
Central Florida Behavioral Health Network
Policies and Procedures

Deaf and Hard-of-Hearing

Policy

It is the policy of Central Florida Behavioral Health Network, Inc. (CFBHN) to comply with the deaf and hard-of-hearing requirements as defined in the master contract and meet requirements pursuant to Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and CFOP 60-10, Ch. 4, "Auxiliary Aids and Services for the Deaf or Hard-of-Hearing."

Purpose

The purpose of this policy is to establish guidelines for ensuring the provision of services to the deaf and hard-of-hearing customers/consumers.

Procedures

Procedures in servicing Deaf and Hard-of-Hearing

When dealing with a consumer or companion who is Deaf or Hard-of-Hearing, CFBHN shall comply with guidelines set forth in Section 504, ADA, and CFOP 60-10 Ch. 4 in regards to making support available to those in need of Auxiliary Aid/Service.

Responsibilities of CFBHN

All Deaf or Hard-of-Hearing customers/companions in need of Auxiliary Aids will be offered these Services at no additional cost as per Federal Law and contractual agreement. CFBHN has assigned a Single-Point-of-Contact (SPOC), who is essentially responsible for maintaining files that document the required information for the Deaf and Hard-of-Hearing. This person also maintains a list of the information that is reported on the Monthly Report that providers send to DCF.

Duties of the Single Point of Contact for CFBHN:

Single Point-of-Contact duties will include but not be limited to:

- Ensuring that information regarding no-cost auxiliary aids available to customers/companions that are Deaf and Hard-of-Hearing is posted so that it is easily visible when entering the building. This includes the Interpreter services for the hearing-impaired poster, the DCF Non-discrimination poster, and the Limited English proficient poster.
- Conducting an assessment prior to services to determine the customer or companion's preferred method of communication. SPOC (or designee) shall accomplish this by first completing the Customer Companion Communication Assessment Form and the Request for or Waiver of Free Communication Assistance Form. These items (when fully completed) will be kept on file in the SPOC's office. The customer/companion will be provided with the preferred method of communication and auxiliary aid services needed.
- Provision of services in a timely manner. If the customer/companion has a scheduled appointment, the preferred method of communication shall be available at the time of the appointment. If for any reason the preferred method of communication is unavailable, a reasonable substitute will be available as soon as possible, but no later than two hours after the scheduled appointment. SPOC (or designee) will ensure that the preferred method of communication is available within two hours (or no later than twenty-four (24) hours) of a non-scheduled appointment when customer/companion is hearing impaired. If an auxiliary aid or service is found to be ineffective, SPOC (or designee) shall re-assess to determine an alternative form of communication that will be used in order to ensure the customer/companion fully understands the information that is being provided.
- In no event will an auxiliary aid or service to a customer or companion who is deaf or hard-of-hearing be denied. Denial determinations can only be made by the Regional Managing Director or Hospital Administrator (or designee) or the Contracted Client Services Provider Administrator (or designee).

Central Florida Behavioral Health Network

Policies and Procedures

- Ensuring certified interpreters (when requested) are available at time of scheduled appointments for Deaf and Hard-of-Hearing customers/companions. SPOC (or designee) shall obtain verification of the interpreter's certification, and shall keep it on file for future reference. A list of certified interpreters is maintained in the office of the SPOC.
- Ensuring qualified foreign language interpreters (when requested) are available at time of scheduled appointments for Deaf and Hard-of-Hearing customers/companions. SPOC (or designee) shall obtain verification of the interpreter's certification, and shall keep it on file for future reference. A list of foreign language interpreters is maintained in the office of the SPOC.
- Ensuring that individuals are aware of and know how to use the Florida Relay Service. To call the Florida Relay, dial 7-1-1, or use the following toll free numbers:
 - 1-800-955-8771 (TTY)
 - 1-800-955-8770 (Voice)
 - 1-800-955-3771 (ASCII)
 - 1-877-955-8260 (VCO-Direct)
 - 1-800-955-5334 (STS)
 - 1-877-955-8773 (Spanish)
 - 1-877-955-8707 (French Creole)

CFBHN does not have access to TDD/TTY equipment, but can accept phone calls from individuals who use these items to communicate.

- Maintain information on Pocket Talkers and Personal Listening Devices in the office of the SPOC.
- Ensuring that individuals are aware of and know how to use the Federal Video Remote Interpreting (VRI) and Video Relay Interpreting (also known as the Federal Video Relay service, or VRS) services. The Video Remote Interpreting software can be downloaded at https://www.fedvrs.us/supports/what_is_vri, the phone number is (877) 689-7775, the service is available Monday through Friday from 7:00 am to 11:00pm EST, and English-to-Spanish Translation is available with 24 hours notice. The Video Relay Interpreting software can be downloaded at www.fedvrs.us, and the service is also available in Spanish. CFBHN does not currently have access to the equipment needed for Video Remote/Relay Interpreting, but can accept phone calls from those individuals who use these items to communicate.
- Ensuring that individuals are aware of and know how to use the Captioning in Real Time (CART) Services. CART providers can be found online at <http://psl.ncra.org/index.asp>. A list of CART providers in Florida is maintained in the office of the SPOC.
- Maintain the monthly report log of providers submissions to the DCF website by the 5th of each month.

Employees of CFBHN are initially trained on the requirements for the deaf and hard-of-hearing in their Orientation when they are hired, but no later than 60 days from the commencement of employment. Refresher training on how to provide assistance to persons who are deaf or hard-of-hearing, persons with disabilities, and those who are limited English proficient is conducted on an annual basis for all employees.

CFBHN's office hours are from 8:00am to 5:00pm EST; there is no 24-hour site available. If a customer or companion needs assistance after-hours, the person assigned to answer the phone at that time will follow the policy and procedure listed above in order to assist the individual.

Central Florida Behavioral Health Network
Policies and Procedures

If an employee of CFBHN is assisting a deaf or hard-of-hearing customer/companion and is unfamiliar with an auxiliary aid or service requested, the employee may contact the SPOC (or designee), or if the SPOC (or designee) is unavailable, the employee can go to the website or phone number referenced above.

If CFBHN holds a public meeting, conference, or seminar, an addendum to the documents advertising the events will be added, stating: "Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the agency at least 48 hours before the meeting by contacting (Insert Name of SPOC (or designee) here) at (813) 740-4811. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, (800) 955-8771 (TDD) or (800) 955-8770 (Voice)."

A copy of this Policy and Procedure will be posted on CFBHN's website to be made available to the public for informational purposes for both individuals and organizations. Printed documents (including this Policy and Procedure) may be made available in alternate formats upon request to assist in ensuring effective communication, and will depend upon the customer or companion's preferred method. Staff may be required to translate written documents in Braille, taped recordings, or large print.

CFBHN Policy – Deaf and Hard-of-Hearing

Approval: 

Linda McKinnon, Chief Executive Officer

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