

A RIZONA D EPARTMENT O F A DMINISTRATION	Statewide POLICY	 State of Arizona
---	---------------------------------------	--

POLICY 1300: ACCESSIBILITY OF ELECTRONIC OR INFORMATION TECHNOLOGY POLICY

DOCUMENT NUMBER:	P1300
EFFECTIVE DATE:	OCTOBER 2020
REVISION NUMBER:	1.1

1. AUTHORITY

To effectuate the mission and purposes of the State of Arizona, the Arizona Department of Administration (ADOA) shall establish a coordinated plan and program for information technology (IT) implemented and maintained through Policies, and Standards Program (PSPs) as authorized by Arizona Revised Statute (A.R.S.) § 18-104.

2. PURPOSE

The purpose of this policy is to establish a Statewide policy that lowers the technical barriers to accessibility on Arizona electronic or information technology systems for persons with disabilities in compliance with ARS §18-132 and R2-18-101 to R2-18-503.

3. SCOPE

- 3.1 Application to Budget Units (BUs) – This policy applies to all BUs as defined in A.R.S. § 41-3501(1).
- 3.2 Application to Systems – This policy shall apply to all State information systems.
- 3.3 Application to Third Parties – This Policy shall apply to all State of Arizona vendors and contractors providing goods and services to the State and to third parties, including other Government bodies.

4. EXCEPTIONS

- 4.1 Policies, and standards may be expanded or exceptions may be taken by following the Statewide Policy Exception Procedure.
 - 4.1.1 In the case of existing IT Products and Services, BU subject matter experts (SMEs) should inquire with the vendor and the State or agency procurement office to ascertain if the contract provides for additional products or services to attain compliance with PSPs prior to

submitting a request for an exception in accordance with the Statewide Policy Exception Procedure.

- 4.1.2** In the case of new IT Products and Services Procurement, prior to selecting and procuring information technology products and services BU SMEs shall consider BU and Statewide IT PSPs when specifying, scoping, and evaluating solutions to meet current and planned requirements.

5. ROLES AND RESPONSIBILITIES

5.1 State Chief Information Officer (CIO) shall:

- 5.1.1** Be ultimately responsible for the correct and thorough completion of Statewide IT PSPs throughout all state BUs.

5.2 State Digital Government Program Manager shall:

- 5.2.1** Oversee the policy compliance of State of Arizona electronic or information technology systems; and
- 5.2.2** Make decisions with respect to the application of State policies and Arizona Revised Statutes to State of Arizona electronic or information technology systems

5.3 Budget Unit (BU) Director shall:

- 5.3.1** Be responsible for the correct and thorough completion of BU PSPs;
- 5.3.2** Ensure compliance with BU PSPs; and
- 5.3.3** Promote efforts within the BU to establish and maintain effective use of State information systems and assets.

5.4 Budget Unit Chief Information Officer (BU CIO) shall:

- 5.4.1** Ensure compliance to the Statewide Standards for electronic or information technology systems.

6. STATEWIDE POLICY

- 6.1** All State of Arizona electronic or information technology shall be accessible to people with disabilities. BUs shall adopt a standard for electronic or information technology systems that complies with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d). For websites and online applications, BUs may use the latest version of the Web Content Accessibility Guidelines (WCAG) level A and AA issues, maintained and published by the World Wide Web Consortium (W3C) for this purpose.
- 6.2** All electronic or information technology systems under the control or management of the BU shall be regularly tested for accessibility using an industry-accepted tool. BUs may consult with ADOA-ASET for assistance in selecting an appropriate tool.

- 6.3 BUs shall not be required to include Braille, synthesized speech production or voice input in their websites.
- 6.4 BUs shall not be required to enforce this policy for third-party electronic or information technology systems, the intranet, the internet or an extranet that are outside the control of the BU.

7. DEFINITIONS AND ABBREVIATIONS

- 7.1 Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

8. REFERENCES

- 8.1 A.R.S. § 18-104
- 8.2 A.R.S. § 18-132
- 8.3 Section 508 of the Rehabilitation Act (29 U.S.C. § 794d)
- 8.4 State of Arizona Technology Related Assistance for Individuals with Disabilities Act, Section 103.
- 8.5 Web Content Accessibility Guidelines (WCAG) 2.1

9. ATTACHMENTS

None.

10. REVISION HISTORY

Date	Change	Revision	Signature
6/29/2014	Initial Release	Draft	Aaron Sandeen, State CIO and Deputy Director
10/11/2016	Updated all the Security Statutes	1.0	Morgan Reed, State CIO and Deputy Director