March 10, 2016

County Clerk/Registrar of Voters (CC/ROV) Memorandum #16085

TO: All County Clerks/Registrar of Voters

FROM: /s/ Susan Lapsley
                  Deputy Secretary of State and Counsel

RE: Administrative: HAVA Section 261 Polling Place and Website
                  Accessibility Training

The current HAVA Section 261 accessibility grant awarded to counties by the Secretary of State allows for reimbursement of expenses related to staff attending polling place and website accessibility training. This memorandum contains information about both polling place surveyor training and web accessibility training.

Polling Place Accessibility Surveyor Training
For polling place accessibility surveyor training, the Secretary of State is once again contracting with the Department of Rehabilitation to offer several sessions in April of this year. Similar to those offered in 2013, the Department of Rehabilitation will offer both basic and intermediate level training sessions.

The schedule for these polling place accessibility surveyor training sessions is below:

Northern Area Training Hosted by: Department of Rehabilitation Disability Access Services Location: Department of Rehabilitation, 721 Capitol Mall, Sacramento, CA 95814			
	Time	**Standard**	**Intermediate**
April 13, 2016	8:00 a.m. – 5:00 p.m.	X	
April 14, 2016	8:00 a.m. – 12:00 p.m.		X

Southern Area Training Hosted by: Los Angeles County Location: Election Operations Center, 12680 Corral Pl., Santa Fe Springs, CA 90670			
	Time	**Standard**	**Intermediate**
April 26, 2016	8:00 a.m. – 5:00 p.m.	X	
April 27, 2016	8:00 a.m. – 12:00 p.m.		X
April 27, 2016* April 28, 2016*	1:00 p.m. – 5:00 p.m. 8:00 a.m. – 12:00 p.m.	X	
April 28, 2016	1:00 p.m. – 5:00 p.m.		X

* These two ½ day sessions will be combined as a "Standard" training.

To reserve a date and time for the polling place accessibility surveyor training, county elections officials must complete the questionnaire form provided at the end of this CC/ROV. **This form must be sent to the Secretary of State no later than Friday, March 25, 2016.**

Web Accessibility Training
In an attempt to make website accessibility training available to the maximum number of county staff, the Secretary of State will allow expenses associated with online training courses. While the Secretary of State does not endorse one program over any other, a few sample programs are provided with links below.

Webucator – Online, instructor-led web accessibility training
https://www.webucator.com/webdesign/accessibility.cfm

Cryptzone – Online, instructor-led and on-demand web accessibility training
https://www.cryptzone.com/support/training/accessibility-training

Ledet – Online, instructor-led web accessibility training
https://www.ledet.com/courses/861--Web-Accessibility-and-Section-508-Training-Training-Class

In addition, the Secretary of State makes use of a computer-based tool called "Compliance Sheriff" to review web-based content for accessibility. While the Secretary of State does not endorse the use of any one particular software for this purpose over another, information about this solution can be found at the following link:

Cryptzone – Compliance Sheriff
https://www.cryptzone.com/products/content-governance/compliance-sheriff

If you have any questions about polling place accessibility surveyor training or website accessibility training, please feel free to contact Jon Ivy at (916) 695-1581 or jonathan.ivy@sos.ca.gov.

Trainee Questionnaire
Polling Place Accessibility Surveyor Training

The polling place accessibility surveyor training is designed to train county elections officials about physical access at polling places. In order to understand your level of knowledge and experience for training purposes only, please complete the information below. **E-mail this completed questionnaire to Jonathan Ivy at jivy@sos.ca.gov by <u>March 25, 2016</u>.**

Name: _____ County: _____

Title or Classification: _____

1. Which class(es) are you attending?

Northern Area Training
Hosted by: Department of Rehabilitation's Disability Access Services
Location: Department of Rehabilitation, 721 Capitol Mall, Sacramento, CA 95814

Date	Time	Standard	Intermediate
Wed, April 13, 2016	8:00a – 5:00p	☐	
Thu, April 14, 2016	8:00a – 12:00p		☐

Southern Area Training
Hosted by: Los Angeles County
Location: Election Operations Center, 12680 Corral Place, Santa Fe Springs, CA 90670

Date	Time	Standard	Intermediate
Tue, April 26, 2016	8:00a – 5:00p	☐	
Wed, April 27, 2016	8:00a – 12:00p		☐
Wed, April 27, 2016* Thu, April 28, 2016*	1:00p – 5:00p 8:00a – 12:00p	☐	
Thu, April 28, 2016	1:00p – 5:00p		☐

* These two ½ day sessions will be combined as a "Standard" training.

2. Do you have any experience with programs intended to meet the needs of persons with disabilities?   Yes   No

3. When did you attend any Polling Place Accessibility training?
    First Time Attendee   2014   2012   2010

4. Which statement best describes your knowledge and experience with Polling Place Accessibility surveying?
    None (It's new to me)
    Some (I have assisted with surveying physical locations or polling places)
    Moderate (I have conducted 20 or less physical access surveys)
    Experienced (I have conducted more than 20 surveys)
    Advanced (Conducted surveys and provided training to others about how to survey)

5. What data collection method do you currently use for your polling place surveys?
    ☐ Print or Hardcopy
    ☐ Software based: ☐ PDF   ☐ Word   ☐ Excel
                      ☐ Other

Questions 6 through 8 are for those attending the **Intermediate** class:

6. What topics would you like to receive more training on?
    Parking areas
    Path of travel and signage
    Doorways, hallways, and entrances
    Voting area
    Ramps, curb-ramps, and slopes concerns
    Elevators and lifts
    Restrooms
    Other items (list)

7. For those items checked on question 6, please specify any
    questions or concerns:

8. Please check the items that you will bring to share how your county collects,
    processes, stores, and uses survey results:
        Sample documents of poll worker instructions for setting up the polling
        place for accessibility on Election Day
        Software sample of digital survey forms used when surveying polling
        places
        Binder or portfolio showing how polling site data is stored for later use
        Other