

# MAINE STATE LEGISLATURE

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**State of Maine**  
**IT Accessibility Committee**  
**2006 Annual Report**

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## PREFACE

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### **Purpose of this Report**

This report gives an overview of why accessible technology is important to the State of Maine and to report on accomplishments of the IT Accessibility Committee during this past year and initiatives planned for the upcoming year.

The IT Accessibility Committee's overarching objective is, and has been, to integrate accessibility into our everyday business processes and practices. With ongoing budget constraints, many involved with deploying technology simply do not have time to take on additional workload. That fact makes this effort even more critical because when accessibility is simply a part of our regular business processes, it does not mean more work; it simply means we are doing it right the first time.

Should you have any questions and/or comments on this report, please communicate them to Paul Sandlin in the Office of Information Technology ([paul.sandlin@maine.gov](mailto:paul.sandlin@maine.gov) or 624-9427).

### **Acknowledgements**

As we continue to move forward with the idea that through education and example, we will build our culture such that accessibility is no longer a mandate, but simply part of how Maine does business. There are several individuals we wish to thank for their contributions, time, and effort over the past year.

#### Val Wood

Retired, after several years of dedicated support to the State's information technology accessibility initiative. A charter member of the committee, he contributed directly to accessibility in his daily work along with his contributions to the statewide efforts for accessibility. He received the IT Accessibility Leadership Award in 2004.

#### Carmen Fournier

Also retired. The IT Accessibility Committee awarded Carmen Fournier with the Leadership Award for 2006. Her contributions with the Law and Web subcommittees were significant in recording the work of the groups along with adding to the content of the work identified and recommended. Carmen's work in recording the minutes set a new standard of documenting the work of the committee. Her fresh perspective added to the overall progress toward achieving accessibility for all individuals attempting to use and access information in the state of Maine.

#### Jan DeVinney

Jan resigned from the committee in early 2006. The ITAC wishes to thank Jan for her contributions related to Deaf and Hard of Hearing issues of accessibility.

#### Ellen Wood - Maine State Library

Ellen has devoted many hours to the training of state personnel on all manner of things relating to accessibility. Ellen has also been of invaluable assistance in policy development. The Maine State Library has been extremely generous with Ellen's time and in addition has produced one of the earliest sites designed for accessibility. It continues to serve as a shining example that a web site of significant size can be brought to a state of accessibility and maintained so thereafter.

#### Alan Parks - University of Maine Center for Community Inclusion and Disability Studies

Alan has generously given his time and expertise to the Information Technology Accessibility Committee for training and testing. Alan along with his staff at the University of Maine Center for Community Inclusion and Disability Studies has provided numerous invaluable services to the committee and the State as a whole. Of particular note is their participation in the Nextalk project (described below)

#### Kelly Hokkanen and Tim Swan from InforME (the web portal for the State of Maine)

Kelly and Tim have continued to serve on the front lines of the accessibility initiative. As hosts to the State's web presence InforME has served as torch bearer and teacher to all the state's webmasters and web coordinators. Kelly and Tim perform innumerable tasks regarding accessibility including training for all webmasters, template development and maintenance and participation in policy development and enforcement.

### **How this Report is Organized**

This report is organized into the following sections:

- The Role of Information Technology Accessibility Committee in the State of Maine
- The IT Accessibility Committee
- 2006 Accomplishments
- 2007 Operational Work Plan Outline

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## **INFORMATION TECHNOLOGY ACCESSIBILITY IN THE STATE OF MAINE**

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Section 508 of the Rehabilitation Act Amendments of 1998 defines accessible information technology in the following manner:

Information Technology Accessibility is ensuring that technology is such that individuals with disabilities have access to and use of information and data that is comparable to the access and use by those who are not individuals with disabilities.

The State of Maine is committed to ensuring that qualified individuals with disabilities have equal access to its programs, services, and activities. Its accessibility initiative is far reaching and has manifested itself in many ways including changes in the way our buildings are built, facilities are developed, children are taught and many other things. Increasingly the State and its agencies are depending on information technology and specifically the Internet as a preferred service delivery conduit. It is relatively low cost, highly flexible and can reach beyond State offices into citizen's homes and towns with the promise of more quality services delivered to more people.

This promise can only be translated into reality through the conscious effort on the part of the State and its agencies. Accessible implementations of information technology do not happen on accident. Much progress has been made in the acceptance of accessibility as an imperative. Today, it is a much more commonly held sentiment that accessibility is an issue of equity, good business, and legal requirement. However, in spite of this acceptance, significant barriers exist that must be surmounted in order for adequate level of accessibility to be achieved. These barriers include but are not limited to lack of awareness and resource constraints.

Those that acquire and create information technology often lack the proper context and training to understand and provide for the needs of a disabled audience. Information technology endeavors are by their very nature complicated. Introducing a requirement that technicians have the deep understanding of an unfamiliar audience's needs pushes reasonable limits. Until such a time that there is universal understanding significant policy and outreach efforts will be required to provide guidance to the deliverers of technology.

In State government the lack of resources breeds a tendency to take shortcuts in satisfying functional elements of a service at the expense of their usability and accessibility. Accessibility treated as optional or poorly implemented creates liability and expense that far exceed the expected price tag. It is essential that accessibility be considered and integrated into all information technology deliverables as early as possible.

There are several state accessibility policies and standards which apply to the Web, software programs, and with training and resources. These policies can be found at <http://www.maine.gov/oit/accessibility/>. The State's policies apply not only to the State's employees in the course of completing their duties but also to all external acquisitions. In 2005, the Division of Purchases and the Office of the CIO required that specific text, requiring adherence to State accessibility policy be included in all request for proposals (RFPs) which require web development, application development, software licenses, or enhancements. This has been re-enforced by the mandatory review of all IT contracts by the Office of the CIO that verify this language is present.

The improved access to technology and related information is critical to Maine, especially with our aging population. Accessible E-government services means that people can obtain information and State services without leaving their homes. Additionally, through Maine's portal, they can obtain information that may improve the quality of their lives in many areas, such as ordering large print or talking library books through an online catalog, receiving air quality notices, updates on legislative issues and current events within their community, and eligibility for services and medical information, all without having to leave their homes.

Implementation of IT accessibility, despite the policies and directives, has been inconsistent. There have been many gains, some of which were unthinkable in the past, which have placed the State in a much better position regarding information technology accessibility. It is also true that we not infrequently miss opportunities for improvement. It is an irony that the better we address these issues the more stark our shortcomings appear. This is perhaps illusory but it does highlight that the accessibility initiative is more about changing the way we do business than a series of tasks to be completed.

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# THE INFORMATION TECHNOLOGY

## ACCESSIBILITY COMMITTEE

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### **Committee History**

The origins of the Information Technology Accessibility Committee (ITAC) go back to the creation of Federal law in the Americans with Disabilities Act (ADA) of 1990 which itself was built on the foundation of section 504 of the 1973 Rehabilitation Act. Title II of the ADA requires that State and local governments provide qualified individuals with disabilities equal access to their programs, services, and activities. The State of Maine, under the Maine Human Rights Act, in 1995 adopted language that mimics the ADA.

In 1998, the Information Services Policy Board adopted accessibility standards for computer application programs and for the web and established the ITAC. In 2005, authorized by amendments to Title 5 MRSA, chapter 163 the Information Service Policy Board was replaced by a policy process developed by the Chief Information Officer (CIO) of the State of Maine. The CIO continues to recognize all ISPB policies and has extended the charter of the ITAC so that it may continue in its efforts.

The Information Technology Accessibility Committee is committed to ensuring that individuals with disabilities have equal access to the State's programs, services, and activities. Its explicit charter is to evaluate and advise the CIO regarding technological developments and products related to compliance with the ADA and other relevant laws. In addition, its mission has implicitly grown to include educational outreach, policy development and compliance measurement.

To help agencies live up to its mandate, ITAC and OIT have worked with InforME and State agencies to improve compliance by offering training programs, accessibility software, monitoring tools, resources on State websites and by advocating for administrative reforms and oversight.

### **IT Accessibility Committee Goals**

- Propose and maintain standards for information technology accessibility
- Expand and maintain an evaluation methodology for current and future information technology endeavors
- Prepare periodic updates on technology, ADA compliance, and other legal requirements
- Complete an annual report on previous year's accomplishments and proposed future work plan
- Work in partnership with the Accessible Information Technology Coordinator on identifying issues and providing technical assistance and solutions



## **Functions of the Committee**

The Committee provides oversight to chartered Subcommittees and project teams that work in specific areas related to accessibility, while the Chair and Staff perform the administrative tasks related to managing the workflow of the Committee.

The Committee may establish project related work groups to address specific issues identified by the Chief Information Officer or the Committee.

The Committee is responsible for designing an ongoing process for membership recruitment and selection and for decision making criteria that meet the policy mandate. The process shall include the review and approval by the Chief Information Officer.

### **Committee responsibilities include, but are not limited to, the following:**

- Evaluate current and proposed technology, including workarounds, in the testing lab and through independent verification and standard validation methods.
- Facilitate accessibility demonstrations of products being considered for purchase or development by Maine State Government.
- Evaluate national consensus standards to include but not be limited to: software applications and operating systems; web-based Intranet and Internet information and applications; telecommunications products; video and multimedia products; desktop and portable computers; information, documentation and support.
- Review and stay current with standards being developed by nationally and internationally recognized public and private groups, to ensure they meet Maine's needs and provide recommendations to the Chief Information Officer.
- Maintain and monitor procurement proposals for evaluation criteria in RFPs and vendor contracts.
- Develop a process for monitoring progress toward information accessibility statewide.
- Manage, expand and update the accessibility site and links.
- Provide ongoing information on new products, techniques and other changes related to accessibility in a variety of formats, such as email notices via the Webmasters and Web Coordinators listserve, the online Webmaster Resource Center, and various training sessions.
- Review and stay current with federal and other states' legislation, policies, rules and regulations.

- Review and provide ongoing lists of accessibility tools and resources.
- Arrange for and provide information technology accessibility training for State employees, vendors, developers and buyers.
- Provide technical assistance for departments as requested.

## **Committee Membership**

The Information Technology Accessibility Committee membership shall include expertise in all of the major disability, accessibility and information technology specialty areas. Major core areas represented on the Committee should include deaf and hard of hearing, blind and visually impaired, mobility and speech impaired and cognitive considerations. Members must have a vested interest in accessibility and represent a broad spectrum of skills and knowledge including legal, policy, national perspective, human resources, purchasing and various technologies.

### **Roles as defined by Membership Subcommittee\***

<u>State and Community</u>	<u>Disability Seats</u>	<u>Technology Seats</u>
CIO, Staff Support	Cognitive	Assistive Technology
Human Resources	Hearing	Application Development
University System	Mobility	Webmaster/Designer
Office of IT	Visual	Telecommunication
Community		Hardware
Vocational Rehabilitation		
Business Manager		

*\*It is understood that one member may fill more than one role on the committee*

## **2006 Committee Members**

### **Committee contacts:**

**Carolyn Bebee**, Bureau of Rehabilitation Services, Division for the Blind and Visually Impaired, DOL

**Eric Dibner**, Bureau of Rehabilitation, DOL – State Accessibility Coordinator

**Pauline Lamontagne Esq.**, Department of Education, Committee Chair

**Alan Parks**, University of Maine Center for Community Inclusion and Disability Studies

**Kathleen Powers**, Statewide Assistive Tech Project, Maine CITE Coordinating Center, University College, University of Maine System

**Bruce Prindall**, Office of Information Processing, DOL

**Paul Sandlin**, Office of the CIO, DAFS - Accessible Information Technology Coordinator for the State of Maine, Staff to the Accessibility Committee

**Leah Smith**, Dept. of Health & Human Services

**Floyd White**, Office of Information Technology, DAFS

**Leigh Wilkinson**, Bureau of Human Resources, DAFS

**Ellen Wood**, Maine State Library

There were three resignations and one new addition during 2006.

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## **2006 ACCOMPLISHMENTS REPORTED BY FOCUS AREA**

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The Committee has documented six focus areas and identified initiatives that would support each. No one area is weighted any higher than another as it is felt all are critical to the objective of equal access to information and technology.

### **Accountability**

The challenge of this focus area continues to be providing guidance to agencies to ensure compliance with the existing state accessibility standards and policies. Following are the accomplishments in this area.

### **Vendor participation**

On an ongoing basis all information technology contracts were reviewed by Director of Policy and Strategic Planning to insure compliance with the state purchasing policy which explicitly requires the inclusion of accessibility policy adherence requirements. A major challenge in this area is contracts with technology implications that are not categorized as such and therefore are not vetted. An example would be marketing contracts that yield websites in their deliverables not specifically prescribed in its requirements.

### **Application software testing (Internal and Vendor)**

Committee member Floyd White has continued to provide testing of software for internal and external development groups. The effort has included testing with screen readers, voice recognition software and testing of websites for compliance.

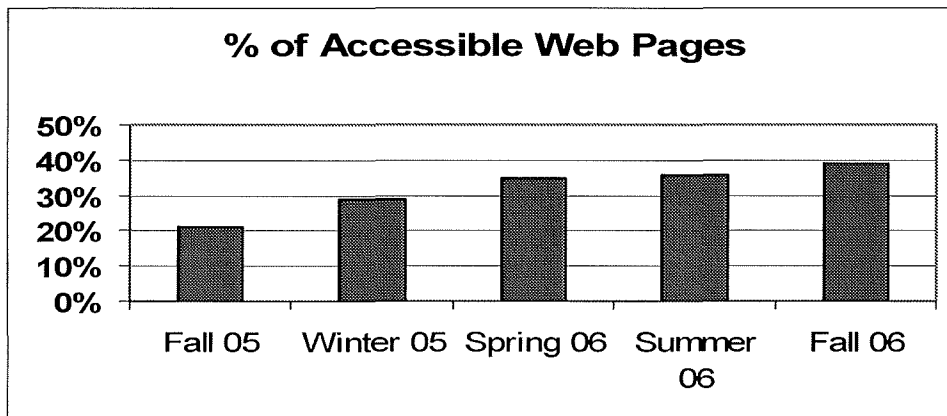
- Meditech - AMHI Riverview
- MERITS - MRS
- Taxilla - DOL
- MERIS - DOL
- Advantage - DAFS
- Employee Self Service add on to Advantage (waivered)
- Customer survey - DOL
- Nextalk version 6 - OIT
- MOSES - IFW
- ACES - DHHS
- CDC web pages - DHHS

### **Internet/Web**

The State of Maine Web Standards have been updated to focus on the improvement of the quality, usability and accessibility of all state websites. To assist in this effort, new templates have been developed which meet industry standards for browser compatibility, usability, and accessibility. In order to meet the requirements of the new standards, several agencies have converted their sites, utilizing the templates in accordance with the Maine.gov Style Guide.

### **Enterprise accessibility software**

Last year, the IT Accessibility Committee facilitated the acquisition of HiSoft's accessibility monitoring software AccMonitor. The committee recommended that the software be used quarterly to scan the state's web presence to measure progress as agencies work to bring websites into compliance. The software is hosted by the Office of Information Technology and the scans are executed by InforME as a free service every 3 months as recommended. The quarterly reports are forwarded to the web coordinator of each web site. These scans reveal that web sites are making steady progress with increasingly better scan results. The following chart shows measured accessibility for each period (i.e. Fall 05-21%, winter 05-29%, spring 06-35%, summer 2006-36% and Fall 2006-39%)



It is important to note the software can only measure specific technical elements known to result in inaccessible content. This represents a subset of the causes of inaccessible content with the balance being subjective elements. The only true way of measuring the absolute quality of content is through the, prohibitively expensive, physical examination of each web page.

AccMonitor's greatest utilities are:

1. The reports are specific enough that a webmaster can easily remediate most identified issues.
2. It provides an automated means of sampling accessibility progress while minimizing the incredibly intensive manual alternative.
3. It provides a very effective bully pulpit from which successes can be promoted and the lack of progress can be highlighted.

### **Web Coordinators and the Webmaster Directory**

The Web Coordinator and Web Masters directories were created last year and currently lists 70 of the of the former and 343 of the latter. This is up from 33 collectively in the last report. The directory has proven very helpful in resolving accessibility and non-accessibility issues alike.

### **Report on the Advantages of a Maine Law on Accessibility**

Last year an Accessibility Law Workgroup (ALW) was chartered to research and review whether a Maine state law requiring information technology (IT) accessibility would result in better access for individuals with disabilities to State information systems than the current Maine policies and standards regarding computer application and website accessibility. The ALW was composed of Carmen Fournier, Floyd White, Jon

Steuerwalt, Carolyn Bebee and Kathy Powers. During the year the Information Technology Accessibility Committee appealed to the CIO for a project manager to lead the effort to explore the creation of such a law. The CIO agreed to provide a resource for this purpose.

### **IT Policy Template**

Ellen wood and Paul Sandlin of the Web subcommittee worked with staff of the Policies and Strategic Planning Division to develop that office's policy template so that it would be more accessible and be easily convertible to the web.

### **Website Acceptance Policy**

Ellen Wood Maine State library, Barbi Redmond of the Office of the Secretary of State, Karl Wilkins of the Department of Environmental Protection, Tim Swan and Kelly Hokkanen of InforME and Paul Sandlin of eGov Services worked together to develop the website acceptance policy and implementation procedures. The policy, approved by the CIO in December authorizes the creation of the processes and procedures that will guarantee that new web sites are of adequate quality, accessibility being an element of that, before they are put before the public.

## **National Policy**

### **Communication of national efforts**

Kathy Powers continues to be the liaison between the State and National accessibility efforts. She represents Maine on accessible information technology issues to the Northeast Region ADA Technical Assistance Center, Boston MA, as well on a national work group of Information Technology and Training Technical Assistance Center (ITTATC) that identifies issues and develops resources related to accessible electronic and information technology for state and federal government. Additionally, Kathy was instrumental in providing scholarships which allowed Lisa Thompson and Floyd White (a committee member) to attend the Technology and People with Disabilities National Conference at CSUN (California State University at Northridge). Lisa and Floyd presented a talk on the Nextalk implementation. The purpose of attending the conference is to increase awareness and knowledge of the impact technologies have in the improvement of the lives of disabled Maine citizens, and also to provide networking opportunities.

## **Telecommunications**

### **NexTalk**

NexTalk is a network based system with special provisions for the communication needs of the deaf and hard of hearing, but with advanced communications and messaging features. It is a blending of telephone and computer technologies which links TTY callers with every NexTalk personal computer user on the State's wide area network. This system can be compared to an instant messaging system. The expectation is that NexTalk will increase the rate of successful TTY communications.

The statewide implementation of Nextalk is nearly complete. The project has been shepherded by Floyd White and Lisa Thompson. There were a number of significant issues resolved and

problems solved to complete the project. These included implementation of the extremely large Department of Health and Human Services (completed with the leadership and diligence of Holley Pomelo DHHS/EEOC), the establishment of effective customer support with the help of Vickey Bussey OIT-Customer Support Manager and the design and implementation of an effective training program through the invaluable assistance of Alan Parks and his staff at University of Maine at Orono.

The training program was of particular concern because buy-in of State staff is critical to the success of the project. Alan and his staff were able to identify call/response problem areas in the ring groups and user lists. With this knowledge, Lisa and Floyd realized that one-on-one training was the only way to get the nearly 600 users on board. They acquired the temporary services of Jennifer Lamoreau and Gloria Allen using funds approved by the Information Technology Accessibility Committee to individually contact each user. Jennifer's effort increased the daily logins of the system from under 100 to 300-400. About 150 users remain to be contacted at the time of this report. The current version of the software, Nextalk 4, has proven very stable over the last year with very few system failures. Close communication between the OIT server group, the project team and the vendor (NXI) has made for a solid and dependable service.

To date all agencies have implemented the client software, which is running successfully. This project has entered the operational phase with only a few outliers to be oriented toward system usage. The project team is looking towards upgrading the software in the next year to take advantage of new functionality.

## **Training**

### **Web training**

In January 2006, the Web Subcommittee members Ellen Wood, Alan Parks and Kelly Hokkanen offered a refresher of HiSoft Training module to the web coordinators community for the third time. This training has been treated as a prerequisite to receiving a license for the AccVerify software as a means of promoting its usefulness. Additionally, one-on-one training was provided to any users who missed the training or required additional help.

InforME continues to host monthly webmaster meetings which include accessibility training and education. These sessions are open to all State webmasters.

### **Management training**

All new managers are required to participate in management training provided by the Bureau of Human Resources. As part of that training, we have incorporated accessibility awareness into the Maine Management System training program.

## **Visibility and Awareness**

### **Awards**

The Membership sub-committee has recommended that IT accessibility awards be incorporated into the CIO's annual awards process held each fall. It was the intent of the committee to create an accessibility award this year in order to highlight activities that further the accessibility

initiative as well as to extend kudos to individuals whose efforts were likewise additive. The establishment of the award did not take place but the CIO assured the committee that accessibility would be included as a criteria and prerequisite for future Maine Excellence Recognition in Information Technology (MERIT) awards.

### Visibility and Awareness

Attempts were made to recruit members for the Awareness and Visibility Focus Group. This was not achieved. The Membership Sub-Committee recommended relocating Membership from Administration to the Visibility and Awareness focus group. The IT Access Committee approved this recommendation. Efforts will be made to recruit a Business/Manager to the IT Accessibility Committee in 2007.

### Report to the Governor

The CIO's monthly report to the Commissioner of the Department of Finance and Administration includes a section on accessibility which is used to regularly update the Governor on the challenges and accomplishments of the IT Accessibility Committee.

### Summary AccMonitor Reports

In addition to quarterly accessibility reports going to agency web coordinators and webmasters a summary report is prepared and shared with the Chief Information Officer and all Agency Information Technology directors. In January 2006 the CIO personally contacted each AITD with under performing web sites and directed them to improve them. The summary report has proven very effective at drawing attention to the accessibility or lack of accessibility of web sites.

### Resources and Support

#### Summer interns

This past summer, Scott Human who was hired through the Margaret Chase Smith Intern Program, devoted most of his efforts to updating agency websites with the new templates, analyzing various agencies' AccVerify reports, and providing assistance and training to web coordinators and web masters to correct accessibility issues.

#### Administrative Staff

Throughout 2006 the CIO lent the administrative services of Carmen Fournier to the Information Technology Accessibility Committee. Carmen prepared the agenda, meeting minutes and secured meeting space for the committee. Carmen's assistance was very valuable, effectively freeing committee members to focus on the issues at hand. Fortunately for Carmen and unfortunately for the committee Carmen retired at the end of November and owing to budget constraints will not be replaced.



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## **OPERATIONAL WORK PLAN OUTLINE FOR 2007**

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The 2007 work plan is framed around six focus areas, which is a change from past years. This year each focus area was assigned a lead, who may not be charged with accomplishing the tasks in the work plan, but will monitor progress of all efforts. Paul Sandlin, the lead for Administration, is from the Office of Information Technology, E-gov office. He replaces Kathy Record due to her increased responsibilities as Associate to the CIO. The areas and leads are as follows:

<b>Accountability</b>	<b>Floyd White</b>
<b>Telecommunications</b>	<b>Eric Dibner</b>
<b>Internet/Web</b>	<b>Ellen Wood</b>
<b>Training</b>	<b>Leigh Wilkinson</b>
<b>Visibility and Awareness</b>	<b>Bruce Prindall/Carolyn Bebee</b>
<b>Administration</b>	<b>Paul Sandlin</b>

The objectives are as follows:

### **Accountability**

**Develop a plan to create an IT Accessibility Law for the State of Maine.** The Accessibility Committee should establish an "Information Technology Accessibility Law Development Subcommittee" (ITALDS) to be chaired by a member of the Accessibility Committee. They will identify and fund sufficient staff resources to support the work of the ITALDS in developing the plan.

**Provide Portfolio Management oversight on accessibility.** All agencies are responsible for creating a portfolio of their assets and defining new projects. Floyd White will become involved in reviewing these portfolios to identify new software applications in order to ensure they will be tested for accessibility compliance. Additionally, Paul Sandlin is a member of the portfolio review committee and he will continue to evaluate and ensure that new projects to be included in the portfolio include proper considerations of accessibility.

### **Telecommunications**

**Review Telco accessibility issues.** Review, among other services:

- ATM, Video Conferencing
- Distance Learning
- Video Remote Interpreting
- Kiosk
- Video Phone
- 211

### **Internet/Intranet and Web Development**

**Ensure that agencies continue to show improvement on AccMonitor quarterly test results.** Offer AccVerify training. Training will continue to be required for new web coordinators along with others who may just need a refresher. Offer this training as needed. Continue outreach to web coordinators and webmasters to use this software.

**Continue to evaluate all state agency pages four times a year.** HiSoft will be used to validate these pages and a report will be distributed to each agency web coordinator indicating pages that require revisions.

**Work with eGovernment Services in the implementation of the Web Acceptance Process.** Also develop a plan and implement user testing by people with disabilities in the community.

**Meet the needs of all Executive Branch agencies for training in web software and the government templates.** Continue InforME's free monthly training presentations at the webmaster meetings. Survey the web coordinators for web training needs and update existing courses as necessary. This year we began outlining prerequisites for working on the Web as well as job descriptions for Web Coordinators, Webmasters, and "Contributors" (content only).

**Support eGov and InforME who maintain an up-to-date directory of web coordinators and others who work on web pages.**

Use the database to effectively target training and outreach. Recommend and support consolidation of web coordinators to reflect parent organization under AITD's to facilitate awareness and understanding of usability and accessibility.

**Improve accessibility resources and end user access to electronic information on maine.gov**

Continue to research new accessibility tools and explore the feasibility of implementing resources to support diverse learning styles and abilities. Stay current on issues concerning public access to electronic information, particular focus on the accessibility of web content management and applications on maine.gov.

**Meet the needs of all agencies for training as it relates to accessibility for software** (e.g. Dreamweaver and Contribute), the government templates (Executive Branch agencies) and how to make their web site and content accessible. The plan is to accomplish this goal by continuing the ongoing work shops, develop eLearning tools and using a small team of individuals that will be available to help agencies targeted for improvement.

## **Awareness and Visibility**

**Awards:** The Visibility and Awareness Focus Group will work with the CIO's office to add an IT Accessibility award as part of the annual awards event for the fall 2007.

**Membership:** The Focus Group will recruit a Business Manager to join the IT Accessibility Committee. The group is exploring representation to the committee from DOT. Continue to recruit based on a volunteer basis.

**Training:** On going efforts will continue to add IT Accessibility to the training for all new state employees. The success with training on accessible websites, has resulted in the recommendation to identify additional ways to incorporate accessibility training into state government forums.

**Human Resources Website:** Ongoing efforts will be sustained to work with Human Resources for a fully accessible Website. This site is critical to the recruitment of qualified applicants for state jobs.

**State of Maine Accessibility Law Subcommittee recommendations:** The IT Accessibility Committee approved the subcommittee's report to proceed with the exploration/development process to have an IT Accessibility Law for the State of Maine. Dick Thompson, CIO approved this initiative and has appointed a representative to begin the implementation of the recommendations from the Law Sub-Committee to accomplish this goal.

**Applications Sub-Committee for 2007:** The Visibility and awareness focus group recommended a sub-committee be formed to address the issue of the internal development of applications and a way to ensure accessibility as part of this process. Also, the sub-committee would review the assessment and enforcement of accessibility for applications that are purchased as part of the RFP process.

## **Administration**

**Hire a summer intern from the Margaret Chase Smith Summer Intern Program.** For the past four summers we have had a summer intern working on accessibility. Because of their efforts, accessibility initiatives have advanced noticeably; therefore, we will apply for another summer intern for 2007

**Produce the 2007 Annual Report**



**STATE OF MAINE**  
**INFORMATION TECHNOLOGY ACCESSIBILITY COMMITTEE**  
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