

ADA Seniors and Persons with Disabilities (SPD) Facility Site Review Assessment Tool

Date of Review:
PCP Name(s):
Address:
Phone:

Health Plan Name:
Reviewer Name:

Level of Access:

☐ **Basic**

☐ **Limited**

Basic Access: Demonstrates facility site access for the members with disabilities to parking, building, elevator, doctor's office, exam room and restroom. To meet Basic Access requirements, all Critical Elements (25) must be met.

Limited Access: Demonstrates facility site access for the member with a disability are missing or incomplete in one or more features for parking, building, elevator, doctor's office, exam room, and restroom. Deficiencies in 1 or more of the Critical Elements (CE) are encountered.

NOTE: This review is to provide access information to the health plans' Provider Directories and no corrective actions are required.

Critical Elements are marked with CE after the criteria number in the left-hand column and are **bolded**.


#	EVALUATION CRITERIA	REVIEWER GUIDELINES	YES	NO	N/A	REVIEWER COMMENTS
I	<u>PARKING</u>					
1 CE	Self-parking lot has appropriate ratio of accessible spaces: ≤ 25(1), ≤ 50(2), ≤ 75(3), ≤ 100(4), ≤ 150(5), ≤ 200(6).	Example: For 25 parking spaces there should be 1 accessible parking space; for 50 parking spaces there should be 2 accessible parking spaces. Use this area to note path of travel issues e.g. going behind parked cars.				
2	Each "accessible" parking space is identified by a sign that is visible to approaching drivers.	Signs are located so they cannot be obscured by a vehicle parked in space. Van accessible spaces must be indicated with an additional sign.				

#	EVALUATION CRITERIA	REVIEWER GUIDELINES	YES	NO	N/A	REVIEWER COMMENTS
3 CE	At least one of every 8 accessible spaces is van-accessible (with a minimum of one van-accessible space in all cases. Van spaces: 8-foot-wide spaces, with minimum 8-foot-wide access aisles).	Van-accessible space is needed for lifts and wheelchair ramp deployment. Note the accessible space, the space surface, or anything that may hinder pathway access.				
4	8 feet 2 inches of vertical clearance, available for lift-equipped vans.	If designated accessible parking is located in a garage, the vertical clearance should be at a minimum 8 feet 2 inches (98 inches). Vertical clearance should be posted.				
5 CE	Curbs on the route have curb cuts at drives, parking, and drop-offs.	Pathways have curb cuts or ramps and are not blocked.				
II	<u>RAMPS – EXTERIOR</u> (PEDESTRIAN WALKWAY)					
6	Top landing(s) is level.	Self-explanatory.				
7	Bottom landing(s) is level.	Self-explanatory.				
8	Ramp longer than 6 ft has handrails located on both sides of ramp.	Self-explanatory.				
9 CE	Ramp width between railings or curbs at least 36 inches.	Self-explanatory.				
10 CE	Ramp run no more than 30 feet between landings.	Self-explanatory.				
III	<u>STAIRWAYS – EXTERIOR</u>					
11	Stairway risers are closed.	Stairway must have uniform riser heights and uniform tread widths, non-slip surface and NO open risers (riser is the back of the stair step).				
12 CE	Handrails on both sides.	Self explanatory.				
IV	<u>ENTRANCES TO BUILDING</u>					
13 CE	Doorway provides ≥ 32 " clear opening with door open at 90 degrees.	Measurement is from the door face to the opposite side (the narrowest area).				

#	EVALUATION CRITERIA	REVIEWER GUIDELINES	YES	NO	N/A	REVIEWER COMMENTS
14 CE	Minimum maneuvering clearances, swing side of door 24" past strike edge of door. Floor or ground area within the required clearances is level and clear.	Strike edge is next to the door that you pull (on door that is pushed there is no strike edge).				<p>(j) latch approach, pull side, door provided with closer</p> <p>(i) latch approach, push side</p> <p>(k) latch approach, push side, door provided with closer</p>
15 CE	Handles, pulls, and latches on doors mounted, operable with one hand (passes closed-fist test).	Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of wrist to operate.				
16 CE	When the main entrance is not accessible, there is an alternative accessible entrance.	Self-explanatory.				
17 CE	All inaccessible entrances have signs indicating the location of the nearest accessible entrance.	Self-explanatory.				
V	<u>INTERIOR CIRCULATION</u>					
18	Floors of a given story are level throughout, or connected by ramps, passenger elevators or access lifts.	Self-explanatory.				
VI	<u>DOORS – INTERIOR (ENTRANCE TO PHYSICIAN OFFICE)</u>					
19 CE	Doorway provides $\geq 32''$ clear opening with door open 90 degrees.	Measurement is from the door face to the opposite side (the narrowest area).				

#	EVALUATION CRITERIA	REVIEWER GUIDELINES	YES	NO	N/A	REVIEWER COMMENTS
20	Minimum maneuvering clearances, swing (pull) side of door >18" past strike edge of door (>12" on push side of door with closer & latch). Floor or ground area within the required clearances is level and clear.	Self-explanatory.				<p>(i) latch approach, pull side, door provided with closer</p> <p>(ii) latch approach, push side</p> <p>(iii) latch approach, push side, door provided with closer</p>
21	Handles, pulls, and latches on doors mounted, operable with one hand (passes closed-fist test).	Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate.				
22	Doors can be opened without too much force, 5 lb maximum for interior doors.	For interior doors (not fire doors), labor force to open a door should be ≤ 5 lbs. Measure the weight of the labor force of the door after the door is unlatched; attach the hook end of the scale to the door handle and pull until the door opens and read the weight of the force.				
VII	<u>RAMPS – INTERIOR (PEDESTRIAN WALKWAY)</u>					
23	Top landing(s) is level.	Self-explanatory.				
24	Bottom landing(s) is level.	Self-explanatory.				
25	Ramp longer than 6 feet has handrails located on both sides.	Self-explanatory.				
VIII	<u>STAIRWAYS – INTERIOR (ONLY REQUIRED FOR BUILDINGS WITHOUT ELEVATORS)</u>					
26	Stairway risers are closed in non-elevator buildings.	Stairway must have uniform riser heights and uniform tread widths, non-slip surface and NO open risers (the riser is the back of the stair step).				

#	EVALUATION CRITERIA	REVIEWER GUIDELINES	YES	NO	N/A	REVIEWER COMMENTS
27 CE	Handrails on both sides.	Self-explanatory.				
IX	<u>ELEVATORS</u>					
28 CE	Elevators located near a major path of travel and remain accessible and usable at all times building occupied.	Self-explanatory. NOTE: Freight elevators are NOT considered usable unless they are the only elevators and are used for both people and freight.				
29 CE	Floor of elevator car provides space for wheelchair users to enter, maneuver within reach of controls and exit.	Doorway into elevator should be at least 36 inches. Floor space should be a minimum of 68 inches length x 51 inches depth.				
30 CE	Control buttons designated by Braille immediately near the numeral, character or symbol.	Self-explanatory.				
31 CE	There are both visible and audible door opening/closing and floor indicators.	A visible and audible signal shall be provided at each hoist way entrance to indicate which car is answering a call.				
32 CE	Call buttons in the hallway no higher than 42 inches.	Self-explanatory.				
33 CE	Sign on both door jambs at every floor identifying the floor in raised letters or symbols and also in Braille.	Elevator hoist way entrances shall have raised letters or symbols and Braille floor designations provided on both jambs.				
34	If an emergency intercom is provided, is it usable without voice communication?	It is essential that emergency communication not be dependent on voice communications alone because the safety of people with hearing or speech impairments could be jeopardized. Visible signal requirement could be satisfied with something as simple as a button that lights, indicating that help is on the way, when the message is answered.				
35	Emergency intercom identified by Braille and raised letters.	Self explanatory.				
36 CE	Lift can be used without assistance.	If platform lifts (wheelchair lifts) are used, they should be able to be used without assistance.				

#	EVALUATION CRITERIA	REVIEWER GUIDELINES	YES	NO	N/A	REVIEWER COMMENTS
X	<u>CONTROLS</u>					
37	Reach ranges: The maximum height for a side reach is 54 inches; for a forward reach, 48 inches. The minimum reachable height is 15 inches for a front approach and 9 inches from a side approach. Controls are operable with a closed fist.	<p>Controls that are available for use by the public (including electrical, mechanical, cabinet, game, and self-service controls) are located at an accessible height.</p> <p>Forward Reach: If the clear floor space only allows forward approach to an object, the maximum high forward reach allowed shall be 48 inches. The minimum low forward reach is 15 inches.</p> <p>Side Reach: If the clear floor space allows parallel approach by a wheelchair user, the maximum high side reach allowed shall be 54 inches and the low side reach shall be no less than 9 inches above the floor. Controls are operable with a closed fist.</p>				
XI	<u>SANITARY FACILITY (RESTROOM)</u>					
38 CE	Doors to toilet room(s) 32" clear opening width (90 degrees) and do not swing into clear floor space required at any fixture in sanitary facility (restroom).	Doorways shall have a minimum clear opening of 32 inches with the door open at 90 degrees, measured between the face of the door and the opposite stop.				
39	Handles, pull and latches on doors mounted with one hand (passes closed-fist test).	Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate.				
40	Restroom facility has clear floor space of sufficient size to inscribe a circle with a diameter \geq 60", or a clear space 56" X 63" size.	Space required for a wheelchair to make a 180 degree turn is a clear space of 60 inches diameter or a clear space of 56 inches x 63 inches.				
41	There is accessible space beside the toilet so that the wheelchair user can transfer from the wheelchair to the toilet.	Self-explanatory.				

#	EVALUATION CRITERIA	REVIEWER GUIDELINES	YES	NO	N/A	REVIEWER COMMENTS
42	Multi-user restroom has ≥ 1 accessible stall to accommodate a wheelchair user with a lock that can be operated with a closed fist.	Self-explanatory.				
43 CE	The space in the toilet stall in a multi-user restroom or a single restroom needs to allow room for a wheelchair user to enter and permit the door to close.	Accessible stall must be able to accommodate wheelchair user and permit the door to close.				
44	In accessible stall or restroom, grab bars are located at side & back of toilet.	Self-explanatory.				
45 CE	Toilet paper dispenser(s) are accessible.	Toilet paper dispensers shall be installed within reach and no lower than 19 inches from the floor.				
46	Clear floor space below lavatory sink allows the wheelchair user to access the sink.	Wheelchair user should be able to get their knees under the sink to wash their hands. Also note that the pipes should be wrapped to prevent burns and/or other injury.				
47	Faucets are lever-operated, push-type, or electronically controlled and operable with one hand (closed-fist test).	Self-explanatory.				
48	Soap and other dispensers and hand dryers within reach ranges and usable with one closed fist. (See #37)	Self-explanatory. (See #37 for details)				
XII	<u>RECEPTION & WAITING AREA(S)</u>					
49	A ≥ 36 " wide aisle provided between seating or tables in reception or waiting areas and a clear floor space 30" by 48" is available for wheelchair user.	Self-explanatory.				
XIII	<u>EXAM & TREATMENT AREA(S)</u>					
50 CE	Exam and treatment rooms located on accessible route.	Evaluate pathway to exam/treatment rooms for obstacles, turns or angles that would prevent a wheelchair/walker user from entering and using the exam/treatment room.				

#	EVALUATION CRITERIA	REVIEWER GUIDELINES	YES	NO	N/A	REVIEWER COMMENTS
51 CE	Doors to exam and treatment rooms are \geq 32" clear opening width.	Wheelchair user should be able to close the door after entering the exam room.				
52	Door hardware does not require grasping, twisting, etc.	Controls and operating mechanisms shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist (closed fist).				
53	Clear floor space allows person using wheelchair to make a 180-degree turn provided in exam and treatment rooms entered through a swinging or sliding door. No door swings into any part of turning space.	There should be accessible space for the wheelchair user to turnaround in the exam/treatment room.				
54	Exam tables are height adjustable, with minimum height of 20 inches (preferably 17 inches from the floor).	Self-explanatory.				
55	Accessible weight scale	Accessible scales are usable by all people including: wheelchair users, people with activity limitations, and larger people who may exceed a standard weight scale limit. This includes people with conditions that interfere with mobility, walking, climbing, using steps (joint pain, short stature, pregnancy, fatigue, respiratory and cardiac conditions, post surgical conditions, orthopedic injuries); and/or who use mobility devices (e.g. canes, crutches, walkers).				

COMMENTS / RECOMMENDATIONS