Accessibility Checklist for System Design and Development

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. Part C and Part B staff, the ADA Coordinator, people with disabilities, and other collaborators, meet with technology staff to discuss new or enhanced business requirements for the Part C and Part B data system, and ensure they meet current accessibility standards.		
2. Part C and Part B staff, the ADA Coordinator, people with disabilities, and other collaborators, meet with technology staff to provide feedback on the accessibility and usability of the new or enhanced data system design.		
3. Web designers have tools to evaluate the current Part C and Part B data system for accessibility.		
4. Developers utilize tools to evaluate the current Part C and Part B data system for accessibility.		

Checklist Item	Operational Level	Notes
5. The developers have received training on how to utilize the evaluation tool.		
6. Individuals with disabilities have had an opportunity to provide feedback on the new or enhanced Part C and Part B data system.		
7. The project team assigned to the development/enhancement of the Part C and Part B data system engages with the disability community to help inform and guide these efforts.		
8. The project team create business requirements for the development or enhancement of the IDEA Part C and Part B data system that incorporate insights and requirements from people with disabilities to ensure full usability across devices and assistive technologies.		
9. The project team creates the business requirements for the development or enhancement of the IDEA Part C and Part B data system to ensure that accessibility standards are applied on all devices (desktop, tablet, laptop, smart phones, etc.)		

Checklist Item	Operational Level	Notes
10. The project team evaluates the current website to determine the number of webpages and documents not meeting accessibility requirements.		
11. The project team involves users with disabilities to identify priority areas for accessibility improvements.		
12. To ensure a comprehensive assessment of accessibility and usability of the Part C and Part B data systems, the project team, including people with various disabilities, evaluate the current Part C and Part B data systems to determine the accessibility compliance level of the systems.		
13. Agency technical staff determine if current technologies are compatible with accessibility standards. They engage with people with disabilities to assess compatibility and gather firsthand feedback on the technologies' effectiveness and usability.		
14. Accessibility features of the new/enhanced Part C and Part B data systems are drafted and prioritized for development and implementation, with contributions from people with disabilities to ensure that the prioritization reflects real-world needs and challenges.		

Checklist Item	Operational Level	Notes
15. Agency staff have a clear process for the review and approval of the final accessibility standards. This includes consultation with people with disabilities to verify that these standards effectively address key accessibility and usability issues.		
16. Accessibility is a standard requirement for the Part C and Part B data system and enforced by regular reviews and input from people with disabilities and staff members.		
17. The project team selects representative end users, including people with a variety of disabilities, for acceptance testing of accessibility features.		
18. Agency staff collaborate with the IT team to create the acceptance testing plan for accessibility, involving people with disabilities in the planning process to ensure that the testing criteria cover all necessary accessibility aspects.		
19. Agency staff prepare materials and feedback mechanisms for quality control of accessibility features, designed to be accessible and user-friendly for testers with disabilities, ensuring that their feedback is recorded and acted upon where possible.		

Checklist Item	Operational Level	Notes
20. All programming for the newly developed Part C and Part B data systems, or enhancements to the current Part C and Part B data systems, must pass quality control for accessibility, conducted with the active participation of people with disabilities before it is promoted to the production environment.		
21. Automated and manual procedures for evaluating/testing compliance to accessibility standards occur for Part C and Part B data systems and all outputs, incorporating tools and methodologies recommended by people with disabilities to ensure comprehensive testing.		
22. Accessibility testing tools are available to evaluate the accessibility conformance level of current or new Part C and Part B data systems. These tools have been vetted by people with disabilities to ensure they effectively identify accessibility issues that may impact end users.		
23. User support and technical materials on accessibility are created, updated, and made available online and in hardcopy as training resources, developed with input from people with disabilities to ensure clarity, relevance, and accessibility		
24. An issues log exists to capture accessibility issues and prioritize issue resolution. This log is reviewed regularly with the participation of people with disabilities to ensure that it accurately reflects user experiences, and that prioritization aligns with their needs.		

Checklist Item	Operational Level	Notes
25. An accessibility best practices document exists and is used for staff training. This document includes input from people with disabilities to share real-world insights and strategies for creating accessible content and systems. This document is reviewed and updated regularly.		
26. Standard procedures for developing accessible content (documents, spreadsheets, presentations, PDFs, etc.) exist, and are shared with content creators. These procedures have been co-developed by people with disabilities to ensure they address a wide range of accessibility concerns.		
27. On-demand help for creating accessible content is available through an accessible help function. This resource includes input by people with disabilities to answer frequent questions and provide guidance based on actual user experiences and challenges.		