

Appendix 2 – The Role of the Digital Inclusion Officer (DIO)

The DIO serves as the agency's digital accessibility advocate. DIOs must complete the full suite of digital accessibility training courses provided by MOPD.

DIOs will have the following responsibilities:

1. Work with OTI, MOPD, and their agency's leadership to identify a list of digital assets that will be prioritized for accessibility enhancements over the next year, two years, etc.
2. Monitor samples of outgoing communications including emails, social media posts, electronic documents, and videos—testing them for accessibility to ensure consistency in the overall accessibility of outgoing communications; and where problems are found, recommend corrective actions.
3. Be the agency's subject matter expert whenever new Information and Communication Technology (ICT) is being considered for production or procurement. They would also work with MOPD and OTI to ensure appropriate language related to accessibility requirements is included in all procurement documents and to ensure the resulting ICT is indeed accessible upon launch.
4. Identify training needs and collaborate with OTI and MOPD to organize the training required to address those needs for staff in their agency.
5. Collect and share data with MOPD for the bi-annual report required by Local Law 26.