



# Disability, Access, & Functional Needs Workgroup Meeting Notes

Meeting Date: November 18, 2024

## Meeting resources

- [November 18, 2024 slide deck link](#)
- [November 18, 2024 recording link](#)
- [November 18, 2024 transcript link](#) (disclaimer: this transcript was created via Zoom and was not reviewed for accuracy)

## 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

### **Anna Rodriguez, Washington State Department of Health**

Equity in Rule-Making video review for ASL usability.

Link to video: [Equity in Rule-Making video](#)

Anna is transitioning from this position, please contact Alyssa Weaver ([Alyssa.Weaver@doh.wa.gov](mailto:Alyssa.Weaver@doh.wa.gov)) or Liz Clement ([Liz.Clement@doh.wa.gov](mailto:Liz.Clement@doh.wa.gov)) for further questions or comments about this project.

- (10:19) Start of Anna's presentation
  - Anna provided a brief overview of this project.
  - This project highlights how people can get involved in the rule making process.
  - The video has already been translated to other language such as Spanish, Marshallese, and Vietnamese.
- (13:50) Equity in Rule-Making video is played for the group
- (16:52) Discussion/questions
  - The group discussed how the video can be more accessible including topics such as:
    - Embedding closed captioning within the video itself
    - Visual descriptions, slowing down the speaking in the video
    - Captioning not covering important slide information
    - Interpreters not being see through to the background



**Jazmin Ozuna Chavez, Language Access Plan Specialist, Washington State Department of Health**  
Interim Language Access Plan review.

Link to the [Interim Language Access Plan](#)

To continue this conversation with Jazmin, please contact her at [Jazmin.OzunaChavez@doh.wa.gov](mailto:Jazmin.OzunaChavez@doh.wa.gov)).

- (37:00) Start of Jazmin's presentation
  - Jazmin provided a brief overview of the Interim Language Access Plan.
  - A new access plan is in the beginning stages with the goal to have it available for usage by the end of 2025.
  - The goal of reviewing this interim plan is to find out what is currently working and/or what is missing to include in the new plan that is being developed.
- (39:13) Discussion/questions include:
  - The difficulty of being able to engage with government due to needing certain levels of accessibility, including accommodations and language interpretation, that are not readily available.
  - Discussion about definitions of words included in the interim plan and how it can be more inclusive of lived experiences. Example: shared histories of war, tribes, deaf people, etc.
  - The possibility of having multiple modalities of the plan available.
  - Proposal to provide a simple statement of the plan's intention. Suggestion: this language access plan is intended to make sure that the Department of Health services are accessible to everyone regardless of the language they speak, the culture they come from, etc.
  - (47:22) discussion about back up interpreters for major news updates, child and parent dynamics regarding interpreting, if there is a need for multiple interpreters for example from one spoken language to a different signed language.
  - (50:52) discussion about some languages, for example from West Africa, where there are 16 countries with hundreds of languages, and they are spoken languages, not written languages. This makes access to information and services difficult.
  - The need for interpreters being provided/available is highlighted and emphasized.

## Other discussion

- (01:12:02) WA Portal updates
  - Color updates have been made.
  - Brian and Victor have received feedback from the group and are reviewing.
  - Nilofer has made updates to the member survey based on group feedback.
  - Accessibility statement is now located at the top of the page.
  - Nilofer will verify that the call out boxes (accessibility statement) is accessible to screen readers.
- (01:20:01) Meeting notes discussion
  - Meetings will be recorded and shared with the notes.
  - This note sheet is the first draft of the suggested format.
  - Alyssa and Liz will be creating the meeting notes moving forward. Please share feedback with either of them via email for questions or concerns ([Alyssa.Weaver@doh.wa.gov](mailto:Alyssa.Weaver@doh.wa.gov) or [Liz.Clement@doh.wa.gov](mailto:Liz.Clement@doh.wa.gov)).



- (01:30:34) final thoughts/wrap up
  - Creating guidance: protocols for engaging with the DAFN community.
  - How to accessibly use surveys.
  - Future discussion topic suggestions: weather preparedness, emergency management/preparedness, mental health and pain management.

## Action Items

- Jasmine to incorporate feedback on language access plan and will return to a future meeting.
- Nilofer to send screenshot of updated WAH portal page to work group members via Gaggle.
- Nilofer to verify with DOH partners that accessibility statement call-out box is accessible to screen readers.
- Alyssa to implement new meeting notes format with recording link, transcript link, and timestamps.
- Todd and Jim to send out weather alert notices to coalition members regarding upcoming storm.
- Nilofer to add discussion on best practices for surveying DAFN community to next meeting agenda.
- Nilofer to schedule conversation with Todd and Amber McPherson on lessons learned from recent disasters for next meeting.
- Todd to provide 3-part series on communications between healthcare professionals and people with disabilities in future meetings.
- Nilofer to consider adding mental health and pain management as future discussion topics.

## Next meeting

- Date: December 16, 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))
  - Alyssa Weaver ([Alyssa.Weaver@doh.wa.gov](mailto:Alyssa.Weaver@doh.wa.gov))
  - Liz Clement ([Liz.Clement@doh.wa.gov](mailto:Liz.Clement@doh.wa.gov))