

SELF-ADVOCATE TOOLKIT



KANSAS BELIEVE

This toolkit has been written for self-advocates
using plain language and images.



Kansas BELIEVE Self-Advocate Toolkit

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About Kansas BELIEVE



What is Kansas BELIEVE?

The Kansas BELIEVE (Building and Expanding Leaders and Individuals, Experience the Vision of Empowerment) Partnership membership is the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-Advocate Coalition of Kansas (SACK).

The vision of Kansas BELIEVE is that people with intellectual and developmental disabilities (I/DD) who have experienced sexual violence will be believed and will be able to make their own decisions. Kansas service and support providers will offer unconditional and continuous support in a relaxed place with safety and respect.

The mission of Kansas BELIEVE is to improve services and support to people with I/DD who have experienced sexual violence. We will do this through our:

- Active teamwork,
- Desire to understand, and
- Development of meaningful partnerships.

We will also build our ability to assist others in creating communities of safety and trust that are based on listening, believing, and providing unconditional support.



A picture of the hands of the Kansas BELIEVE team and self-advocates in a circle. The Kansas BELIEVE logo is in the middle of the hands.



Accommodations





Accommodation Toolkit for Self-Advocates

Empowering People with Disabilities to Live Life

2018

This document has been written for self-advocates
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ACCOMMODATION TOOLKIT FOR SELF-ADVOCATES

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What is this toolkit?

The Kansas BELIEVE Partnership is the Kansas Coalition Against Sexual and Domestic Violence (KCSDV) and the Self-advocate Coalition of Kansas (SACK). The two organizations talked to self-advocates, sexual assault survivors, and sexual assault programs to learn what information would be helpful to everyone.

This toolkit is written to help self-advocates (people with intellectual and developmental disabilities) know about:

- Self-advocacy
- Self-determination
- What the Americans with Disabilities Act (ADA) is
- Who is protected (helped) under the ADA
- Examples of accommodations (changes made to make it easier to do something)
- Accommodation plan
- What to do if discrimination (not allowed to get services or get separate services) happens

Who will this toolkit help?

This toolkit will help:

- Self-advocates wanting more information about the ADA.
- Self-advocates wanting more information about how the ADA can help them.
- Self-advocates wanting to make an accommodation plan.
- Self-advocates wanting more information about what to do if accommodations are not offered.

Self-advocacy and self-determination are important to understand before learning about options for help with making decisions. Self-advocacy and self-determination are defined next.

What is self-advocacy?

Self-advocacy is when people say what they want and need.

Self-advocacy means:

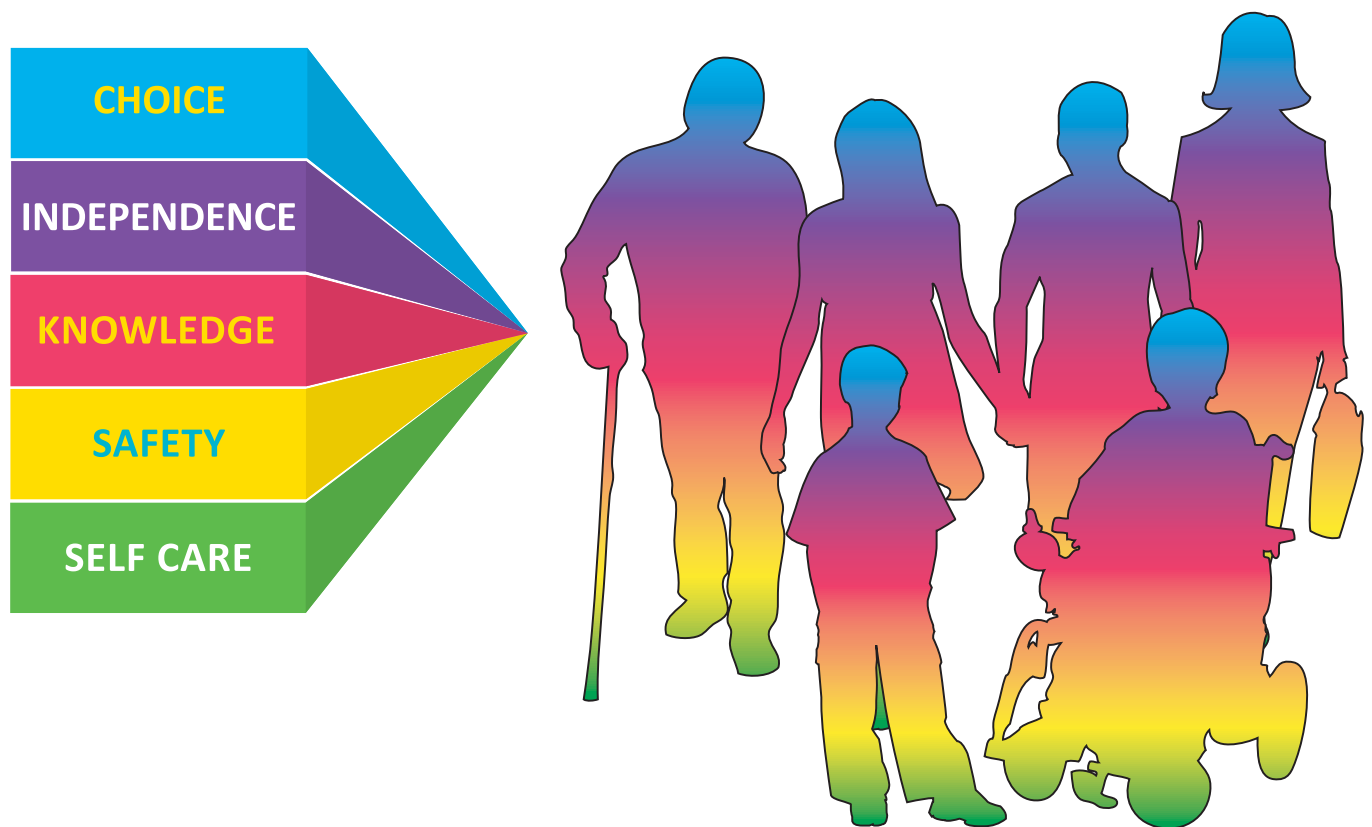
- Speak for yourself
- Share ideas about what you need and want
- Speak about what you want your life to be
- Speak about the things that can affect your life



A picture of a woman pointing to herself.

What is self-determination?

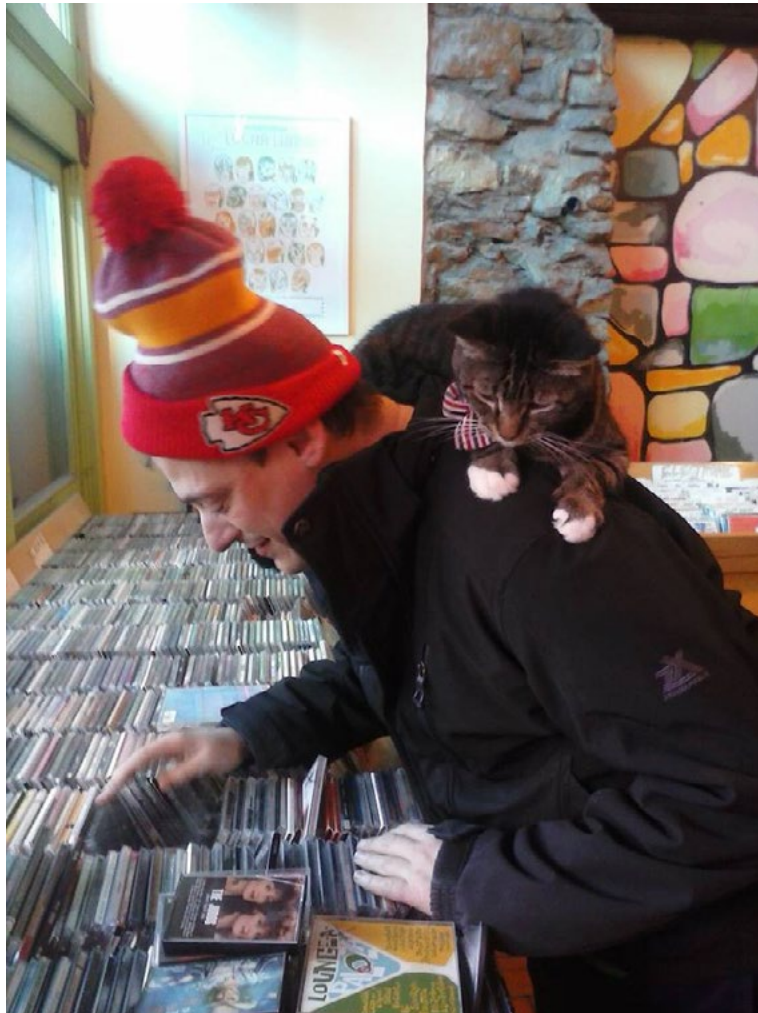
People are often labeled and defined by their disability or experience. People have feelings, ideas, beliefs, and values that are not limited by disability or experience. People with disabilities or people who experience sexual violence also have feelings, beliefs, and values. Each person is the expert in their own thoughts, feelings, and experiences, and knows what is best for them. As the expert of their life, people have the ability to direct decisions about their life, and this is self-determination. Choice, independence, knowledge, safety, and self-care are basic parts of self-determination.



HUMAN JUST LIKE EVERYONE ELSE

■ Choice (ability to try something and learn)

Each person has the right to experience successes and failures based on their decisions, and to decide if the result is what they want. This is how people build skills in understanding cause and effect for future decision-making and choices.



A picture of a self-advocate flipping through a selection of CD's with a cat resting on his shoulder.

■ Independence (decide how things are done)

Each person has the ability to make choices in their life according to their needs, beliefs, values, and desires. The level of independence and support varies based on the needs, abilities, skills, and experience of each person.



A picture of a self-advocate who has just received a “Cheerful Charlie” award at work.

■ Knowledge (information)

Each person has the right to have easily understood information about the options available, and the possible outcomes of each option.



A picture of a self-advocate speaking to the audience at the Kansas Disability Caucus.

■ Safety (emotional, financial, physical, spiritual)

Each person has the right to feel safe. Each person has the right to determine which safety plans they wish to use and which they do not. A person telling their own experience of violence or abuse should be met with support and options. Options are then chosen by the person so they can determine the next steps for their own safety.



A picture of a self-advocate at physical therapy.

■ Self-care (taking care of one's own emotions and body)

Each person has the right to heal in their own way. This involves taking care of their emotional, physical, and spiritual needs.



A picture of two self-advocates on a boat on vacation.

What is the Americans with Disabilities Act (ADA)?

The ADA is a civil rights law that was passed in 1990 to protect people with disabilities from discrimination, or being treated unfairly. It makes sure people with disabilities have the same rights and opportunities as everyone else in all areas of public life including jobs, schools, transportation, and all public and private places that are open to the public.



There are five Titles to the ADA.

- Title I: Employment
- Title II: State and Local Government
- Title III: Public Accommodations
- Title IV: Telecommunications
- Title V: Other requirements and definitions

■ Title I: Employment

Title I says places where people can work need to be accessible to qualified people with disabilities (people who have a disability that meets the eligibility).



A picture of a woman sitting at a desk with dark glasses and a service dog laying on the floor next to her.



A picture of a man in a power chair next to a wall with his arm raised and touching the switch for the lights.

■ Title II: State and Local Government

Title II says that state and local governments and their agencies need to be accessible in:

- Programs
- Services
- Public transportation



A picture of a sign showing an arrow and states “To the Courts” with a picture of a wheelchair.

A picture of the Kansas State Capitol.



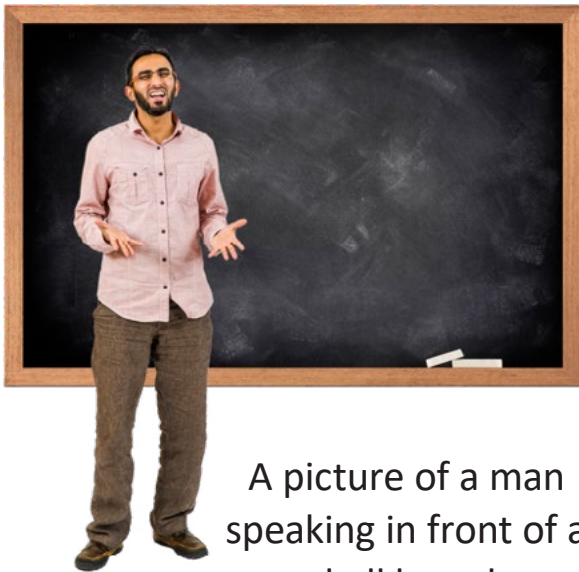
A picture of a van with a ramp and a person in a power chair using the ramp to enter the van.

■ Title III: Public Accommodations

Title III says that public accommodations and commercial facilities need to be accessible to everyone.

Examples of public accommodations are below.

SCHOOL



A picture of a man speaking in front of a chalkboard.

HOTEL



A picture of a man in a wheelchair at a hotel reception desk that is lowered.

LIBRARY



A picture of a woman in a power chair at the library where the aisle between the bookshelves are wide enough for the chair.

PARKS



A picture of a woman on a scooter on a wooden path through a park.



A picture of a boy on a wheelchair on a swing made for wheelchair.

RESTAURANT



A picture of a restaurant with wide paths between the tables.

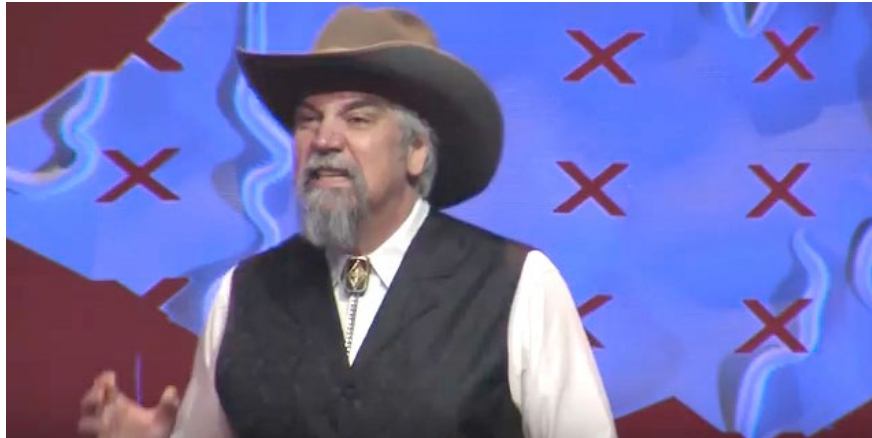
NONPROFIT



A picture of a man on a wheelchair planting flowers on a raised flower bed in a community garden.

■ Title IV: Telecommunications

Title IV says that telecommunication (phone, TV, internet) services need to be accessible to people with hearing troubles and other people with disabilities.



A picture of a video of a man speaking.



A picture of a video of a man speaking with closed captioning at the bottom of the screen.

■ Title V: Other Requirements and Definitions

Title V has definitions and other information about the ADA, like how the ADA works with other laws.

Who is protected under the ADA?

The ADA says that a person with a disability is someone with a physical or mental trouble that makes it very hard to do at least one “major life activity” like walking, breathing, learning, reading, communicating, seeing, hearing, thinking, and other important tasks. This includes people who have had trouble in the past, even if they do not currently have trouble. Someone can also be protected under the ADA if other people think they have a disability, even if they do not.



A picture of a woman in a power chair.



A picture of a man with a cane.



A picture of a woman with her arms stretched out.



A picture of a man with a service dog.

Why is the ADA important?

People with disabilities are often limited by many different kinds of barriers.

- Physical barriers that make it difficult or impossible to get into or use services of a business or nonprofit organization.

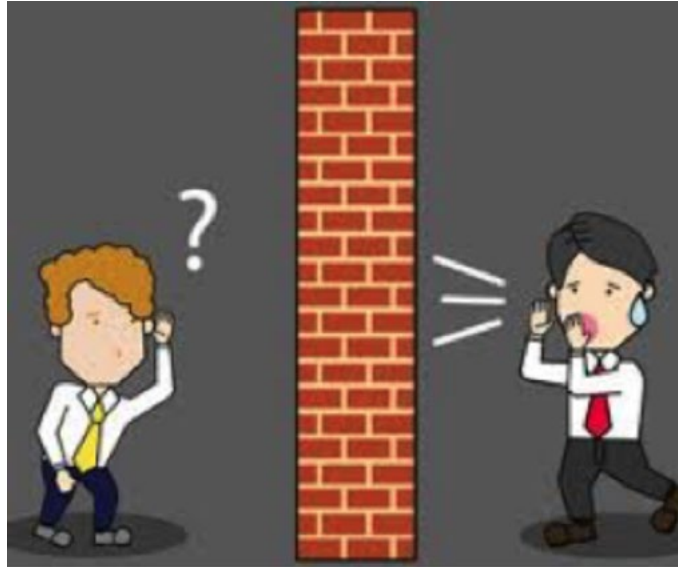


A picture of a person in a wheelchair with steps in front of them and a sign that says, “way in, everyone welcome.”



A picture of a wheelchair ramp and the door to the building opens over the middle of the ramp.

- Communication barriers.



A picture of a brick wall with a person on each side of the wall. One person is speaking and the other person cannot hear because of the wall.



A person in a wheelchair holding a door to a building and her service dog is blocked from moving by the door.

- Fears or beliefs about people with disabilities are barriers.



A picture of a child outside in his wheelchair. The child is by himself and is watching a group of children who do not use wheelchairs.

Accommodation Plan

The Job Accommodation Network (JAN) is an organization that provides information to people with disabilities for free. JAN also helps employers with understanding the importance of accommodations. Job Accommodation Network made a sample accommodation plan that can be used to ask for accommodations.

Talk with friends, family, self-advocates or others to get ideas on accommodations you might ask for in your plan. The following is an example of what can be included in an accommodation plan and request and is not intended to be legal advice.

Date _____

Your name _____

- I need help because I have a disability.
- The ADA supports my right to ask for accommodations (help) for me.
- I need help with _____ (write what is hard to do).

Examples:

1. Reading is hard for me
2. Remembering things that I do not have to do often is hard
3. Too much noise makes it hard to think
4. Writing is hard for me
5. Putting things back where they belong is hard

- I have ideas about accommodations (how things can change to help you) that help me. I need _____

Examples:

1. Some things that help me understand things that are written are:
 - Someone to read things to me
 - Pictures to go with words
 - No big words
 - Large print
 - Things in electronic form so my computer can read it to me

2. Some things that help me remember things that I do not do often are:

- Divide large assignments into several small tasks or chunks
- Set a timer to sound an alarm after assigning enough time to complete a task
- Provide a checklist of assignments

3. Some things that help me think are:

- Work in a space with little noise
- Take breaks
- Do the hardest work in the morning when it is quiet in the building

4. Some things that help me to do my work instead of writing are:

- Speak my response
- Ask someone to write down my response

5. Some things that help me to put things back where they belong are:

- Pictures of the item on the place where the item needs to go
- A map of where things are supposed to be
- Color coding on the place where the item is supposed to be with the same color on the item

- Do you have ideas about accommodations that will help me?

For additional help with ideas for accommodation, contact the following:

In Kansas

Self-Advocate Coalition of Kansas (SACK)

785-749-5588

Website: www.sackonline.org

Kansas Coalition Against Sexual and Domestic Violence

785-232-9784

Website: www.kcsdv.org

Nationally

Job Accommodation Network

Phone: 800-526-7234

Email: jan@askjan.org

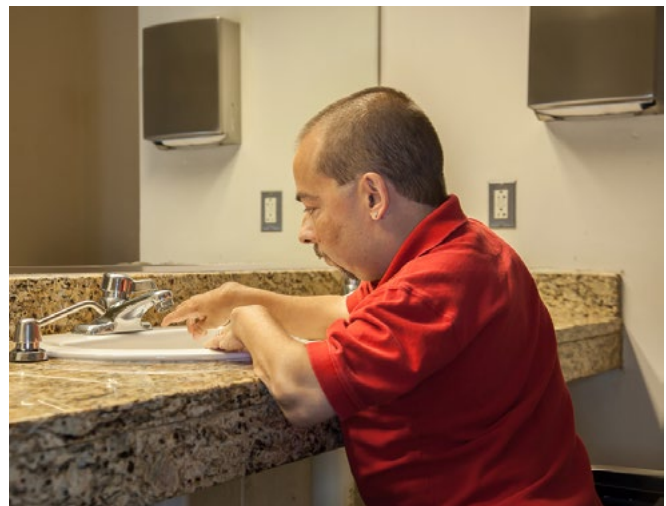
Website: www.askjan.org

What does Title III of the ADA make places of public accommodation do?

- Places of public accommodation must get rid of barriers that can be easily fixed without much work or expense.
- Public accommodations must make the goods, services, facilities, and privileges accessible to all.
- Public accommodations must offer another way to get into the business, goods, or services when it is easy to do it.



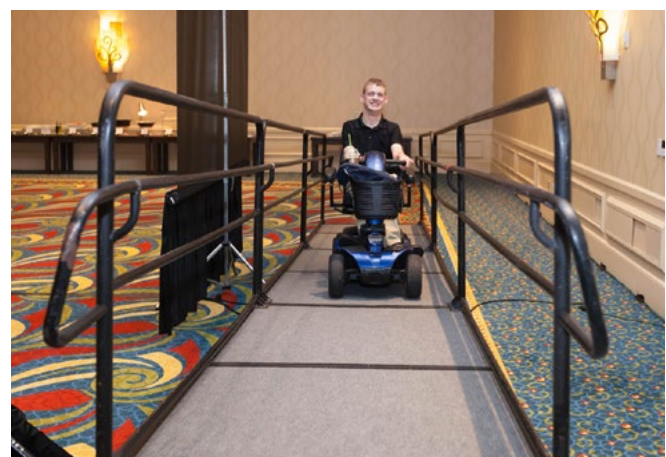
A picture of a hand touching Braille buttons in an elevator.



A picture of a man at a bathroom sink with a lowered counter.



A picture of a man in a powerchair in accessible seating in a theater.



A picture of a man in a scooter moving onto a stage using a ramp with hand rails.

Examples of extra supports that places of public accommodation may be required to provide under Title III of the ADA.

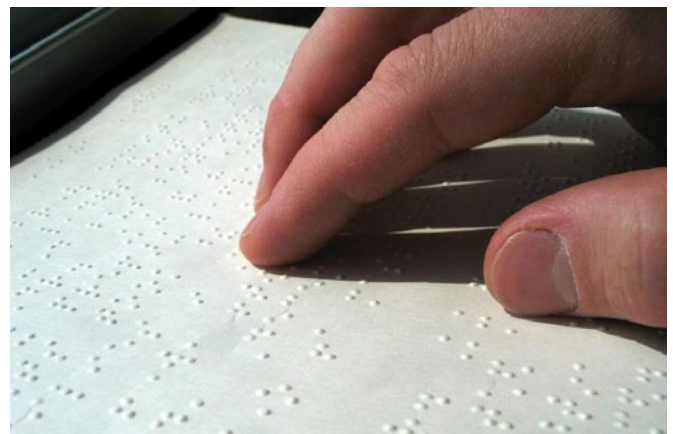
A public accommodation must provide extra supports and services when they are needed for clear communication for people with hearing, vision, or speech troubles.



A picture of a listening device (headphones) over the ears of a person.



A picture of a sign language interpreter standing next to a presenter in a meeting room.



A picture of a hand on a Braille page.

Policies that discriminate (not allowed to get services or get separate services) **against people with disabilities are not allowed.**

A place of public accommodation must make changes in:

- Policies (written rules),
- Practices (how things are done), or
- Procedures (written steps to do something)

to make sure that people with disabilities are offered the:

- Goods (things),
- Services,
- Facilities,
- Accommodation (housing or space to use),

just like everyone else.

A change is not required if it would “fundamentally alter” (completely change the way the public accommodation does business or provides services) the goods, services, or operations (the way things are done) of the public accommodation.

Example of how the accommodation would change the way a service or good is provided:

- Mike does not see well and would like to tour the local museum.
- Mike requests that the museum accommodate his disability by allowing him to touch all of the pieces of art.
- The museum has a strict policy (written rules) against touching the art because the oils from human hands would hurt the artwork.
- The museum would not have to accommodate Mike as he asked because it would completely change the way the museum lets people see art.
- The museum might instead offer Mike a tour that would include a museum guide who would tell Mike what the artwork looks like, or may offer audio devices that describe the art.



A picture of two young people holding a tape player and wearing headphones standing near sculptures.

Is it ok for people with disabilities to be provided separate services from people without disabilities?

The ADA states that places of public accommodation need to provide goods and services to people with disabilities in the same way that people who do not have disabilities get them. People with disabilities need to be included with people who do not have disabilities when a public accommodation is providing a good or service.



A picture of a person in a wheelchair talking with people sitting on a bench.

Can policies (written rules) or procedures (written steps to do something) of places of public accommodation be changed to let my service animal come with me?

Yes. Title III requires a public accommodation to change its policies to let the use of a service animal by a person with a disability in any area open to the general public.



A picture of a person walking on a sidewalk with a cane and a service dog.

Places that can help with discrimination (not allowed to get services or get separate services)

1. Talk with the staff, manager, or owner of the business or service. Tell what the problem is. Talk about ADA and the need for the business or service to offer access to their goods or services.
2. If the business or service does not do anything, call your local Self-Advocacy Group or contact the Self Advocate Coalition of Kansas.



Self Advocate Coalition of Kansas

785-749-5588

Website: www.sackonline.org

3. Talk with the Disability Rights Center of Kansas about what happened and ask how they can help.



EQUALITY ♦ LAW ♦ JUSTICE

214 SW 6th Ave., Ste 100

Topeka, KS 66603

Topeka voice: 785-273-9661

Toll free voice: 1-877-776-1541

Toll free TDD: 1-877-335-3725

4. If no changes are made, file a complaint with the U.S. Department of Justice, Civil Rights Division.



The Department of Justice (DOJ) investigates (tries to find out what happened) complaints of discrimination. DOJ will need to see the information about the discrimination.

Phone: 202-514-0301

TDD: 202-514-0381

TDD: 202-514-0383

Accommodation Video Resources

To watch a short video explaining self-advocacy by the Self-Advocacy Resource and Technical Assistance Center, go to:

<http://bit.ly/What-is-Self-Advocacy>

We would like to thank the following for the use of the photos in this toolkit:



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www.sackonline.org



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www.allsportsdigital.com



The Kansas BELIEVE Partnership



Self Advocate Coalition of Kansas



2018