

Alternate Access Plan

Purpose of the Alternate Access Plan

In compliance with Section 504 of the Rehabilitation Act of 1973 and ADA as amended in 2008, the TBR shall apply THEC's identified accessibility guidelines to Informational Materials and Technology products and services that it adopts, buys, creates, uses and maintains. When informational materials and technologies do not conform to those guidelines, an alternate access plan will be developed to address the accessibility. This form is used to describe the alternate access plan.

Instructions

1. Alter the bolded areas in brackets ([]) to reflect the titles of the responsible persons for this plan.
2. The requesting department Accessibility Liaison/Accessibility Team is responsible for completing sections 1 through 3 below.
3. The requesting department will obtain the appropriate administrative approvals in section 4.
4. The appropriate administrator will either a) approve the form and return it to the requesting department for processing or b) return the form unsigned. An unsigned form indicates the plan is not approved and must be revised to meet accessibility standards.
5. The [department executive administrator] or designee is responsible for returning the approved original document along with all associated AIMT adoption/procurement documents to the department Accessibility Liaison upon signature. The liaison will provide copies to those individuals identified in section 3, number 3 (Responsible Person(s) and upload all AAP documentation to the AIMT Web Form.

Section 1. Plan Creator Information

Name Linda Marsh	Title Program Director	Unit Healthcare Documentation Specialist Program	Date: March 13, 2017
Office Phone 865-481-2012	Office Location Oak Ridge Branch Campus 701 Briarcliff Avenue Oak Ridge, TN	Postal 37830	

Section 2. Description of the Affected Informational Material and Technology Purchase

Affected product is a:	MTClient Software
Product Name:	MTClient Software
Product Description:	Software platform delivers digital voice files for student transcription; document template is also delivered. Students listen to the voice file and transcribe the document in the template. Instructors access the students transcribed report and utilize the text comparison feature to compare the student draft to the master key which creates a marked up version visually displaying errors. Instructor grades reports, and provide comments/feedback and explanation of errors in the report.
Product Purpose:	The software mimics dictation and transcription platforms graduates will encounter in the workforce. The text comparison feature provides a visual tool for students to view instructor corrections and comments.

Section 3. How will "Alternate Access" (AA) be provided?

<p>1. Description of the issue: Summarize what part of the informational material/technology has an accessibility issue and is not accessible per ALMT guidelines.</p>	<p>Audio files have no transcription.</p>
<p>2. Persons or groups affected: List the person(s) or groups who may/will be affected by this issue, including the total number of affected persons. (general public, visitors, students only, employees, etc.)</p>	<p>Students with hearing impairments. Linda Marsh, Healthcare Documentation Specialist Program Director</p>
<p>3. Responsible person(s): List the name(s) and titles of the employee(s) who will be responsible for implementing equally effective alternate access for the specified accessibility issue as described in Number 1.</p>	<p>Hearing impaired students would need someone assigned by disability services to interpret audio files.</p>
<p>4. How will AA be provided: Describe in detail how the responsible unit(s)/person(s) equally effective alternate access will be communicated and what will be provided. Attach a separate sheet – see AAP attachment below and the Accessibility Conformance and Remediation Form.</p>	<p>As determined by disability services.</p>
<p>5. AA Resources Required: List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>NA. Provision of document transcripts defeats the purpose of student practice.</p>
<p>6. Repair Information: a. Include the following information in this section: Provide a brief description or any relevant information regarding repair of the issue by the vendor or Third Party Service Provider, as well as the completion date. Attach applicable documentation and the Accessibility Conformance and Remediation Form.</p>	<p>NA</p>
<p>7. Timeline for Unforeseen events: A timeline to plan create, implement, and follow up on plans for accommodation for access concerns/issues that are beyond the accessible procurement process and/or outside of the realm of the questions above.</p>	<p>NA</p>

Section 4. Administrative AAP Approvals

By signing this request, you affirm that the plan has been reviewed and is an acceptable solution that meets TBR ALMT Accessibility Guidelines.

<p>Department Head [or other responsible party]</p> <p><i>Lynnda Marsh</i></p>	<p>Date: 3-19-17</p>
<p>Executive [or other responsible executive]</p> <p><i>Danward</i></p>	<p>Date: 3/15/17</p>

AAP attachment

4. How will AA be provided: (continue from item 4 in section 3)

A qualified instructor holding the CMT or CHDS credential would need to be available in the classroom to work with the visually impaired student/s.