

17.10 Interpreter Services

Procedure Codes	Rates	Units	Additional Descriptor	Budget Component
T1013HI22	\$16.25	15 minutes	American Sign Language	Individual/Family Supports
T1013HI	\$6.09	15 minutes	Other Spoken Language	Individual/Family Supports
T1013HI52	Reasonable & Customary	15 minutes	Self-Directed Employee	Individual/Family Supports

17.10.1 Description

Service delivered to a participant face-to-face to support them in integrating more fully with community-based activities or employment. Interpreter services may be delivered in a participant's home or in a community setting. For language interpretation, the interpreter service must be delivered by an individual proficient in reading and speaking in the language in which the participant speaks.

17.8.2 Service Limits

Interpreter services may be used when the State Plan service for language line interpretation is not available or not feasible or when natural interpretive supports are not available.

17.8.3 Provider Qualifications

All providers of Interpreter Services must comply with the standards set forth in this manual. In addition, Interpreter Services providers shall complete State/Federal Criminal Background checks and Central Registry checks for all staff, drug tests as applicable under Stephen Komminos' Law, and ensure that all staff successfully completes the Division mandated training, are a minimum of 18 years of age, and are proficient in reading and speaking the language being interpreted. Self-Directed Employees cannot be the individual's spouse, parent, or guardian.

In addition, staff providing Sign Language Interpreter Services must meet the following:

- Successfully passed the New Jersey Division of the Deaf and Hard of Hearing (DDHH) Screening; -OR-
- Certified by the National Registry of Interpreters for the Deaf.

17.8.4 Interpreter Services Policies/Standards

In addition to the standards set forth in this manual, the service provider and staff must comply with relevant licensing and/or certification standards.

17.10.4.1 Need for Service and Process for Choice of Provider

The need for Interpreter Services will typically be identified through the NJ Comprehensive Assessment Tool (NJ CAT) and the person centered planning process documented in the Person Centered Planning Tool (PCPT). Once this need is identified, an outcome related to the result(s) expected through the participation in Interpreter Services will be included in the Individual Service Plan (ISP) and the Interpreter Services provider will develop strategies to assist the individual in reaching the desired outcome(s). Individuals and families are encouraged to include the Interpreter Services provider in the planning process to assist in identifying and developing applicable outcomes.

It is recommended that the individual research potential service providers through phone calls, meetings, visits, etc. to select the service provider that will best meet his/her needs.

The Interpreter Services provider can require/request referral information that will assist the provider in offering quality services. Once the Support Coordinator has informed the provider that the individual has selected them to

provide Interpreter Services, the provider has five (5) working days to contact the individual and/or Support Coordinator to express interest in delivering services.

The agency identified to provide this service along with details regarding the extent of the service hours, duration, frequency, etc. will be noted in the ISP providing prior authorization for the identified service

provider to perform this service. A copy of the approved ISP and Service Detail Report will be provided to the identified service provider.

17.8.5.1 Minimum Staff Qualifications

The service provider shall meet the minimum staff qualifications and training set forth in this manual. Qualifications and training shall be documented either in the employment application, resume, reference check, or other personnel document(s).

- Minimum 18 years of age; – AND –
- Complete State/Federal Criminal Background checks and Central Registry checks; -AND-
- Proficient in reading and speaking the language being interpreted; -OR-
- For sign language interpretation – successfully passed the New Jersey Division of the Deaf and Hard of Hearing (DDHH) Screening OR Certified by the National Registry of Interpreters for the Deaf.

17.8.5.2 Mandated Staff Training & Professional Development

The service provider shall comply with any relevant licensing and/or certification standards. In addition, all staff providing Interpreter Services shall successfully complete the following training:

17.10.4.3.1 SDEs

For SDEs, any additional training mandated, and provided by, the individual/family shall be completed within the time period as specified by the individual/family.

17.8.5.1 Documentation and Reporting

Demonstration of completion of all mandated staff training must be documented through certificates of attendance/completion; sign-in sheets from the training entity, provider, or trainer; information maintained through the College of Direct Support, etc. and made available upon request of the Division.

Documentation of the delivery of service must be maintained to substantiate claims. This documentation should include the date, start and end times, and number of units of the delivered service for each individual and must align with the prior authorization received for the provision of services.

17.8.5.2 Medication Standards

If the provider is distributing medications while delivering this service, the “Medication” standards described under Day Habilitation Section 17.6.5.8 or Prevocational Training Section 17.15.5.7 (these standards are the same for both services) shall be followed.

17.8.5.3 Quality Assurance/Monitoring

The Division will conduct quality assurance and monitoring of Interpreter Services providers in accordance with the requirements of the Community Care Program Quality Plan.