



Progress-to-Date Report

Jan 1, 2025

Digital Accessibility Compliance (HB21-1110)

Pursuant to 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 January 1, 2025. It will be updated quarterly and 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 January 1, 2025

The Digital Accessibility Plan:

The Pikes Peak Workforce Center continues to implement the Digital Accessibility Plan pursuant to HB21-1110. The plan has been posted to our website and outlines our strategies for making digital assets accessible and how we plan to implement these changes. The plan includes updated timelines and compliance milestones. This quarter, staff training has focused on SharePoint migration and proper file management practices.

In the same section on our website, we continue to offer a request form for redress of inaccessible digital assets. Contact information for our ADA Coordinator remains available for direct assistance. Additionally, an internal form is being developed for staff to request accessibility reviews or modifications to documents. We are also planning to gather data on staff competency and comfort levels regarding digital accessibility through a questionnaire, which will guide future training and resource allocation.

Staff Training:

Teams have been trained gradually, one at a time, focusing on migrating files and managing digital content in compliance with accessibility standards.

Additional department-specific training sessions have been conducted to address unique needs, coordinated by the Accessibility Coordinator and IT staff.

Plans are underway for Digital Accessibility Basics training, which will provide a foundational overview of accessibility features in key software such as Teams, Outlook, Word, and Excel. This training will emphasize practical steps for accessibility compliance.

Accessibility Coordinator Updates:

The Accessibility Coordinator is preparing to implement a quarterly review system to ensure compliance of files marked “Working on” in SharePoint’s DA Status column.

The backup Accessibility Coordinator, Michael Walton, provides support as needed but is not involved in day-to-day operations. An additional Accessibility Associate has completed their onboarding and training this quarter.

Following feedback from the Office of Information Technology (OIT), efforts are being refined to prioritize public-facing files, with internal file accessibility to be addressed in a later phase. This ensures immediate compliance with high-priority requirements.

In addition, the Accessibility Coordinator will be supported by the PPWFC Quality Assurance Team in evaluating, planning, and executing action items to ensure compliance with Digital Accessibility standards.

Website Accessibility:

Our website, <https://ppwfc.org>, remains compliant with WCAG 2.1 AA standards:

- Biannual Audits: ADA Site Compliance conducted the latest audit in December 2024, resolving identified accessibility issues.
- Continuous Monitoring: Ongoing monitoring ensures that all new content meets accessibility requirements.
- User Feedback Integration: User feedback has been incorporated to address accessibility gaps.

Digital Content:

- SharePoint migration efforts have progressed, with approximately 25% of active files cleaned up and organized into accessible and archived folders.
- File cleanup has primarily focused on removing duplicate and outdated files, with categorization efforts still underway.
- Archived files remain accessible and have not yet been locked for access control.
- Updated SOPs for file management and accessibility have been drafted but have not yet been distributed to staff.

The process has been split into two phases: Phase 1 focuses on file management and organization, and Phase 2 will address accessibility improvements for the files.

Document Processing Updates:

- Document remediation has continued, with an estimated 10-15% of legacy files now meeting accessibility standards.
- A targeted cleanup process has removed or archived approximately 15% of duplicate or outdated files.
- A tracking system is being developed to monitor staff requests for new files and other document needs. This system will provide transparency and accountability for file-related accessibility progress.

Social Media Accessibility:

Accessibility training for the Social Media team is in the planning phase but has not yet been scheduled.

Preliminary steps have been taken to archive older posts and ensure captions are added to all active posts. Future training will include practical guidance on creating accessible social media content.

Next Steps:

- Complete staff-wide training on Digital Accessibility Basics in 2025.
- Finalize the migration of remaining active files to SharePoint by the end of February 2025.
- Develop a streamlined process for addressing public-facing file accessibility requests through the tracking system.
- Create and distribute a questionnaire to assess staff competency and comfort levels with digital accessibility.
- Prepare for the next website audit scheduled for June 2025.
- Continue developing a quarterly accessibility review process to ensure ongoing compliance.

PPWFC remains dedicated to achieving full compliance with HB21-1110 and fostering an inclusive digital environment for all users.