



## **ACCESSIBILITY OF OLA WEBSITE AND DOCUMENTS**

OLA makes significant efforts to ensure that the materials we produce are accessible. When a document is not accessible to an individual with a specific disability, we offer an accommodation to make the document accessible to them. For example, we will make a document available in electronic ASCII text, Braille, large print, or in an audio file. Although OLA reports address complex issues, we try to limit the use of jargon, technical terms, and other uncommon words. We also use a variety of visual aids (graphs, charts, tables, etc.) to help explain complex material.

Recently, we sent several OLA staff to training focused on making our work products accessible to people with visual impairments. This training—offered through the Office of Minnesota Information Technology Services—helped our staff learn to use “CommonLook PDF” software. With this software, OLA staff “tag” the reports we post on our website so they can be accessed by people with visual impairments. On average, it takes a staff person about eight hours to “tag” an evaluation report.

OLA is certainly not alone in these efforts. All of the Legislature’s offices and staff have worked to make written materials and presentations accessible, but we are not perfect. Therefore, we welcome suggestions for how we can make additional improvements.

Sincerely,

A handwritten signature in black ink that reads "James Nobles".

James Nobles  
Legislative Auditor

April 17, 2019