



Progress-to-Date Report

Oct 1, 2024

Digital Accessibility Compliance (HB21-1110)

Pursuant to HB24-1454 (<https://leg.colorado.gov/bills/hb21-1110>), the Pikes Peak Workforce Center (PPWFC) has created this quarterly progress-to-date report. PPWFC is committed to providing digital services that are accessible to the widest possible audience, regardless of technology or ability. Our goal is to deliver a digital experience that achieves compliance with HB21-1110. This report documents our efforts toward meeting that goal.

This report covers our efforts up to Oct 1, 2024. It will be updated quarterly, and the report will be posted on our website before the start of the next quarter. For any questions regarding this report, please contact the PPWFC's Accessibility Coordinator, Steve Orzech, via the contact info listed on our website at <https://ppwfc.org/accessibility-to-services/>.

Progress up to Oct 1, 2024

The Pikes Peak Workforce Center has completed our Digital Accessibility Plan pursuant to HB21-1110. The plan has been posted to our website and can be found here <https://ppwfc.org/accessibility-to-services/>. The plan outlines our strategies for making digital assets accessible and how we plan to implement those changes.

In the same section on our website, we have provided a request form for redress of inaccessible digital assets. Contact information for our ADA Coordinator is also included, allowing for direct requests.

Staff:

PPWFC staff undergo yearly training on ADA-related topics to ensure they are well-versed in accessibility standards and practices. New staff members receive training on PPWFC ADA policies as part of their onboarding process, ensuring that accessibility is a foundational aspect of their roles from the start.

Accessibility Coordinator:

- The Accessibility Coordinator has attended multiple training courses on various ADA policies, gaining comprehensive knowledge of accessibility requirements and best practices.
- The coordinator holds an ADA Coordinator Certification issued by the Great Plains ADA Center.
- The PPWFC has a backup Accessibility Coordinator, Michael Walton, who holds an ADA Coordinator Certification.

Accessibility Associate:

PPWFC has hired an Accessibility Associate to assist us in digital accessibility efforts. The associate is currently undergoing training on digital accessibility, including making documents accessible.

Digital Content:

As of the publication of this document, the PPWFC has identified approximately 5,000+ documents. These include, but are not limited to:

- Budget documents
- Meetings and agendas
- Advertisements
- Programming schedules
- Presentations
- Reports
- Policies and procedures
- Promotional materials
- Tables and charts
- Emergency communications

Digital Content Action Plan:

The plan for achieving compliance is outlined below. Detailed Standard Operating Procedures (SOPs) will be developed to provide further guidance on individual tasks. Progress will be tracked through the quarterly Progress-to-Date Report.

1. Migration & Sorting of All PPWFC Files
 - Categorize digital assets into active and inactive documents.
 - Senior staff will complete SharePoint training by the end of October, with individual teams trained in early November.
 - Migration and sorting are expected to be completed by December 20th.
2. Determining Social Media Impact
 - Train the Social Media team on accessibility, expected by February 2025.
 - Decide on how far back to review and remove old posts.
 - Archive older posts.
3. General Staff Training
 - Staff-wide training is expected to be completed by February 2025.
4. Creation of SOPs
 - SOPs will be developed by the Accessibility Coordinator.
 - Expected completion: within the next three months.
5. Document Request Procedures
 - Establish procedures for staff to request new or archived documents.
6. Processing of All Active Files
 - To be completed over the next year.
 - Expected completion: by the end of June 30, 2025.