

**HCCSS Waterloo Wellington  
Multi-Year Accessibility Plan Status  
Report December 2021**

Home and Community Care Support Services Waterloo Wellington is committed to identifying, removing and preventing barriers to accessibility and improving opportunities for people with disabilities. Progress towards the goals identified in the multi-year accessibility plan, are outlined in this Annual Status Report.

<b>PART I – GENERAL REQUIREMENTS</b>			
<b>Requirement/Standard</b>	<b>Deadline</b>	<b>Status</b>	<b>Action Taken</b>
<b>Accessibility policies (s.3)</b>			
Develop, implement, and maintain policies re: accessibility in compliance with regulation. Including statement of commitment. Policies to be available in accessible format as requested (s.3.1, 3.2, 3.3)	Jan 1, 2014	Completed, on-going	Policies developed, implemented and electronically posted on website and available in accessible format on request. <u>*Accessibility Policies:</u> Accessible Customer Service Integrated Accessibility Standards <u>Additional Policies Addressing Accessibility:</u> Accommodation- Return to work Emergency Management Plan Recruitment & Selection Visitor Policy
<b>Accessibility Plans (s.4)</b>			
Develop, implement, maintain, document multi-year accessibility plan which outlines strategies to prevent and remove barriers. Post on website. Review and update every five years. Review and update plans in consultation with persons with disabilities. Post Annual Status Report on Website (s.4.1, 4.2, 4.3)	Jan 1, 2014	Completed, on-going	2017-2021 Accessibility Plan currently posted, available in accessible format on request.  Plans developed, reviewed in consultation with advisory group and persons with disabilities.  2021 Annual Status Report posted, available in accessible format on request.

<b>Procurement (s.5)</b>			
Incorporate accessibility design, criteria, features when procuring/acquiring goods, services, facilities (s.5)	Jan 1, 2013	Completed, on-going	Where practicable, accessibility criteria have been incorporated when procuring or acquiring goods, services, facilities.
<b>Training (s.7)</b>			
Ensure relevant training re: Standards, Ontario Human Rights Code is provided to employees, volunteers, persons involved in policy development, persons who provide goods, services, or facilities on behalf of organization. Ongoing training is required when policy changes occur. Training records to be maintained (s.7.1, 7.2, 7.3, 7.4, 7.5)	Jan 1, 2015	Completed on-going	<p>Updated mandatory accessibility training to one module incorporating IASR, Accessible Customer Service, Human Rights, and Communication Tools training.</p> <p>Training assigned on hire and available to all times through written transcript or on the learning management system.</p> <p>Additional role specific training is available for select occupations.</p> <p>Retraining of employees occurs with significant changes in policy.</p> <p>Records are maintained in the Learning Management System of individual participation.</p>

<b>PART II – IASR - INFORMATION &amp; COMMUNICATION STANDARD</b>			
<b>Requirement/Standard</b>	<b>Deadline</b>	<b>Status</b>	<b>Action Taken</b>
<b>Feedback (s.11)</b>			
Feedback mechanisms must be accessible to persons with disabilities – by providing accessible formats, communications supports. Notify public re: above. (s.11.2, 11.2, 11.3)	Jan 1, 2015	Completed, on-going	<p>Website invites feedback and offers different methods to provide feedback by telephone, TTY, in person, in writing.</p> <p>Accessible Customer Service policy specifies alternate means of communication supports for feedback.</p>

<b>Accessible formats, communications supports (s.12)</b>			
Provide accessible formats, communications supports upon request (timely, same cost, in consultation) Consult with person making request re: suitability of format. Notify public re: above. (s.12.1, 12.2, 12.3)	Jan 1, 2016	Completed, on-going	Accessible formats shall be provided or arranged to be provided in a timely manner taking into account the person's disability. This shall occur at no additional cost to the individual. Key public documents, and accessibility training materials are prepared in a conversion-ready format.
<b>Emergency procedure, plans, public safety information (s.13)</b>			
If organization prepares emergency procedures, plans, public safety information, make available to public in accessible formats on request. (s.13.1)	Jan 1, 2012	Completed, on-going	Emergency procedures, plans, safety information prepared by HCCSS for the public shall be provided in accessible format/with appropriate communication supports as soon as practicable on request. The Fire, Evacuation Policy is available in accessible format on request.
<b>Accessible websites, web content (s.14)</b>			
Confirm to World Wide Web Consortium Web Content Accessibility Guidelines (WCAG 2.0) initially at Level A, increasing to AA. (applies to websites/content including web-based applications, that an organization control directly or through a contractual relationship that allows for modification of the product, web content published after 2012 (s.14.2, 14.4, 14.5, 14.6, 14.7)	Jan 1, 2021 all websites	Completed, on-going	January 2014 requirement met, on-going collaboration across HCCSS' to support maintained compliance. Jan 1, 2021 all sites meet the AA requirements.

PART III IASR - EMPLOYMENT STANDARD			
Requirement/Standard	Deadline	Status	Action Taken
<b>Recruitment, general (s.22)</b>			
Notify employees, public about the availability of accommodation for applicants with disabilities. (s.22)	Jan 1, 2016	Completed, on-going	<p>Inclusion statement on external job postings and the following statement included: <i>Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made</i>"</p> <p>Notice also identified in the Accessible Employment Policy posted on the website.</p> <p>Accommodation shall be provided in accordance with the Ontario Human Rights Code, AODA.</p>
<b>Recruitment, assessment or selection process (s.23)</b>			
Advise applicants invited to participate in assessment process that accommodation is available. Upon request, consult with applicant re: suitable accommodation (s.23.1, 23.2)	Jan 1, 2016	Completed, on-going	<p>Notification statement included on the application form and external career site. Interview candidates are provided the opportunity to request an accommodation during interview confirmation process.</p> <p>Training provided to interview coordinators addresses accommodation needs during the assessment process if requested.</p> <p>Human Resources will consult with the person with disability regarding accommodation needs, coordinate with the interviewing manager to establish an appropriate strategy to address accommodation needs.</p>
<b>Notice to successful applicants (s.24)</b>			
Notify successful applicants of policies for accommodating. (s.24)	Jan 1, 2016	Completed, on-going	Awareness is incorporated in to the on-boarding process through the offer letter, orientation presentation, and mandatory

			training on policies, standards, communication tools.
<b>Informing employees of supports (s.25)</b>			
Inform employees of policies to support employees with disabilities, including policies on job accommodation as soon as practicable after hire. Policy changes, updates to be provided on on-going basis. (s.25.1, 25.2, 25.3)	Jan 1, 2016	Completed, on-going	Accessibility training is mandatory for staff and assigned during corporate orientation. Day one of corporate orientation provides an overview of the accessibility resources/policies. Employees will be notified, educated on significant changes to the accessibility policies.
<b>Accessible formats for employees (s.26)</b>			
Upon request, provide accessible formats, communications support re: information required to perform job, information generally available in workplace. Consult with employee. (s.26.1, 26.2)	Jan 1, 2016	Completed, on-going.	New staff are asked to identify required supports/accessible formats on New Hire Package submitted to Human Resources. <i>A Request for Accessible Format or Communication Support Form</i> will be available for completion. On request, consultation with the employee will occur.
<b>Workplace emergency response information (s.27)</b>			
Provide individualized workplace emergency response information to employees who have a disability where necessary. With consent, provide information to individual designated to provide assistance to disabled employee. Review individualized workplace emergency response information when: employee moves to different location, employees overall accommodation needs are being reviewed, when general emergency response policies are being reviewed. (s.27.1, 27.2, 27.3, 27.4)	Jan 1, 2012	Completed, on-going.	On request, individual response plans will be developed for those with an identified disability (permanent or temporary) requiring support in an emergency.  Details of required assistance will be identified in writing.  Requirements will be reviewed on an annual basis as a minimum as per policy, as well as at times of employee transfer, relocation, with changes in need, at time emergency response plans are reviewed.  Fire, evacuation policy outlines the process for sharing information with the individual designated to provide assistance.
<b>Documented individual accommodation plans s.28</b>			

Written process for development of documented individual accommodation plans. Process to include specific elements listed. [employee participation, accessible format, individual assessment, employer to cover cost of medical evaluation, Bargaining Unit participation] (s.28.1, 28.2, 28.3)	Jan 1, 2014	Completed, on-going	Disability Accommodation, Return to Work policies identify process, procedure, requirements for individual accommodation plans which will be documented in the employee's file.
<b>Return to work process (s.29)</b>			
Have in place a documented return to work process that makes use of documented individual accommodation plans per s28. (s.28.1, 28.2, 28.3)	Jan 1, 2016	Completed, on-going	A Return to Work policy, procedure is in place to guide the development of individual accommodation needs based on abilities, limitations of the employee.
<b>Performance management (s.30)</b>			
Must take into account the accessibility needs, individual accommodation plans of employees. (s.30.1, 30.2)	Jan 1, 2016	Completed, on-going	Progressive discipline, performance improvement plans, professional development activities will take in to account the needs of employees with identified disabilities.
<b>Career development, advancement (s.31)</b>			
Must take into account the accessibility needs, individual accommodation plans of employees. (s.30.1, 30.2)	Jan 1, 2016	Completed, on-going	Individual accommodation needs will be taken in to account when employees are considered for positions internally.  Internal application questionnaires ask candidates if accommodation is required during the selection process.  When employees with an accommodation plan are successful for job postings, Human Resources will send notification to Occupational Health, the receiving manager so accommodations plans can be reviewed, communicated.
<b>Redeployment (s.32)</b>			
Must take into account the accessibility needs, individual accommodation plans of employees. (s.32.1, 32.2)	Jan 1, 2016	Completed, on-going	Should redeployment occur, the needs of employees with disabilities shall be taken in to account.

<b>PART IV.1 Design of Public Spaces Standards (Accessibility Standards for the Built Environment)</b>			
<b>Requirement/Standard</b>	<b>Deadline</b>	<b>Status</b>	<b>Action Taken</b>
<b>Exterior Paths of Travel, Obtaining Services (s.80)</b>			
Make exterior paths of travel accessible. Make parking accessible. Make service counters, queuing guides, waiting areas accessible. Maintain the accessible parts of your public spaces. (s.80.1, 80.2, 80.3, 80.4)	Jan 1, 2017	Complete, on-going	Accessibility standards were considered in the Waterloo, Guelph and Fergus office spaces.

<b>PART IV.2 Customer Service Standards</b>			
<b>Requirement/Standard</b>	<b>Deadline</b>	<b>Status</b>	<b>Action Taken</b>
<b>Policies (s.80)</b>			
Develop, implement, maintain policies regarding goods, services, facilities in a manner that respects dignity, independence, is integrated, and provides equal opportunity. Policies to address use of Assistive Devices, Service Animals, Support persons. Notice to be provided in conspicuous places (s.80.46, 80.47)	Jan 1, 2012	Complete, on-going	Accessible Customer Service Policy is in place, details posted on the website, internal intranet site.
Provide notice of temporary disruptions in goods, services, facilities, including reasons for disruption, duration, alternatives available (s.80.48)	Jan 1, 2012	Completed, on-going	Process identified in the Accessible Customer Service Policy. Subject to this requirement may include such things as accessible parking, washrooms or power doors to public entrances. Notice may be posted on HCCSS WW website, on premises of the event or by other means reasonable to the circumstance.

Provide training to employees, volunteers, policy developers, others providing goods, services, and facilities. Training to include purposes of the Act, instruction regarding how to interact/communicate with various types of disabilities, assistive devices/support animals, how to use support tools. (s.80.49)	Jan 1, 2012	Complete, on-going	Training is provided to all employees, and those who provide services on HCCSS' behalf (by their employer). The training module includes how to interact, communicate with various types of disabilities, assistive devices, support animals, how to use support tools.
Establish, document process for receiving, responding to customer (and employee) feedback. Prepare document describing feedback process to provide to persons providing feedback, make available in conspicuous spaces (s.80.50)	Jan 1, 2012	Completed, on-going	HCCSS website, Accessible Customer Service policy address the feedback process (which can be provided by phone, TTY, email, face to face or other format/communication support necessary, available).
On request, documents will be provided to a person with a disability in an accessible format or with the communication support they require. (s.80.51)	Jan 1, 2010	Completed, on-going	HCCSS shall consult the person making the request, provide the documents/ information contained on the documents in an accessible format that takes into account the disability in a timely manner, at the regular cost to the individual.

For more information on this accessibility plan, please contact:

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