



City of Cambridge
Department of Human Service Programs

51 Inman Street, Cambridge, Massachusetts 02139
(617) 349-6200, Fax (617) 349-6248

MEMORANDUM

TO: Robert W. Healy
FROM: Jill Herold
DATE: September 30, 1994
RE: Council Order #03, dated 9/26/94,
Re: Self-evaluation obligations
under Title II of the ADA

RECEIVED
94 OCT 26 AM 9:58
OFFICE OF THE CITY MANAGER

The Cambridge Commission for Persons with Disabilities, in conjunction with other agencies of the City of Cambridge, is in the process of developing an ADA Transition Plan and Self-Evaluation. The ADA Transition Plan and Self-Evaluation is a lengthy, detailed process, requiring involvement from all department heads and management staff from every part of City government. It is anticipated that this process will be completed by the end of calendar year 1995, if not sooner.

A major portion of this effort was completed in early 1993, when the Cambridge Department of Public Works delivered a report entitled Cambridge Municipal Building Survey for Compliance with the Americans with Disabilities Act. This report contains surveys of forty municipal buildings and specific recommendations for access improvements. This represents a key component of the City's ADA Transition Plan. The ADA Transition Plan identifies physical barriers to access for persons with disabilities, and outlines the steps that need to be taken to remove these barriers.

While the Cambridge Municipal Building Survey did include all administrative buildings, community centers, recreational facilities, library buildings, fire houses, and leased/rented buildings, it did not include health and hospital facilities, nor did it include public school facilities. A strategy for surveying these facilities is being developed with the Commission for Persons with Disabilities, the Department of Health and Hospitals and the School Department.

Another major component of the ADA Transition Plan and Self-Evaluation is examining each of the City's programs and activities to determine whether there are any programmatic barriers to access. Once any physical, transportation, or communication barriers are

DIVISIONS:

Childcare
349-6200

Community & Youth
349-6231

Low Income Fuel Assistance
349-6247

Recreation
349-6230

Community Learning Center
349-6363

Council on Aging/Elderly Services
349-6220

Planning & Development
349-6200

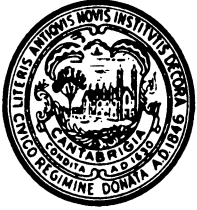
MultiService Center/Homeless Services
349-6340

identified, the Self-Evaluation process describes what steps need to be taken to reduce or eliminate these barriers.

ADA training for department heads is a critical step in achieving a successful Self-Evaluation. The Executive Director of the Commission for Persons with Disabilities, who also serves as the City's ADA Coordinator, has primary responsibility for conducting ADA trainings. A significant number of ADA trainings were conducted by the former ADA Coordinator, Gail Enman. The new ADA Coordinator, Michael Muehe, has continued the training process. Once department heads have been trained in the key ADA concepts, they will be guided by the ADA Coordinator in the process of conducting the Self-Evaluation.

In conclusion, while the ADA Transition Plan and Self-Evaluation process is well underway, there remains much work to be done.

JH/cg



CITY OF CAMBRIDGE
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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

October 31, 1994

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 46, regarding self-evaluation obligations under Title II of the Americans With Disabilities Act, received from Assistant City Manager for Human Services Jill Herold.

Very truly yours,

Robert W. Healy
City Manager

RWH/mev
attachment

Consent Agenda # 5

S-459

Response to Awaiting Report Item Number
Forty-Six regarding self-evaluation obligations
under Title II of the Americans With Disabilities
Act.

*for original order
see 1994 City Manager
Requests # 312.*

In City Council,

October 31, 1994

Placed on file