

 <b>STANISLAUS COUNTY</b> <b>BEHAVIORAL HEALTH AND RECOVERY SERVICES</b>	<b>Developed by/Date:</b> C. St. Martin 10/4/93	<b>Page:</b> 1 of 1	<b>Number:</b> 90.1.114
	<b>Reviewed by/Revised Date:</b> C. St. Martin 9/30/01; R. Gandy, D. Flores, D. Oliva, V. Johnson 12/04/13; D. Wirtz 12/3/14; C. Trew 08/17/18; C. Dockery, LCSW 1/3/20, M. Chalabi 2/3/21	<b>Replaces:</b> 4/28/97	<b>Subject:</b> Client Services
<b>Title:</b> <b>USE OF CONTRACT CULTURAL INTERPRETERS</b>		<b>Approved:</b>	

## POLICY

It is the policy of Stanislaus County Behavioral Health and Recovery Services (BHRS) that all monolingual consumers have access to services with the assistance of a Cultural Interpreter.

Contracted Cultural Interpreters (contracted employees previously known as Personal Service Contractors) are limited to interpreting for Department clients and for other Stanislaus County Departments. A staff signature will be required as a way of monitoring Cultural Interpreters usage. Costs are applied to the program requesting the services. The determination of which program to charge is made according to which program staff requested or authorized the service.

## PROCEDURE

- A. Each Cultural Interpreter will bring to the session their Interpreter's time record ([Attachment A](#)). At the end of the session, the Department staff person who requested the service shall sign the appropriate form on the line where the Cultural Interpreter has indicated the appointment date, time start, time end, and total hours of service. The staff person shall indicate program name/org number.
- B. All Contracted Employees who provided interpreter services will submit their signed time records to Human Resources for processing at the time all time cards are due, which is typically Mondays at 10:00 AM, unless otherwise specified as an Early Payroll Close due to Holidays, etc.
- C. Independently Contracted Cultural Interpreters will submit an invoice for processing.
- D. A list of Contracted Employees or Independently Contracted Cultural Interpreters will be maintained by Human Resources and posted to the BHRS Intranet, Human Resources tab for staff to utilize upon the need for an Interpreter.

Should you need to have written materials translated, please refer to the Translation of Written Materials ([See Policy 30.2.138](#))