



# Detailed Lean Improvement Project Report

For the June 1, 2014, through December 31, 2014, reporting period

**Agency name:**

Washington State School for the Blind (WSSB)  
Ogden Resource Center (ORC)/American Printing House for the Blind (APH)

**Improvement project title:**

Accessible Form

**Date improvement project initiated:**

November 2014

**Summary:**

The ORC improved the usability and accessibility of one form that is used regularly resulting in paper reduction.

**Details:**

Description of the problem: APH had one form that were used regularly by our staff and other braille-transcribing organizations around the nation that had to be printed out, filled in, and faxed back (or scanned and emailed).

Description of the improvement: The form was created in Adobe Acrobat Professional as an accessible form that could be filled in on the computer and either emailed back or printed.

Specific results achieved: Now that the forms are accessible, all blind users can fill them out independently and more accurately.

**How we involved customers or stakeholders in this effort:**

We used our blind staff members to test out the accessibility of the form. The form was emailed to APH for their approval and distribution.

**Contact person:**

Kandi Lukowski (accessible forms)