**The Accessibility Fund**

**Guide to the Accessibility Self-Assessment**

## Purpose of the self-assessment

* If you’re applying for an FV/SV Accessibility Grant or for the Disability Awareness Training, you need to complete an accessibility self-assessment first. You can complete the self-assessment online via MSD’s website.
* We’ve designed the self-assessment to help you identify your organisation’s level of physical, digital, and information-based accessibility. It should also give you a better idea about the modifications and enhancements needed to make the service accessible to disabled people/tāngata whaikaha Māori.
* The data we collect from the completed self-assessments will help us to better understand the current state of accessibility across the family and sexual violence sector, so we can identify areas for improvement.
* Please see **‘Confidentiality Disclaimer**’ below, for more information about how we use the information you provide in the self-assessment.

**The structure of the self-assessment**

* We’ve separated the self-assessment into 4 sections.
* Section one is a set of general questions about your organisation.
* Section two is about physical accessibility. It includes questions about parking, wheelchair access, doors and door handles, common areas, and bathrooms/toilets.
* Section three is about digital and information-based accessibility, with questions about your website, social media, and using alternate formats.
* Section four is about other forms of accessibility. It includes questions about inclusion, policy, training, and communication.

**How to complete the self-assessment**

* Providers must complete the online accessibility self-assessment. This is available via our MSD [Accessibility Fund webpage](https://www.msd.govt.nz/about-msd-and-our-work/work-programmes/initiatives/family-and-sexual-violence/accessible-family-and-sexual-violence-services-for-disabled-people-fund-the-accessibility-fund.html) from 1 July 2024. An accessible Word version of the self-assessment is also available.
* Before completing the self-assessment online, we recommend you print a copy of the Word version and go through the questions, so you are familiar with the information we need and what equipment you might require.
* You may want to discuss the questions with other staff at your organisation, particularly if you’re unsure about an answer.
* You’ll need a tape measure to help you answer some of the questions.
* It is the provider’s decision who completes the self-assessment. Optimally, it is easier and quicker to complete the self-assessment with two people so you can help each other when answering questions about measurements.

**How long it takes to complete the self-assessment**

* It should take approximately 30-60 minutes to complete the self-assessment.
* We recommend you set aside time in your calendar to complete the online self-assessment so you are not interrupted.

**Confidentiality disclaimer**

* **Please note:** By submitting the self-assessment, you agree that MSD may use the information you provide in the self-assessment for the purposes of:
  + The current state analysis MSD will undertake, and which MSD may make available to the public. The analysis intends to provide a fuller understanding of the accessibility gaps in the family and sexual violence sector, and the existing barriers for disabled people/tāngata whaikaha Māori. When we use the information provided in the self-assessment for this purpose, we will remove personal information like names and addresses, and will group data in a way in which it cannot reasonably be expected to identify individuals or applicants; and
  + The FV/SV Accessibility Grant. Submitting the self-assessment is a pre-requisite to be eligible for a funding grant. The information in the self-assessment will **not** be used to determine whether the provider receives funding.
* MSD will treat any information you provide in the self-assessment as confidential. This means that we will not use or disclose the information you provide to any person or organisation other than:
  + to the extent that use or disclosure is necessary for the purposes outlined above;
  + if the use or disclosure is required by law (including under the Official Information Act 1982);
  + if the information has already become public, other than through a breach of confidentiality by MSD.
* To the extent that the information you submit in the self-assessment is personal information, we will abide by our obligations under the Privacy Act 2020.
* Any personal information disclosed to us as part of the self-assessment will only be used for the defined purpose of the self-assessment, and in line with our [privacy notice](https://www.workandincome.govt.nz/about-work-and-income/privacy-notice/index.html).

**Contact us**

* If you have any questions or queries, you can email [accessibilityfund@msd.govt.nz](mailto:accessibilityfund@msd.govt.nz)