

**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT'S OF PUBLIC WELFARE,
INSURANCE, AND AGING**

INFORMATION TECHNOLOGY STANDARD

Name Of Standard: Section 508 Scanning Standards	Number: STD-EASS012
Domain: Application	Category: Standard
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Date Revised:	 Shirley A. Monroe, Dir of Division of Technical Engineering

Table of Contents

Introduction	2
Purpose	2
Accessibility Scanning Software	2
Administration	3
Compliance Sheriff Checkpoints Required	3
Manual Testing Strategies	3
Reporting	4
Additional Testing	4
Standard Revision Log	9

Introduction

This document is used to further clarify the Commonwealth of Pennsylvania’s Information Technology Bulletin “ITB-ACC001 – IT Accessibility Policy” for the Department of Public Welfare (DPW).

Purpose

The purpose of this document is to provide developers with application accessibility scanning standards for ensuring public facing websites and web applications created for the Department of Public Welfare conform to Section 508 ADA accessibility standards.

Accessibility Scanning Software

Compliance Sheriff

DPW’s standard for scanning a website or web application for Section 508 compliance is Compliance Sheriff, by HiSoftware.

This tool is used to validate that developers are taking reasonable measures to ensure that persons with disabilities can access, navigate, and otherwise obtain the same or equivalent information as those persons without disabilities when accessing a DPW website or web application.

Administration

The administration of Compliance Sheriff used within DPW is performed by the Web Services Support Unit within the Division of Enterprise Applications (DEA) of the Bureau of Information Systems (BIS).

The following steps are to be followed when requesting a Compliance Sheriff scan:

1. Create a Task in Team Foundation Studio (TFS) and assign it to Mark McClain.
2. At a minimum include the following information on the task:
 - a. The base URL to be scanned.
 - b. The application name and release number.
 - c. Any matching URLs to exclude.
 - d. Any matching URLs to include.
 - e. The number of levels to scan.
 - f. If PDF or Microsoft Office documents should be included in the scan.
 - g. Username and password if required.
 - h. The application point of contact.
3. Send the request to PW, AccessibilityScanRequests. Make sure to include the TFS Task number in the email.

Compliance Sheriff Checkpoints Required

Within Compliance Sheriff, a checkpoint group has been set up called “DPW Standard Checkpoint list” that will be included in every scan. This checkpoint group includes checkpoints set as required in “OPD-ACC001C – AccVerify Accessibility Rule Settings” (attachment to the “ITB-ACC001 - IT Accessibility Policy”). This checkpoint group includes Section 508 and W3C 1, 2, and 3 checkpoints.

Additional checkpoints can be included, but this group of checkpoints is the minimum set of checkpoints that must pass for acceptable accessibility compliance.

Manual Testing Strategies

Not all of the Section 508 compliance testing can be completed using an automated tool, such as Compliance Sheriff. Manual testing must be done for some of the checkpoints that do not pass the automated tool check.

Manual testing strategies and techniques for DPW follows the “OPD-ACC001A - Manual Testing Strategies and Techniques for Web Site Accessibility Validation” (attachment to the Commonwealth of Pennsylvania’s Information Technology Bulletin “ITB-ACC001 – IT Accessibility Policy”).

Reporting

Once a scan has been completed, a report of the results will be available through the Compliance Sheriff interface. If you do not have access to the reports please send an email to PW, AccessibilityScanRequests with the following information:

1. The application name and release number.
2. The type of report requested.
3. The report format desired.

Reports are available as HTML pages, or can be exported to pdf format and emailed for distribution.

Additional Testing

There are additional checkpoints available within Compliance Sheriff to help you with your website/application. For instance, one of the checks that can be scheduled to run on a monthly basis is a spellcheck and/or link validation check. This option can help website/web application owners keep their website/web application as up-to-date and correct as possible.

The current list of checkpoints available within Compliance Sheriff are:

WCAG 2.0 - Guideline 2.4 Provide ways to help users navigate, find content and determine where they are
WCAG 2.0 - Compliance Level AAA
Accessibility – Labels
Accessibility - Contrast Ratio
Accessibility – Tables
WCAG 2.0 - Compliance Level AA
WCAG 2.0 - Compliance Level A
WCAG 2.0 - Criterion 4.1.2 [Name, Role, Value]
WCAG 2.0 - Criterion 4.1.1 [Parsing]
WCAG 2.0 - Guideline 4.1 Maximize compatibility with current and future user agents
WCAG 2.0 - Criterion 3.3.6 [Error Prevention (All)]
WCAG 2.0 - Criterion 3.3.5 [Help]
WCAG 2.0 - Criterion 3.3.4 [Error Prevention (Legal, Financial, Data)]
WCAG 2.0 - Criterion 3.3.3 [Error Suggestion]
WCAG 2.0 - Criterion 3.3.2 [Labels or Instructions]
WCAG 2.0 - Criterion 3.3.1 [Error Identification]
WCAG 2.0 - Guideline 3.3 Help users avoid and correct mistakes
WCAG 2.0 - Criterion 3.2.5 [Change on Request]
WCAG 2.0 - Criterion 3.2.4 [Consistent Identification]
WCAG 2.0 - Criterion 3.2.3 [Consistent Navigation]
WCAG 2.0 - Criterion 3.2.2 [On Input]

WCAG 2.0 - Criterion 3.2.1 [On Focus]
WCAG 2.0 - Guideline 3.2 Make Web pages appear and operate in predictable ways
WCAG 2.0 - Criterion 3.1.6 [Pronunciation]
WCAG 2.0 - Criterion 3.1.5 [Reading Level]
WCAG 2.0 - Criterion 3.1.4 [Abbreviations]
WCAG 2.0 - Criterion 3.1.3 [Unusual Words]
WCAG 2.0 - Criterion 3.1.2 [Language of Parts]
WCAG 2.0 - Criterion 3.1.1 [Language of Page]
WCAG 2.0 - Guideline 3.1 Make text content readable and understandable
WCAG 2.0 - Criterion 2.4.10 [Section Headings]
WCAG 2.0 - Criterion 2.4.9 [Link Purpose (Link Only)]
WCAG 2.0 - Criterion 2.4.8 [Location]
WCAG 2.0 - Criterion 2.4.7 [Focus Visible]
WCAG 2.0 - Criterion 2.4.6 [Headings and Labels]
WCAG 2.0 - Criterion 2.4.5 [Multiple Ways]
WCAG 2.0 - Criterion 2.4.4 [Link Purpose (In Context)]
WCAG 2.0 - Criterion 2.4.3 [Focus Order]
WCAG 2.0 - Criterion 2.4.2 [Page Titled]
WCAG 2.0 - Criterion 2.4.1 [Bypass Blocks]
Accessibility - Images
WCAG 2.0 - Criterion 2.3.2 [Three Flashes]
WCAG 2.0 - Criterion 2.3.1 [Three Flashes or Below Threshold]
WCAG 2.0 - Guideline 2.3 Do not design content in a way that is known to cause seizures
WCAG 2.0 - Criterion 2.2.5 [Re-authenticating]
WCAG 2.0 - Criterion 2.2.4 [Interruptions]
WCAG 2.0 - Criterion 2.2.3 [No Timing]
WCAG 2.0 - Criterion 2.2.2 [Pause, Stop, Hide]
WCAG 2.0 - Criterion 2.2.1 [Timing Adjustable]
WCAG 2.0 - Guideline 2.2 Provide users enough time to read and use content
WCAG 2.0 - Criterion 2.1.3 [Keyboard (No Exception)]
WCAG 2.0 - Criterion 2.1.2 [No Keyboard Trap]
WCAG 2.0 - Criterion 2.1.1 [Keyboard]
WCAG 2.0 - Guideline 2.1 Make all functionality available from a keyboard
WCAG 2.0 - Criterion 1.4.9 [Images of Text (No Exception)]
WCAG 2.0 - Criterion 1.4.8 [Visual Presentation]
WCAG 2.0 - Criterion 1.4.7 [Low or No Background Audio]
WCAG 2.0 - Criterion 1.4.6 [Contrast (Enhanced)]
WCAG 2.0 - Criterion 1.4.5 [Images of Text]
WCAG 2.0 - Criterion 1.4.4 [Resize text]
WCAG 2.0 - Criterion 1.4.3 [Contrast (Minimum)]
WCAG 2.0 - Criterion 1.4.2 [Audio Control]
WCAG 2.0 - Criterion 1.4.1 [Use of Color]

WCAG 2.0 - Guideline 1.4 Make it easier for users to see and hear content
WCAG 2.0 - Criterion 1.3.3 [Sensory Characteristics]
WCAG 2.0 - Criterion 1.3.2 [Meaningful Sequence]
WCAG 2.0 - Criterion 1.3.1 [Info and Relationships]
WCAG 2.0 - Guideline 1.3 Create content that can be presented in different ways
WCAG 2.0 - Criterion 1.2.9 [Live Audio-only]
WCAG 2.0 - Criterion 1.2.8 [Full Text Alternative]
WCAG 2.0 - Criterion 1.2.7 [Audio Description (Extended)]
WCAG 2.0 - Criterion 1.2.6 [Sign Language]
WCAG 2.0 - Criterion 1.2.5 [Audio Description]
WCAG 2.0 - Criterion 1.2.4 [Captions (Live)]
WCAG 2.0 - Criterion 1.2.3 [Audio Description or Full Text Alternative]
WCAG 2.0 - Criterion 1.2.2 [Captions (Prerecord)]
WCAG 2.0 - Criterion 1.2.1 [Audio-only and Video-only (Pre-recorded)]
WCAG 2.0 - Guideline 1.2 Provide alternatives for time-based media.
WCAG 2.0 - Criterion 1.1.1 [Non-text Content]
WCAG 2.0 - Guideline 1.1 Provide text alternatives for any non-text content.
Web Content Accessibility Guidelines 2.0
WCAG 1.0 - Guideline 9. Design for device-independence.
WCAG 1.0 - Guideline 10. Use interim solutions.
WCAG 1.0 - Guideline 11. Use W3C technologies and guidelines.
WCAG 1.0 - Guideline 12. Provide context and orientation information.
WCAG 1.0 - Guideline 13. Provide clear navigation mechanisms.
WCAG 1.0 - Guideline 14. Ensure that documents are clear and simple.
WCAG 1.0 - Priority 1
WCAG 1.0 - Priority 2
WCAG 1.0 - Priority 3
Web Content Accessibility Guidelines 1.0
WCAG 1.0 - Guideline 2. Don't rely on color alone.
WCAG 1.0 - Guideline 1. Provide equivalent alternatives to auditory and visual content.
Accessibility - Links
WCAG 1.0 - Guideline 3. Use markup and style sheets and do so properly.
WCAG 1.0 - Guideline 4. Clarify natural language usage.
WCAG 1.0 - Guideline 5. Create tables that transform gracefully.
WCAG 1.0 - Guideline 6. Ensure that pages featuring new technologies transform gracefully.
WCAG 1.0 - Guideline 7. Ensure user control of time-sensitive content changes.
WCAG 1.0 - Guideline 8. Ensure direct accessibility of embedded user interfaces.
Alt Text Quality Report
Compliance Insight - Accessibility
HIPAA - Health Insurance Portability and Accountability Act
DPW Standard Checkpoint List
SOC - Mergers and Acquisitions

Privacy - Visitor Tracking
Privacy - Policy Compliance
SOC - Statement of Work Identifiers
SOC - Purchase Order Indicators
Web Tracking - Cookies
Web Tracking - Beacons
Web Tracking
Tracking Technologies
Privacy Policy
Personally Identifiable Information Monitoring
OMB M-10-22 - Tier 3
OMB M-10-22 - Tier 2
OMB M-10-22 - Tier 1
OMB M-10-22 Guidance for Online Use of Web Measurement and Customization Technologies
Web Tracking - Network Advertising Initiative Compliance
Health Information Privacy Monitoring
FISMA - Federal Information Security Management Act
Financial Information Privacy Monitoring
PII - Social Security Number Indicators
PII - Phone Indicators
PII - Name Indicators
PII - Geography Indicators
PII - Email Indicators
PII - Date Indicators
PII - Custom Number, Characteristic, and/or Code Indicators
PII - Age Indicators
PII - Personally Identifiable Information
PHI - Medical Provisions
PHI - Medical Diagnosis
PHI - Medical Billing
PHI - Protected Health Information
PFI - Portfolio Indicators
PFI - Employment Indicators
PFI - Currency Indicators
PFI - Credit Card Indicators
PFI - Bank Account Indicators
PFI - Personal Financial Information
Privacy - P3P Usage
MA 201 CMR 17.00
Privacy - 3rd Party Linking
HIPAA - Health Information Security
HIPAA - Collection, Use and Disclosure Limitations and Protections

HIPAA - Openness, Transparency and Individual Choice
Sensitive Organizational Content (SOC)
COPPA - Children's Online Privacy Protection Act
Privacy
Privacy - Data Collection
Privacy - PII
Compliance Insight - Privacy
Secure methods for data collection
Section 508 - 1194.22(m)
Section 508
Section 508 - 1194.22(a)
Section 508 - 1194.22(b)
Section 508 - 1194.22(c)
Section 508 - 1194.22(d)
Section 508 - 1194.22(e)
Section 508 - 1194.22(f)
Section 508 - 1194.22(g)
Section 508 - 1194.22(h)
Section 508 - 1194.22(i)
Section 508 - 1194.22(p)
Section 508 - 1194.22(o)
Section 508 - 1194.22(n)
Section 508 - 1194.22(j)
Section 508 - 1194.22(l)
Section 508 - 1194.22(k)
SEO - Keywords
SEO - Analytics
Compliance Insight - SEO
Search Engine Optimization
SEO - Description
SEO - Title
HIPAA - Data Quality, Integrity and Correction
Site Quality - Page Load Time
Compliance Insight - Site Quality
Site Quality - Link Validation
Site Quality - Spell Check
Site Quality - Offensive Content
Accessibility Statistics

Exemptions from this Standard:

There will be no exemptions to this standard.

Refresh Schedule:

All standards and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the DPW Information Technology Standards Team.

Standard Revision Log:

Change Date	Version	Change Description	Author and Organization
08/13/2014	1.0	Initial creation.	Laura Fry, DEA Mark McClain, DEA