

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 12/11/2014	NUMBER: G-51.5  Page 1 of 2
	Replaces: 04/18/2012	
	Formulated: 8/87	
	Reviewed: 01/16	

## CERTIFIED AMERICAN SIGN LANGUAGE (ASL) INTERPRETER SERVICES

**PURPOSE:** To identify circumstances that mandate the use of an Advanced, Master, or equivalent American Sign Language (ASL) interpreter certified by RID (Registry of Interpreter for the Deaf), BEI (Board of Evaluation of Interpreters) or NIC (National Interpreter Certification) for offenders who are hearing impaired.

**POLICY:** The Assistive Disability Services Department (ADS) must be notified and will provide an Advanced, Master, or equivalent ASL interpreter for offenders with a significant hearing loss necessitating written communication and/or the use of sign language in the following situations:

1. Completing the diagnostic process.
2. Major and minor disciplinary case hearings.
3. State and facility Classification Committee meetings.
4. Medical and dental appointments.
5. Mental health appointments.
6. Job placement interviews.
7. Substitute counsel major, AND minor case investigation reviews.

**PROCEDURES:**

- I. The ADS Certified Interpreter, located at the Estelle Facility is available from 7:00 AM to 3:30 PM, Monday through Friday. Appointments should be made at least 24 hours in advance to avoid scheduling conflicts.
- II. The determination regarding the use of a contract ASL certified interpreter, will be made at the discretion of the ADS-Manager, with exception of emergencies as clarified in VI/B of this policy.
- III. Offenders assigned to facilities other than the Estelle Facility, requiring the use of an interpreter, will be provided interpreter services in the situations described above through the ADS staff interpreter or the use of a contract certified ASL interpreter.
- V. Once per month, the ADS Sign Language Interpreter will prepare a list ~~monthly~~ of all offenders currently in the system that require a Certified ASL Interpreter for the purpose of communication. This list will be provided to the facility's warden, health administrator (TTUHSC)/practice manager (UTMB), and the classification supervisor. The list will be updated throughout the month, as needed.
- VI. In instances when emergency medical treatment is required and the staff interpreter is not on the facility, the following will occur:
  - A. If the injuries are minor, the treatment of these injuries may be completed with communication established through the use of simple notes. A follow up with this patient is recommended once the ADS staff interpreter is available.

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- B. If it is determined that an interpreter is necessary in order to give adequate emergency treatment due to the severity of injuries, the following interpreter agencies (in priority order below) may be contacted by the Nurse or designee. Do not delay treatment waiting for a free-world interpreter to arrive. If the patient needs to be transferred to a higher level of care, stabilize the patient and transfer. Ensure the receiving hospital is notified of the patient's disability.

SignShares  
Houston, Texas (713) 869-4373

LYNCO Services  
Madisonville, Texas (979) 255-3512

Reference: