Effective 5/25/2022, Act 103 of the 2022 Regular Session establishes certain policy, training and reporting requirements for all executive branch state agencies for purposes of compliance with the Americans with Disabilities Act (ADA). It also promotes affirmative strategies and goals for employment of individuals with disabilities by all executive branch state agencies through development and submission of an annual State As a Model Employer (SAME) plan.



* + - 1. **Agency Contacts**
* Complete and return the *Designation of Agency Contacts Form* to the State ADA Coordinator at [Rikki.David@la.gov](mailto:Rikki.David@la.gov) **by July 29, 2022**. This form outlines the various designees that are responsible for implementation of the Act 103 requirements.

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1. **ADA Policy**

* Review and update, if necessary, your agency’s ADA policy to ensure compliance with the policy requirements set forth in La. R.S. 46:2594. A sample Agency ADA Policy is available for your convenience at [doa.la.gov/doa/office-of-state-ada-coordinator/](https://www.doa.la.gov/doa/office-of-state-ada-coordinator/).
* Email a copy of your agency’s policy compliant with La. R.S. 46:2594 to the State ADA Coordinator at [Rikki.David@la.gov](mailto:Rikki.David@la.gov) **by September 30, 2022**.

1. **ADA Training**

* Notify all current supervisors and agency ADA coordinators of the new, mandatory ADA training requirements outlined in La. R.S. 46:2595. Ensure completion of required training by all applicable staff **within 90 days** of release of the Civil Service training courses in the LEO system (or within 90 days of the Act’s effective date if your agency opts to utilize other available ADA training).
* Notify and ensure completion of ADA mandatory training requirements by all new hires in supervisory and agency ADA coordinator roles within 90 days of hire.
* Update any agency-specific training policies to incorporate mandatory ADA training requirements.



1. **MANDATORY Reporting**

* Begin fully documenting the ADA process relative to completion of mandatory training, administration of accommodation requests, and ADA-related legal matters.
* As required by La. R.S. 46:2596, submit an annual report of your agency’s ADA compliance to the State ADA Coordinator at [Rikki.David@la.gov](mailto:Rikki.David@la.gov) by February 1st of each year, with the first report being due by 2/1/2024 for calendar year 2023. The standardized reporting form is available at [doa.la.gov/doa/office-of-state-ada-coordinator/](https://www.doa.la.gov/doa/office-of-state-ada-coordinator/).

1. **State As a Model Employer (SAME)**

* Distribute and ensure completion of the *Voluntary Self-Identification of Disability Form* by all current employees **by September 30, 2022**. This is necessary in order to develop baseline data that will be incorporated into your agency’s SAME plan. The standardized self-identification form is available at [doa.la.gov/doa/office-of-state-ada-coordinator/](https://www.doa.la.gov/doa/office-of-state-ada-coordinator/).
* Distribute and ensure completion of the *Voluntary Self-Identification of Disability Form* in compliance with La. R.S. 46:2597(1) by all new hires as part of your agency’s onboarding process.
* Prepare and submit your agency’s SAME plan by December 1st of each year in accordance with La. R.S. 46:2597(2) using the standardized form available at [doa.la.gov/doa/office-of-state-ada-coordinator/](https://www.doa.la.gov/doa/office-of-state-ada-coordinator/).