

CDA's Accessibility Project 101

Serving All of Our Customers

Accessibility means providing equal access to services and information to individuals without disabilities. That means helping customers understand and interact with our services, forms, applications, and websites.

Project Basics

OIT has set the Web Content Accessibility Guidelines as the basic standard for accessibility. These guidelines make sure that technology is usable for people with adaptive technology, including individuals who are blind, have low vision, are deaf or hard of hearing, or have cognitive or physical challenges.

If a government entity in Colorado does not meet these web accessibility standards, it may face legal consequences. Possible penalties can include court orders, monetary damages, attorney's fees, or a fine of \$3,500, which the CDA programs must cover.

These standards apply to all types of technology, including hardware and software, whether for public or internal use. This includes any technology provided by or acquired by a government entity that is used by the public or its employees. Such technology includes, but is not limited to, websites, applications, kiosks, digital signage, documents, videos, audio, and third-party tools.

These are Significant Changes, Right?

We get it. Change is hard, and it's natural to feel overwhelmed or uncertain when faced with new situations or challenges. However, by taking things one step at a time and [seeking support](#), we can confidently navigate change and embrace new possibilities together.

How can you get started?

Step 1) Request a [free Grackle license](#). Grackle allows you to check the accessibility of Google Docs, Sheets, and Slides, putting an accessibility expert on your browser. If you prefer Microsoft-based tools reach out to cda_a11Y@state.co.us.

Step 2) Start small. Open or create a document, like an agenda or a simple document, and apply this [Basic Accessibility Review Checklist](#).

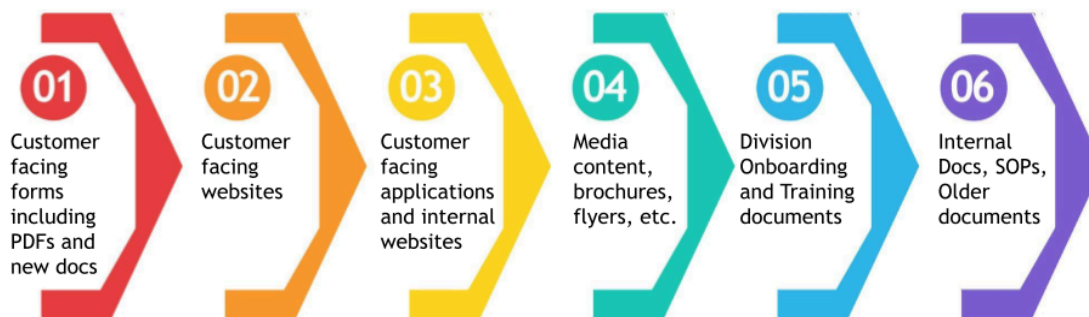
Congratulations. You're on your way to becoming an accessibility expert!

What's the next step?

- 1) Continue to update or create documents. It could be anything. An agenda. A presentation. An application.
- 2) Decide if you need to keep this document. Is it still relevant? Use this opportunity to update the content to reflect your current program goals.
- 3) Choose from the [Accessibility page the best practices](#) closest to your document and follow them. We have guides for just about anything.
- 4) Congratulations! You've just made your first accessible document. If you get stuck, please reach out to cda_a11y@state.co.us or to your [division representative](#).

Now What?

Keep going! Following this priority chart, update the different types of content you use.



Spread the Word

Making digital services accessible is a shared responsibility among everyone. This includes everyone who contributes to a website or application and state employees who create and share emails, documents, or presentations. All of these individuals must work to make their work accessible to everyone.