# ACMM Baseline Report – <Organization name>

Report Date: <date in mm/dd/yyyy>

## Executive Summary

The Accessibility Center team visited <organization name> from <month> <start\_day>-<end\_day>, <year> to introduce the Accessibility Capability Maturity Model (ACMM) and perform an assessment of the organization’s accessibility maturity. During the data collection period, evidence was collected from in-person interviews, provided documentation, and publicly available information. This data was used to measure the maturity of the organization across the ACMM milestones.

The ACMM is a cultural shift for the California Community Colleges both in practice and knowledge. As <organization name> develops and implements its accessibility action plan to enhance the organization’s overall accessibility maturity, status levels will improve over time.

## Accessibility Maturity Overview

An overview of calculated status levels for all milestones is provided in the table below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goal** | **Not Started** | **Initiated** | **Defined** | **Established** | **Optimizing** |
| Goal 1 - Governance and Planning | 0 | 0 | 0 | 0 | 0 |
| Goal 2 - Educational Materials | 0 | 0 | 0 | 0 | 0 |
| Goal 3 - Web | 0 | 0 | 0 | 0 | 0 |
| Goal 4 - Digital Content | 0 | 0 | 0 | 0 | 0 |
| Goal 5 - ICT Procurement and Adoption | 0 | 0 | 0 | 0 | 0 |
| Goal 6 - Training and Professional Development | 0 | 0 | 0 | 0 | 0 |
| Goal 7 - Culture | 0 | 0 | 0 | 0 | 0 |
| **Total** | **0** | **0** | **0** | **0** | **0** |

## Organizational Maturity Score

<Organization name> has an Organizational Maturity Score of <points> points and serves as a baseline for measuring progress over time. The score is based on calculations used to determine status levels and will increase as the organization improves accessibility maturity. The target score is <target score> points, which is fully “Established” maturity across all milestones.

For a detailed breakdown of scores by milestones, please review the ACMM Assessment Data Worksheet. Additional information on the scoring methodology is available in the ACMM Implementation Guide on Canvas.

## Recommendations and Next Steps

Based on our observations, the Accessibility Center has listed specific recommendations below for the organization to work on over the upcoming year. Implementing these recommendations is optional but will help improve the organization’s overall accessibility maturity level.

* Recommendation 1 (related milestone)
* Recommendation 2 (related milestone)
* Recommendation 3 (related milestone)
* Document existing accessibility efforts to formalize business processes and improve organizational maturity

## Resources

* Accessibility Center staff: Available for guidance and mentoring ([acmm@ccctechcenter.org](mailto:acmm@ccctechcenter.org)).
* ACMM Canvas Resource: [Implementation Guide self-enroll link](https://ccconlineed.instructure.com/enroll/DMAMC4)
  + You will need CVC@ONE credentials to register. If you don't have a CVC@ONE account, you may [sign up for an account](https://catalog.onlinenetworkofeducators.org/user/new).
* Visit the [Self-paced Accessibility Courses](https://cccaccessibility.org/tools-training/self-paced-accessibility-courses#canvas_courses) page for a list of courses offered by the Accessibility Center.