

Department of Health & Human Services  
Centers for Medicare & Medicaid Services (CMS)  
7500 Security Boulevard  
Baltimore, Maryland 21244-1850



Office of Information Technology (OIT)  
IT Capital Planning Group (ICPG)  
Division of Investment Oversight and Governance (DIOG)

## **CMS Section 508 Validation Remediation Plan**

DATE:  
AUTHOR:

## 1.0 Purpose

The CMS Section 508 Program will ensure all newly developed or acquired ICT has been tested, and appropriately deemed compliant with Section 508. This CMS Section 508 Remediation plan template must be completed for the application and/or software that has undergone CMS Section 508 Validation Testing and has received a score less than 100 percent.

## 2.0 Remediation Determination

Each application and/or software that undergoes testing by the CMS Section 508 Validation Team will receive a Test Summary Report. This report will determine if a CMS Section 508 Remediation Plan is required and will also contain noted accessibility issues as identified.

The plan shall be retained by the Business Owner/COR/GTL and/or Section 508 Clearance Officer who will then monitor the milestones outlined in this document. Any changes to the estimated remediation timeline must be communicated to the CMS Section 508 Program team.

### 2.1 Quick reference to understand determinations based on score:

Please be advised that all applications which score **below 75** percent must have the remediation plan approved **before** moving forward with deployment into the CMS environment.

Score	Remediation Plan Required? Y or N	Timeframe to complete & submit plan to CMS	Remediation retest timeframe
0-99	Y	30 days	1 year
100	N	N/A	N/A

## 3.0 Completing the Remediation Plan

The Remediation Plan should be completed by member(s) of your IT project team who are responsible for developing your technical solution. Once this plan has been completed, please adhere to the following:

- Submit to the CMS Section 508 Program team for approval no later than **30** calendar days from the date of receiving the formal Test Summary Report.
- All issues found as part of CMS Section 508 validation testing must be addressed no later than one year from the receipt of the original Test Summary Report **or** when a new version of the application is brought forward for validation (whichever occurs first).

## CMS Section 508 Remediation Plan

Please note that for applications seeking a retest prior to completing previously found issues, those previous issues must still be addressed within the time previously agreed upon. Developers or vendors will not be able to carry over old non-remediated issues to new plans with the expectation of obtaining additional time to address the previous issues.

Please complete the fields below outlining contact information for those responsible and involved in the remediation of the application.

Table 1 – Application Specific Information

Application/Software Name:	
Application Version:	
CMS Business Owner/COR/GTL :	
CMS Lifecycle ID:	
CMS Project No.:	
CMS Section 508 Clearance Officer:*	
Section 508 Test Date:	
Section 508 Score:	
Application Release Date:	

\*Listing can be found via [Clearance Officer Hub](#), then select “My Clearance Officer”  
For additional information or assistance, please contact the CMS Business Owner/COR/GTL.

Table 2 – Application Vendor Information

Vendor Technical Contact Name:	
Contact Address:	
City, State, Zip Code:	
Telephone Number:	
E-mail Address:	

## 4.0 Approach

This section documents the approach and solution to be used in resolving the issues found with the accessibility of the application. It should indicate how the application will be (a) made accessible, (b) made user-friendly, and/or (c) brought to the compliance of Section 508 Standards. For an example, please refer to Table 4.

Table 3 – Issues Resolutions

Test Case No.	Description of Issue	Root Cause of the Issue	Potential Solution

Table 4 – Issues Resolution Example

Test Case No.	Description of Issue	Root Cause of the Issue	Potential Solution
1.2	Catalog Content: Interactive links in tab order are not readily discoverable during arrow key navigation.	A role was not originally assigned to the Catalog elements.	Make Catalog elements discoverable during arrow key navigation. Validate by testing with JAWS and WAVE.
2.3	Catalog Content does not have an explicit role.	Same root cause as Issue No. 1	Add an explicit role to the Catalog elements. Validate by testing with JAWS and WAVE.
7.0	Filter Workflow: Relative form fields are not assistive tech discoverable without mousing to them first.	There was a role="tab" tag that had to be removed from each form field in order to make them discoverable.	Make form fields discoverable by assistive technology. Validate by testing with JAWS and ANDI.

## 5.0 Project Schedule

This section is reserved for the enclosure of the project schedule. The project schedule outlines major milestones. Major milestones are accomplishments made throughout the effort of bringing the application in compliance with the Section 508 standards (WCAG), accessible, and/or more user-friendly. Any significant deviation of the planned and actual dates which will impact the milestones must be communicated to the Business Owner/COR/GTL and Section 508 Clearance Officer.

The project schedule **must** also outline an **estimated** re-test date of the application with the CMS 508 Validation team. Please note that while development teams have up to 1 year to remediate issues found in validation testing, it is advised that remediation be completed far sooner than this deadline. Please contact the 508 validation team when ready for retesting.

Table 5 – Project Schedule

Test Case No.	Activity	Owner	Status	Start Date	End Date

Note - The above-mentioned dates are tentative and dependent on {vendor} for resolution.

If you have any questions or concerns related to completing this Remediation template, please contact the CMS Section 508 Clearance Officer or the CMS Section 508 Program Team via email at [CMS\\_Section508@cms.hhs.gov](mailto:CMS_Section508@cms.hhs.gov).