



# **DISABILITY AND COMMUNICATION ACCESS BOARD**

**PLAN OF ACTION FY 2022-2023**

**Approved on July 21, 2022**

## OVERVIEW AND INTRODUCTION

The Disability and Communication Access Board is comprised of seventeen (17) volunteer members appointed by the Governor. The members include persons with disabilities, parents or guardians of persons with disabilities, public and private providers of service, and other professionals with knowledge in the areas for which the Board has rulemaking authority. The Board was created to provide for more efficient coordination of State efforts to comply with disability access and civil rights laws through outreach and voluntary compliance. The Board has rulemaking responsibilities for administrative rules for facility access, communication access, and accessible parking.

The functions of the Board are as follows:

- Establish administrative rules for the design of buildings, facilities, and sites by or on behalf of the State and counties in accordance with Section 103-50, Hawaii Revised Statutes; approve site specific alternate design requests when an alternate design provides equal or greater access. Provide review and recommendations on all State and county plans for buildings, facilities, and sites in accordance with Section 103-50, Hawaii Revised Statutes.
- Establish administrative rules for the utilization of communication access services provided for persons who are deaf, hard of hearing, or deaf-blind in State programs and activities. Operate the Hawaii Quality Assurance System and its continuing education units program.
- Administer the Statewide program on parking for persons with disabilities, in accordance with Part III of Chapter 291, Hawaii Revised Statutes.
- Provide advice and recommendations on matters relating to access for persons with disabilities, with emphasis on legislative matters, administrative rules, policies, and procedures of the State and county governments.
- Review and assess the problems, needs, and the availability of adequate services and resources for persons with disabilities in the State.
- Coordinate the efforts of the State to comply with the requirements of the Americans with Disabilities Act.
- Provide technical assistance and guidance to, but not limited to, State and county entities in order to meet the requirements of federal, State and county laws providing for access to persons with disabilities through public education programs and other voluntary compliance efforts.

While people with disabilities, approximately twenty percent (20%) of our population, are the beneficiaries of the Board's work, many of our activities are directed to other entities and individuals, including government (State and county), private service providers, employers and human resource personnel, design professionals, families, and the general public.

The purpose of this **Plan of Action** is to formalize the Board's philosophy that underlies its policy statements, and to set forth the goals and objectives that guide its actions for the period July 1, 2022 to June 30, 2023.

## PHILOSOPHY

Persons with disabilities shall be accorded just and equal status, responsibility, and benefits in society. The following principles have been adopted by the Disability and Communication Access Board, and form the underlying philosophy for this document.

1. Persons with disabilities have the right to attain their highest level of independence, self-determination and self-support. In exercising self-determination, persons with disabilities have the right to make and express choices in all aspects of their lives.
2. Persons with disabilities shall have equal access to services from agencies that serve the general public.
3. Services provided by agencies specialized to serve persons with disabilities (e.g., the Developmental Disabilities Division, Adult Mental Health Division, the Division of Vocational Rehabilitation), shall be appropriately coordinated, and fully utilized to meet the needs of persons with disabilities and their families.
4. Accurate information and effective educational programs about issues affecting persons with disabilities are necessary to ensure that the potential and capability of persons with disabilities to make significant contributions to society are clearly developed, understood, and utilized.
5. Persons with disabilities have the right to be included in all community activities, including but not limited to, equal rights and responsibilities for choices and conduct.
6. The full array of Hawaii's resources shall be utilized as creatively and effectively as possible to provide the most beneficial services to persons with disabilities.
7. Every effort shall be made to overcome misconceptions and biases regarding persons with disabilities.
8. Persons with disabilities and their families have the right to accurate, understandable, and timely information to facilitate making decisions.
9. Programs and services shall be accessible and policies shall be flexible enough to address changing and varying needs of persons with disabilities.
10. Persons with disabilities and their self-defined families, as appropriate, shall be partners with professionals at all levels of goal setting, decision making, and policy formation.
11. The Board will ensure that all its activities are planned and conducted to provide equal access to persons without regard to race, color, sex, sexual orientation, national origin, language, culture, age or disability.
12. The Board will ensure that its mission, goals, and objectives are carried out with a Statewide focus.

The Board seeks the full inclusion of individuals with disabilities into society and the right of such persons to be treated as equals among all people. Full inclusion includes all facets of an individual's life.

## 1. Civil Rights and Justice

The **Civil Rights** of persons with disabilities is the assurance that such persons shall be afforded equal access to participate in or benefit from a program, service, or activity, and shall not be denied access solely on the basis of disability. Participation in the **Judicial Systems** is critical to equal status in society.

The goals and objectives in the area of **Civil Rights and Justice** are:

- 1.1 Government entities, public accommodations, and service providers shall be informed and educated to meet their legal obligations to provide their services in a nondiscriminatory manner to persons with disabilities.

Objectives:

- 1.1.1 As the State Executive Branch Americans with Disabilities Act (ADA) Coordinator per Governor's Administrative Directive 12-06, disseminate information to the State Department ADA Coordinators, including but not limited to, staffing meetings of the State ADA Coordinators, maintaining a State ADA Coordinators roster and ADA Coordination website. Assist Department ADA Coordinators in resolving complex ADA-related complaints or situations. Conduct individual orientation trainings for newly appointed ADA Coordinators. **(Priority 1)**
- 1.1.2 Disseminate information to the County ADA Coordinators, including but not limited to, attending quarterly meetings of the County ADA Coordinators and maintaining a County ADA Coordinators roster. Assist County ADA Coordinators (and other County officials) fulfill their responsibilities or in resolving complex ADA-related complaints or situations. **(Priority 2)**
- 1.1.3 Provide technical assistance on the requirements of Titles II and III of the ADA, other applicable laws relating to accessing programs and services, and customer service, with a priority to government agencies (including ADA Coordinators). This includes education on the obligation under the ADA, to provide adequate time and opportunity to request services and encouragement to do so, and continue to try and fulfill requests even after posted deadlines. **(Priority 1)**
- 1.1.4 Monitor federal rules on web accessibility requirements and provide comment, as appropriate. Provide basic technical assistance to State agencies to assist in improving web access. **(Priority 3)**
- 1.1.5 Maintain a secured website for State and County ADA Coordinators as a repository of minutes of meetings and rosters. **(Priority 2)**
- 1.1.6 Provide technical assistance to the Legislature to ensure that the legislative process is accessible to persons with disabilities. **(Priority 2)**
- 1.1.7 Provide a series of in person or virtual training workshops for State and county entities on the following requirements: making public meeting notices accessible for persons with disabilities, including the placement of auxiliary aids and services request information on notices and the provision of a call in number for persons

with disabilities who may not have the technology or ability to participate in a virtual meeting or event via a given virtual software platform, but who can otherwise participate by phone, pursuant to the Board's "Guidance on the Provision of Auxiliary Aids and Services or Accommodations Due to a Disability at Public Meetings or Events"; making good faith efforts to obtain a requested auxiliary aid or service up until the meeting or event, even if the notice includes a request by date; and making public documents accessible for persons with disabilities, including how to make them accessible (projected number = 4 to 6 workshops).  
**(Priority 3)**

- 1.2 Federal, State, and county laws, rules, policies, or procedures shall ensure non-discriminatory treatment of persons with disabilities.

Objective:

- 1.2.1 Support legislation or administrative rules, policies, or procedures to remove discriminatory language and/or strengthen non-discriminatory language as it affects persons with disabilities. **(Priority 1)**

- 1.3 Persons with disabilities and their families will have access to information about their civil rights to be effective self-advocates.

Objective:

- 1.3.1 Provide technical assistance to consumers and families of the requirements of civil rights laws affecting persons with disabilities and refer them to enforcement agencies, as appropriate. **(Priority 3)**

## 2. **Facility Access**

**Facility Access** ensures the maximum inclusion of persons with disabilities in society through the design and construction of buildings, facilities, and sites that are free of barriers.

The goals and objectives in the area of **Facility Access** are:

- 2.1 State and county buildings, facilities, and sites will be designed and constructed to meet the requirements of Section 103-50, Hawaii Revised Statutes.

Objectives:

- 2.1.1 Review State and county construction documents as required by Section 103-50, Hawaii Revised Statutes (projected number = 1,200 reviews). **(Priority 1)**
- 2.1.2 Issue interpretive opinions on State of Hawaii design guidelines for Section 103-50, Hawaii Revised Statutes, as requested, for the purpose of clarifying design requirements for State and county construction projects (projected number = 5 opinions), and post decisions sorted by the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the Fair Housing Accessibility Guidelines (FHAG) sections and the Hawaii Outdoor Developed Areas Accessibility Guidelines (HODAAG), on the Disability and Communication Access Board's website. **(Priority 1)**
- 2.1.3 Review and decide upon site specific alternate design requests, per the public hearing process, for Section 103-50, Hawaii Revised Statutes projects. **(Priority 1)**
- 2.1.4 Review urban or project master plans to ensure that accessibility compliance is acknowledged at the earliest phase of planning. Monitor large projects in the conceptual stage by initiating contact with State and local government to offer assistance with accessibility issues and encourage dialogue with the Disability and Communication Access Board before and during the development of construction drawings. Provide technical assistance on urban, pedestrian planning committees to ensure inclusion of accessibility concepts. **(Priority 3)**
- 2.1.5 Monitor projects that have been published as starting construction or that are going out to bid but have not been submitted for review as required by Section 103-50, Hawaii Revised Statutes. Inform appropriate ADA Coordinators or Department/Agency by email that the project is required to comply with Section 103-50, Hawaii Revised Statutes. **(Priority 2)**
- 2.1.6 Maintain a list of construction projects reviewed under Section 103-50, Hawaii Revised Statutes for which staff have conducted a written document review. The list will be posted quarterly on the Disability and Communication Access Board's website. **(Priority 3)**
- 2.1.7 Evaluate the review fee rates charged for the review of plans under Section 103-50, Hawaii Revised Statutes, to determine whether the rates are adequate to sustain future budget requirements. **(Priority 1)**

2.1.8 Propose legislation to amend Section 103-50, Hawaii Revised Statutes, to increase the plan review fee rates to sustain future budget requirements. **(Priority 1)**

2.2 Design professionals, the building industry, facility managers, State and county agencies, and others will be educated about current and evolving design requirements, innovative design requirements and solutions, as well as other design information regarding access for persons with disabilities.

Objectives:

2.2.1 Provide technical information and assistance to design professionals on the requirements of the Americans with Disabilities Act Accessibility Guidelines (ADAAG), Fair Housing Accessibility Guidelines (FHAG), and other relevant design codes by responding to questions on design via meetings, faxes, email, and phone inquiries (projected number = 400 responses). **(Priority 1)**

2.2.2 Conduct or coordinate workshops and training sessions for 1) public works personnel, 2) the architectural and engineering community, and 3) user agencies on design standards, human factor requirements for persons with disabilities, access laws, and exemplary design (target = 10 workshops and/or conference). Workshops and training sessions will focus on the revised Americans with Disabilities Act Accessibility Guidelines (ADAAG), following its adoption by the U.S. Department of Justice and the Disability and Communication Access Board. **(Priority 2)**

2.2.3 Prepare a periodic "Access E-Bulletin" to inform design professionals and State and county project managers of the latest information on accessibility design standards and guidelines and distribute via email (target = 16 issues/year). **(Priority 2)**

2.3 Existing and new construction codes, standards, and policies relevant to facility access will include the current minimum requirements for accessibility for persons with disabilities.

Objectives:

2.3.1 Provide policy guidelines to State and local government to recommend adherence to the Americans with Disabilities Act Accessibility Guidelines (ADAAG), the Fair Housing Accessibility Guidelines (FHAG), the Hawaii Outdoor Developed Areas Accessibility Guidelines (HODAAG), or other draft/interim guidelines of the U.S. Access Board as best practices; when such guidelines do not exist, provide appropriate design recommendations to ensure program access for persons with disabilities. **(Priority 2)**

2.3.2 Monitor and provide testimony to ensure that applicable codes incorporate or reference the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and Fair Housing Accessibility Guidelines (FHAG), and the Hawaii Outdoor Developed Areas Accessibility Guidelines (HODAAG) as a minimum. As appropriate, support changes that mirror best practices or expanded access for persons with disabilities. **(Priority 2)**

- 2.4 Existing codes, standards, policies, and practices shall be examined to provide recommendations for expanded coverage to those areas where no accessibility design guidelines exist, but where best practices can increase access for individuals with disabilities.

Objectives:

- 2.4.1 Monitor proposed guidelines and standards for increased access to buildings, facilities, and sites, equipment, and furniture and provide comment, as needed. **(Priority 2)**
- 2.4.2 Provide guidance to State and local governments to promote increased accessible housing or residential settings not covered by the Fair Housing Act or the Americans with Disabilities Act. **(Priority 2)**
- 2.4.3 Provide information on areas of acoustics, wayfinding, equipment and other areas where existing guidance may provide greater functionality for persons with disabilities. **(Priority 2)**

### 3. **Communication Access**

**Communication Access** includes the provision of auxiliary aids and services that facilitate the effective exchange of information with or by persons with disabilities who require such access. Communication access occurs through communication access providers (individuals) as well as through telecommunication and electronic information devices, auxiliary aids and services.

The goals and objectives in the area of **Communication Access** are:

- 3.1 The quantity and quality of communication access providers in the State of Hawaii will be increased. State agencies will be aware of existing communication access providers and their qualifications.

Objectives:

- 3.1.1 Operate and maintain the Hawaii Quality Assurance Screening (HQAS) credentialing program for sign language interpreters who do not possess national certification; develop an instructional video for HQAS applicants. **(Priority 1)**
- 3.1.2 Operate and maintain the Continuing Education Program for State credentialed interpreters, including the secured website tracking system, and provide at least .5 hours of continuing education workshops geared towards Level III sign language interpreters. **(Priority 1)**
- 3.1.3 Provide technical assistance regarding revised Hawaii Administrative Rules, Title 11, Chapter 218, including the Hawaii State Sign Language Interpreter Credential and the recommended fee schedule. **(Priority 1)**
- 3.1.4 Update and maintain a registry of current communication access providers and their credentials and post it on the Disability and Communication Access Board's website. **(Priority 2)**
- 3.1.5 Keep informed of nationwide efforts on regulation and oversight of American Sign Language (ASL) interpreters or ASL interpreter referral agencies. **(Priority 3)**

- 3.2 Individuals with communication access needs shall be aware of their rights to communication access services and technology.

Objectives:

- 3.2.1 Provide technical assistance to individuals with communication access needs on their right to effective communication (American Sign Language interpreting, notetaking, audio description, and captioning) with an emphasis on State and county services. **(Priority 1)**
- 3.2.2 Produce videos in American Sign Language with captions and audio descriptions relating to the legislative process with the Legislative Reference Bureau and the Public Access Room. **(Priority 2)**

- 3.3 Service agencies, program providers, and consumers will have access to updated information about federal and state laws relating to communication access.

Objectives:

3.3.1 Provide technical assistance to covered entities on their obligation to provide effective communication (American Sign Language interpreting, notetaking, audio description, and captioning) with an emphasis on State and county services. **(Priority 1)**

3.3.2 Serve on the State Judiciary's Office on Equality and Access to the Court-Committee on Court Interpreters and Language Access and the Department of Health-Language Access Advisory Council to coordinate with Title II entities to improve communication access services. **(Priority 3)**

3.4 Advocacy efforts shall enhance effective communication for people who have communication access needs.

Objectives:

3.4.1 Engage in advocacy efforts involving services, rules, regulations, and other policies to enhance effective communication, including web accessibility and emergency broadcasts. **(Priority 1)**

3.4.2 Monitor Federal Communications Commission rulemaking and pilot programs on improving accessibility for people with communication disabilities. **(Priority 3)**

3.4.3 Pursuant to Act 271-22, participate in a working group on accessible government documents and develop electronic information in technology accessibility standards titled, "Hawaii Electronic Information Technology Disability Access Standards" to be implemented by all state entities with the Office of Enterprise Technology Services. **(Priority 1)**

#### 4. **Education and Training**

**Education and Training** includes formalized early intervention, secondary educational systems, and post-secondary educational institutions that provide learning through instructional curriculum.

The goals and objectives in the area of **Education and Training**:

- 4.1 Parents of children with disabilities will have access to information for educational rights and resources to enable them to participate fully in the education of their children.

Objectives:

- 4.1.1 Conduct workshops and an Annual Special Parent Information Network (SPIN) conference for families of individuals with disabilities in the educational system to enable them to benefit from services (target = 1 conference and 3 to 4 workshops). **(Priority 1)**
- 4.1.2 Operate SPIN “warm line” (phone support and emails) that is available to the general public to respond to questions and concerns of parents of children with disabilities as well as offer information regarding events and resources (projected number = 75 contacts/month). **(Priority 1)**
- 4.1.3 Publish and distribute the “SPIN News” in cooperation with the Department of Education, for parents of special education students and interested professionals (target = 4 regular issues and 1 special edition). **(Priority 1)**
- 4.1.4 Develop brochures, infographics and/or other public education materials and distribute to parents of students with disabilities to assist them in understanding 1) the rights of students with disabilities and their parents, and 2) community resources, and 3) evidence based practices (target = 5 educational materials). **(Priority 2)**
- 4.1.5 Maintain two (2) SPIN websites with updated information for parents of students with disabilities, professionals and the community about the special education process, community resources, and events. **(Priority 2)**
- 4.2 Schools (grades Pre-K to 12), early intervention programs and other service providers will have the capacity to provide infants, toddlers, and students with disabilities appropriate special education and related services as well as access to natural environments and the general curriculum.

Objectives:

- 4.2.1 Monitor State and federal proposed rules, plans, policies and proposals impacting students with disabilities, including, but not limited to the State Performance Plan for Special Education (Individuals with Disabilities Education Act), and assist in the development of such documents; monitor the implementation of special education policies, programs and supports to identify unmet needs of students with disabilities. **(Priority 1)**

4.2.2 Provide collaborative in-service presentations to educational personnel and other service providers (including undergraduate and graduate students receiving pre-service training) on the educational, social, and personal needs of students with disabilities and their families (target = 5 to 6 workshops). **(Priority 2)**

4.3 Systems of care around education and training will partner with families of children with disabilities to reflect family values, family centered care, and support evidence-based delivery of services.

Objectives:

4.3.1 Provide technical support and staffing to the Special Education Advisory Council and maintenance of the Special Education Advisory Council's website. **(Priority 1)**

4.3.2 Provide a family voice in the development, implementation, and evaluation of policies, plans, and legislation related to the education of children with disabilities. **(Priority 3)**

## 5. **Community Living**

**Community Living** enhances the skills, abilities, resources, and life goals of persons with disabilities and promotes independence and self-determination in choices. Community Living includes, but is not limited to, diagnostic services, medical and health services, child care, respite services, recreation and leisure activities, housing, residential services, independent living services, and family care. Natural support systems shall be sought, whenever possible.

The goal and objectives in the area of **Community Living** are:

- 5.1 Quality care within the community of service providers for persons with disabilities and their families will be maintained and dispersed among all islands, expanded with new options to meet growing needs to offer a full range of services for choice and self-determination.

Objectives:

- 5.1.1 Serve on advisory committees or provide technical assistance to agencies to operationalize programs to serve people with disabilities and their families. **(Priority 3)**
- 5.1.2 Support legislation to expand, improve, or develop community-based services for persons with disabilities. **(Priority 3)**

## 6. Emergency Preparedness

**Emergency Preparedness** includes educating emergency managers, first responders, and planners at the State and county levels about individuals with disabilities and others with access and functional needs during a natural or manmade disaster or emergency, assisting in the development and review of emergency operation plans and how to include representatives from various segments of the population to develop a “whole community” plan.

The goals and objectives in the area of **Emergency Preparedness** are:

- 6.1 Emergency preparedness, sheltering, and evacuation plans and planning efforts in the State of Hawaii shall ensure the full inclusion of persons with disabilities and others with access and functional needs to be consistent with the “whole community concept” of emergency management established by the Federal Emergency Management Agency (FEMA).

Objectives:

- 6.1.1 Participate in State efforts (i.e., the Department of Health’s Departmental Operations Center (DOC) and Public Health Preparedness Branch, Department of Defense, and the Hawaii Emergency Management Agency), with the focus on individuals with disabilities and others with access and functional needs during a natural or manmade disaster or emergency and support legislative efforts to secure emergency preparedness funds. **(Priority 2)**
  - 6.1.2 Provide technical assistance to the Department of Health, State and County Emergency Management Agencies, and American Red Cross on the accessibility of sites chosen for use as general population evacuation and congregate care shelters and Community Points of Distribution. **(Priority 3)**
  - 6.1.3 Participate in a Governor convened advisory group to ensure that persons with limited English proficiency and persons with communication disabilities have access to information concerning emergency preparedness and natural and man-made disasters before, during, and after they occur. Assist in developing a report to the Legislature for appropriate legislation, per Senate Resolution 74, SD1 (2021). **(Priority 1)**
- 6.2 Increase the capacity of individuals with disabilities and others with access and functional needs in all aspects of emergency management, including prevention/mitigation, preparedness, response and recovery during disaster situations through the dissemination of information and participation in emergency preparedness events and exercises.

Objectives:

- 6.2.1 Contribute information to other programs that host exhibits at community disaster preparedness/resilience fairs and hold emergency simulations on the needs of persons with disabilities and access or functional needs. **(Priority 3)**
- 6.2.2 Create and maintain a page on the Disability and Communication Access Board website and on social media platforms with information that is in accessible formats to disseminate emergency preparedness information that is relevant to

Hawaii. Information shared will be from nonprofits such as the American Red Cross, county, state, and federal emergency agencies. **(Priority 1)**

## 7. Transportation and Travel

**Transportation and Travel** includes all means of public and private transit both intrastate and interstate. Persons with disabilities must have equal access to transportation services to secure and maintain employment, utilize community resources, and participate in social and recreational activities.

The goals and objectives in the area of **Transportation and Travel** are:

- 7.1 When provided, public and private ground transportation systems in all counties will be fully accessible, as provided by law.

Objectives:

- 7.1.1 Provide technical assistance to public and private transportation providers on the requirements for accessible vehicles and transportation services under Titles II and III of the Americans with Disabilities Act, to include but not be limited to the fixed-route bus, paratransit, shuttle, taxi services, and ride hailing services. **(Priority 2)**
- 7.1.2 Provide technical assistance to the City and County of Honolulu and the Honolulu Authority for Rapid Transportation to ensure the train cars and services adequately serve persons with disabilities. The Section 103-50, Hawaii Revised Statutes review process already covers the facility, but not the actual transit vehicles. **(Priority 3)**
- 7.1.3 Monitor and provide testimony in accordance with the Disability and Communication Access Board guiding principles on public transit fixed-route bus and paratransit service on proposed federal, State, and county legislation and regulations relating to transportation services, including public transit, paratransit, and alternate transportation modes that impact people with disabilities, including fare and fare categories for paratransit service and for fixed route service. **(Priority 1)**
- 7.1.4 Monitor private transportation network companies and encourage them to utilize accessible vehicles as part of their fleet. **(Priority 2)**
- 7.1.5 Advocate for additional seating and transit safety measures for persons with disabilities beyond the minimum requirements of the Americans with Disabilities Act. **(Priority 3)**

- 7.2 Travel to, from and within the State of Hawaii for travelers with disabilities shall comply with the provisions of the Air Carrier Access Act and the Americans with Disabilities Act.

Objectives:

- 7.2.1 Provide technical assistance to the Department of Transportation Airports Division and other agencies working at the airport to increase accessibility for all air carrier passengers with disabilities to ensure compliance with the Air Carrier Access Act and the Americans with Disabilities Act. **(Priority 2)**

- 7.2.2 Update the “Hawaii Traveler Tips” annually, post on the Disability and Communication Access Board website, and encourage links to the site from other travel or visitor websites. **(Priority 3)**
- 7.2.3 Monitor and provide comments, as appropriate, to the proposed federal changes in the Air Carrier Access Act. **(Priority 3)**
- 7.2.4 Provide testimony in support of the State authorizing the creation of an Airport Authority, with the goal of it being more responsive to the public and able to implement changes at State airports in a timely manner. **(Priority 3)**

7.3 Pedestrian safety efforts shall adequately consider the needs of people with disabilities.

Objectives:

- 7.3.1 Monitor and provide comment on proposed federal, State, and county legislation and regulations relating to pedestrian safety. **(Priority 2)**
- 7.3.2 Participate in public education efforts and committees in accordance with the Disability and Communication Access Board’s guiding principles on pedestrian safety for persons with disabilities. **(Priority 2)**

## 8. **Parking**

Accessible parking spaces are uniquely designed and located to accommodate the needs of qualified individuals with mobility impairments. A “person with a disability parking permit” (parking placard or special license plates) authorizes the use of accessible parking spaces. Placards include long term six (6) year placards, temporary placards, and Disabled Paid Parking Exemption Permits (DPPEP).

The goals and objectives in the area of **Parking** are:

- 8.1 Parking permits (placards or special license plates) will be issued to qualified individuals with mobility impairments in conformance with Chapter 291, Part III, Hawaii Revised Statutes and Hawaii Administrative Rules, Title 11, Chapter 219.

Objectives:

- 8.1.1 Procure placards, decals, identification cards and application forms for the parking program for persons with disabilities. **(Priority 1)**
- 8.1.2 Continue Memorandums of Agreement (MOA) with the counties to issue all placards (except for renewals of six (6) year placards and issuance of all Disabled Paid Parking Exemption Permit placards), distribute supplies to the counties to fulfill the MOA, generate quarterly and annual statistics on issuance and distribute to the counties, and reimburse the counties per the MOA. **(Priority 1)**
- 8.1.3 Administer in-house the statewide issuance of long term placard renewals by mail. **(Priority 1)**
- 8.1.4 Continue Memorandum of Agreement with consultant to host the parking database and to add features, as needed, to improve the parking program (e.g., new section for permittees with a Disabled Paid Parking Exemption Permit). **(Priority 1)**
- 8.1.5 Explore State legislation that would allow permittees who qualify for a Disabled Paid Parking Exemption Permit to receive the parking fee exemption through a special license plate. **(Priority 1)**
- 8.1.6 Administer in-house the statewide issuance of the Disabled Paid Parking Exemption Permit by mail. **(Priority 1)**
- 8.2 Quality assurance measures will be established and maintained to ensure a viable and reliable parking program for persons with disabilities.

Objectives:

- 8.2.1 Retrieve voided or expired placards upon renewal. **(Priority 1)**
- 8.2.2 Retrieve voided or expired placards upon death of permittee through death record matches, through family members or legal representatives and from county issuing agencies and provide information to law enforcement on invalid placards. **(Priority 2)**.

- 8.3 Parking placards and parking spaces reserved for persons with disabilities will be enforced appropriately when abused. Misuse of placards and parking spaces reserved for persons with disabilities will be enforced appropriately.

Objective:

- 8.3.1 Continue to support State and county agencies and enforcement personnel efforts to issue citations for illegal parking in accessible parking spaces consistent with the penalty amounts provided under Chapter 291, Part III. **(Priority 1)**
- 8.3.2 Develop and maintain methods for members of the public to report the use of an expired disability parking placard to obtain parking privileges or a vehicle parked in an access aisle while displaying a disability parking placard or special license plates. **(Priority 3)**
- 8.3.3 Staff will provide information to permittees on the proper use of disability parking permits and accessible parking spaces and access aisles when a report of improper use is received. **(Priority 3)**
- 8.3.4 Explore possibilities of a State or county agency enforcing accessible parking design requirements. **(Priority 2)**
- 8.3.5 Develop and maintain methods for members of the public to report locations with accessible parking spaces that are non-compliant with design regulations. **(Priority 3)**
- 8.3.6 Staff will provide information to parking lot owners on the federal and State design regulations when a report of a non-compliant accessible parking space is received. **(Priority 3)**
- 8.3.7 Explore possible legislation to reserve van accessible spaces for use by permittees who use a wheelchair or scooter and/or use a vehicle with a side mounted lift or ramp. **(Priority 2)**
- 8.4 Public education and awareness activities will promote the appropriate use of parking spaces for persons with disabilities.

Objectives:

- 8.4.1 Provide technical assistance, training, and other public education efforts to consumers, operators of parking facilities, and the public on the requirements of the parking program. This includes supplying the Department of Education with flyers for its driver's education program, and providing users guides to the permittees. **(Priority 2)**
- 8.4.2 Create and maintain a mechanism to communicate with permittees about pending permit expirations and the Disabled Paid Parking Exemption Permit issuance. **(Priority 1)**
- 8.4.3 Provide public education efforts aimed at consumers, operators of parking facilities, and the public on the importance of keeping van accessible spaces

available for vehicles with side mounted lifts or ramps whenever possible.  
**(Priority 1)**

## 9. **Employment**

**Employment** includes options that allow youth and adults with disabilities to participate in rewarding work experiences (e.g., internships, volunteerism, work-study, and employment). Employment and training options include, but are not limited to, competitive, subsidized employment training, supported and self-employment, including micro-enterprises, job sharing, and restructuring, which maximize community integration for many persons with disabilities.

The goals and objectives in the area of **Employment** are:

- 9.1 Policies and procedures for employment and training will be strengthened to promote and enhance the employment of persons with disabilities.

Objective:

- 9.1.1 Assist the Department of Human Resources Development (DHRD) complete its Executive Branch Procedure Manual on Reasonable Accommodation for ADA Coordinators and update the Disability and Communication Access Board Reasonable Accommodation Manual to be a Technical Assistance Manual to complement the DHRD Procedures Manual. **(Priority 3)**

- 9.2 Employers, unions, and consumers will be aware of employment rights and responsibilities of persons with disabilities in accordance with the Americans with Disabilities Act; Rehabilitation Act of 1973, as amended; the School-to-Work Opportunity Act; and Section 368, Hawaii Revised Statutes.

Objectives:

- 9.2.1 Provide technical assistance to the Department of Human Resources Development to develop online training on the employment rights of persons with disabilities as it relates to the Americans with Disabilities Act Title I. **(Priority 3)**
- 9.2.2 Provide technical assistance to employers, with an emphasis on State and county government employers, in resolving complex reasonable accommodation requests of employees, including instruction on essential job function analyses, and recommendations on specific cases. **(Priority 2)**

## 10. **Other Program Issues**

Other **Program** goals and objectives are:

- 10.1 The community will receive information on services, programs, activities, and issues relating to persons with disabilities.

Objective:

- 10.1.1 Update the Disability and Communication Access Board's website with relevant documents as reflected elsewhere in the Plan of Action. Expand web pages to include other topics (ex. Travel and Transportation) so that references and resources are easier to access. **(Priority 1)**
- 10.1.2 Publish a newsletter to report on legislation and rulemaking (federal, State and counties), significant issues and events, conferences, training, workshops, individual achievements, community resources and organizations. Disseminate via email only. Solicit reports and information from around the state, including neighbor island sources (projected number = 4 to 6 newsletters). **(Priority 2)**

## 11. **Administration**

Other **Administration** objectives are:

Objectives:

- 11.1.1 Complete updating of all of the position descriptions in the office not updated within the past three years. **(Priority 3)**
- 11.1.2 Maintain the information technology (IT) network to ensure reliability of centralized backup, security, and database. **(Priority 1)**
- 11.1.3 Maintain office records management system, inventory system, purchasing and fiscal management and human resources management in coordination with changes required by the Department of Health and Department of Accounting and General Services. **(Priority 1)**
- 11.1.4 Create separate Office Reference Guides (for the Executive Director and the Administrative Officer) to include: (1) Hiring and Exiting of Staff; (2) Preparation of the Biennium and Supplemental Budget submission, (3) Preparation of Computer, Information Technology (IT), and Telecom Requests, and Furniture Requests, along with maintenance of inventory of those items **(Priority 2)**
- 11.1.5 Seek implementation of the request for a passenger loading zone and/or accessible parking in front of the Kamamalu Building. **(Priority 2)**
- 11.1.6 Continue development and refinement of administrative policies, procedures, and protocols concerning the operations of the Disability and Communication Access Board office and the Kamamalu Building. **(Priority 1)**
- 11.1.7 Update the Office Manual. **(Priority 2)**