

IHS.gov Web Standards Checklist

1. Content Verification:

Yes	No	N/A	
			Spelling.
			Grammar.
			Acronyms are spelled out in full prior to being used.
			All pages have content. "Page under construction" and "Coming Soon" notifications are not acceptable.
			Reading order is correct, top to bottom, left to right.
			Visual symmetry is present. Page elements should align on current page and from page to page.

2. Website is in standard IHS.gov Web Template:

Yes	No	N/A	
			Website is written with ColdFusion (.cfm).
			IHS Header and Footer are present.
			Left Navigation present with text links.
			Breadcrumbs are present and correct.
			Page is located at the root level (wwwdev.ihs.gov/sitebeingevaluated/).
			Arial font is used for body content.
			Page is displayed fully when being viewed in 1024 width or greater resolution.
			"Contact Us" or similar variation is present on all pages.

3. Left Navigation:

Yes	No	N/A	
			Links are text, not images.
			Color contrast between navigation links and navigation background is sufficient. If page is converted to grayscale and it's hard to read the links, contrast is not sufficient. (http://www.vischeck.com/ can be used to test)
			Some variation of a "Contact Us" link or page is present that emails the content manager.
			Secondary page links are indented at a minimum of 2 letters length beyond the Primary page links.

4. Page Titles:


Yes	No	N/A	
			Page titles are clearly displayed on the browser bar with overall page name [space] dash [space] the topic of the page being viewed.
			Page titles should not have "Indian Health Service" written out in them. It is implied to be IHS since the domain is IHS.gov
			Page titles must reflect the actual selected page. Example: viewing web services page on section 508, the title should be "Web Services – Section 508", <u>NOT</u> "Section 508", NOT "Web Services – Compliancy".

IHS.gov Web Standards Checklist

5. Documents:

Yes	No	N/A	
			All documents (pdf, doc, xls, ppt) have been verified Section 508 compliant by the Web Services technical writer (http://www.hhs.gov/web/508/checklists/index.html).
			Documents must only be located in the /documents/ folder of site being evaluated.
			Only files with extensions .pdf, .doc, .ppt, .xls are present in the documents folder.
			Pages that have links to documents must have associated plug-in present in the footer.

6. Links:

Yes	No	N/A	
			All links are verified to be active (not broken).
			All non-left navigation links are standard blue (unvisited) and purple (visited).
			All external facing links (non IHS.gov) have the standard IHS.gov exit disclaimer to the right of them  .
			The URL string is never displayed as a link.
			Links to files must have [Format - Size] immediately following the link. Acceptable file formats are PDF, Word, Excel, PPT, MP3, MP4, ZIP, and Flash.
			Pages with links to files have the respective plug-in link present on the page through the standard plug-in code.
			Standard Skip navigation via anchor tag is present.
			All external links are free from hate, bias and discrimination. In addition, they do not contain misleading, unsubstantiated claims or information that conflicts with the mission of IHS.

7. Images:

Yes	No	N/A	
			All images are located in the /images/ folder of the corresponding site.
			Images are free of any copyrights. If an image is used that is owned by someone other than IHS, explicit permission must be given from the person/company that provided the image and it must be noted directly below the image.
			Images are related to the content of the page.
			Images are less than 75K each.
			Images have appropriate & descriptive alterative text.
			Background images do not convey information (only decorative).
			Image maps must have alt tags for the map as a whole and the regions of the map.
			Page banners cannot exceed 100 pixels in height and should be less than 75 pixels.
			IHS & HHS logos are NOT used. These are in the IHS.gov standard header and unnecessary to be displayed a second time on the page.

IHS.gov Web Standards Checklist

8. Forms:

Yes	No	N/A	
			All Form fields have corresponding text via <Label>.
			When submission of a form is completed a “Thank you” page is present alerting the user that submission has been successful.
			Use of radio buttons or drop down menus for multiple selection instances is not allowed.
			Tab order of all forms must be left to right, top to bottom.

9. Data Tables:

Yes	No	N/A	
			Summary Attribute is present/appropriate: Summary = “purpose of table.”
			Row and Column Headings with <TH scope=”row”> and <TH scope=”col”> are present for simple data tables.
			Complex data tables use the “id” attribute to denote headings.
			Columns & rows have unique headers.

10. Video:

Yes	No	N/A	
			All release forms have been collected and transmitted to web services manager for each identifiable person in the video.
			Video player used is the standard IHS video player. (See example).
			Closed captioning is present and synced.
			Textual description of video topic is present immediately above the video player.
			All downloadable files are immediately beneath the video player separated by pipe “ ”.
			Flash plug-in is listed in the IHS standard footer as potentially being required.

11. Calendars:

Yes	No	N/A	
			The primary IHS.gov Calendar is used for all events, meetings, etc. Internal events such as office meetings are not to be posted on the IHS.gov calendar and shouldn’t be noted on any public IHS website.