



# **Accessibility Plan Review**

**2022-2023**

**Legend:**

<b>1 =</b>	<b>Yes/completely</b>	<b>2 =</b>	<b>Almost – working towards meeting goals</b>
<b>3 =</b>	<b>Partially</b>	<b>4 =</b>	<b>Not yet considered/completed</b>

**Architectural and Environmental Barriers**

<b>Section</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Description</b>
Assess short and long range needs for maintaining the integrity of buildings.	<b>X</b>				Spaulding Academy & Family Services continues to monitor conditions in all of our buildings and make appropriate upgrades as needed. Most of the work is done in-house but we do hire outside vendors when needed.
Appropriate funds and maintain healthy Capital Improvement plan to ensure all building/campus needs are met.	<b>X</b>				Spaulding's current capital budget allows us to make significant building improvements. We are always addressing and updating HVAC systems, building infrastructure and monitoring any additional needs on an ongoing basis.
Safety Committee members complete building checks.	<b>X</b>				Our Safety Officer and Committee meeting constantly to look at ways of improving safety on campus and in all of our buildings. Our Safety Officer conducts daily checks and reports findings to our Safety Committee for prompt resolution.
Golf cart is available to assist visitors with ambulatory needs.	<b>X</b>				Our golf cart is maintained by our facilities department and is stored in a clean dry environment. The cart is always available when needed.
Ensure inside spaces are clean, comfortable and appropriate.	<b>X</b>				As part of our routine/daily safety inspections our Safety Officer and Team monitor all of our spaces for safety and cleanliness. Any recommendations are sent to the facilities department for resolution.

## Attitudinal Barriers

Section	1	2	3	4	Description
Annually review Cultural Competency and Diversity Plan		X			The Committee for Diversity, Equity and Inclusion is currently working to update our policy with further information regarding neurodiversity and the use of requested pronouns and chosen names. The group has added providing own-voices training regarding autism and other aspects along the spectrum of neurodiversity.
Provide competency-based training on CC&D	X				Spaulding Academy & Family Services provides training upon hire and annually regarding CC&D. It is presented through electronic tools within our Learning Management System. Additional training is frequently assessed and added as needed, and to those who request further information.
Reinforce bullying policy and document and process occurrences.	X				Spaulding Academy & Family Services takes bullying very seriously. All instances of bullying, including hate speech, are documented and investigated. Staff are trained also trained on Micro-aggressions, Unconscious Bias, and Diversity and Inclusion.
Highlight Spaulding's Choose Love Initiative through training, curriculum, modeling and acceptance.			X		Choose Love is integrated into individual classrooms and cottages as well as our Community-Based Program approaches. A team is currently developing a "relaunch" of the program in order to provide a center-wide approach. Our students have attended virtual Choose Love events throughout the past year.
Respect students who identify as LGBTQ and utilize proper pronouns when requested		X			Staff strive to respect the requests of all individuals who request preferred pronouns and/or chosen names. The Committee for Diversity, Equity and Inclusion regularly provides resources to staff members seeking to better respect the needs of our LGTBQ+ population and the Committee is working to write a formal policy regarding the use of requested pronouns and chosen names.

Section	1	2	3	4	Description
Train all staff in TBRI		X			TBRI training is offered quarterly for staff in child-facing positions who have been employed by Spaulding for at least 90 days. While staff members in Support Services are not required to partake in the class, their participation is welcome. “Refreshers” are also provided quarterly to staff who have already finished the initial 4-day course.

### Financial Barriers

Section	1	2	3	4	Description
Establish an annual budget based on clinical and business performance	X				An annual budget is prepared prior to the start of each fiscal year and approved by the Board of Directors. The CFO works with Executive Leadership and the Finance Committee to ensure the budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
Monitor variations in funding and revenue generation throughout the year	X				Financial reports are prepared on a monthly basis with a budget to actual comparison. The reports are sent to the Finance Committee whom meet on a regular basis to discuss Spaulding’s financial position.
Research, identify, and apply for grants to augment the budge and provide opportunities to support the accessibility plan	X				Spaulding currently contracts with a grant writer that identifies and applies for grants.
Look for other revenue streams	X				The Executive Leadership and Board members continue to consider new revenue streams, including utilizing campus resources. A new program and a significant increase in residential rates have resulted in a strong financial position.

## Employment Barriers

Section	1	2	3	4	Description
Continue to support staff training, recognition and growth	X				Our training cohort is active, looking at new training, new ways of delivering training and is utilizing a new LMS system. We are doing regular supervision with staff and staff development and growth is a key part of these conversations. Our recognition continues to include peer to peer recognition as well as “spot bonuses” in the form of kudos and/or gift cards for staff who are going above and beyond.
Annual review of policies	X				Our policies and procedures group is reviewing policies on a regular basis and we amend as we need to both to reflect internal and external changes and climate.
Focus on staff appreciation events/instances		X			We have been hampered by COVID but are opening up, so this will return us to in-person and more active and successful events.
Utilize staff satisfaction survey data to impact future decision making regarding benefits	X				We meet regularly with our insurance broker to discuss how best to support our staff. We have done surveys and will continue to do them to understand what is most beneficial to the largest number of staff. We are, for instance, having an out of cycle enrollment in Short Term Disability to support the addition of staff who may not have been eligible during our standards open enrollment period.
Establish a Wellness Committee			X		With COVID, committees have been difficult. We are working on implementing regular wellness communications and this is a focus for our benefits administrator.
Provide timely performance reviews	X				This has always been a strength at Spaulding and continues to be. The addition of regular supervisions has only strengthened this process.

## Communication Barriers

Section	1	2	3	4	Description
Ongoing feedback through satisfaction surveys to collaterals.	<b>X</b>				Spaulding Academy & Family Services sends out annual surveys to external collaterals to gain feedback in the areas of overall experience with services offered, level of communication received, input regarding staff/professionalism and support, input concerning accessibility/cleanliness/overall appearance, and level of involvement in treatment decisions. Spaulding also seeks feedback relating to improvements that can be made to better our services. Spaulding's return rate for surveys is approximately 39% which is above the average return rate of 10%-30%.
Identified communication deficits between students and/or families and modifications made		<b>X</b>			Internal feedback from staff as well as feedback from collaterals have indicated that communication is an area in need of improvement. Spaulding is constantly working on ways to improve communication by utilizing one drive to communicate in "real time", communication logs between staff and families, technology (i.e. skype, FaceTime, ZOOM) and we are now back to in-person meetings.
Speech & Language services made available for students who need them		<b>X</b>			Spaulding Academy & Family Services employs 5 speech therapists in the school. These speech and language professionals are also meeting and consulting with residential staff to maintain continuity of services.
Staff training on adaptive equipment for nonverbal students		<b>X</b>			Academic staff receive training on adaptive equipment for nonverbal students prior to a student enrolling in our program or when the device is introduced. Related Service professionals also meet with residential staff on a regular basis to train them on the adaptive equipment needed.

## Technology Barriers

Section	1	2	3	4	Description
Monitor, update, and repair equipment/software needed to improve the experience of the end user (computers, printers, etc.)		X			Spaulding has increased the rate of PC replacement, and has very few outdated computers still in use. Additionally, we are replacing desktop PCs with laptops/docking stations where applicable, and adding second monitors also where appropriate.
Provide training to staff as appropriate to assure understanding how to access information within Spaulding's intranet			X		Spaulding has a two-hour orientation for new hires that teaches folder & file navigation, Windows 10 operations, and internet browser usage. One-on-one training is always available for additional technology instruction. Very few requests from staff have been received

## Transportation Barriers

Section	1	2	3	4	Description
Maintain adequate vehicle fleet	X				Spaulding's fleet vehicles are inspected in-house every month and are serviced as needed by an outside vendor.
Vehicle training for staff		X			Spaulding works hard at getting all staff that drive company vehicles trained in-house by our facilities staff. This is an on-going process as we hire new staff on a weekly basis.
Identify additional staffing or supports to facilitate additional transportation needs	X				Because of its rural location, Spaulding recognizes that transportation can be a barrier for the students and families that we serve. To assist with this Spaulding has hired a transporter as well as family aides to ensure that the students their families are able to needs met.
Regular communication with families to identify transportation barriers	X				Spaulding Academy & Family Services assigns a Case Manager to each student admitted in order to facilitate open communication and provide the necessary resources, including transportation when needed, to the families. They also work with the families to identify barriers and obtain community resources to help minimize those barriers.

## Community Integration Barriers

Section	1	2	3	4	Description
Input obtained from students regarding preferences for community outings and activities and based on their input outings are planned and completed	X				Our students participate in a vast amount of meaningful community trips. With the input of our students we offer weekend adventures, to the ocean, mountains, bowling, climbing walls, and many more.
Vocational volunteer opportunities will be researched as appropriate	X				<p><b>Task Completions</b> are designed for our students 5 to 10 years old. This category is to address the need for life skills training, however keeping the age and developmental abilities in mind. The students will be mentored on new skills (in addition to their daily chores), to include but not limited to; cottage laundry, sanitizing a refrigerator, sweeping, raking, shoveling, and other age appropriate tasks.</p> <p><b>Independent Living Skills</b> are designed for our students 11 to 13 years old. This category is to address the potential deficit our students may have concerning age appropriate independent living skills. The goal is to hone in on the areas that need improvement. Life skills will be identified by the counselor from a list of options. Initial instruction will be given, to include hand over hand, Instruction boards, and other tools needed. The ultimate goal being, independent mastery of the skill.</p> <p><b>Skill Building Opportunities</b> are designed for our students 14 to 20 years old. The skill building opportunities will progress in levels of difficulty and trust as the student gains experience in each training. This category is designed to educate our students about the world of work, job ethics, and identifying a career they may be interested in. While on campus our students have the opportunity to be involved in up to 24 created, on-campus skill building opportunities</p>



Section	1	2	3	4	Description
Students are encouraged to participate in extra-curricular activities and supported in doing so	X				Students are involved in nightly after school activities. These activities are geared and designed to meet the individual abilities of each cottage, and each student. Students are encouraged to participate in any activity posted on the campus wide ASA schedule. They can mentor younger students, or assist in the organization of the activity, along with enjoying the event offered.
Families, if appropriate, are encouraged to engage in home visits		X			During the peak of the COVID-19 crisis all visits were put on hold for students and the campus was closed to visitors. This was put in place in order to maintain the safest environment possible for our students. In the summer of 2021, Spaulding began allowing students to visit their families off campus, however all off campus trips needed approval and there was no ability for students to go into restaurants/stores. Spaulding now allows off campus visits and on-campus visits with families. We employ Case Managers in both our Residential and Community-Based Programs who connect with families and determine what their needs are and how visits can be supported so they can be successful.