


**VAN GOGH'S PALETTE, INC.
POLICY MANUAL**

Subject: Deaf and Hard-of-Hearing	
Date: 11/2020	Approval: 

01.00 POLICY

- Van Gogh's Palette, Inc. (VGP) will establish guidelines to ensure provisions of services to individuals that are deaf or hard-of-hearing.

02.00 PROCEDURE

- Van Gogh's Palette, Inc. (VGP) will comply with section 504, ADA, and CFOP 60-10 chapter 4, regarding services to individuals who are deaf or hard-of-hearing.
- All deaf or hard-of-hearing members or companions that are in need of Auxiliary Aids will be offered these services at no additional cost as per Federal Law and contractual agreement. Vincent House 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. The SPOC is also required to maintain a list of the information that is submitted via the monthly report to CFBHN.
- All employees who are in direct contact with members or companions will complete three DCF modules regarding serving customers who are deaf or hard-of-hearing. These modules will be completed during orientation, but no later than 60 days of commencing employment. Additionally, all staff will participate in an annual refresher training on how to provide assistance to persons with disabilities and those who are limited English proficient.
- All employees who receive funding through a contract with the Department of Children and Families will sign an attestation form which will be kept in their personnel file.
- A notice of availability of auxiliary aids and services will be posted within Vincent House.
- Any person who is deaf or hard-of-hearing may request auxiliary aids and services. Services will be provided in a timely manner. If the member or 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. The SPOC will ensure that the preferred method of communication is available no later than 24 hours of a non-scheduled appointment when a member or companion is hearing impaired.

- Vincent House is open from 8:00 a.m. to 4:00 p.m. on Monday, Tuesday, Thursday and Friday. Business hours are 8:00 am to 8:00 p.m. on Wednesdays. Vincent House does not provide 24/7 assistance. Information for obtaining a sign language interpreter for a member or companion is available during regular business hours.

02.01 Completion of Forms

- Any person who is deaf or hard-of-hearing may request to have an assessment to determine the type of services needed. The assessment will take place prior to services to determine the member or companion's preferred method of communication. The SPOC will accomplish this by completing the Customer Companion Communication Assessment Form and Waiver of Free Communication Assistance Form. These completed forms will be kept in the office of the SPOC. The member and/or companion will be provided with the preferred method of communication and auxiliary aid services needed.
- VGP will complete an Auxiliary Aid and Service Record for each service date.
- If necessary, a Communication Plan will be created for every member who is deaf or hard-of-hearing and will be updated quarterly.
- If requested, every member who is deaf or hard of hearing will be provided a Customer or Companion Request for Free Communication Assistance or Wavier of Free Communication Assistance Form
- Anonymous Feedback Form will be provided to each member who is deaf or hard-of-hearing.

02.02 Responsibilities of the Single-Point-of-Contact

The Single-Point-of-Contact will:

- Ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with the ADA and/or Section 504.
- Capture the information required in the Auxiliary Aid Service Record described in Section G.8 within each customer's case record.
- Summarize the records into a report and submit to the DCF Contract Manager who will forward to the appropriate DCF ADA/Section 504 Coordinator, as required.
- Ensure that information is provided to any agency to which a deaf or hard-of-hearing member or companion is referred about the individual's requested auxiliary aid or service.
- Maintain a list of certified interpreters as well as a list of qualified foreign language interpreters.

- Maintain information on obtaining Pocket Talkers and Personal Listening Devices.
- The SPOC will ensure that individuals are aware of and know how to use the Federal Video Remote Interpreting (VRI) and Video Relay Interpreting services. The Video Remote Interpreting software can be downloaded at http://www.fedvrs.us/supports/what_is_vri, the phone number is 877-689-7775 and the service is available Monday-Friday from 7:00 a.m. to 11:00 p.m. EST, and English to Spanish Translation is available with 24 hour notice. The Video Relay Interpreting software can be downloaded at www.fedvrs.us. This service is also available in Spanish. Vincent House does not 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.
- Ensure 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.
- Designate a Single-Point-of-Contact as each contractual agreement with DCF is renewed.