

## 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 alternative 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 Jennifer 	Title OTA AFWC	Unit	Date March 19, 2024
Office Phone 423-798-7972	Office Location Niswonger Campus office 289	Postal 37745	


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

Affected product is a:	Web-based evaluation tool required to be completed at the conclusion of Level II Fieldwork
Product Name:	Formstack Fieldwork Performance Evaluation
Product Description:	Formstack houses the Fieldwork Performance Evaluation and Student Evaluation of the Fieldwork Site and Fieldwork Educator that must be completed at the conclusion of Level II Fieldwork.
Product Purpose:	The purpose of this product is to provide the AOTA Fieldwork Performance Evaluation to all fieldwork educators and students, virtually.

**Section 3. How will “Alternate Access” (AA) be provided?**

<p><b>1. Description of the issue:</b> Summarize what part of the informational material/technology has an accessibility issue and is not accessible per AIMT guidelines.</p>	<p>All areas are supported or partially supported by the platform. <del>Currently complex images have alt text, but no captions for low-vision users. There is not an option to highlight text and when a bookmark is selected the status is not announced.</del></p>
<p><b>2. Persons or groups affected:</b> 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 and fieldwork educators completing the AOTA Fieldwork Performance Evaluation following level II fieldwork experience. The maximum number of students per calendar year affected would be 28.</p>
<p><b>3. Responsible person(s):</b> 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>Jennifer C. Lawson, MSOT, OTR/L, OTA AFWC</p>
<p><b>4. How will AA be provided:</b> 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>Alternate Access will be provided should issues arise and will be addressed on an as-needed basis.</p>
<p><b>5. AA Resources Required:</b> List any resources required (including training, equipment, additional staff, etc.) to provide alternate access for the known issue.</p>	<p>Additional resources include communication with the OTA faculty and Disabilities Services for accommodations related to taking an exam.</p> <p>The Working Group requests that any comments be made using the provided <a href="#">online comment form</a>. If this is not possible, comments can also be sent to <a href="mailto:public-comments-wcag20@w3.org">public-comments-wcag20@w3.org</a>. The <a href="#">archives for the public comments list</a> are publicly available. Comments received on the WCAG 2.0 Recommendation cannot result in changes to this version of the guidelines, but may be addressed in errata or future versions of WCAG. The Working Group does not plan to make formal responses to comments. Archives of the <a href="#">WCAG WG mailing list discussions</a> are publicly available, and future work undertaken by the Working Group may address comments received on this document.</p>



<p><b>6. Repair Information:</b>                  Include the following information in this section:                  a. 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>Formstack has presented a list of accessibility issues and have reviewed the detailed issue list, prioritized and fixed several items. <del>Exceptions in this document are pending accessibility issues, to be addressed in future product releases of Formstack.</del> </p>
<p><b>7. Timeline for Unforeseen events:</b>                  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>When students are issued a Formstack license for the product, the following steps will be followed:                  I. Students will be instructed in its usage.                  II. Students will provide contact information.                  III. Students will be notified of who to contact when issues arise.</p> <p>Issues will be addressed as needed should any occur.</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 AIMT Accessibility Guidelines.*

<p>Department Head [or other responsible party]</p>	<p><i>Courtney Boun</i></p>	<p>Date: 5/1/2024</p>
<p>Executive [or other responsible executive]</p>	<p><i>Brian J. ...</i></p>	<p>Date: 5/1/2024</p>

**AAP attachment**

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