

## ADA Digital Accessibility Compliance Checklist

### Assessing Digital Content: Webpages and Documents on Your Website

**\*\*Note\*\*** For complimentary assistance in completing this checklist please contact us at the information listed in the upper right of this checklist.

This section will help you identify the most common web accessibility and digital ADA compliance issues in your organization. This checklist is not meant to be exhaustive, rather to give you a general sense and baseline of where you stand. We recommend engaging a digital accessibility compliance expert to provide a complete picture of existing compliance and planning assistance moving forward. Completing this checklist process will significantly enhance your organization's ability to enable and maintain digital ADA compliance.

1. Does the top of each page with navigation links have a "skip navigation" link? (This feature directs screen readers to bypass the row of navigation links and start at the webpage content, thus enabling people who use screen readers to avoid having to listen to all the links each time they move to a new page.)

Yes

No

2. Do all links have a text description that can be read by a screen reader (not just a graphic or "click here")?

Yes

No

3. Do all of the photographs, maps, graphics and other images on the website currently have HTML tags (such as an "alt" tag or a long description tag) with text equivalents of the material being visually conveyed?

Yes

No

4. Are all of the documents posted on your website available in HTML or another text-based format (for example, rich text format (RTF) or word processing format), even if you are also providing them in another format, such as Portable Document Format (PDF)?

Yes No

5. If your website has online forms, do HTML tags describe all of the controls (including all text fields, check boxes, drop-down lists, and buttons) that people can use in order to complete and submit the forms?

 Yes No N/A

6. If your website has online forms, does the default setting in drop-down lists describe the information being requested instead of displaying a response option (e.g., "your age" instead of "18 - 21")?

 Yes No N/A

7. If a webpage has data charts or tables, is HTML used to associate all data cells with column and row identifiers?

 Yes No N/A

8. Do all video files on your website have audio descriptions of what is being displayed to provide access to visually conveyed information for people who are blind or have low vision?

 Yes No N/A

9. Do all video files on your website have written captions of spoken communication synchronized with the action to provide access to people who are deaf or hard of hearing?

Yes

No

N/A

10. Do all audio files on your website have written captions of spoken communication synchronized with the action to provide access to people who are deaf or hard of hearing?

Yes

No

N/A

11. Have all webpages been designed so they can be viewed using visitors' web browser and operating system settings for color and font?

Yes

No

### **Website Accessibility Policy and Procedures**

This section will help you identify potential problems with the ongoing process of ensuring website accessibility

12. Do you have a written policy on website accessibility?

Yes

No

13. Is the website accessibility policy posted on your website in a place where it can be easily located?

Yes

No

N/A

14. Have procedures been developed to ensure that content is not added to your website until it has been made accessible?

 Yes No

15. Does the website manager check the HTML of all new webpages to confirm accessibility before the pages are posted?

 Yes No

16. When documents are added to your website in PDF format, are text-based versions of the documents (e.g., HTML, RTF, or word processing format) added at the same time as the PDF versions?

 Yes No N/A

17. Have in-house staff and contractors received information about the website accessibility policy and procedures to ensure website accessibility?

 Yes No N/A

18. Have in-house and contractor staff received appropriate training on how to ensure the accessibility of your website?

 Yes No

19. Have in-house and contractor staff who create web content or post it on your website received copies of the Department of Justice’s technical assistance document “Accessibility of State and Local Government Websites to People with Disabilities”?

Yes

No

20. If your website contains inaccessible content, is a specific written plan including timeframes in place now to make all of your existing web content accessible?

Yes

No

N/A - website is completely accessible

21. Have you posted on your website a plan to improve website accessibility and invited suggestions for improvements?

Yes

No

22. Does your website home page include easily locatable information, including a telephone number and email address, for use in reporting website accessibility problems and requesting accessible services and information?

Yes

No

23. Do you have procedures in place to assure a quick response to website visitors with disabilities who are having difficulty accessing information or services available via the website?

Yes

No

24. Have you asked disability groups representing people with a wide variety of disabilities to provide feedback on the accessibility of your website? (Note: Feedback from people who use a variety of assistive technologies is helpful in ensuring website accessibility.)

Yes No

25. Have you tested your website using one of the products available on the Internet to test website accessibility? (Note: Products available for testing website accessibility include no-cost and low-cost options. These products may not identify all accessibility issues and may flag issues that are not accessibility problems. If you need help with this, please contact us and we'll guide you through the process – this is what we do for a living)

 Yes No

26. Are alternative ways of accessing web-based information, programs, activities, and services available for people with disabilities who cannot use computers?

 Yes No

**\*\*Note\*\*** This information is drawn directly from ADA.gov, is designed for local government compliance, but is readily applicable and adaptable to commercial entities with public facing digital content. The recent Dominos Pizza decision by the Supreme Court dictated that reasonable public accommodations were required for websites which means digital accessibility and ADA compliance is mandated for any commercial entity. We expect a new flurry of lawsuits and legal action against companies, even small and medium businesses that don't accommodate people with disabilities, even if those organizations are totally unaware of the law. Taking digital accessibility seriously is a great way to avoid legal action against your organization no matter how large or small.

**\*\*Note\*\*** If you complete this checklist and there are obvious deficiencies in your digital ADA compliance status, we can help. Our comprehensive services go beyond software and can substantially and quickly improve your digital ADA compliance and potentially avoid legal action against you. Contact us at [Matt@AgilitechSolutions.com](mailto:Matt@AgilitechSolutions.com) or 919.421.7300.

### Action Plan and Next Steps:

We'll assume that there are at least a few digital accessibility compliance issues on your website or posted content. This is totally normal as most websites constantly change over time with new elements and content added and structural changes being made to the pages. In addition, some of the toughest challenges to digital accessibility compliance are things you can't even see. An example is the ability of a blind person using a screen reader to accurately and in proper sequence navigate your site. If your web pages are not set up properly, screen reader navigation can be difficult if not impossible, rendering your site inaccessible. Contact us today to evaluate and uncover these "hidden" accessibility traps.

- Policy - Establish a policy that your webpages will be accessible and create a process for implementation.
- Website Audit - Check the HTML of all new webpages. Make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed.
- Self Serve Accessibility Menu - Ensure that your webpages are designed in a manner that allows them to be displayed using a visitor's own settings for color and fonts.
- Alternative Text - If images are used, including photos, graphics, scanned images, or image maps, make sure to include text equivalents for them, using "alt" tags and/or long descriptions for each. Ensure that the text equivalents convey the meaningful information presented visually by the image.
- Tagging - If you use online forms and tables, make those elements accessible.
- Audio Description/Captions - Ensure that videos appearing on your website include appropriately synchronized audio description and captions.
- Document Accessibility - When posting new documents on the website, always provide them in HTML or another text-based format (even if you are also providing them in another format, such as PDF). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others.
- Accessibility Compliance Planning and Communication - Develop a plan for making your existing web content accessible, including specific steps and timeframes. Describe your plan on an accessible webpage that can be easily located from your home page. Encourage input on accessibility improvements, including which pages should be given high priority for change. Let citizens know about the standards or guidelines that are being used to provide accessibility. Make accessibility modifications to the more popular webpages on your website a priority.

- Accessibility Training - Ensure that in-house staff and contractors responsible for webpages and webpage content development are properly trained on your web accessibility policy and procedures.
- Accessibility Statement and Phone Contact - Provide a way for visitors to request accessible information or services and provide feedback about accessibility problems by posting a telephone number and email address on your home page. Establish procedures to assure a quick response to people with disabilities who use this contact information to access web-based information or services.
- Periodically enlist people with a variety of disabilities to test your webpages for accessibility and ease of use; use this information to increase your website accessibility.
- Audit Tools Consider using one of the no-cost or low-cost resources available on the Internet to test the accessibility of your website. (Please note, however, that these products may not identify all accessibility problems on your website.)
- Post Phone contact for Accessibility on your Site. Ensure that alternative means are available for people with disabilities who are unable to use computers to access information, programs, and services that are normally provided on your website.

Agilitech has a complete program in place to address any and/or all of these requirements.

Contact us today so we can help you get and stay compliant. 919.421.7300

[Matt@AgilitechSolutions.com](mailto:Matt@AgilitechSolutions.com)