

1. Campus

How to COMPILE the CONTENT for this Report

Please refer to the instructions sent previously as a separate attachment or go to the [ATI Moodle Website](#).

How to COMPLETE and SUBMIT this Report Form

About the Online Report Form

You must have JavaScript enabled.

The application displays much better in Firefox than in Internet Explorer (IE).

Data Entry

You can copy and paste from Word documents into the report form.

Next button – Only saves data if you have completed ALL required fields on a page. Otherwise use Back.

Back button – Saves data you've entered on a page even if all required fields have not been completed.

Submit button – Cannot be used until the "This report has been approved by:" box has been completed. Once submitted, the report can no longer be accessed.

Warning: Using "F5" to refresh a page takes you back to the first (Campus Name) page.

Multiple Users

The report URL must be forwarded to anyone who needs to enter data into this report form.

More than one person can use the report URL, but not at the same time.

Clicking on the URL takes you to the last page on which any previous user entered and saved data.

Use the Back button to move back to a previous page. To move forward, you must COMPLETE any required fields on the page and click Next.

Known Accessibility Issues and Workarounds

Dropdown boxes do NOT have descriptive titles. [Gizmo is working on the problem.] Table headings suffice to describe dropdown boxes and text fields in the table.

For all tables, JAWS does not detect or read the column headers for the pull-down fields in the first row. Those in subsequent rows are fine, as are the Comments fields in all rows. JAWS users should use Read Cell function (Ctrl+Alt+Number5).

Tables do NOT have descriptive summaries. [Again, Gizmo is working on the problem.]

All tables report having twice as many columns as are visually present. For example, JAWS indicates that the Success Indicators table has 12 (not 6) columns.

The column and row headers that together provide the text description for all embedded text fields are unreadable by JAWS unless users use the Read Cell function (Ctrl+Alt+Number5).

Using F5 to refresh a page takes users back to the first (Campus Name) page but JAWS continues to read the page users were on before they refreshed.

Tab order does not mirror visual presentation but the order is logical. E.g., Back follows Next in the tab order though it precedes it visually.

Assistance

If you have any questions or concerns regarding this report please contact:

ATI via email at ati@calstate.edu.

Cheryl Pruitt at 562-951-4384 for Web or Procurement reports or this online reporting process.

Mark Turner at 562-951-4353 for Instructional Materials or Procurement reports.

1. Campus Name - Required

Chico

2. 1.0 Procurement Procedures

1.0 Procurement Procedures

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

2. Goal 1.0: An ATI Electronic and Information Technology (E&IT) Procurement Plan, documents, forms, and other materials to support 508 procurements at the campus are created and published.

Goal Status - Required

Managed

Key Accomplishments 09/10 (Please list 3 to 5)

Accomplishment 1 : Utilization of CSU Chico EIT Procurements Approval Form for purchases \$10,000 and over

Accomplishment 2 : Inclusion of 508 compliance language in all RFP for EIT Procurement and IFBs for EIT equipment

Key Plans 10/11 (Please list 3 to 5)

Plan 1 : Education to the campus at large regarding ATI

Comments

3. Success Indicators

	Status - Required	Year Started	Worked on in 09/10 - Required	Will work on in 10/11 - Required	Comments
1.1 Developed and published an Accessible ATI E&IT Procurement Plan.	Managed	2008	Yes	No	
1.2 Developed and published a document that defines what products are categorized as Section 508 E&IT procurements.	Initiated	2008	Yes	Yes	Since this is common to all campuses we think that this list should be provided by the CO.
1.3 Developed a procedure for procuring E&IT products at and above the current ATI procurement threshold.	Managed	2008	Yes	No	
					Since this is common to

1.4 Developed a documented rubric or process to determine the level/complexity of 508 evaluation that will be required for new procurements and/or renewals.	Not Started	2008	No	No	all campuses we think that this list should be provided by the CO.
1.5 Developed a process for all competitive bid procurements that require an evaluation of Section 508 compliance.	Managed	2008	Yes	No	
1.6 Developed a process for all non-competitive bid procurements that require an evaluation of Section 508 compliance.	Managed	2008	No	No	
1.7 Developed a process for all purchase card purchases that require an evaluation of Section 508 compliance.	Not Started		No	No	procurement card purchases are not allowed over the \$ threshold as we define (need for the form)
1.8 Documented a process used to verify Voluntary Product Accessibility Templates (VPATs).	Not Started	2008	No	No	Since this is common to all campuses we think that this list should be provided by the CO.

4. Area(s) of Requested Collaboration for Timely Adoption

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	1.1	No		
2	1.2	Yes		From the CO
3	1.4	Yes		From the CO
4	1.8	Yes		From the CO
5				

3. 2.0 Staffing or Role Definition

2.0 Staffing or Role Definition

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

5. Goal 2.0: ATI procurement team is fully staffed with clearly defined roles for processing E&IT procurements.

Goal Status - Required

Managed

Key Accomplishments 09/10 (Please list 3 to 5)

Accomplishment 1 : Initial training on use of the form for procurement staff

Accomplishment 2 : Finalized documentation on EIT process

Key Plans 10/11 (Please list 3 to 5)

Plan 1 : provide additional training for all buyers in Procurement and Contract Services on 508 requirements

Plan 2 : New buyer training needed for new staff

Plan 3 : cross train to provide back up for Director of Computing and User Support who reviews 508 requests

Plan 4 : Improve documentation on IT review and approval process

Comments**6. Success Indicators**

	Status - Required	Year Started	Worked on in 09/10 - Required	Will work on in 10/11 - Required	Comments
2.1 Established a group that meets on a regular basis to discuss accessible procurement topics.	Managed	2008	Yes	Yes	
2.2 Identified contact person(s) and process for vendors, purchase requestors, and staff to ask questions about procurements.	Managed	2008	Yes	Yes	
2.3 Documented in writing who is responsible for each component of the accessible procurement process (e.g., Who does the purchase request? Who interacts with the vendor on accessibility questions? Who does the accessibility evaluation of the product?).	Managed	2008	Yes	Yes	

7. Area(s) of Requested Collaboration for Timely Adoption

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1				
2				
3				

4. 3.0 Exemptions Process**3.0 Exemptions Process**

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

8. Goal 3.0: A well-documented process has been established and is used for exemptions to E&IT procurements.

Goal Status - Required

Managed

Key Accomplishments 09/10 (Please list 3 to 5)

Accomplishment 1 : improved process by incorporating approval of exemptions in conjunction with Disability Support Services

Key Plans 10/11 (Please list 3 to 5)

Comments

9. Success Indicators

	Status - Required	Year Started	Worked on in 09/10 - Required	Will work on in 10/11 - Required	Comments
3.1 Established a process for granting exemptions.	Managed	2009	Yes	No	
3.2 Documented the exemption process, posted it on public website, and have communicated process to campus.	Established	2009	Yes	Yes	
3.3 Documented a process that ensures that supplementary accommodations can be put in place when exemptions are warranted.	Managed	2009	Yes	No	
3.4 Established a follow-up process for communicating with vendors and purchasers when a procurement is moved forward without total resolution of the accessibility status of the product.	Not Started		No	No	

10. Area(s) of Requested Collaboration for Timely Adoption

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1				
2				
3				
4				

5. 4.0 Equally Effective Access Plans

4.0 Equally Effective Access Plans

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

11. Goal 4.0: Equally Effective Access Plans are created for E&IT products that are not fully 508 compliant.

Goal Status - Required

Established

Key Accomplishments 09/10 (Please list 3 to 5)

Accomplishment 1 : Alternative access plans are developed for exemptions in conjunction with Disability Support Services

Key Plans 10/11 (Please list 3 to 5)**Comments****12. Success Indicators**

	Status - Required	Year Started	Worked on in 09/10 - Required	Will work on in 10/11 - Required	Comments
4.1 Documented a process that outlines when an equally effective access plan is necessary.	Established	2009	Yes	Yes	
4.2 Established a process with roles assigned for all parts of creating an equally effective access plan.	Not Started			No	
4.3 Established a process that tracks how many equally effective access plans have been created.	Managed	2009	Yes	Yes	
4.4 Established a process to ensure that accommodations were provided.	Not Started			No	

13. Area(s) of Requested Collaboration for Timely Adoption

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1				
2				
3				
4				

6. 5.0 Training**5.0 Training**

For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

14. Goal 5.0: All parties involved in E&IT procurement have been trained, and a continual training program is in place.

Goal Status - Required

Initiated

Key Accomplishments 09/10 (Please list 3 to 5)

Accomplishment 1 : Buyers are aware of EIT purchases and that they require special attention
 Accomplishment 2 : Buyers are comfortable with explaining the EIT form to department users

Key Plans 10/11 (Please list 3 to 5)

Plan 1 : provide training to units that do IT review
 Plan 2 : develop EIT training program for department end users

Comments

15. Success Indicators

	Status - Required	Year Started	Worked on in 09/10 - Required	Will work on in 10/11 - Required	Comments
5.1 Established and deployed new employee orientation training materials that provide overview of Section 508 requirements and where to get more information.	Not Started			Yes	
5.2 Established and deployed training program for purchase requestors.	Not Started			Yes	
5.3 Established and deployed training program for technical evaluators.	Established	2008	Yes	Yes	
5.4 Established and deployed training program for procurement staff.	Managed	2009	Yes	No	
5.5 Established and deployed training for all purchase card holders.	Not Started			No	not necessary since p-card transactions do not exceed the threshold required for use of EIT form
5.6 Established and deployed training for Section 508 compliance officer.	Not Started			No	
5.7 Collected feedback from training (effectiveness, knowledge retention, etc.).	Not Started			Yes	
5.8 Established methods for retraining individuals and departments to refresh knowledge of the E&IT procurement process.	Not Started			Yes	

16. Area(s) of Requested Collaboration for Timely Adoption

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	5.1	Yes		
2	5.2	Yes		

3		Yes	
4		Yes	
5			

7. 6.0 Outreach (Communications)

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For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

17. Goal 6.0: All individuals on campus involved in the purchasing of goods are knowledgeable about Section 508 in the context of E&IT procurement.

Goal Status - Required

Established

Key Accomplishments 09/10 (Please list 3 to 5)

Accomplishment 1 : End users are aware of Section 508 requirements

Accomplishment 2 : Procurement personnel assist end users with identification of EIT items

Key Plans 10/11 (Please list 3 to 5)

Plan 1 : Provide training so that end users are knowledgeable of EIT procurements

Plan 2 : Provide training so that Procurement personnel are more knowledgeable of EIT procurements

Comments

18. Success Indicators

	Status - Required	Year Started	Worked on in 09/10 - Required	Will work on in 10/11 - Required	Comments
6.1 Created an outreach program to explain E&IT procurement exemptions and where to get more information.	Not Started			Yes	
6.2 Identified recurring vendors and educated them on Section 508 accessibility requirements (i.e., renewals, maintenance agreements and ongoing purchases).	Not Started			No	
6.3 Established an ongoing general campus communication that promotes E&IT procurement awareness.	Not Started			No	

19. Area(s) of Requested Collaboration for Timely Adoption

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1				
2				
3				

8. 7.0 Evaluation and Monitoring

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For instructions and details on how to complete and submit this report online, see the email containing the report URL or the first page (Campus Name) of this report form.

20. Goal 7.0: Campus has established a continual evaluation process with standard forms and procedures. Feedback from the process along with direction is provided to training, outreach, and other groups involved in E&IT procurements.

Goal Status - Required

Initiated

Key Accomplishments 09/10 (Please list 3 to 5)

Accomplishment 1 : ATI Committee meets regularly and reports on EIT Procurements

Key Plans 10/11 (Please list 3 to 5)

Comments

21. Success Indicators

	Status - Required	Year Started	Worked on in 09/10 - Required	Will work on in 10/11 - Required	Comments
7.1 Evaluated the compliance and completeness of procurements that have exemptions.	Initiated	2009	Yes	Yes	
7.2 Metrics exist for each of the areas of E&IT procurement (procedures, staffing, exemptions, equally effective access plans, experience, training, and outreach).	Initiated	2009	Yes	Yes	
7.3 Established metrics has led to tangible improvements in the quality and/or effectiveness of the procurement process.	Initiated	2009	Yes	Yes	

22. Area(s) of Requested Collaboration for Timely Adoption

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1	7.2	Yes		
2	7.3	Yes		
3				

9. 8.0 Experience/Implementation

8.0 Experience/Implementation

For instructions and details on how to complete and submit this report online, see the email

containing the report URL or the first page (Campus Name) of this report form.

23. Goal 8.0: Campuses have sufficient experience and expertise in completing E&IT procurements.

Goal Status - Required

Managed

Key Accomplishments 09/10 (Please list 3 to 5)

Accomplishment 1 : every EIT procurement over \$10K has had an Information technology procurement review

Key Plans 10/11 (Please list 3 to 5)

Comments

24. Success Indicators 8.1 - 8.3

	Number for 09/10 - Required	Percent for 09/10 (number divided by total number of E&IT procurements) - Required	Comments
8.1 Number and percent of E&IT products on which Section 508 compliance was tested.	12	100	total # of EIT procurements that met review criteria (i.e. over \$10K and not previously approved)
8.2 Number and percent of E&IT products on which user accessibility testing was conducted.	0	0	
8.3 Number and percent of verifications of Voluntary Product Accessibility Templates (VPATs) conducted.	12	100	verification of VPAT's did not include testing

25. Success Indicator 8.4

	Sole Brand - Required	Undue Burden - Required	National Security - Required	Commercial Non-availability - Required	Back Office - Required	Net Cost Increase - Required	Fundament Alteration Required
8.4 Number of E&IT procurements granted exemptions.	2	0	0	2	2	0	0

26. Area(s) of Requested Collaboration for Timely Adoption

	Success Indicator Number	Assistance Requested?	Assistance Offered?	Comments
1				

2			
3			
4			

10. Contributors

27.

Contributors

	First Name	Last Name	Title	Email Address	Phone Number
1	Sara	Rumiano	Dir. Procurement Contract Services	srumiano@csuchico.edu	530-898-5270
2	Jerry	Ringel	Dir Computing Technology Support	jringel@csuchico.edu	530-898-5862
3					
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5					

28. Final Comments

29. Required - This report has been approved by:

ATI Steering Committee

11. Thank You!

Thank you for completing your campus's Annual Accessibility Report. Your responses are invaluable and will help the CSUCO ATI department:

Identify, highlight, and share best practices across the CSUs.

Match campuses who have offered support to those that are seeking it.

Summarize the overall state of accessible technology support across the CSU.

Please feel free to suggest any ways this reporting form or process could be improved.

CSUCO ATI