



# Disability, Access, & Functional Needs Workgroup Meeting Notes

Meeting Date: December 16, 2024

## Meeting resources

- [December 16, 2024 slide deck link](#)
- [December 16, 2024 recording link](#)

## Meeting details

These meeting notes are intended to provide a brief overview of what was discussed at this month's DAFN meeting. There are timestamps included for different topics of discussion so that you can go straight to that portion of the meeting using the recording link that is provided in the meeting resources above.

## Presenters/speakers

No presenters for this meeting. Nilofer shared that the group previously discussed that Amber McPherson from WA State Department of Health (DOH) was going to be at this meeting to share what was learned from emergency response from recent hurricanes. Due to ongoing internal conversations and scheduling conflicts, Amber will present at a future meeting.

## Other discussion

- **(18:59) Engaging with the DAFN community**
  - Liz and Tara gave background about the previous learning experience with a team from DOH engaging with the DAFN workgroup to gather feedback on the usage of ASL in a video that involved highlighting equity in rule making. This experience has prompted the Equitable Access Branch at DOH to collaborate with the DAFN workgroup to create guidance for the agency on how to equitably and accessibly engage with the workgroup.
- **(25:25) Surveying the DAFN community discussion included:**
  - The importance of keeping open lines of communication for continuous feedback on these topics.
  - SurveyMonkey is not accessible for multiple languages, but Qualtrics is accessible for multiple languages, including ASL, for both conducting and responding to a survey.
  - The importance of surveying in person when available, noting that often senior citizens are uncomfortable with using technology.
  - Provide background information for what the survey is being conducted for that is clear, direct, and uses plain language and pictures.
  - Ensuring that third party survey providers are also aware of how to connect with and engage with diverse communities.



- Consider providing one on one support to help people engage with surveys. Or utilize a straightforward video that explains it.
- Consider the time it takes to process something such as a slide deck and an interpreter at the same time.
- Providing sufficient notice prior to scheduling the survey for the communities to get the word out.
- Consider the difference between the deaf community and the hard of hearing communities and the differing access needs of each.
- **(01:11:01) WA Portal updates**
  - Color contrast updates are now live based on group feedback.
  - Call out boxes are not screen reader friendly, therefore the accessibility information is no longer in a call out box and is located at the top of the DAFN page.
  - Brian and Victor from DOH are researching the possibility of revising the accessibility statements site wide, based on group feedback.
  - Who is missing from our table for these conversations? Discussion around the importance of considering all types of disabilities as well as intersectionalities such as tribal members.
  - Current members personally invite folks to join the workgroup meetings.
  - Idea of putting together a sample outreach email that members can share out.
  - Discussion around the WA-CIEP strategy CMIST: Communication, Maintaining health and medications, Independence, Safety and Stability, Transportation

## Action Items

- Nilofer will put together a rough outline of things that were discussed today to begin to form this guidance.
- Current members asked to complete the member survey to get a better idea of who is represented at the table currently. Nilofer will share this out via email.

## Next meeting

- Date: January 13, 2024
- Time: 4:30 pm to 6:00 pm
- Zoom link: <https://kauffmaninc.zoom.us/j/92244779159> meeting ID: 922 4477 9159
- Questions or access needs contact:
  - Nilofer Asan ([Nilofer.Ahsan@kauffmaninc.com](mailto:Nilofer.Ahsan@kauffmaninc.com))
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