

Interpreters & Translators: Roles from Referral to Transition

Interpreters/Translators must always: ■ Obtain necessary authorizations ■ Document the service provided ■ Bill Central Billing Office (CBO) accordingly

	Interpreters	Translators
Referral	<ul style="list-style-type: none"> ■ CFC may contact interpreter to assist with contacting the family for additional information ■ Service Coordinator may contact interpreter to assist with initial contact and intake meeting scheduling ■ Interpreter should obtain necessary authorization for phone time 	<ul style="list-style-type: none"> ■ Service Coordinator may contact a translator to send the family a letter to communicate with them if there is no phone number or if they are unresponsive to phone calls ■ Translator should obtain necessary authorization before providing written translation
Intake	<ul style="list-style-type: none"> ■ Conduit, clarifier, cultural broker ■ Interprets everything that is said ■ May be called upon to sight translate ■ Interpreter acquires appropriate authorization upon completion of the meeting 	<ul style="list-style-type: none"> ■ Service Coordinator may contact a translator to send the family a letter to: <ul style="list-style-type: none"> <input type="checkbox"/> schedule and/or confirm the intake meeting <input type="checkbox"/> communicate with them if there is no phone number or if they are unresponsive to phone calls ■ Translator should obtain necessary authorization prior to providing written translation
Evaluation/Assessment	<ul style="list-style-type: none"> ■ Schedule with evaluators upon service coordinators request (authorization required) ■ Prepare for an individual or team evaluation ■ Conduit, clarifier, cultural broker ■ IFSP meeting may follow evaluations on same day or different day ■ Obtain appropriate authorization for interpretation during evaluation prior providing service 	<ul style="list-style-type: none"> ■ Obtain evaluation reports from the service coordinator ■ Obtain authorization for written translation prior to delivery of service ■ Forward a copy of reports to service coordinator in a timely manner ■ Keep a copy of all reports for permanent record
IFSP Meeting	<ul style="list-style-type: none"> ■ May assist with communication necessary for scheduling (authorization required) ■ Conduit, clarifier, cultural broker ■ May be required to sight translate ■ Position yourself appropriately ■ Signal when the pace is too fast or too many people are talking at the same time ■ Obtain necessary authorization following the meeting 	<ul style="list-style-type: none"> ■ Translate IFSP document and all its required components in a timely manner ■ Obtain necessary authorization prior to delivering service ■ Return translated document to service coordinator in a timely manner ■ Keep a copy of the IFSP for your records

IFSP Implementation	<ul style="list-style-type: none"> ■ Receive referral from service coordinator ■ Collaborate with the service provider and the family on scheduling ■ Have a briefing session with the service provider to discuss expectations, positioning, communication, culture, etc. ■ Obtain authorization prior to delivering any services ■ Contact the service coordinator with any questions/concerns 	<ul style="list-style-type: none"> ■ Receive referral from service coordinator ■ Collaborate with the service coordinator and/or provider when questions arise regarding the document they are translating ■ Obtain authorization prior to delivering any services ■ Contact the service coordinator with any questions/concerns or if more time is required to complete translation
Family Visits	<ul style="list-style-type: none"> ■ Communicate with family and provider for scheduling purposes ■ Conduit, clarifier, cultural broker ■ Relationship is between service provider & the family/child ■ Inform family/providers of your role ■ Obtain necessary authorization prior to delivering services 	
IFSP Reviews	<ul style="list-style-type: none"> ■ Assist with communication between service coordinator and family for scheduling (authorization required) ■ Participate in a three way call between the family & service coordinator if/when necessary to discuss family questions, concerns, priorities, and availability ■ Conduit, clarifier, cultural broker ■ Obtain authorization from service coordinator following the meeting 	<ul style="list-style-type: none"> ■ Obtain reports, evaluations/assessments (if applicable), IFSP updates, and authorization from service coordinator ■ Complete written translation and forward to service coordinator in a timely manner ■ Keep a copy of all translated documents for your permanent record
Transition	<ul style="list-style-type: none"> ■ Service Coordinator has materials/resources to share/communicate with the family and may require assistance in this communication ■ Sight translation may be needed ■ Interpretation at a transition meeting/planning conference (authorization required) 	<ul style="list-style-type: none"> ■ Obtain discharge summaries and Exit IFSP updates from Service Coordinator ■ Translate documents upon request & receipt of authorization in a timely manner ■ Return documents to service coordinator ■ Keep copy of documents for your record