

LANGUAGE ACCESS PROGRAM

DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS

LANGUAGE ACCESS TRAINING FY 2017

OFFICE OF VICTIM SERVICES AND JUSTICE GRANTS

GRANTEE TRAINING





WELCOME and Housekeeping

Introductions

Welcome to the LANGUAGE ACCESS TRAINING As you enter the room, please introduce yourself in the chat and tell us:

- Your name and organization
- How familiar you are with Language Access?
 Rate between 1 (not at all familiar) and 5 (very familiar)
- Which foreign languages do you encounter in your daily work?



Today's Presenters

Winta Teferi |

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Objectives

Be familiar with:

- Demographics The District's Limited English Proficient and Non-English Proficient (LEP/NEP) community demographics
 Laws & Requirements – Laws governing language access
 the OHR LA Program (compliance/enforcement)
- 2. **Resources & Tools** How to find and use Language Access resources and tools

Huh?

A prepubescent male situated himself near the intersection of two supporting structural planes at right angles to each other. The aforementioned subject was involved in the ingestion of a saccharine composition prepared in conjunction with the ritual observance of an annual fixed-day religious festival. Insertion into the syrupy constituent of the opposable digit of the forelimb was followed by removal of a drupe of genus prune. Subsequently, the subject made a declarative statement regarding the high quality of his character as a masculine human.

Does this help?

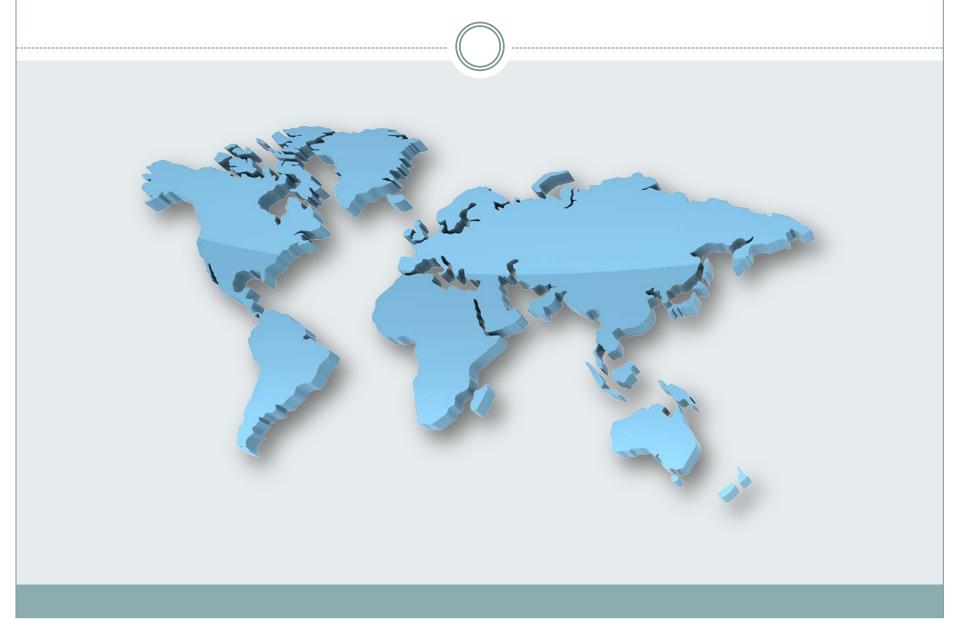


Levels of Proficiency

A prepubescent male situated himself near the intersection of two supporting structural planes at right angles to each other. The aforementioned subject was involved in the ingestion of a saccharine composition prepared in conjunction with the ritual observance of an annual fixed-day religious festival. Insertion into the syrupy constituent of the opposable digit of the forelimb was followed by removal of a drupe of genus prune. Subsequently, the subject made a declarative statement regarding the high quality of his character as a masculine human.

Little Jack Horner
Sat in the corner,
Eating his Christmas pie.
He put in his thumb
And pulled out a plum,
And said
"What a good boy am I!"

1. DEMOGRAPHICS



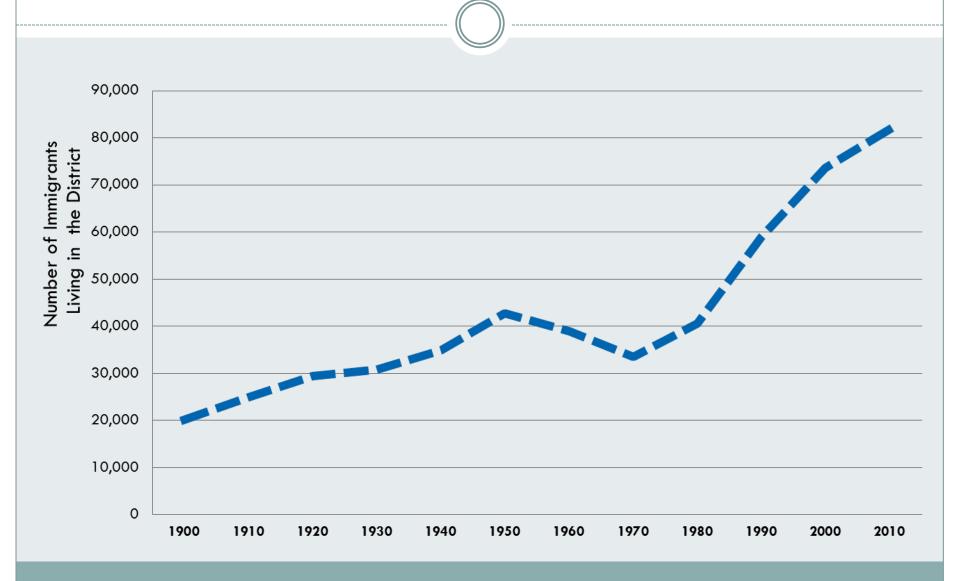
Important Disclaimer

The American Community Survey (ACS, run by the census bureau) is, by far, the largest survey in the US that captures detailed information on people's country of birth, language spoken at home, and English speaking ability.

Although it is the best data source out there, undercount rates are estimated to be:

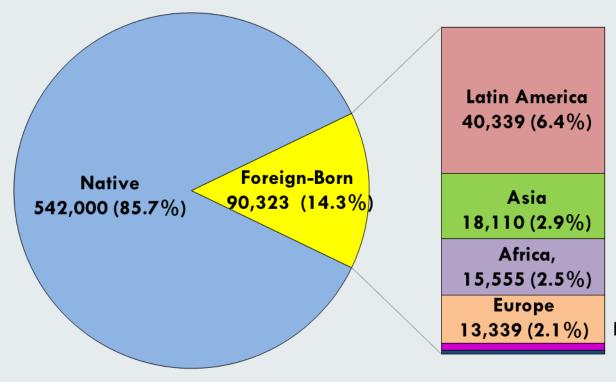
- 0.1 % for the Asian population
- 1.5 % for the Hispanic population
- 2.5 % for legal immigrants as a whole
- 10 % for undocumented immigrants

The foreign-born population in the District has more than doubled since 1970



Context: District of Columbia Population by Region of Birth

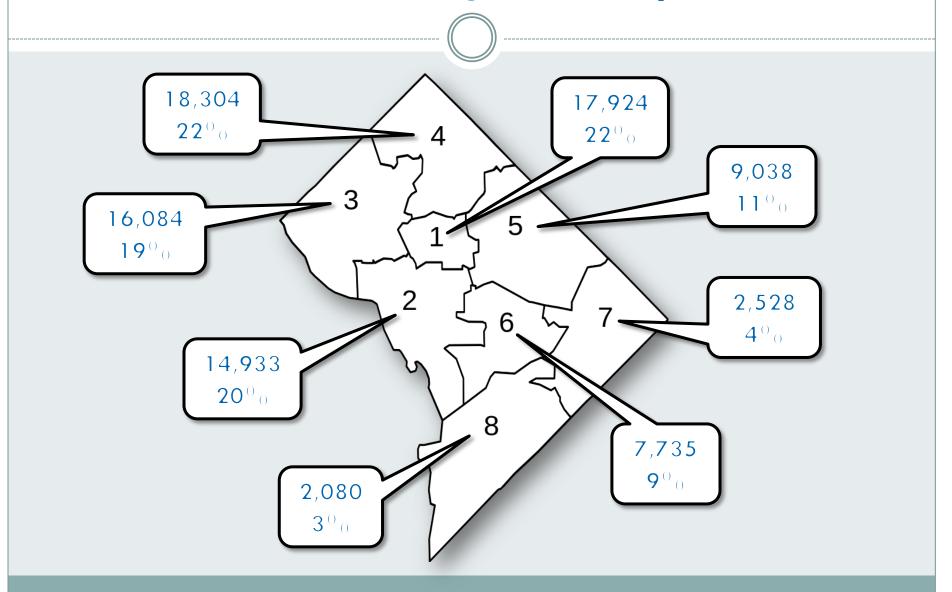
Note: Being foreign-born does not necessarily indicate LEP/NEP. Many foreign-born residents are highly proficient in English. Context does help illustrate DC's diversity.



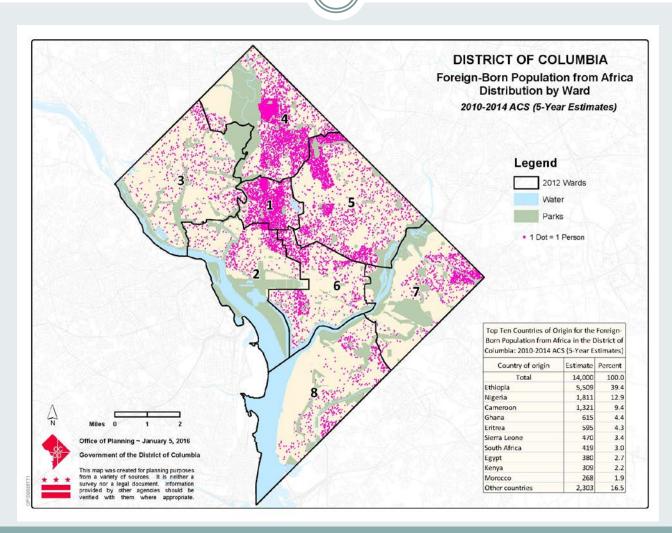
Northern America 1,851 (0.3%)

Oceania 1,129 (0.2%)

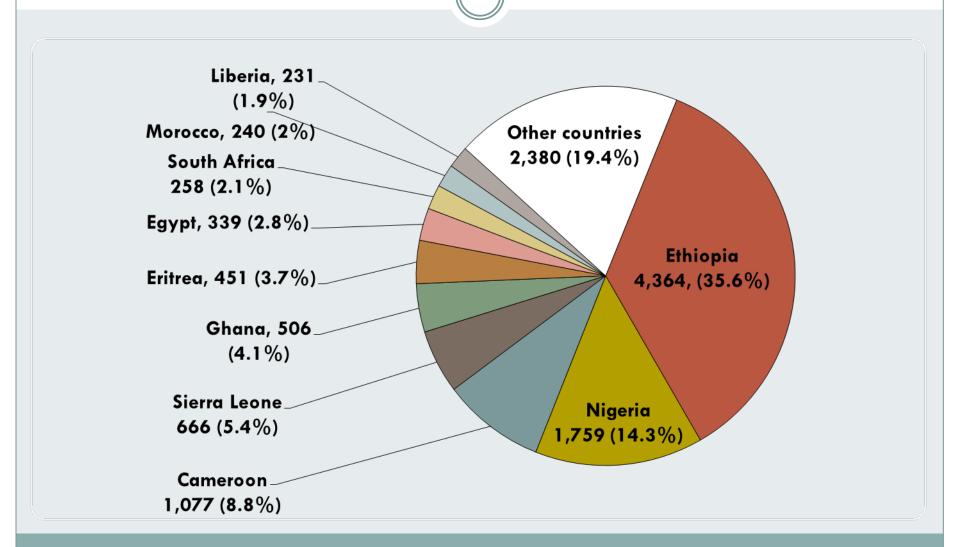
The District's Foreign-Born Population



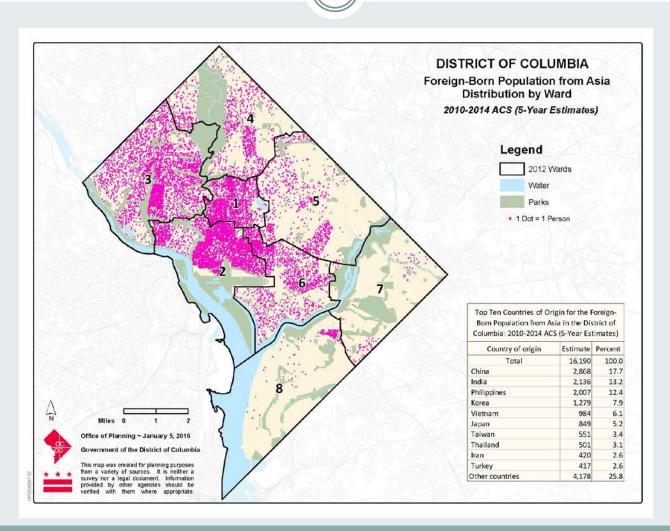
District's Foreign-Born Population - Africa



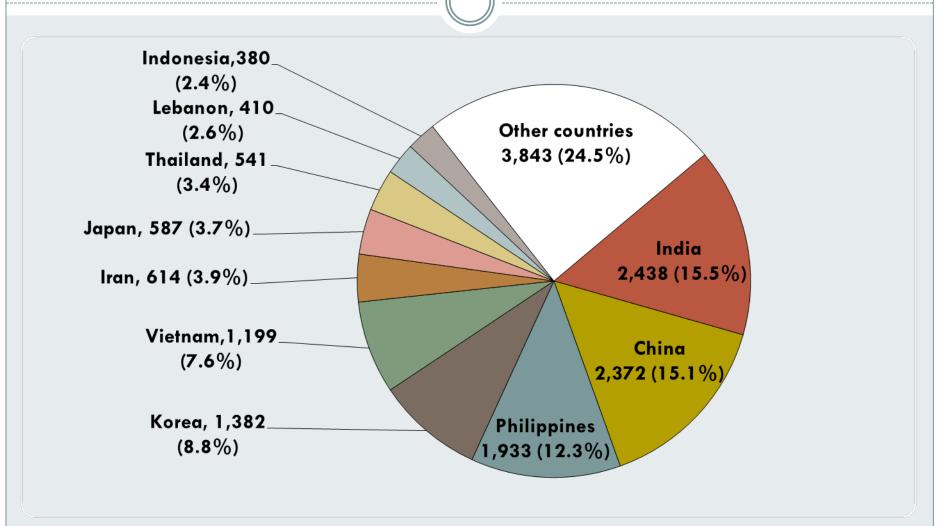
African Countries Represented in the District



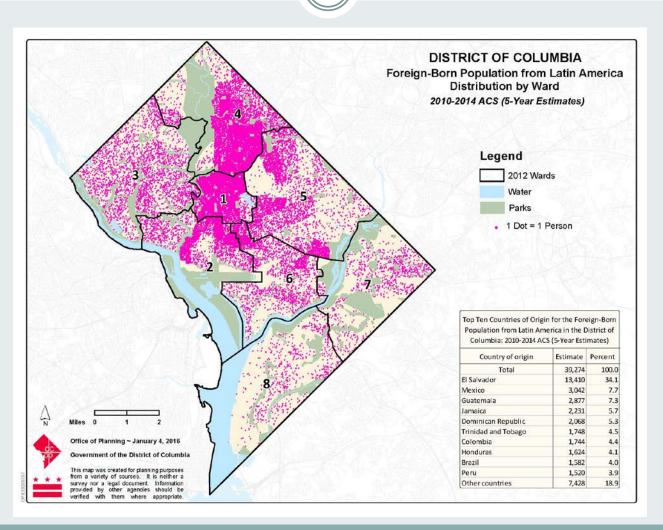
District's Foreign-Born Population - Asia



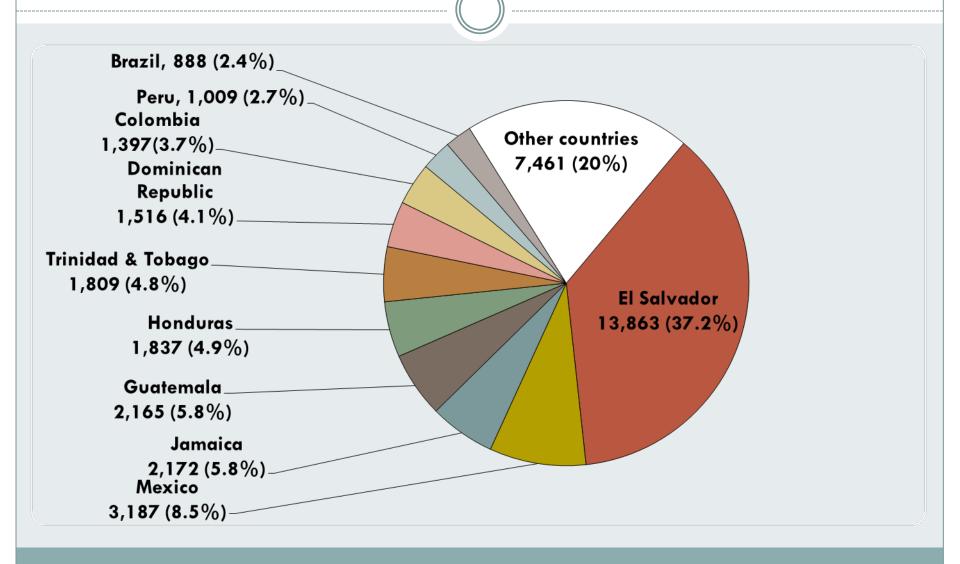
Asian Countries Represented in the District



District's Foreign-Born Population – Latin America/Caribbean

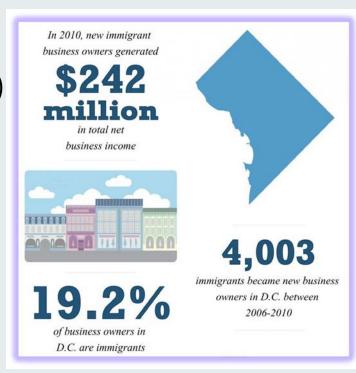


Latin American/Caribbean Countries Represented in the District



The District's LEP/NEP Population (2012)

- Total number of DC residents: 632,323
- Foreign-born population in DC: 90,323 (14%)
- 15.6% or 98,434 DC residents speak a language other than English at home
- **5.4**% DC residents speak English "less than very well" (self-reported, likely low)
- 2/3 of LEP/NEP households in DC are linguistically <u>isolated</u>.*



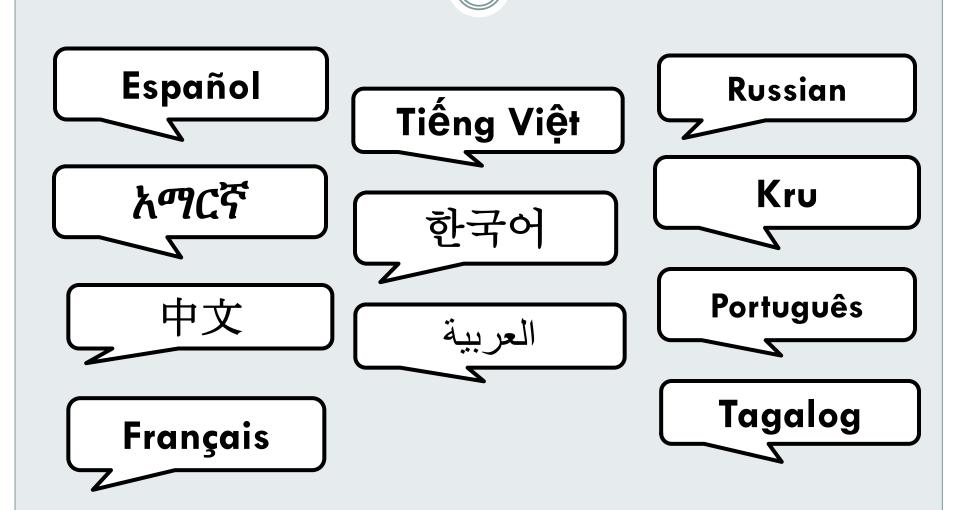
*No one in the household above the age of 14 speaks English.

Remember, being US-born does *not* guarantee English proficiency, just as being foreign born does *not* automatically indicate an LEP/NEP individual.

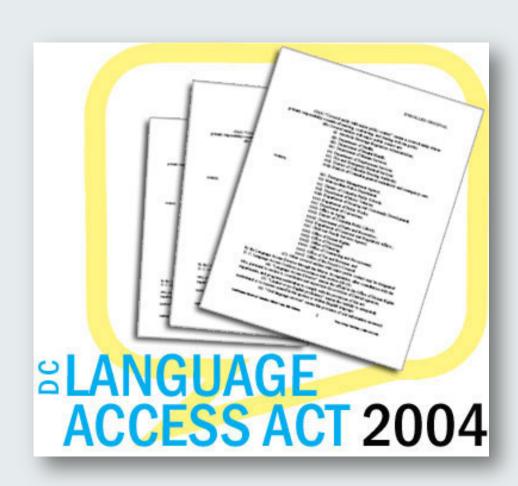
Top languages

Name at least 4 major languages spoken in the District (other than English)

The District is one of the most linguistically diverse cities in the nation



2. LAWS AND REQUIREMENTS



The Law: DC Language Access Act of 2004

Enacted on April 21, 2004, the purpose of the Act is to provide **greater access and participation** in public services, programs, and activities for the District's LEP/NEP constituents at a level equal to that of English proficient individuals.

http://ohr.dc.gov/publication/dc-language-access-act-2004-english

Who is Covered?

Covered Entities (§ 2-1931 (2)) include:

Any District government agency, department, or program that furnishes information or renders services, programs, or activities directly to the public or contracts with other entities, either directly or indirectly, to conduct programs, services, or activities.

The regulations provide interpretational guidelines for the law (Chapter 12).

Compliance Requirements



Any grantee that provides services under a covered entity's mandate is required to:

- Collect data on encounters with LEP/NEP customers and report this data to the covered entity on a quarterly basis
- Provide oral interpretation services via qualified telephonic interpreters, in-person interpreters, or bilingual staff
- Translate vital documents according to the same standards required of the covered entity
- Train personnel on language access compliance requirements
- Certify in writing that LA Act compliance requirements will be satisfied

Data Collection Requirements

Covered entities must collect and report data on the demand for language assistance by LEP/NEP populations "served or encountered, or likely to be served or encountered, by the covered entity or their contractors & grantees"

All contractors and grantees that provide public services must report this data to their funding agency on a quarterly basis.

OHR requests the following components in data collection reports:

- Languages encountered;
- Number of encounters per language; and
- How interpretation was provided (telephone interpreter, in-person interpreter, or bilingual staff)

Encounters consist of both customers and individual interactions. Each interaction counts as an encounter because every interaction uses agency resources.

Translation Requirements

Documents must be translated into any language spoken by LEP/NEP populations that constitute 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be encountered, by the covered entity.

LEP/NEP populations vary somewhat by agency - the top 10 languages in the District (2012) were: Spanish, French, Chinese, Tagalog, German, Kru, Italian, Portuguese, and Vietnamese.

Vital documents include, but are not limited to:

- Documents which inform individuals about their rights and responsibilities or eligibility requirements for benefits
- Documents that pertain to the health and safety of the public
- Educational and outreach materials produced by the covered entity

Reporting

All grantees will report the following data on the reporting screen of Zoomgrants.com.

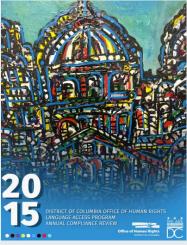
- Languages encountered;
- Number of encounters per language; and
- How interpretation was provided (telephone interpreter, in-person interpreter, or bilingual staff)

Zoomgrants Screen Shot

proficiency (l		Edit
Please enter r	numeric value only. If n/a or none, please enter "0".	
Their Answer	Amharic	
Their Answer	Arabic	
Their Answer	Cantonese	
Their Answer	Chinese	
Their Answer	Farsi	
Their Answer	French	
Their Answer	Haitian Creole	
Their Answer	Hindi Hindi	
Their Answer	Indonesian	
Their Answer	Japanese Japanese	
Their Answer	Korean	
Their Answer	Kru	
Their Answer	Mandarin Control of the Control of t	
Their Answer	Portuguese	
Their Answer	Russian	
Their Answer	Spanish	
Their Answer	Tagalog	
Their Answer	Thai Thai	
Their Answer	Turkish	
Their Answer	Vietnamese	
16. If not liste	ed above please list and total other languages you have encountered during this reporting period. If no other languages encountered write N/A.	Edit
Their Anguer	r (limit 500 characters)	_
Their Answer	T (IIIIL 500 Characters)	
47.51		
17. Please rep	port for each encounter how interpretation was provided (telephone interpreter, in-person interpreter, or bilingual staff)	Edit
Their Answer	r (limit 30000 characters)	

OHR Language Access Program

- Established by the Language Access Act of 2004 to be housed at the Office of Human Rights (OHR)
- Staffed by a Director and Program Analyst
- Charged with coordination and oversight of district-wide implementation of the Language Access Act
- Consults with the Mayor's Ethnic Constituency Offices and the Language Access Coalition
- OHR's LA Program has 4 major responsibilities:
 - i. Technical Assistance
 - ii. Compliance Monitoring
 - iii. Enforcement
 - iv. Outreach and Education



Language Access Complaints

The Language Access Act provides for the filing of **Formal** and **Informal Complaints** by customers who are LEP/NEP.

- LA complaints can be filed over the phone, via email, or online using a multilingual form.
- Advocates can file third party complaints on behalf of an LEP/NEP individual.
- OHR conducts a pre-investigation resolution process before assigning LA complaints for full investigation.
- Complaint forms are available on OHR's website in six (6) languages: http://ohr.dc.gov/webform/language-access-public-complaint-form

Language Access Testing & OHR's Scorecards

Each year, testing is done face-to face and by phone to assess the effectiveness of agency language access services. Results are published in the **Annual Compliance Report** issued by OHR.

Common findings from FY16 testing:

- Turning away testers with no assistance
- Speaking English after tester disclosed they don't speak English
- Providing English-only forms to customers
- Hanging up on calls or forwarding calls to English-only employees and voicemail
- Asking someone to return on a day when a bilingual staff member is present

Discuss: Do you feel prepared to "pass the test"?

POLLING QUESTIONS

Comprehension Check

3. LANGUAGE ACCESS RESOURCES



Available Resource Options

- Telephonic interpretation services
- Victim Services Interpreter Bank
- Language Line posters
- "I Speak…" cards
- Translated documents
- Interpretation waiver forms
- Language Access Portal: Quick Reference Guides
- Mayor's Constituency Affairs Offices



Ayuda's Victim Services Interpreter Bank

37

An interpreter bank of victim-centered, trauma-informed interpreters available 24 hours a day to assist in delivering required services.

SERVICES AVAILABLE



Live Interpretation

- In-person interpretation services by speciallytrained interpreters in 13 languages: Amharic, Arabic, American Sign
- Language (including Certified Deaf Interpreters),
 French, Korean, Mandarin, Quechua, Russian,
 Spanish, Swahili, Tigrinya, Taiwanese, and
 Vietnamese.

SERVICES AVAILABLE

(39)

Telephonic Interpretation

Interpretation services over the phone in just about any language. Video Remote Interpreting (VRI) is available for deaf/hard of hearing clients (limited to just American Sign Language).

Document Translations

Translate documents into a large number of languages.

Questions about Interpreter Bank

40

For other questions, please contact Interpreter
 Bank Staff at InterpreterBank@ayuda.com.

 You can also refer to our website for additional information: http://ayuda.com/wp/get-help/language-services/non-legal-victim-serviceproviders/procedures-forms-non-legal-victim/

How to set up a Language Line Account

Language Line Solutions (LLS) is the vendor currently contracted to provide telephonic interpretation services to D.C. government. To use these services, callers must provide the operator with a Client ID, which links to an account, and a Client ID under which a fee is charged for each call.

- Covered entities and grantees may have multiple LLS accounts according to their needs.
- O To set up a new account, funded entities should contact LLS directly (call 1-800-752-6096 and press 4).

How to Use Language Line



Agency Employee

- **Agency** 1. Identify the customer's language
- **Employee** 2. Dial Language Line Services
 - 3. State language needed
 - 4. Have ID and access code available
 - When connected to interpreter, write down the agent ID#
 - 6. Brief the interpreter on the nature of the call
 - 7. Add customer to the call or conversation
 - 8. Speak directly to the customer, with pauses for interpretation
 - 9. Close the call when done

Remember, interpretation is for any language, any time. No 3% threshold.

Language Identification Poster



- Tailored for DC's most common languages, it is available on the OHR website for easy download.
- Should be present at all public facing locations.
- Language Line also provides a similar poster.
- Excellent tool to identify a speaker's language.
 Language Line can also assist if you are unsure.

"I Speak" Cards

Available in 10 languages:

Amharic, Chinese, French, Korean, Spanish, Vietnamese, Arabic, Portuguese, Tagalog, Russian

I Speak Vietnamese.

I need assistance and have the right to receive assistance in my spoken language. Please provide me with an interpreter and note my spoken language in your permanent records. Thank you.

District law requires that agencies provide you with information and assistance in your language for free. If you do not receive help in your language, please call the DC Office of Human Rights at (202) 727-4559 and press 0.





www.ohr.dc.gov

Tôi nói tiếng Việt.

Tôi cần sự trợ giúp và tôi có quyền được nhận sự trợ giúp trong ngôn ngữ mà tôi nói. Xin hãy cung cấp cho tôi một thông dịch viên, và ghi vào hồ sơ của quý vị rằng tôi sẽ nói tiếng Việt trong mọi lần giao tiếp trong tương lại.

Luật lệ của Quận quy định rằng mọi cơ quan phải cung cấp miễn phí cho quý vị những thông tin và trợ giúp bằng ngôn ngữ của quý vị. Nếu quý vị không nhận được sự trợ giúp bằng ngôn ngữ của quý vị, xin gọi số 202-727-4559 và nhấn số 0 để nối với Văn Phòng Nhân Quyền của DC.





www.ahr.dc.eav

Interpreter Waiver Form (in 6 languages)

Covered entities are required to use professional interpreters or bilingual staff at all times and should **never rely on minors**, friends, family members, or other customers to serve as an interpreter.

If a LEP/NEP customer refuses the interpretation services you offer, the customer must sign this form.

The form should be made available in the language of the customer and confirm that the LEP/NEP customer is voluntarily waiving his or her right to free interpretation and/or translation services.

sinsert Casuntinust'i Name bares - sinsert Apaus; Name bares of 2004), tôi dược quyên sử dung một thông dịch viên miễn phi chuyên nghiệp và đ dào tạo. Bằng việc kỳ tên đượi đây, tôi xác nhận râng tôi đã khước từ địch vụ na chon sử dung một thông dịch việc khách mà tôi đã thuộc từ địch vụ na chon sử dung một thông dịch việc khách mà tôi đã thuộc từ địch vụ na chon sử dung một thông dịch việc khách mà tôi đã tim được để giớp đôi tōi Tôi biết biết đến hoặc kiểm tra và rằng - sinsert Apaus; Name bares không gánh chịu bất kỳ trách nhiệm về việc cung cấp các dịch vụ này và củi ching thiểu rằng việc khước từ này chỉ ap dung cho duy nhất một tướng họp này mà Nếu tôi cần thông dịch viên của - sinsert Agaus; Name bares tiếp cho cơ quan này để yêu cầu cung cấp dịch vụ này. Tên In Ngày OFFER OF FREE INTERPRETER SERVICES WAIVER FORM		UNG CÁP DỊCH VỤ THÔNG DỊCH MIỀN PHÍ
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Language Access Program 5 1205.18 of Chapter 12, IV DCMR	act to 1,2004 at no cost to me. It to 1,2004 at no cost to me. It of opted to rely on interpreter sindividual was not identifies in either reu any liability that may restly applies to this one instance the future, I will notify the agent Name	ned interpreter as required by the D.C. Language Acce by signing below I agree that I have refixed this servi- assistance by someone I have identified. I am aware the d by or vetted through sponsible for the provision of these services nor does no all from these services. I am also aware that this waiv If I require interpreter assistance from

*You can read the form over Language Line if the language you need is not available.

Taglines (available in 6 languages)



Reference guide: Multilingual Taglines Version 1

English – Amnaric – Chinese – French – Korean – Spanish – Vietnamese
HELP IN YOUR LANGUAGE If you need help in your language, please call for free interpreter assistance.
የስተ አርላታ በአግርኛ አርላታ ክሬስታ በይይምት። የ <u>1</u> አስተርጓሚ ይምድብልዎታል።
語言協助 如果您書要用(中文]接受幫助,讀電治
AIDE UNGUISTIQUE Si vous avez besoin d'aide en Français appelez-leet l'assistance d'un interprête vous sera fournie <u>gratuitement</u> .
연역 자원 항국어로 언어 지원이 필요하신 경우 로 연락을 주시면 무료로 통력이 제공됩니다.
AYUDA EN JIDIOMA Si necezità si ruda en Español, por favor ilame al para proporcionarie un intérprete de manera
gratuita.
Nếu quý vị cần giúp đổ về tiếng Việt, xin gọi

Translated documents should be available for languages that hit the 3% threshold.

Reference gui	DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS
Peference mi	
_	ide: Taglines Version 2
English – Amharic – Chinese	- French – Korean – Spanish –Vietnamese
	rmation. If you need help or have any questions about this notice, please or service representative the language you speak so you can be provided hank you.
	ከኒስን- በይምስለዚያ ማይያቀርና ተያፋ ካያዎት በ
重要通知 本文件包含重要要訊。如果您需要用 含新客戶服務部代表您所形的語言。	(中文)接受幫助或者對本通知有提問、誰電地
AVIS IMPORTANT	
questions au sujet du présent avis, veul	importantes. Si vous aver besoin d'aide en Français ou si vous aver des lies appeier le
langue vous paries et l'assistance d'un i	interprete your sera tournie <u>granumenten.</u> Merci.
langue vous paries et l'assistance d'un i Vhdi	nterprete vous sera tournie <u>Eranstement,</u> Mercs.
상대 이 안내문은 중요한 내용을 당고 있습	:- LID: 한국어로 없어 고원이 필요하시거나 필문이 했으실 사오, 필요하신 경우, 고객시비스 당당원에게 고현 맺고고 하는 없어를
영네 이 안나뿐은 중요한 나용을 당고 있습 다음	:- LID: 한국어로 없어 고등이 필요하시거나 필문이 있으실 사오, 필요하신 경우, 고객시비스 당당등에게 고병 맞고자 하는 없어를
한대 이 안내문은 중요한 내용을 당고 있습 경우 모 전략을 주실 일권주시한, 무료로 통해 서비스가 및 AVISO IMPORTANTE Ete documento contiene información i	IUC), 한국어로 영어 기준이 필요하시거나 필문에 있으실 시오. 필요하신 경우, 고객 시선스 용당원에게 기본 광고가 하는 언어를 공합니다. 공사합니다.
한대 이 안내문은 중요한 내용을 당고 있습 경우 모 전략을 주실 일권주시한, 무료로 통해 서비스가 및 AVISO IMPORTANTE Ete documento contiene información i	IUC, 한국어로 영어 기용이 필요하시거나 필문이 영요될 시오, 필요하신 경우, 그래 서비스 당당했어져 기용 광고자 하는 영어를 병됩니다. 국사합니다. Informate, I nonewith syudie on Dipathol of tiene silguna pregunta sobre- informate all representante de atención al cliente el ticlona que
한데 이 안내로온 중요한 내용을 당고 있습 경우 표면 어떻게 주십 달라구시면, <u>무료로</u> 함께 서비스가 IX AMSO IMPORTANTE Ente documento contiene información i este avico, por fravor llame al	IUC, 한국어로 영어 기용이 필요하시거나 필문이 영요될 시오, 필요하신 경우, 그래 서비스 당당했어져 기용 광고자 하는 영어를 병됩니다. 국사합니다. Informate, I nonewith syudie on Dipathol of tiene silguna pregunta sobre- informate all representante de atención al cliente el ticlona que

Version 1: "If you need help in your language, please call _____ for free interpreter assistance."

Version 2:

"This document contains important information. If you need help or have any questions about this notice, please call

customer service representative the language you speak so you can be provided with an interpreter at no cost to you. Thank you."

. Tell the

Vendors



Comprehensive Language
 Center, Inc (CLCI)



Dupont Computers, Inc (DCI)

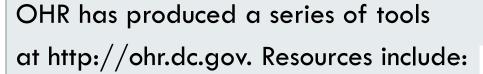


 Multicultural Community Service (MCS)



LanguageLine Solutions (LLS)

LA Information: Portal



- Vendor details & contact info
- Downloadable signage & forms
- Helpful guides for Language Line
- Best-practice references for data collection and reporting
- Policy templates
- Regulation text

If you need to access a resource or document, you can ask OHR!



LANGUAGE ACCESS PROGRAM

DISTRICT OF COLUMBIA OFFICE OF HUMAN RIGHTS

Nelcome to the Language Access Information Portal

นตะรั ราร አาል에ሎት ማባንት (Language Access in Amharic) • 汉语语言利用 (Language Access in Chinese) • Accès inguistique en français (Language Access in French) • 한국어 언어 서비스 (Language Access in Korean) • Acceso ingüístico en español (Language Access in Spanish) • Tiếp Cận Ngôn Ngữ Bằng Tiếng Việt (Language Access in /ietnamese)

The Language Access Program is dedicated to removing language as a barrier to obtaining information and services from the District government. Whether you are a member of the public or a District employee, this is where you can find esources to help you understand and fulfill your language access rights and responsibilities.

- · About the Language Access Program
- · Resources for the public
- · Requirements and resources for covered entities
 - · Toolkit for covered entities
- · Requirements and resources for covered entities with major public contact
 - · Toolkit for covered entities with major public contact

Reminders

What to DO	What to <u>AVOID</u>
✓ Smile and demonstrate positive language.	 ✓ Do not ask someone to return on a day when bilingual staff are present.
✓ Call Language Line when asked only if you determine need.	d, not Avoid implying or stating that English must be spoken to receive service.
✓ Provide translated documents of documents with taglines.	✓ Speak slowly and clearly, but not louder.
✓ Expect longer conversations an around cultural issues.	d work Do not ask a friend or family member, especially a child, to interpret.
✓ Maintain a patient and calm a	Avoid asking the interpreter's opinion, avoid using acronyms and/or jargon.

Language Access Program Partners

- Mayor's Office on Latino Affairs
 - > (202) 671-2825 | ola.dc.gov
- Mayor's Office on Asian and Pacific Islander Affairs
 - > (202) 727-3120 | apia.dc.gov
- Mayor's Office on African Affairs
 - (202) 727-5634 | oaa.dc.gov
- DC Language Access Coalition
 - (202) 470-6835 | dclaccoordinator@gmail.com

DC Office of Human Rights

The DC Office of Human Rights (OHR) provides oversight, central coordination, and technical assistance to agencies in their implementation of the Act's provisions.

Winta Teferi Director, Language Access Program

Priscilla Mendizábal Program Analyst, Language Access Program

441 4th Street NW, Suite 570 North, Washington, DC 20001

Phone: (202) 727-3942

TTY: (202) 727-8673

winta.teferi@dc.gov • priscilla.mendizabal@dc.gov http://ohr.dc.gov/