Accessibility Checklist for Data Use and Analysis

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. Procedures for ensuring data reports and analyses are accessible have been developed.		
2. Quality assurance is performed on all data reports and analyses before making public.		
3. A documented process is available for content creators to use when creating accessible data reports and visualizations.		
4. A documented process is available for technical staff to use when creating accessible reports, websites, and visualizations.		
5. All website pages have been analyzed for accessibility.		
6. The number of website pages that need remediation for accessibility has been determined.		
7. The number of digital reports that need remediation for accessibility has been determined.		
8. The remediation work has been prioritized. What should be done first, etc.		

Checklist Item	Operational Level	Notes
9. All identified and prioritized website pages and content have been remediated for accessibility.		
10. A list of data products used by your program has been compiled.		
11. The origin of each data product has been determined. For instance, if it is a PDF, was it originally created in Word?		
12. Resources are available to ensure data products meet the required conformance level. For example, do you have resources available to make PDF or Word accessible? If the data product is generated through your data system, are you connected to your data system developers to ensure the product is accessible?		
13. All data products are evaluated to make sure they meet accessibility standards.		
14. Screen reader software has been purchased and installed.		
15. The screen reader can read all data products.		
16. Data visualization products have accessible color contrast.		
17. Data tables used in data representations are accessible.		

Checklist Item	Operational Level	Notes
18. All data products use plain language for the reading level of the audience.		
19. A reading level range for different audiences (e.g., parents 4th-6th grade; agency staff 9th-12th grade; researchers 12th grade and above) has been established.		
20. The reading level of each data product has been checked for conformity with the reading range for each audience.		
21. A feedback mechanism that incorporates people with disabilities into the process has been developed.		
22. A process has been identified for receiving feedback on data products		
23. Current processes for accessibility are posted on an accessible website in plain language.		
24. Follow-up occurs on all feedback and is acted upon.		
25. Agency staff receive training on accessibility standards.		
26. The agency has an accessibility statement posted on its website.		

Checklist Item	Operational Level	Notes
27. All data shared, linked, or integrated with other programs meet accessibility standards.		
28. Accessibility standards are incorporated into all legal agreements such as Memorandums of Understandings (MOUs), or other legally binding agreements with 3rd party vendors.		
29. All data extracted from Part B and Part C data systems are accessible for all data-driven decisions.		