

Information Technology Policy

Information Technology Accessibility Policy

ITP Number ITP-ACC001	Effective Date March 16, 2006
Category Accessibility	Supersedes None
Contact RA-ITCentral@pa.gov	Scheduled Review January 2019

1. Purpose

Establishes guidance for the development of [accessible](#) websites and other information technologies for users requiring assistive technologies.

2. Scope

This Information Technology Policy (ITP) applies to all departments, boards, commissions and councils under the Governor's jurisdiction.

3. Objective

The goal of this policy is to ensure that when an agency, board, or commission provides information through the web or through other information technologies such as mobile applications, and video and audio recordings, it is taking reasonable measures to ensure that persons with disabilities can access, navigate, and otherwise obtain the same or equivalent information as persons without disabilities.

4. Policy

This policy establishes standards for the development and maintenance of accessible websites, applications, and video/audio sources. Agencies responsible for developing and managing websites, applications, or audio/video recordings are to (1) provide the same or equivalent access to individuals with disabilities and (2) test and validate websites, applications, and video/audio sources.

Agencies are to test and validate both external and internal websites (including PDFs, word processed documents, spreadsheets, presentations, and other material made electronically available on the websites) using one or more of the following methods in conjunction with end user assistive technologies:

- Accessibility testing and validation features of Integrated Development Environment (IDE)
- Manual testing and validation

Accessibility Review Timeframe Table

Agencies are to follow the below Accessibility Review Timeframe Table for strategically planning their agency's accessibility posture. Agency IT solutions are to be reviewed for compliance with this Policy and all state and federal accessibility-related policies and laws within the timeframe dictated in the Accessibility Review Timeframe Table.

Documentation of accessibility-related IT solution review timeframes, remediation plans, and review processes should be maintained by the agency and accessible to all program areas that manage and are responsible for IT solutions subject to this Policy.

Agency IT Solution	Description of IT Solution	Timeframe
Public-facing websites	Any agency-owned or managed website that is available publicly. (Including agency-owned websites managed by a third-party)	Every six (6) months
Internal-facing websites	Any agency-owned or managed website that is available only to Commonwealth employees through the commonwealth network. (Including agency-owned websites managed by a third-party)	Every twelve (12) months
Public-facing applications	Any agency-owned or managed application that is available publicly. (Including agency-owned applications managed by a third-party)	Every six (6) months
Internal-facing applications	Any agency-owned or managed application that is available only to Commonwealth employees through the commonwealth network. (Including agency-owned applications managed by a third-party)	Every twelve (12) months
Public-facing audio and video recordings	Any agency-owned or managed audio and video recordings that are available publicly. (Including agency-owned audio and video recordings managed by a third-party)	Every six (6) months
Internal-facing audio and video recordings	Any agency-owned or managed audio and video recordings that are available only to Commonwealth employees through the commonwealth network. (Including agency-owned audio and video recordings managed by a third-party)	Every twelve (12) months

Federal Law/Mandate Requirements

- Agencies must adhere to the Americans With Disabilities Act of 1990, (Pub. L. 101-336, 104 Stat. 328) (ADA) 42 U.S.C. §12101 *et. seq.*
- If applicable, agencies must adhere to Sections 504 and 508 of the Rehabilitation Act of 1973, (Pub. L. 93-112, 87 Stat. 355) 29 U.S.C. § 701 *et. seq.*

5. Responsibilities

Commonwealth Agencies shall:

- Review all federal and state laws and guidelines, including but not limited to those listed in this policy, and apply all appropriate processes, controls, procedures, and policies to their internal [information technology](#) functions.
- Develop a strategic plan and a continual service improvement process to comply with the Accessibility Priority Table detailed in Section 5 of this ITP.

6. Related ITPs/Other References

Definitions of associated terms of this policy are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>

Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>

- Executive Order 2016-03 *Establishing "Employment First" Policy and Increasing Competitive Integrated Employment for Pennsylvanians with a Disability*
- Management Directive 205.34 *Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*
- Management Directive 205.25 *Disability-Related Employment Policy*
- ITP-PRO001 *IT Procurement Review Process*
- ITP-SFT000 *Systems Development Life Cycle (SDLC) Policy*
- World Wide Web Consortium (W3C) Web Accessibility Initiative - <https://www.w3.org/WAI/>

7. Authority

Executive Order 2016-06, Enterprise Information Technology Governance

8. Publication Version Control

It is the user's responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication are to be directed to RA-ITCentral@pa.gov.

9. Exemption from This Policy

In the event an agency chooses to seek an exemption, for reasons such as the need to comply with requirements for a federally mandated system, a request for waiver may be submitted via the Commonwealth of PA Procurement and Architectural Review (COPPAR) process. Requests are to be entered into the COPPAR Tool located at <http://coppa.oa.pa.gov/>. Agency CIO approval is required.

This chart contains a history of this publication's revisions:

Version	Date	Purpose of Revision
Original	03/16/2006	Base Document
Revision	11/18/2010	Moved product standards to new STD-ACC001B Rescinded OPD-ACC001B, OPD-ACC001D
Revision	01/12/2018	Reformat to new ITP layout Revised ITP Title Expanded policy to cover other technologies Added Accessibility Timeframe Table Added Federal Law/Mandate requirements Rescinded OPD-ACC001A, STD-ACC001B, OPD-ACC001C