

Procedure Title:	Scheduling a Sign Language Interpreter/Real-Time Captioner				
Procedure Number:	DHS-010-005-02	Version:	1.0	Effective Date:	02/01/2006

DHS Director or Deputy Director

02/01/2006

Approved By: _____

Date Approved: _____

Procedure

Step	Responsible Party	Action
1.	DHS Employee	<p>Requests Sign Language Interpreter or Real-Time Captioner by completing a Sign Language Interpreter/Real-Time Captioner Request Form by either of the following methods:</p> <p>On-line Interpreter/Real-Time Captioner Request form: www.oregon.gov/DHS/odhhs/ecs.shtml. This is a web-based form, completed and submitted on-line.</p> <p>Print/Fax Interpreter/Real-Time Captioner Request form: www.oregon.gov/DHS/odhhs/request.pdf. This Request form should be printed, completed and faxed to the number indicated on the form.</p>
2.	Deaf and Hard of Hearing Services Program (ODHHSP), Interpreter Coordinator	<p>Schedules an interpreter or captioner based on the communication needs of the individual that is hard of hearing or deaf.</p> <p>ODHHSP Interpreter Coordinator or designee will fax or email a confirmation notice containing the name of the interpreter/captioner and a job number for reference purposes.</p>
3.	DHS Employee	Reviews the faxed confirmation to verify that all the job and billing information is correct prior to the interpretation/captioning service.
4.	Interpreter/Captioner	Prepares an invoice as directed by the Interpreter Coordinator.
5.	DHS Employee	Approves invoice expenses and follows the procedures established for processing by the involved DHS Program.

6.	DHS Accounting	Receives invoices and upon approval processes invoices for payment.
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Policy that applies:

DHS-010-005, Non-Discrimination on the Basis of Disability for Programs, Services and Activities

Form(s) that apply:

ODHHS Sign Language Interpreter/Real-Time Captioner Request

[On-Line \(web-based\) Request form](#)

[Print/Fax Request form](#)

Contact(s):

Name: ODHHS Interpreter Coordinator; **Phone:** 503-945-5935; **Email:** request.odhsp@state.or.us

Procedure History:

- **Version 1.0:**
 - 02/01/2006 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)