

Guidelines for Translation Services for Intensive In-Home Treatment Services

When a provider agency is delivering Intensive In-Home Treatment Services to a child, these are the guidelines that should be followed if that child and family need translation services from their language of origin.

1. Provider agencies should document that substantial efforts have been made to hire line staff who speak the child and family's language of origin.
2. If line staff cannot be hired who speak the child and family's language of origin, translation services must be provided if needed by the family.
3. Whenever a senior or lead therapist makes direct or face-to-face contact with a family, translation services (either hired translation services or through bi-lingual line staff) must be provided if needed by the family.
4. If continuous translation services are needed, the provider agency may request from the county agency additional hours of authorized Intensive In-Home Treatment Services for the child in order to support the provision of translation services. The county agency will forward the request to the Regional Children's Services staff for approval.
5. A request for additional hours due to translation needs must include:
 - a. Written justification from the child's Intensive In-Home Treatment Services provider for the increased hours.
 - b. Documentation of the interdisciplinary team's agreement with this request for an increase in hours, including the child's Support and Service Coordinator and family.
 - c. Upon approval from the Children's Service Section, an updated Individualized Service Plan (ISP) including Outcomes must be developed in coordination with the child's parent(s) or legal guardian(s), Support and Service Coordinator, and Intensive In-Home Treatment Services provider (as well as any other relevant parties). Individualized therapeutic goals for the Intensive In-Home Treatment Services must be included. The ISP must be available in the child's record.