

Interpretive and Translation Services for Children and Families

1302.50 Family engagement

(a) *Purpose.* A program must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development. Programs are encouraged to develop innovative two-generation approaches that address prevalent needs of families across their program that may leverage community partnerships or other funding sources.

(b) *Family engagement approach.* A program must:

(5) Conduct family engagement services in the family's preferred language, or through an interpreter, to the extent possible, and ensure families have the opportunity to share personal information in an environment in which they feel safe

1302.33 Child Screenings and Assessments

(2) If a program serves a child who speaks a language other than English, a program must use qualified bilingual staff, contractor, or consultant to:

(i) Assess language skills in English and in the child's home language, to assess both the child's progress in the home language and in English language acquisition;

(ii) Conduct screenings and assessments for domains other than language skills in the language or languages that best capture the child's development and skills in the specific domain; and,

All program staff has access to interpretive services. This is the contracted service that provides both interpretive and translation services for our staff and families in order to engage with families in their preferred language to every extent possible as well as interpret for screenings **and assessments with a qualified staff person.**

It may also be necessary for staff to use community resources to find interpretive services for families. Staff should work with community partners as available to meet the needs of individual families. Some examples of community partners could be local hospitals or other health care organizations, schools and school district offices and other social service agencies. It is the role of the staff member to connect families with these services as needed. **It is important out of respect and confidentiality to use a member of the family for interpretive services as an absolute last resort.**

To access contracted services, staff will contact our interpretive services provider either via phone or email on their own to set up needed interpretive services for home visits, conferences, phone calls or other program activities. Staff will also email Family Services Program Manager that they are requesting this service for any reason. If the need is immediate, they will email the Family Services Program Manager as soon as they are able to and no more than 48 hours after the service is requested.

Translation of material is also contracted work. All requests to translate material must go through the Family Services Manager. This step is completed in order to ensure funds available and materials are prepared for translation.



Culturally Speaking Interpretive Services:

Culturally Speaking LLC

Ruth Loihle-Owner

360-801-7152

rloihle@wavecable.com

Example of information to be included in the email to Family Services Manager:

- Site (example: Green Mountain Head Start)
- Time requested for the interpreter (example: 1 hour)
- Reason for request (example: home visit, phone call reminder, screening etc.)