Accessibility Checklist: Purpose and Vision

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. Agency leadership staff such as the Chief Information Officer and/or Chief Data Officer, ADA Coordinator, or other collaborators determine minimum accessibility conformance level that Part C and Part B data system must adhere to.		
2. The required WCAG conformance level is formalized in agency policy.		
3. The purpose and vision statement for the Part C and Part B data system include the requirement to adhere to the documented conformance level.		
4. Individuals with disabilities are included in the discussions and creation of the purpose and vision statement of the Part C and Part B data system.		
5. The webmaster for the agency updates all Part C and Part B web pages with an accessibility statement sharing the accessibility standards that the website conforms to. Example website accessibility standards are as follows: Web Content Accessibility Guidelines (WCAG) 2.1 AA Section 508 of the U.S. Rehabilitation Act of 1973.		

Checklist Item	Operational Level	Notes
6. Staff review and regularly revise the purpose and vision statements with collaborators as needed to ensure its continued adherence to established accessibility standards.		
7. Staff review current policies to identify, and address, existing barriers to accessibility.		
8. Agency department and division leaders have incorporated accessibility compliance into applicable policies agency wide.		