

# Welcome to the Section 508 Best Practices Webinar Series

A collaborative program between the  
*Accessibility Committee of the CIO Council, The U.S. Access Board and  
eFedLink/ODEP*

**The Session is Scheduled to begin at 1:00pm Eastern Time  
We will be testing sound quality periodically**

**Audio and Visual are provided through the on-line webinar system. This session is closed captioned.** Individuals may also listen via telephone by dialing 1-712-432-3066 Access code 148937 (This is **not** a Toll Free number)

The content and materials of this training are property of the presenters and sponsors and cannot be used without permission. For permission to use training content or obtain copies of materials used as part of this program please contact us by email at [info@adaconferences.org](mailto:info@adaconferences.org) or toll free (877)232-1990 (V/TTY)

[www.adaconferences.org/CIOC](http://www.adaconferences.org/CIOC)



## Listening to the Webinar



- The audio for today's webinar is being broadcast through your computer. Please make sure your speakers are turned on or your headphones are plugged in.
- You can control the audio broadcast via the Audio & Video panel. You can adjust the sound by "sliding" the sound bar left or right.
- If you are having sound quality problems check your audio controls by going through the Audio Wizard which is accessed by selecting the microphone icon on the Audio & Video panel



2

## Listening to the Webinar, *continued*



If you do not have sound capabilities on your computer or prefer to listen by phone, dial:

**712-432-3066**

**Pass Code:  
148937**

This is **not** a Toll Free number

3

## Listening to the Webinar, *continued*



**MOBILE Users (iPhone, iPad, or Android device (including Kindle Fire HD))**

Individuals may listen\*\* to the session using the Blackboard Collaborate Mobile App (Available Free from the Apple Store, Google Play or Amazon )



\*\*Closed Captioning is not visible via the Mobile App and limited accessibility for screen reader/Voiceover users

4



## Captioning

- Real-time captioning is provided during this webinar.
- The caption screen can be accessed by choosing the  icon in the Audio & Video panel. ↓



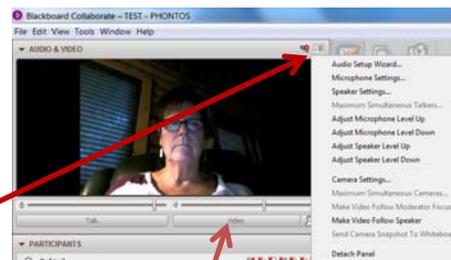
- Once selected you will have the option to resize the captioning window, change the font size and save the transcript.

5



## Sign Language Interpreter

- Video Sign Language Interpreter is available for this session
- To access the Sign language Choose “Video” from the Audio and Video Panel. This will open a video window.
- To ensure that your system retains focus on the Sign Language Interpreter make sure that **everything** is **unchecked** in the options menu 



Select Video

6



## Submitting Questions

- You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area
- If you are connected via a mobile device you may submit questions in the chat area within the App
- If you are listening by phone and not logged in to the webinar, you may ask questions by emailing them to [info@adaconferences.org](mailto:info@adaconferences.org)



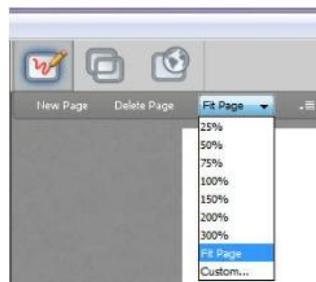
**Please note:** This webinar is being recorded and can be accessed on the Section 508 Best Practice Webinar Series website at [www.adaconferences.org/CIOC](http://www.adaconferences.org/CIOC) within 24 hours after the conclusion of the session.

7



## Customize Your View

- Resize the Whiteboard where the Presentation slides are shown to make it smaller or larger by choosing from the drop down menu located above and to the left of the whiteboard. The default is “fit page”



8

## Customize Your View *continued*



- Resize/Reposition the Chat, Participant and Audio & Video panels by “detaching” and using your mouse to reposition or “stretch/shrink”. Each panel may be detached using the  icon in the upper right corner of each panel.

9

## Technical Assistance



- If you experience any technical difficulties during the webinar:
  1. Send a private chat message to the host by double clicking “Great Lakes ADA” in the participant list. A tab titled “Great Lakes ADA” will appear in the chat panel. Type your comment in the text box and “enter” (Keyboard - F6, Arrow up or down to locate “Great Lakes ADA” and select to send a message ); or
  2. Email [info@adaconferences.org](mailto:info@adaconferences.org); or
  3. Call 877-232-1990 (V/TTY)

10

# Federal Accessibility Communities of Practice, Now and in the Future

Moderator: Timothy Creagan, Senior Accessibility Specialist  
U.S. Access Board

Presenters:

Bruce Bailey, IT Accessibility Specialist, U.S. Access Board

Norman B. Robinson, Office of Accessible Systems & Technology,  
Department of Homeland Security

Don Barrett, Section 508 Coordinator, U.S. Department of Education

Allen Hoffman, Office of Accessible Systems & Technology,  
Department of Homeland Security

January 28, 2014

11

## Agenda

- ▶ Introduction
- ▶ Now:
  - Web Accessibility Community of Practice
  - Document Accessibility Community of Practice
  - Section 508 Testing Community of Practice
- ▶ Future:
  - Building a Mobile Community of Practice
- ▶ Q& A –

12

This webinar is sponsored by:



A Community of Practice to Advance Federal  
Employment for Persons with Disabilities

eFedLink.org



cio.gov



access-board.gov

13

## Welcome

- ▶ Webinar series: “Best Practices in Federal Section 508 Implementation”
  - This webinar is part of a series. Other presentations can be viewed at:
  - <https://efedlink.org/allqual/resource-shared-webinars.cfm> and <http://www.adaconferences.org/CIOC/Archives/>
- ▶ A best practice is a policy, process, procedure or technique proven effective over time and repeatable by multiple agencies.
- ▶ A best practice is generalized so that diverse agencies may use it in their own organizations but specific enough to provide useful guidance and instruction.
- ▶ The CIO Council’s Accessibility Community of Practice has published a library of 508 Best Practices at [www.Section508.gov](http://www.Section508.gov)

14

## Section 508 Best Practices Webinar upcoming DATES for 2014:

- ▶ Webinars dates will be bi-monthly during 2014.  
January, March, May, July, September, December
- ▶ Next Webinar: March 25, 2014 – Topic: TBD  
Time: 1:00 to 2:30 p.m. ET
- ▶ Future webinar dates and topics are forthcoming

### Past webinars: ARCHIVED:

- <http://www.adaconferences.org/CIOC/Archives>
- <https://efedlink.org/allqual/collaborate-webex-archive.cfm>

15

## Section 508 Best Practices Webinar Series 2014

- ▶ For more information, contact the Education Subcommittee co-chairs:
  - Tim Creagan – [creagan@access-board.gov](mailto:creagan@access-board.gov)
  - Deborah Kaplan – [deborah.kaplan@hhs.gov](mailto:deborah.kaplan@hhs.gov)

16

# Presenters

## Presenters:

- ▶ Bruce Bailey, IT Accessibility Specialist, U.S. Access Board
- ▶ Norman Robinson, Office of Accessible Systems & Technology, Department of Homeland Security
- ▶ Don Barrett, Section 508 Coordinator, U.S. Department of Education
- ▶ Allen Hoffman, Office of Accessible Systems & Technology, Department of Homeland Security

## Moderator:

- ▶ Timothy Creagan, Senior Accessibility Specialist, U.S. Access Board

17

# Federal Accessibility Communities of Practice, Now and in the Future

## What is the CIOC Accessibility Community of Practice (COP)?

- ▶ The Accessibility COP serves as the principal interagency forum to improve the Federal government's implementation of Section 508.

19 C

## Who is in the CIOC Accessibility Community of Practice?

- ▶ Working in conjunction with the U.S. Access Board, the Department of Justice, and the General Services Administration, the Accessibility COP provides a forum for federal agencies, disability advocacy groups, industry, and academia stakeholders to enable and support the Federal government's implementation of accessible information technology.

20

## How is the Accessibility Community of Practice Structured?

- ▶ The Accessibility COP has three subcommittees:
  - **Best Practices Subcommittee**
  - **Education Subcommittee**
  - **Vendor Outreach and Acquisitions Subcommittee**
- ▶ The Subcommittees have much broader membership and are an excellent opportunity for your staff to get involved.

21



22

## Vendor Outreach and Acquisitions Subcommittee

- ▶ The Vendor Outreach and Acquisitions Subcommittee develops strategies and initiatives to reinforce positive vendor engagement and promote effective acquisition processes and tools related to accessibility.
  
- ▶ Leadership:
  - Rodney Neely, Environmental Protection Agency
  - Helen Chamberlain, General Services Administration
  - Randy Cooper, Department of Labor

23

## Education Subcommittee

- ▶ The Education Subcommittee focuses on creating, promoting and sharing 508 educational and training opportunities to enhance the skills of the federal workforce.
  
- ▶ Leadership:
  - Deborah Kaplan, Social Security Administration
  - Tim Creagan, US Access Board

24

## Best Practices Subcommittee

- ▶ The Best Practices and Resources Subcommittee serves as a forum for the development and promotion of best practices for 508 programs and policies. The subcommittee brings together a team committed to identifying the most successful IT accessibility practices being implemented in industry, government, and academia and sharing them for emulation across the Federal government.
- ▶ Leadership:
  - Robert Baker, Social Security Administration
  - Bill Peterson, Department of Homeland Security

25

## Federal Accessibility Communities of Practice, Now and in the Future

## Communities of Practice

- ▶ Web Content
- ▶ Accessible Electronic Documents (AED COP)
- ▶ Applications (Trusted Tester)

27

## Web Content Community of Practice

## Web Content Communities of Practice

- ▶ Federal Web Managers Council
- ▶ Web Content Managers Forum
- ▶ Web Accessibility Community of Practice

29

## Federal Web Managers Council

- ▶ Background
  - Interagency group of senior government Web managers working to improve U.S. Government websites
  - Membership limited to Web and Digital Media Directors from federal Cabinet agencies (and GSA and LOC)
- ▶ Current Work and Next Steps
  - Monthly meetings
  - [HowTo.gov](#)
- ▶ How to get involved
  - Contact your representative [howto.gov/about-us/members](#)
  - Join the Web Content Managers Forum

30

## Web Content Managers Forum

- ▶ Background
  - Ad hoc group of over 3,000 federal, state, local, and tribal U.S. government web managers
  - Online listserv started October 2000
- ▶ Current Work and Next Steps
  - Now using OMB Max Wiki with listserv
- ▶ How to get involved?
  - [howto.gov/communities/web-content-managers-forum](http://howto.gov/communities/web-content-managers-forum)

31

## Web Accessibility Community of Practice

- ▶ Background
- ▶ Current Work
- ▶ Next Steps
- ▶ How to get involved

32

## Web Accessibility Community of Practice: Background

- ▶ In the past we have created opportunities for open dialog within and with outside perspectives on various topics related to accessibility.

33

## Web Accessibility Community of Practice: Current Work

- ▶ We have accessibility threads on our listserv.
- ▶ Most recently, we wanted to promote a consistent testing process and get support ready to share testing results between different agencies and programs.

34

## Web Accessibility Community of Practice: Next Steps

- ▶ Promote dialog to an general accessibility community, and clarify and focus issues specific to web and new media.
  - That may include a new forum or community for “all that program stuff”
- ▶ Clarify mission to help sustain an anticipated level of participation
- ▶ Engage volunteers by offering clear objectives
- ▶ Identify and prioritize issues most important to participants, then set objectives

35

## Web Accessibility Community of Practice: How to get involved?

- ▶ Link to our website:
  - [howto.gov/communities/federal-web-managers-council/accessibility](http://howto.gov/communities/federal-web-managers-council/accessibility)
- ▶ Contact Norm or Bruce!
  - [Norman.Robinson@hq.dhs.gov](mailto:Norman.Robinson@hq.dhs.gov)
  - [Bailey@Access-Board.gov](mailto:Bailey@Access-Board.gov)

36

# Accessible Documents Community of Practice AED COP

## AED COP – Background

While all federal agencies are required to post accessible electronic documents, agencies do not have identical standards for creating them.

This can cause the following problems:

- 1) frustration for citizens seeking information;
- 2) confusion for vendors producing accessible documents shared across the federal government and;
- 3) inability of agencies to easily reuse accessibility artifacts.

## AED COP GOALS

- ▶ To increase awareness of the importance of access to Accessible Electronic Documents across the federal community.
- ▶ To promote successful strategies which increase the ability of federal employees to create accessible electronic documents.
- ▶ To advance the field of accessibility for all participating agencies by creating a repository of accessibility artifacts.

39

## AED COP GOALS

- ▶ To identify and improve the alignment of requirements defining accessible electronic documents across for all participating agencies.
- ▶ To promote successful strategies which create the highest level of accessibility for documents at the lowest cost.
- ▶ To identify and supply best practices to the CIO Council Accessibility Committee Best Practices Subcommittee.

40

## AED COP Current Work

- ▶ Maintaining a network of accessibility experts across the federal space supporting creative problem-solving.
- ▶ Maintaining a repository of accessibility artifacts available for reuse.
- ▶ Drafting technical baselines test document for Word Documents based on harmonized requirements.
- ▶ Starting User Guide for Word Documents (end-user-friendly).
- ▶ Starting technical baseline test document for PDF.

41

## AED COP Ideas for Next Steps

- ▶ Technical Baselines:
  - Excel
  - Power Point
- ▶ User Guides:
  - PDF
  - Excel
  - Power Point

42

## AED COP – Get Involved!

▶ Contact:

- Holly Anderson (Department of ED)
- [Holly.Anderson@ed.gov](mailto:Holly.Anderson@ed.gov)
- 202.502.7672 (work) or 703.593.3647 (cell)

43

## Section 508 Testing Community of Practice

## Section 508 Testing COP

- ▶ **Starts with common testing requirements**
  - DHS and SSA developed common set of testing requirements
  - Presented to best practices group
- ▶ **Implement baseline testing requirements for a specific IT environment or agency**
  - DHS developed DHS Section 508 compliance for Applications and Web
  - Shared with best practices community of practice
- ▶ **Develop training to scale capability to meet demand**
  - DHS developed Trusted Tester Certification program
  - Currently instructor-led
  - Moving to online q3 of FY14

45

## Section 508 Testing COP

- ▶ **Next steps**
  - Develop a common results repository
  - Begin online forum for Section 508 testers community of practice
  - Strengthen management of testing tools government wide
  - Update test processes to keep pace with technology
  - Migrate Trusted Tester to multiple partner agencies

46

## FUTURE: Building a Mobile Community of Practice

### Mobile COP

- ▶ Tools needed
- ▶ Process needed
- ▶ Involvement needed



49

## For More Information

- ▶ Accessibility COP: [Katie.Pittman@va.gov](mailto:Katie.Pittman@va.gov)
- ▶ Subcommittees:
  - Education: [Creagan@access-board.gov](mailto:Creagan@access-board.gov)
  - Vendor Outreach: [Helen.Chamberlain@gsa.gov](mailto:Helen.Chamberlain@gsa.gov)
  - Best Practices: [Robert.C.Baker@ssa.gov](mailto:Robert.C.Baker@ssa.gov)
- Communities of Practice:
  - Web: [Norman.Robinson@hq.dhs.gov](mailto:Norman.Robinson@hq.dhs.gov)
  - Documents: [Holly.Anderson@ed.gov](mailto:Holly.Anderson@ed.gov)
  - Applications: [Allen.Hoffman@hq.dhs.gov](mailto:Allen.Hoffman@hq.dhs.gov)

50