



SECTION 504 POLICY

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Date of Original Policy Adoption: _____

Amendment Log

Date of Amendment	Parts Amended	Approved by

Section 504 Policy

Calhoun Liberty Hospital (the Hospital) is committed to providing access to services to all individuals, regardless of handicap. This Section 504 Policy is created to ensure that discrimination against persons with disabilities or impairments will not occur, and that reasonable accommodations will be provided to the extent feasible.

The Americans with Disabilities Act guarantees that people with disabilities have equal access and opportunity to participate in mainstream American life, make purchases, enjoy employment opportunities, and participate in government programs & services.

Section 504 (45 CFR part 84) prohibits discrimination related to service availability, accessibility, delivery, employment and administrative activities and responsibilities of organizations that receive Federal financial assistance.

Title III, 28 CFR part 36 covers nonprofit service providers such as the hospital through the above requirements.

Americans who have:

- A physical or mental impairment which substantially limits one or more major life activities of the individual; a record of such impairment of being regarded as having an impairment;
- Major life activities are basic activities that the average person can perform with little or no difficulty (i.e. walking sitting, seeing, lifting, hearing, speaking breathing, thinking, working, self-care, and/or major bodily functions)

ADA Regulations (Title II, 28 CFR part 35, and Title III, 28 CFR part 36) prohibit discrimination on the basis of disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. To be protected by the ADA, one must have a disability or have a relationship or association with an individual with a disability.

The Hospital and its employees shall not:

- Discriminate against any person who:
 - Has a physical or mental impairment which substantially limits one or more major life activities,
 - Has a record of such an impairment, or
 - Is regarded as having such an impairment.
- Deny qualified individuals the opportunity to participate in or benefit from Federally funded programs, services, or other benefits;
- Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers; or,
- Deny employment opportunities, including hiring, promotion, training and fringe benefits, for which they are otherwise entitled or qualified.

The Hospital and any contractors will follow specific architectural standards in new construction or alteration of its buildings, and relocate programs or provide access to those in older buildings, and communicate effectively with people who have hearing, vision, or speech disabilities.

Section 504 Coordinator

The CEO of Calhoun Liberty Hospital shall be the Section 504/ADA Coordinator, unless they designate another individual in writing to perform said activities. Contact information is as follows:

Christinia Jepsen, CEO

(850) 674-5411, Ex.255

Christiniajepsen@calhounlibertyhospital.com

The Section 504/ADA Coordinator will be available during regular business hours – 9:00 AM to 5:00 PM EST - to receive Section 504/ADA calls.

The Section 504/ADA Coordinator's contact information will be published on a quarterly basis in a local newspaper, or on the hospital's home page of its website, so that interested persons will know who to call to ask Section 504/ADA questions or register a complaint.

Section 504 / ADA Inquiries

The Hospital will establish a system for receiving, recording, and addressing Section 504/ADA calls. This will include the Section 504/ADA coordinator or their designee performing the following:

- Recording the nature of the Section 504/ADA call;
- Actions taken in response to the call;
- The results of the actions taken.

People who believe they have been adversely affected by any act or practice prohibited by this Policy may file a grievance through the Section 504/ADA call system.

Appendix A provides an inquiry form for logging 504 / ADA inquiries per the above requirements.

Section 504 Self Evaluation

HUD requires CDBG-DR grantees to conduct self-evaluations to determine if programs and facilities and providing reasonable accommodations or modifications where feasible to persons with disabilities or impairments. The Hospital will conduct Self Evaluation on an as-needed basis in regards to CDBG-DR funded facilities and services.

Appendix A: Log for Section 504 Inquiries

Section 504 Inquiry Log

Calhoun-Liberty Hospital

This form can be utilized to capture Section 504-related calls and inquiries made to the Section 504 Coordinator. This form will log nature of calls, actions taken, and results of actions.

- Date:
- Caller Name:
- Caller Contact:
- Caller Address:

	Section 504 Detail	Other Notes / Further Information
What was the nature of the call? <i>(Taken on date of the call)</i>		
What actions will the Hospital / Section 504 Coordinator take to address the call? <i>(Can be entered on date of call or shortly afterward)</i>		
What were the results of the action taken to address the call? <i>(To be obtained within 1 month of actions taken)</i>		