

**DEPARTMENT OF HEALTH SERVICES**  
**STATE PLAN AMENDMENTS**  
**METHODS OF ADMINISTRATION**  
**SECTION 504 REHABILITATION ACT**  
**AMERICANS WITH DISABILITIES ACT**

1. **Assignment of Responsibility for Implementation of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA)**

The responsibility in the Department of Health Services is assigned to the Office of Civil Rights (OCR).

2. **Training**

The OCR shall develop methods to inform and instruct Department employees concerning the obligations of the Department under Section 504 and the ADA.

3. **Section 504 Compliance by Providers**

a. The OCR shall initiate steps to assure that vendors and other providers are provided with an explanation of their responsibilities under Section 504 and the ADA.

b. The OCR shall determine the methodology by which vendors and other participants will execute, in writing, the assurance that they will comply with Section 504 and the ADA.

c. The OCR shall establish a system for conducting periodic compliance reviews of services, vendors, and other providers of service, as needed.

4. **Nondiscrimination Policy**

The OCR shall develop a written, nondiscrimination policy which communicates that services, financial assistance, and other benefits of its programs are provided on a nondiscriminatory basis.

5. **Discrimination Complaint Policy and Procedure**

The OCR shall establish methods which ensure prompt resolution of discrimination complaints.

6. **Dissemination of Information to Beneficiaries and the General Public**

The OCR shall develop methods to ensure that beneficiaries and other interested parties are informed that services, aid, and other benefits are provided on a nondiscriminatory basis.

7. **Recruitment and Employment Practices**

Under the direction of the OCR, the Department shall continue to assure that no qualified, disabled person shall, on the basis of disability, be subjected to discrimination in employment, in training, and/or educational leaves, as provided to its employees.

**8. Planning, Advisory, and Policy Boards**

Under the direction of the OCR, the Department shall continue to assure that the opportunity to participate as members of planning, advisory, and policy boards, which are integral parts of its program, is available to all persons in a nondiscriminatory manner.

**9. Program Accessibility**

Under the direction of the OCR, the Department shall continue to take steps to assure that no qualified, disabled person be denied the benefit of, be excluded from participation in, or otherwise be subjected to discrimination under any of its programs or those of its vendors because the facilities are inaccessible to, or unusable by disabled persons by:

- a. developing transaction plans for structural changes as needed, and
- b. establishing procedures for assuring that facilities, or parts of facilities, which may be constructed or altered, are made readily accessible to and usable by disabled persons.

**10. Corrective Requirements**

Under the direction of the OCR, the Department shall initiate remedial action to overcome the effects of prior discrimination in instances where the Department, or the participants in its program, may have previously discriminated against persons on the grounds of their disability.

**11. Compliance Records**

The OCR shall be responsible for developing a system to collect, maintain, and report data and information necessary to determine the Department's compliance with Section 504 and the ADA, and the compliance status of its vendors. The OCR shall also be responsible for the conduct of a self-evaluation of the Department of Health Services.

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TN No. 96-012

Supersedes  
TN No. 78-14

Approval Date APR 11 1997

Effective Date January 1, 1997