Accessibility Checklist for Data Governance and Management

Directions. For each checklist item, please provide the operational level as follows: **Level 1** indicates no planning has taken place, **Level 2** indicates planning in process, **Level 3** indicates partially operational, and **Level 4** indicates fully operational.

Checklist Item	Operational Level	Notes
1. The steering committee has clearly defined decision-making authority on accessibility within the data governance structure for the Part C and Part B data system.		
2. Roles within the steering committee are incorporated into the governing authority's policies and procedures.		
3. The steering committee has established a regular meeting structure and frequency to review the accessibility of websites and website content.		
4. The steering committee has designated a person or team with the responsibility of helping users with questions or concerns on the accessibility of the Part C and Part B data system to include data collections, data storage, and data use.		
5. Policies and procedures adhere to all federal, state, and local laws on accessibility.		
6. Policies and procedures on accessibility are developed with input and testing from various collaborators including those with disabilities.		

Checklist Item	Operational Level	Notes
7. There is a documented policy that establishes the standard conformance level that all documents and websites must adhere to before being promoted to production.		
8. A process is in place to enable policy or procedural changes for compliance with accessibility standards.		
9. Data governance polices require all data collection instruments to follow established accessibility conformance levels.		
10. Data governance policies require all output from data collection tools to follow established accessibility standards.		
11. Data governance policies and procedures on accessibility are shared with all pertinent staff who have tasks related to the creation, editing, dissemination, and oversight of IDEA data.		
12. Data governance policies and procedures require all staff and contractors who use IDEA data to create content (i.e., pdfs, Word docs, Excel spreadsheets, PowerPoint slides, etc.) to participate in ongoing accessibility training.		
13. Standardized training materials on accessibility are available and maintained.		

Checklist Item	Operational Level	Notes
14. Work assignments related to the creation, editing, dissemination and oversight of IDEA data require compliance to accessibility standards.		
15. The staff onboarding process includes training in compliance with accessibility standards.		
16. ADA Coordinators are involved with the Human Resources procedures for the hiring and onboarding process for individuals with disabilities.		
17. The procurement office requires all vendors submitting Request for Proposals (RFPs) to submit accessibility standards requirements for their product.		
18. Procurement officers and employees responsible for purchasing products request an Accessibility Conformance Report (ACR) based on the Voluntary Product Accessibility Template (VPAT) before purchasing new software.		
19. Before purchasing, the procurement process includes software testing to confirm the accuracy of the Accessibility Conformance Report (ACR). (Trust but verify)		
20. Legal office staff are involved with ensuring accessibility compliance to agency policies and procedures.		

Checklist Item	Operational Level	Notes
21. Content creators have received training on how to create or remediate documents and content to meet accessibility standards.		
22. ADA Coordinators are involved with implementing accessibility policies and procedures relating to Title II of the ADA and Section 508.		
23. The implementation of accessibility standards is in line with federal and state privacy laws.		
24. Privacy agreements required by the state agency are available in accessible formats for individuals with disabilities.		