



# **Progress-to-Date Report**

## **April 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 April 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, Lilyth Orzech, via the contact info listed on our website at <https://ppwfc.org/accessibility-to-services/>.

# Progress up to April 1, 2025

## Digital Accessibility Plan Implementation

The Pikes Peak Workforce Center continues to follow its [Digital Accessibility Plan](#), developed in compliance with HB21-1110 and aligned with WCAG 2.2 standards. This plan outlines the specific strategies, timelines, and responsibilities for achieving digital accessibility across all platforms and file types.

### Key elements of the plan include:

- Sorting digital content into active and inactive categories to prioritize remediation efforts.
- Remediate existing active documents over time, with completion targeted by the end of Program Year 2025.
- Providing accessible versions of content upon request, including archived materials that may no longer be in active use.
- Ongoing staff training, policy development, and SOP creation to ensure long-term compliance and sustainability.
- Quarterly and annual evaluations led by the Accessibility Coordinator to assess progress, identify gaps, and report updates.

The plan is posted publicly on the PPWFC website alongside a Digital Accessibility Feedback and Request Form, which allows individuals to report inaccessible content or request accessible versions of digital materials. This form is monitored by the Accessibility Coordinator, who responds within 14 calendar days in accordance with the redress procedures outlined in the plan.

Through the structured implementation of this plan, PPWFC is committed to building an inclusive digital environment and meeting the legal obligations set by Colorado's accessibility laws.

## **Staff Training**

- PPWFC is coordinating with the Rocky Mountain ADA Center to provide Digital Accessibility Basics training for all staff.
- The training is scheduled to occur within the next two months and will include practical guidance on accessible use of Microsoft Word, Excel, Outlook, Teams, and more.
- Targeted guidance continues for teams involved in file organization and document cleanup, including one-on-one coaching and department-specific support.

## **SharePoint & File Organization**

- Migration of active files to SharePoint is complete. Work continues to improve file organization and ensure accessibility across all folders.
- Archived files remain accessible at this time. A process is being developed to manage access requests and ensure accessibility before reuse.
- Accessibility metadata (DA Status, Owner, Alt Text) has not yet been implemented. This will be a priority in upcoming quarters.
- A multi-tiered training approach is underway to support SharePoint use and accessibility compliance:
  - Interactive workshops
  - Online training modules
  - Updated SOPs
  - One-on-one support sessions

## **SOP Development and Use**

- A File Management SOP has been drafted and will be finalized alongside SharePoint training. Updates are anticipated to reflect improved practices and workflows.
- While no SOP currently exists for document requests, staff have been informed of the process, and a dedicated request form is available on SharePoint.

## **Website Accessibility**

- The PPWFC website remains in compliance with WCAG 2.1 AA standards.
- The most recent audit, completed in December 2024 by ADA Site Compliance, identified no critical issues.
- The next scheduled website audit will take place in June 2025.
- PPWFC continues to monitor new content and respond to user feedback to ensure ongoing compliance.

## **Document Accessibility Progress**

- Approximately 25% of active legacy documents have been updated to meet accessibility standards.
- A tracking system is in place to monitor file remediation and document-related requests.
- Staff continue to receive support from the Accessibility Coordinator and Associate in reviewing and remediating documents, with a focus on high-priority files.

## **Social Media Accessibility**

- Training for the social media Team has not yet occurred, but planning is in progress.
- A review of social media content is ongoing, and future training will guide the team on adding captions, writing accessible descriptions, and using appropriate formatting in future posts.

## **Next Steps**

- Deliver Digital Accessibility Basics training to all staff by early summer 2025, in partnership with the Rocky Mountain ADA Center.
- Implement SharePoint metadata fields. (DA Status, Owner, Alt Text)
- Finalize the File Management SOP and roll it out as part of the SharePoint training initiative.
- Launch a multi-tiered SharePoint training strategy, including live workshops, online modules, written SOPs, and one-on-one support to promote consistent, accessible file management.
- Develop and communicate a new process for archived file access, ensuring accessibility requirements are met before reuse.
- Begin social media accessibility training and content review, establishing standards for captions, alt text, and formatting.
- Evaluate staff understanding and training effectiveness through surveys. One baseline survey has already been completed, with a follow-up planned after training to assess growth and identify additional support needs.
- We are currently reviewing our Digital Accessibility Plan to align with evolving standards and recent feedback. The version currently posted reflects an earlier phase of our efforts and may not represent our most up-to-date practices. Updates will be made as our approach continues to develop.