Haven for Faculty & Staff (HFS)

Voluntary Product Accessibility Template (VPAT)

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NAME OF PRODUCT: Haven for Faculty & Staff (formerly Haven for Employees)

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SUMMARY TABLE

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
Section 1194.21 Software Applications and Operating Systems	Supported	See VPAT details below.
Section 1194.22 Web-based Internet Information and Applications	Supported	See VPAT details below.
Section 1194.23 Telecommunications Products	Not applicable	This program is not considered a telecommunication product.
Section 1194.24 Video and Multi-media Products	Not applicable	This program not considered a video and multi-media product.
Section 1194.25 Self-Contained, Closed Products	Not applicable	This program is not considered a self-contained product.
Section 1194.26 Desktop and Portable Computers	Not applicable	This program is not considered a desktop or portable computer.
Section 1194.31 Functional Performance Criteria	Supported	See VPAT details below.
Section 1194.41 Information, Documentation and Support	Supported	See VPAT details below.

SECTION 1194.21 SOFTWARE APPLICATIONS AND OPERATING SYSTEMS—DETAIL

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Supported	HFS includes support for accessing functions using only the keyboard for any function or result of performing a function can be discerned textually.
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Supported	HFS doesn't disrupt, interfere or disable accessibility features of other products or operating systems.
(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supported	HFS provides a well defined on-screen indication of the current focus that moves among interactive interface elements as the input focus changes.
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Supported	HFS provides sufficient information about user interface elements and program elements represented by images are available in text in virtually all cases.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Supported	HFS consistently uses bitmaps and other graphical elements.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supported	HFS notifies users when there are fields requiring input.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supported	HFS does not override user selected contrast and color selections or other display attributes.

(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Supported	HFS provides both subtitles and a text transcript as alternative presentation modes for all animations included in the course.
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supported	HFS does not use color-coding as the only means of conveying information to users.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Supported/Not applicable	HFS doesn't provide any controls that allow users to adjust color and contrast settings nor does it prevent the use of plug-ins or user agent controls.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Supported	HFS doesn't use flashing or blinking text, objects or elements.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supported	HFS provides functionality that allows users using assistive technology to access and complete electronic forms within the course.

SECTION 1194.22 WEB-BASED INTERNET INFORMATION AND APPLICATIONS—DETAIL

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Supported with some minor exceptions	HFS provides a text equivalent for non-text elements utilizing alt tags or longdesc with a few minor exceptions. For example, background images within the course that don't impact course content or context do not have alt tags.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Supported	HFS provides synchronized captions for all video content as well as providing text transcripts within the flow of the course where video content is present.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supported	HFS doesn't utilize color alone to convey information.
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Not applicable	HFS doesn't utilize documents.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not applicable	HFS doesn't include any server side image maps.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Supported	HFS includes a few client side image maps.
(g) Row and column headers shall be identified for data tables.	Supported	HFS includes row and column headers in data tables.
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Supported	HFS uses markup to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Supported	HFS frames are titled in a way that facilitates frame identification and navigation.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supported	HFS conforms to these criteria.

(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Not applicable	HFS provides text-only options when compliance cannot be accomplished in any other way. For example, text-only transcripts of the videos within the course are provided. Text-only content is updated whenever the related content changes.
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supported	HFS includes functional text for scripted elements that can be read by assistive technology. For example, a user with a screen reader can open, close and interact with the content in the Portfolio/Materials feature in the course that utilizes JavaScript.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).	Supported	HFS requires Adobe Flash in combination with some browsers – a link is provided to download the plug-in if it's not present.
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supported	Forms within HFS are accessible to users using Assistive Technology, including providing all necessary direction and cues for completion.
(o) A method shall be provided that permits users to skip repetitive navigation links.	Not applicable	HFS doesn't utilize repetitive navigation links.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	HFS doesn't include activities that required a timed response.

Note to 1194.22: The Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium: Paragraph (a) - 1.1, (b) - 1.4, (c) - 2.1, (d) - 6.1, (e) - 1.2, (f) - 9.1, (g) - 5.1, (h) - 5.2, (i) - 12.1, (j) - 7.1, (k) - 11.4.

SECTION 1194.23 TELECOMMUNICATIONS PRODUCTS—DETAIL

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	Not applicable	HFS is not considered a telecommunication product.
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	Not applicable	HFS is not considered a telecommunication product.
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	Not applicable	HFS is not considered a telecommunication product.
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	Not applicable	HFS is not considered a telecommunication product.
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	Not applicable	HFS is not considered a telecommunication product.
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	Not applicable	HFS is not considered a telecommunication product.
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	HFS is not considered a telecommunication product.
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.	Not applicable	HFS is not considered a telecommunication product.

(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	Not applicable	HFS is not considered a telecommunication product.
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.	Not applicable	HFS is not considered a telecommunication product.
(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	Not applicable	HFS is not considered a telecommunication product.
(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	Not applicable	HFS is not considered a telecommunication product.
(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	Not applicable	HFS is not considered a telecommunication product.
(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	Not applicable	HFS is not considered a telecommunication product.

SECTION 1194.24 VIDEO AND MULTI-MEDIA PRODUCTS—DETAIL

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.	Not applicable	HFS is not considered a video or multi-media product.
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	Not applicable	HFS is not considered a video or multi-media product.
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.	Not applicable	HFS is not considered a video or multi-media product.
(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.	Not applicable	HFS is not considered a video or multi-media product.
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Not applicable	HFS is not considered a video or multi-media product.

SECTION 1194.25 SELF-CONTAINED, CLOSED PRODUCTS—DETAIL

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
(a) Self contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	Not applicable	HFS is not considered a self-contained product.
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	HFS is not considered a self-contained product.
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not applicable	HFS is not considered a self-contained product.
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	HFS is not considered a self-contained product.
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at anytime.	Not applicable	HFS is not considered a self-contained product.
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	HFS is not considered a self-contained product.
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Not applicable	HFS is not considered a self-contained product.

(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.	Not applicable	HFS is not considered a self-contained product.
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Not applicable	HFS is not considered a self-contained product.
(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.	Not applicable	HFS is not considered a self-contained product.
(j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	Not applicable	HFS is not considered a self-contained product.
(j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	Not applicable	HFS is not considered a self-contained product.
(j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.	Not applicable	HFS is not considered a self-contained product.

SECTION 1194.26 DESKTOP AND PORTABLE COMPUTERS—DETAIL

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
(a) All mechanically operated controls and keys shall comply with §1194.23 (k) (1) through (4).	Not applicable	HFS is not consdiered a desktop or portable computer.
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with §1194.23 (k) (1) through (4).	Not applicable	HFS is not considered a desktop or portable computer.
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	HFS is not considered a desktop or portable computer.
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards	Not applicable	HFS is not considered a desktop or portable computer.

SECTION 1194.31 FUNCTIONAL PERFORMANCE CRITERIA—DETAIL

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Supported	HFS has been tested and is compatible with Internet Explorer with JAWS and Mac OS X with VoiceOver.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supported	HFS has been tested and is compatible with Internet Explorer with JAWS and Mac OS X with VoiceOver.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided	Supported	HFS provides synchronized captions for multimedia content.

(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Supports through equivalent facilitation	HFS includes synchronized captions and text only transcripts for multi-media content as an alternative method to meet the intent of this criteria. Text is also provided whenever audio information is presented within the course.
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Not applicable	HFS does not require user speech.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supported	HFS supports keyboard only navigation and input.

SECTION 1194.41 INFORMATION, DOCUMENTATION AND SUPPORT—DETAIL

CRITERIA	SUPPORTING FEATURES	REMARKS AND EXPLANATIONS
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge	Supported	Support documentation is provided in digital format. We will provide it in alternative formats at no additional charge upon request.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports with exceptions	We will provide this documentation in alternate formats or alternate methods at no additional charge upon request.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supported	Our support portal accommodates the communication needs of end-users with disabilities.

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