

Step 1: Understand How LEP Individuals Interact with Your Agency

1. Does your agency interact or communicate with the public or with LEP individuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. How does your agency interact with the public or LEP individuals:	<input type="checkbox"/> In-Person <input type="checkbox"/> Telephonically <input type="checkbox"/> Email or website <input type="checkbox"/> Correspondence <input type="checkbox"/> Other (<i>specify</i>): _____ _____	
3. Does your agency provide federal financial assistance to any non-federal entities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. If your agency provides federal financial assistance to non-federal entities:		
a. Do you have an active program in place to require your recipients of federal financial assistance to comply with Title VI and language access standards?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Does your agency inform recipients of federal financial assistance that they should budget for language assistance services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Does your agency inform recipients of federal financial assistance about which grants can be used, in whole or in part, to improve language access?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Step 2: Identify the LEP population you serve

1. How does your agency identify LEPs?		
<input type="checkbox"/> Assume LEP if communication seems impaired <input type="checkbox"/> Respond to individual requests for language services <input type="checkbox"/> Self-identification by the NEP or LEP individual <input type="checkbox"/> Ask open-ended questions to determine language proficiency on the telephone or in person <input type="checkbox"/> Use "I Speak" language identification cards / posters <input type="checkbox"/> Based on written material submitted to the agency (e.g. complaints) <input type="checkbox"/> We have not identified NEP or LEP individuals <input type="checkbox"/> Other (<i>specify</i>): _____		
2. Does your program have a process to collect data on:		
a. The number of LEPs you serve?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. The number of LEPs in your service area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. The number and prevalence of languages spoken by LEPs in your service area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. How often does your agency assess the language data for your service area?	<input type="checkbox"/> Every year <input type="checkbox"/> Every 2 years <input type="checkbox"/> Not Sure <input type="checkbox"/> Other: _____	
4. What data does your agency use to determine the LEP communities in your service area?		
<input type="checkbox"/> Census <input type="checkbox"/> US Dept. of Education <input type="checkbox"/> US Dept. of Labor <input type="checkbox"/> State Agencies <input type="checkbox"/> Community Organizations <input type="checkbox"/> Intake information <input type="checkbox"/> Other: _____		
5. Do you collect and record primary language data from individuals when they first contact your programs and activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. If you collect and record primary language data, where is the information stored?		
7. What is the total number of LEP individuals who use or receive services from your program each year?		

8. How many LEP individuals attempt to access your programs or services each month?

9. How many LEP individuals use your programs or services each month?

10. Specify the top six most frequently encountered non-English languages by your program and how often these encounters occur (e.g., 2-3 times a year, once a month, once a week, daily, constantly).	Language	Frequency of Encounters
	1. _____	1. _____
	2. _____	2. _____
	3. _____	3. _____
	4. _____	4. _____
	5. _____	5. _____
	6. _____	6. _____

Step 3: Provide Language Access Services

1. Does your agency currently have a system in place for tracking the type of language assistance services it provides to LEP individuals at each interaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. What data, if any, do you maintain regarding language assistance services? (Select all that apply) <input type="checkbox"/> Primary language of persons encountered or served <input type="checkbox"/> Use of language assistance services such as interpreters and translators <input type="checkbox"/> Funds or staff time spent on language assistance services <input type="checkbox"/> Number of bilingual staff <input type="checkbox"/> Cost of interpreter services <input type="checkbox"/> Cost of translation of materials into non-English languages <input type="checkbox"/> Other (Please specify): _____	
3. Does your agency have a system to track the cost of language assistance services?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. What types of language assistance services does your agency provide? (Select all that apply) <input type="checkbox"/> Bilingual staff <input type="checkbox"/> In-house interpreters (oral) <input type="checkbox"/> In-house translators (documents) <input type="checkbox"/> Contracted interpreters <input type="checkbox"/> Contracted translators <input type="checkbox"/> Volunteer interpreters or translators <input type="checkbox"/> Telephone interpretation services <input type="checkbox"/> Video interpretation services <input type="checkbox"/> Language bank or dedicated pool of interpreters or translators <input type="checkbox"/> Interpreters or translators borrowed from another agency <input type="checkbox"/> Other (Please specify): _____	
5. Does your agency a. have a certification or assessment process that staff must complete before serving as interpreters or translators for LEP individuals? <input type="checkbox"/> Yes <input type="checkbox"/> No b. Does the process include use of standardized language proficiency exams? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Does your agency ask or allow LEP individuals to provide their own interpreters or have family members or friends interpret?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does your agency have contracts with language assistance service providers (in-person interpreters, telephone interpreters, video interpreters, or translators)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Does your agency provide staff with a list of available interpreters and the non-English languages they speak, or information on how to access qualified interpreters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Does your agency identify and translate vital documents into the non-English languages of the communities in your service area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Which vital written documents has your agency translated into non-English languages? <input type="checkbox"/> Consent forms <input type="checkbox"/> Intake forms <input type="checkbox"/> Notice of denial, loss or decrease in benefits or services <input type="checkbox"/> Applications to participate in programs or activities or to receive benefits or services <input type="checkbox"/> Complaint forms <input type="checkbox"/> Notices of rights <input type="checkbox"/> Notice of disciplinary action <input type="checkbox"/> Other (please specify): _____		
11. Does your agency translate signs or posters announcing the availability of language assistance services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. When your agency updates information on its website, does it also add that content in non-English languages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Step 4: Training of Staff on Policies and Procedures

The following series of questions will help you identify whether staff receive appropriate training on your language access policies and procedures:

1. Does all agency staff receive initial and periodic training on how to access and provide language assistance services to LEP individuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Who receives staff training on working with LEP individuals? (Select all that apply) <input type="checkbox"/> Management or senior staff <input type="checkbox"/> Employees who interact with or are responsible for interactions with non-English speakers or LEP individuals <input type="checkbox"/> Others (Please specify): _____ <input type="checkbox"/> None of the above <input type="checkbox"/> Bilingual Staff <input type="checkbox"/> New employees <input type="checkbox"/> All employees <input type="checkbox"/> Volunteers		
3. Are language access policies and LEP issues included in the mandatory training curriculum for staff?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does your agency staff procedural manual or handbook include specific instructions related to providing language assistance services to LEP individuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Does staff receive periodic training on how to obtain and work with interpreters?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Does staff receive periodic training on how to request the translation of written documents into other languages?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Do staff members who serve as interpreters receive regular training on proper interpreting techniques, ethics, specialized terminology, and other topics?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Do staff members who serve as interpreters receive interpreter training from competent interpreters or other trainers familiar with the ethical and professional requirements of an interpreter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Step 5: Provide Notice of Language Assistance Services

1. How do you inform members of the public about the availability of language assistance services? (Select all that apply)		
<input type="checkbox"/> Frontline and outreach multilingual staff	<input type="checkbox"/> Posters in public areas	
<input type="checkbox"/> "I Speak" language identification cards distributed to frontline staff	<input type="checkbox"/> Website	
<input type="checkbox"/> Social networking website (e.g. Facebook, Twitter)	<input type="checkbox"/> E-mail to individuals or a list serv	
<input type="checkbox"/> None of the above	<input type="checkbox"/> Other (Please specify): _____	
2. Do your translated program outreach materials inform LEP individuals about the availability of free language assistance services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does your agency regularly advertise on non-English media (television, radio, newspaper, and websites)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does your agency inform community groups about the availability of free language assistance services for LEP individuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Does your agency inform current applicants or recipients about the availability of language assistance services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Does the main page of your agency website include non-English information that would be easily accessible to LEP individuals?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Does your agency have multilingual signs or posters in its offices announcing the availability of language assistance services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Step 6: Monitoring and Updating a Language Access Procedures, Policy, and Plan

1. When was the last time your agency's language access policy was updated? Month _____ Year _____		
2. How often does your agency update its data on the LEP communities in your service area? <input type="checkbox"/> Annually <input type="checkbox"/> Not Sure <input type="checkbox"/> Biennially <input type="checkbox"/> Other: _____		
3. Does your agency have a language access coordinator?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does your agency have a formal language access complaint process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Has your agency received any complaints because it did not provide language assistance services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Do you monitor the system for collecting data on beneficiary satisfaction and/or grievance/complaint filing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Do you obtain feedback from the LEP community on the effectiveness of your language access program and the language assistance services you provide?	<input type="checkbox"/> Yes	<input type="checkbox"/> No