POLICY

Accessibility

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References

Americans with Disabilities Act , Office of the Chief Information Office (OCIO) Policy #188, OCIO Accessibility Standard #188.10, and Web Content Accessibility Guidelines 2.0.

Introduction

I.   The Washington State Department of Archaeology and Historic Preservation's (DAHP) is committed to providing access to electronic records and information technologies for people with disabilities in compliance with the Americans with Disabilities Act, and the Washington State Office of the Chief Information Office Policy #188, and the Web Content Accessibility Guidelines (WCAG) 2.0.

Policy

II.   This policy applies to all current or prospective agency technology solutions for staff and stakeholders doing business with DAHP.

III.   The DAHP will establish agency wide standards and guidelines in compliance with the Web Content Accessibility Guidelines.

IV.   The agency's approach to accessibility compliance ensures people with disabilities have access which is comparable to those who do not have disabilities. To meet this commitment, DAHP.wa.gov will be designed and maintained to meet or exceed Section 508 standards and OCIO Accessibility Standards #188.10.

V.   DAHP.wa.gov will be regularly tested against WCAG 2.0 guidelines to assess for noncompliance.

VI.   The agency director will designate a DAHP staff member as the agency's Accessibility Coordinator and point of contact for all reported non-accessibility for covered technologies.

VII.   The agency will maintain an Accessibility Plan or all covered technologies in order to meet the requirements of Office of the Chief Information Office (OCIO) Policy #188.

Guidelines and Standards

I. The agency's approach to accessibility compliance ensures people with disabilities have access which is comparable to those who do not have disabilities. To meet this commitment, DAHP.wa.gov has been designed to meet or exceed Section 508 standards and OCIO Accessibility Standards #188.10.

II. The DAHP is dedicated to making all dahp.wa.gov webpages accessible to all site visitors and meets Level AA conformance on dahp.wa.gov webpages, and strives for Level AAA conformance with the Web Content Accessibility Guidelines (WCAG) 2.0 , including the guidelines associated with these principles:

   A. **Perceivable**: Information and user interface components must be presentable to users in ways they can perceive.

   B. **Operable**: User interface components and navigation must be operable.

   C. **Understandable**: Information and the operation of user interface must be understandable.

   D. **Robust**: Content must be robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.

Procedures

III. The designated agency accessibility coordinator will be responsible for the following tasks:

   A. Generate and maintain the agency's Accessibility Plan. The Accessibility Plan will be comprised of the following information.

      1. A full inventory of DAHP covered technologies and their accessibility status.

      2. The inventory will prioritize the non-accessible covered technologies, list the recommended alternative access methods and provide action being taken to correct the non-accessibility issues.

      3. This inventory will be maintained on the DAHP_CoveredTechnologyInventory_AccessibilityReport.xlsx spreadsheet by the accessibility coordinator.

B. Work with web site staff to maintain the agency accessibility coordinator contact information at dahp.wa.gov and within DAHP's Accessibility Plan.

C. Produce an audit schedule for DAHP covered technology.

D. Perform the covered technology audits to ensure conformity to Web Content Accessibility Guidelines (WCAG) 2.0.

E. Update the DAHP_CoveredTechnologyInventory_AccessibilityReport.xlsx spreadsheet with audit findings and make necessary recommendations.

F. Document any received reports of non-accessibility within the DAHP_CoveredTechnologyInventory_AccessibilityReport.xlsx spreadsheet from staff or agency stakeholders.

G. Work with DAHP budgeting staff to find funding to support actions needed to correct the non-accessibility issues.

H. Keep the agency Director up-to-date on the accessibility status of all DAHP covered technologies.

Definitions

Accessible: "Accessible" means a person with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally and independently as a person without a disability.

Covered Technologies: Websites, web applications, software systems, electronic documents, E-learning, multimedia and programmable user interfaces. This includes interacting with the technology, access and content. It does not include content that a user may encounter after leaving the covered technology (example: links to other web content).

Attachments

DAHPAccessibilityPlan.docx

DAHP_CoveredTechnologyInventory_AccessibilityReport.xlsx