairments?					If yes, when:
12. Do you have a statement of accommodations in your literature or on public notices?					
13. Are individuals with disabilities included in, or have an opportunity to participate in, all programs, activities, and services provided by your site?					
14. Are individuals with disabilities served or located in segregated areas of your facility?					
15. Do you require persons with disabilities to receive or participate in services at an alternate location?					If yes, describe:

QUESTION	YES	NO	DK	NA	COMMENTS
16. Do you provide public transportation for your programs, services or activities?					If yes, describe transportation and its accessibility:
17. Do you offer programs at your site that are not offered at other sites in the Town of West Tisbury?					If yes, describe:
18. Do you follow a specific procedure or policy for use of the facility by organizations or members of the public?					If yes, describe:
19. Are you aware of any community members or recipients of services with disabilities who utilize your site?					

QUESTION	YES	NO	DK	NA	COMMENTS
20. Have you made accommodations for individuals with disabilities (employees, patrons, members of the public, etc.)?					If yes, describe:
21. Do you have any employees, volunteer or interns with disabilities at your site (if known)?					
22. Have you provided training or information to your staff regarding the requirements of the Americans with Disabilities Act?					If yes, describe:
23. Do you have any volunteers or interns?					
24. If you have volunteers or interns, have they received training on providing services or activities for individuals with disabilities?					
25. Would you like additional training regarding the Americans with Disabilities Act?					

QUESTION	YES	NO	DK	NA	COMMENTS
26. Does your site offer any exemplary programs or services for individuals with disabilities?					If yes, describe:
27. Have you received any awards or special recognitions regarding programs or services for individuals with disabilities?					If yes, describe:
28. Do you have any construction or remodeling projects currently underway or planned for the next 5 years?					If yes, describe:
29. Do you already have an Accessibility Survey or report for your site or the sites for which you are responsible?					If yes, please attach to the survey.
30. Other Comments (if more space is needed, please write on the back of the survey or attach additional sheets):					



Additional copies of the survey, in hard copy or electronic format, can be obtained from Disability Access Consultants, LLC (DAC) by calling 530-533-3000 or by sending an email request to [bthorpe@dac-corp.com](mailto:bthorpe@dac-corp.com).

Please return this survey by [DATE] to:  
Town of West Tisbury, ADA/504 Coordinator  
Town of West Tisbury  
PO Box 278  
West Tisbury, MA 02575  
Phone: 508-696-0102  
TTY: state relay at 7-1-1  
TownAdmin@westtisbury-ma.gov

You may also return the survey to:  
Barbara Thorpe  
Disability Access Consultants, LLC  
2862 Olive Highway, Suite D  
Oroville, CA 95966  
Email: [bthorpe@dac-corp.com](mailto:bthorpe@dac-corp.com)

Thank you for your input!