

PaTTAN Website Maintenance Protocols

Purpose

This protocol outlines the processes for maintaining the PaTTAN website. Our goal is for our website to be accessible, up-to-date, and aligned with our mission of providing timely resources and supports to educators, partners, families, and students.

Quarterly Meetings

Purpose: Ensure content accuracy, relevance, and alignment with The Pennsylvania Department of Education, Bureau of Special Education's Vision for Systemic Alignment through staggered meetings.

Steps for Preparation and Execution

1. Preparation by Lead/Designee

- ☐ Review assigned content areas for:
 - Accuracy and relevancy of updated data
 - Alignment with systemic pillars (Attract-Prepare-Retain, Collaborative Partnerships, Evidence-Based Practices, and Post School Outcomes) and/or foundations (Least Restrictive Environment, Low Incidence, High Incidence, and Sustaining Engagement and Accessibility Outcomes).
 - Proper formatting, tagging, and adherence to accessibility standards (e.g., alt text, semantic HTML, appropriate use of visuals).
- ☐ Identify any gaps or updates needed for submission.

2. Review proposed updates with lead office Director/Assistant Director

3. Scheduling and Coordination

- ☐ Staggered, one-hour meetings to be held over three weeks in January, April, July, and October.
- ☐ Lead/Designee coordinates meeting times with **Lisa Smith (lsmith@pattan.net)**.
- ☐ Ensure meetings focus on content review; technical discussions or changes to be managed in separate sessions as needed.

4. During the Meeting

- ☐ Discuss content appropriateness, alignment, and updates needed.
- ☐ Identify content requiring staging or further technical adjustments.
- ☐ Document proposed updates, flagged issues, and responsibilities for follow-up.

5. Post-Meeting Deliverables

- ☐ Finalize content updates for review and staging.
- ☐ Plan longer-term updates for future meetings.
- ☐ Submit any flagged updates requiring immediate attention to the appropriate team.

Content Update Request Checklist (Between Quarterly Meetings)

Purpose: Address time-sensitive content updates needed between quarterly meetings.

Steps for Requesting Updates

1. Identify Needs

- ☐ Clearly define the purpose and urgency of the update.
- ☐ Draft updated content, ensuring alignment with PDE systemic pillars and/or foundations.
- ☐ Adhere to accessibility standards, including appropriate use of visuals and tagging.

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2. Regional Approval

- ☐ Submit the update request to the lead office Director/Assistant Director.

3. Staging Content

- ☐ Completed by the lead office website designee.
- ☐ Ensure updates meet all formatting, accessibility, and tagging standards.

4. Submission to PaTTAN Central

- ☐ The lead office website designee sends an email to PaTTAN Central Communications and Digital Platforms Administrator with request to move staged content to production.

5. Implementation

- ☐ PaTTAN Central Communications and Digital Platforms Administrator reviews staged updates for accuracy and alignment, finalizes updates for production and sends an email to lead office once content is live.