

ACCESSING WSDA INFORMATION AND DATA FOR PERSONS WITH DISABILITIES

Subject Matter Lead: Chief Technology Officer **Effective Date:** April 11, 2017

Accompanying Procedures: N/A **Accompanying Forms:** N/A

Cancels: N/A

Sunset Review Date: April 2021

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References: POL-HR-213 Discrimination and Harassment Prevention
POL-HR-225 Providing Employees Reasonable Accommodation
POL-IT-605 Purchasing Information Technology Goods, Services and Equipment
POL-FS-425 Procuring Goods and Services
State Office of the Chief Information Officer Policy 188 Accessibility
[WCAG 2.0](#) World Wide Web Consortium (W3c) Web Content Accessibility Guidelines
Chapter [357-26 WAC](#) Reasonable Accommodation
Chapter [49.60 RCW](#) Discrimination-Human Rights Commission
Title 1 of the [Americans with Disabilities Act](#) of 1990, as amended

This policy establishes an expectation that people with disabilities have access to and use of agency information and data, and that they have access to services and content available to persons without disabilities, unless providing direct access is not possible due to technical or legal limitations. The policy also sets responsibilities and guidelines for handling requests for access by persons with disabilities.

Nothing in this policy supersedes POL-HR-225 Providing Employees Reasonable Accommodation.

- 1. WSDA COMPLIES WITH THE STATE DEPARTMENT OF ENTERPRISE SERVICES (DES) POLICY 188 – ACCESSIBILITY**
 - WSDA provides access to information technology to the public and to its employees, including individuals with disabilities.
- 2. WSDA CONSIDERS ACCESSIBILITY TO INDIVIDUALS WITH DISABILITIES IN PROCURING, DEVELOPING, MAINTAINING AND UTILIZING INFORMATION TECHNOLOGY UNLESS IT CREATES AN UNDUE BURDEN ON THE AGENCY**

- WSDA considers accessibility for individuals with disabilities in acquiring websites, web applications, software systems, electronic documents, e-learning, multimedia and programmable user interfaces. Wherever possible, the agency provides access directly or by supporting the use of assistive technology.
- Covered technology acquired before adoption of this policy is not required to meet this standard.

3. THE WSDA ACCESSIBILITY COORDINATOR IS RESPONSIBLE FOR PROVIDING EQUIVALENT ACCESS TO INDIVIDUALS WITH DISABILITIES WHEN A TECHNOLOGY MAY NOT BE BROUGHT INTO COMPLIANCE WITH THE DES MINIMUM ACCESSIBILITY STANDARD

- The chief technology officer is the agency accessibility coordinator.
- The accessibility coordinator is a resource during agency reasonable accommodations interactive processes, contributing current knowledge of assistive and direct technology accommodations.
- The accessibility coordinator must request a waiver from DES for those covered technology items, acquired after the adoption of this policy, which are out of compliance.

4. ALL COVERED TECHNOLOGY INCLUDES AN ACCESSIBILITY NOTICE AND CONTACT INFORMATION FOR THE ACCESSIBILITY COORDINATOR

- The notice statement is: “WSDA is committed to provide persons with disabilities an equal opportunity to participate in and enjoy the benefits of services, programs, or activities conducted by the agency.”
- Covered technology includes websites, web applications, software systems, electronic documents, E-learning, multimedia and programmable user interfaces.

5. ALL COVERED TECHNOLOGY MEETS TESTABLE STANDARDS, AS ESTABLISHED BY DES

- The minimum level of compliance for accessibility is Level AA compliance with Web Content Accessibility Guidelines:
 - Information and user interface components are presentable to users in ways they can perceive.
 - User interface components and navigation are operable.
 - Information and the operation of user interface are understandable.
 - Content is robust enough that it can be interpreted reliably by a wide variety of user agents, including assistive technologies.
- This policy does not apply to contracts signed before the effective date of the policy.

6. WSDA VENDOR CONTRACTS MUST INCLUDE LANGUAGE REQUIRING COMPLIANCE WITH ACCESSIBILITY RULES

DEFINITIONS:

Covered technology means 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 (for example, links to other web content).

Equivalent access means providing users with disabilities with content and interaction that is similar or identical to that provided to users without disabilities, in a form that produces a similar user experience. Users are provided direct access to the same content unless providing direct access to that content is not possible due to technical or legal limitations.

Undue burden means significant and unreasonable difficulty or expense. In determining whether an action would result in an undue burden, the agency considers all agency resources available to the program or component for which the covered technology is being developed, procured, maintained or used.