



City and County of San Francisco
Committee on Information Technology

Digital Accessibility and Inclusion Standard (DAIS)

Mayor's Disability Council

April 21, 2023

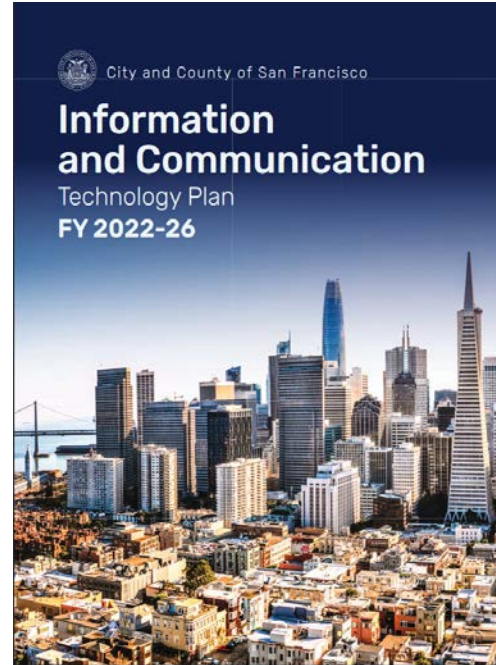
COIT Overview

COIT is the City & County of San Francisco's technology governance body. The Committee provides a forum for City leadership to collaborate and coordinate on the use and procurement of technology, citywide.

Through regular public meetings, COIT is also a vehicle to share with residents and the public the state of technology in the City.

Main Responsibilities

- Five-year technology plan
- Annual Budget
- Portfolio Management
- Technology Policy
 - General IT Policies & Standards
 - 19B: Surveillance Technology



Committee on Information Technology



Carmen Chu



Linda Gerull

Chief Information Officer



Sophia Kittler

Director
Mayor's Office of Innovation



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President of the Board,
Supervisor
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Officer



Ben Rosenfield

Controller



Carol Isen

Director, Department of
Human Resources



Grant Colfax

Director of Health



Dennis Herrera

General Manager, Public
Utilities Commission



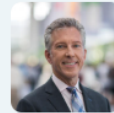
Michael Lambert

City Librarian



Mary Ellen Carroll

Director, Department of
Emergency Management



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Director, San Francisco
International Airport



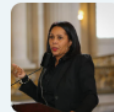
Trent Rhorer

Executive Director, Human
Services Agency



Jeffrey Tumlin

Director of Transportation



Sheryl Davis

Executive Director, Human
Rights Commission



Angela Calvillo

Clerk, Board of Supervisors



Charles Belle

Public Member

DAIS Background

- Passed by Committee on Information Technology (COIT) in November 2021
- Explains what you need to do to make your web content and services accessible to the general public
- Developed in collaboration with Digital Services, Mayor's Office on Disability, and the Office of Civic Engagement and Immigrant Affairs

The Three Requirements

All new City and County of San Francisco websites, online applications, and digital content are required to:

1. Follow San Francisco's equitable design requirements and Level AA of the most recent [Web Content Accessibility Guidelines](#).

2. Provide human translation of vital information in the threshold languages defined by the Language Access Ordinance. All other languages may be machine translated.

3. Provide vital information for the public at a 5th grade level (or a summary of information in cases where technical or legal language is necessary).

Implementation Timeline for Existing Content

Standard Milestones for Departments	Standard Deadline
1. A plan for reviewing existing content for compliance	1 Year, or November 2022
2. Complete review of existing content for compliance	1.5 Years, or May 2023
3. Correct issues found with existing content including at minimum a plan to make existing content accessible on request	2.5 Years, or May 2024

Support for Achieving Compliance

COIT, MOD, OCEIA, and the Office on Contract Administration are working together to develop guidance for:

1. Assessing Department's current state of compliance.
2. Implementing changes and/or purchasing products and services that help your department comply.
3. Ongoing auditing of compliance.

Support for Achieving Compliance

- The SF.gov platform is designed to meet the Accessibility and Inclusion Standard, ensuring compliance for Departments that migrate to the platform.
- Digital Services also developed Audit Templates and Guidance to support those Departments not moving to Sf.gov in self-assessing or working with their vendors to assess.

Support for Achieving Compliance

- The [DAIS SharePoint site](#) created by COIT provides guidance to help Departments understand the Standard and the subject of digital accessibility more broadly.
- The [DAIS Team](#) group is open for content creators and interested parties to ask targeted questions about the standard, and to share best practices or troubleshoot issues amongst one another.
- [LAO Resource Library](#), which includes information on language access training and best practices.

Support for Achieving Compliance

- Accessibility Vendor Procurement
 - [Guidance on what to look for in a vendor](#)
 - Working on Request for Qualifications for pre-approved accessibility vendor list, and contract language to include in new procurements
- Exceptions Request
 - Developing Waiver Form and Process

Past and Future Engagements

- COIT, OCA, DS, MOD
 - Introduction Webinar (October 2022, live and recorded)
 - Webinar on Procuring Accessibility Services (April 26th, live & recorded)
- Digital Services
 - Webinar on How to Conduct an Audit (April 19th, live & recorded)
 - Office Hours on Plain Language (once a month; live & recorded)

COIT Staff Checking for Compliance

Departments that are not moving to SF.gov were asked to complete a form by May 18th that asks:

- How their department reviewed existing content for compliance? (Staff or vendor)
- Describe their progress in auditing for:
 - WCAG Standard
 - Human Translation
 - Plain Language
- Attach any analyses/ reports that have manifested from audits conducted by department staff or vendors.

COIT Staff Checking for Compliance

For Departments moving to Sf.gov:

COIT staff will work with Digital Services to follow-up with Departments and confirm they are prepared to move by the DAIS final compliance deadline of May 2024.

Questions?