

This form should be used to show how the program will be offered or adapted to include (1) people with disabilities, (2) people who cannot afford the program, (3) people who have different beliefs and/or traditions, and (4) people who do not normally participate in this type of program.

Steps	Plans
1. People with disabilities <ol style="list-style-type: none"> a. The appropriate APA terminology is used b. The physical accessibility of parking and the facility are described c. The physical accessibility of the bathroom, water fountains, and telephones are described d. The physical needs of the activities are described e. The physical accessibility of the equipment is described f. The attitudinal accessibility is described in the staff training g. Persons with disabilities are included in the registration information and the promotional materials including graphics 	
2. Socioeconomic considerations <ol style="list-style-type: none"> a. The fees are examined for diversity b. If someone wants to participate but cannot afford the program, there is a plan to include this person (review demographic data about community for this information) 	
3. Beliefs and traditions <ol style="list-style-type: none"> a. The beliefs and traditions involved in the program are considered b. If the program is exclusive in someone from a certain religious belief or ethnic group, the program is adjusted to include these groups (review demographic data about community for this information) c. The appropriate APA language is included in this section 	
4. Consumers <ol style="list-style-type: none"> a. The gender considerations for the program are addressed (review demographic data about the community for this information) b. The appropriate APA language for gender is included c. The promotional materials are inclusive for gender d. The age considerations for the program are addressed (review demographic data about the community for this information) e. The appropriate APA language for age is included f. The promotional materials are inclusive for age g. The racial and ethnic considerations for the program are addressed (review demographic data about the community for this information) h. The appropriate APA language is included for racial and ethnic considerations i. The promotional and registration materials are inclusive in relationship to racial and ethnic issues 	
1. Legal Responsibilities <ol style="list-style-type: none"> a. The legal responsibilities of the agency for diversity are addressed 	

- The needs of people with disabilities have been considered and addressed
- There is a reasonable effort to include rather than exclude those who have some kind of limitation
- Those who cannot afford the program have been considered and addressed
- Those who have different beliefs and/or traditions have been considered
- Gender and age issues have been considered and addressed
- Racial and ethnic issues have been considered and addressed
- The legal responsibilities of the agency have been considered