

Expedited Life Cycle (XLC) Process Change Request (CR)

Please complete this form and submit it to the [CMS IT Governance Resource Mailbox](#)

CR NUMBER: CR 16-009 **DATE SUBMITTED:** 06/27/2016

CR TITLE: Section 508 Compliant Section 508 Product Assessment Template

PRIORITY {As determined by submitter}

- HIGH: Emergency/Critical to Mission
 MEDIUM: Urgent/Needed but Not Critical to Mission
 LOW: Routine to Mission

SUBMITTER INFORMATION

NAME: Kaitlyn Johns **ORGANIZATION:** Edaptive Systems

PHONE: 443-364-3573 **EMAIL:** Kjohns@nwed.esrd.net

CHANGE ITEM {Identify item/template/deliverable}: Section 508 Product Assessment template

DESCRIPTION OF CHANGE {include supporting documentation as appropriate}:

Using the following CMS and HHS standards and guidance, I updated the template to use a Section 508-compliant style sheet; I also made some formatting changes to the document for Section 508 compliance.

- Word Document 508 Checklist: <http://www.hhs.gov/web/section-508/making-files-accessible/checklist/word/index.html>
- CMS How-To Guide for Microsoft Word: <http://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/Section508/Downloads/508-How-To-Guide-for-Microsoft-WORD.pdf>
- Required Fixes for Office Files: <http://www.hhs.gov/web/section-508/making-files-accessible/office-required/index.html>

Note: The sections and content of the template remain the same. The overall look and feel of the template remains largely unchanged; however, some formatting was altered.

IF CHANGE IS TO A TEMPLATE, PLEASE TURN TRACK CHANGES "ON" AND MAKE YOUR PROPOSED UPDATES. SUBMIT THE UPDATED TEMPLATE ALONG WITH THIS CR FORM.

JUSTIFICATION FOR CHANGE

Section 508 of the Rehabilitation Act requires that institutions receiving federal funds solicit, procure, maintain and use all electronic and information technology (EIT) so that equal or alternate/comparable access is given to federal employees and members of the public with and without disabilities. Updating the XLC templates to a Section 508 compliant format will enable CMS and its contractors to produce compliant documentation more efficiently. This reduces the time, effort, and cost associated with creating compliant documentation.

XLC STEERING COMMITTEE FINAL DISPOSITION

DECISION

- APPROVE
- DISAPPROVE
- DEFER
- APPROVE WITH MODIFICATIONS

DECISION DATE: 6/22/2016 **NOTES/COMMENTS:** This CR was approved by the XLC Steering Committee PM and was not reviewed by the Steering Committee members because there were no substantive content changes associated with this CR.
