

Overview

The Louisiana Department of Education (LDOE) is committed to ensuring all meetings and events hosted by the LDOE are accessible to individuals who are deaf and/or hard of hearing. The LDOE has a contract with the [CC Group](#) to provide sign language interpreting services for LDOE meetings and trainings as needed. LDOE managers hosting a meeting or training where a participant requests sign language interpreting should follow the steps listed below.

Before the event

Each LDOE team should:

- Identify a point of contact who will manage reasonable accommodations requests for meetings and events hosted by the team. This person will be responsible for submitting the sign language interpreter request to the CC Group and identifying the LDOE employee who will sign the service completion forms on site once the services are complete.
- Ensure an Americans with Disabilities Act statement is included on all meeting notices, invitations, and/or agendas.
 - Example statement: "NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact XXXX@la.gov [insert team specific contact here] at least three business days in advance of the meeting describing the assistance that is needed."

How to Request Services

If sign language services are requested for an event, the team accommodations point of contact should send an email to schedule@yourccgroup.com and copy specialeducation@la.gov and the team member who will sign the service completion forms on the day of the event. The email request should include all of the information listed below and should be submitted at least one-two weeks in advance of the event, if possible, but no later than three days prior to the event. (Note: if you receive a request outside of this window please contact specialeducation@la.gov for further guidance.) Public meetings such as the Special Education Advisory Panel, Early Childhood Advisory Council, etc. may be scheduled as soon as dates are available. Prior to the event where sign language services are provided, the assigned interpreters may request materials or content to review in advance of the meeting. This helps ensure accuracy of the content being interpreted and should be provided if possible.

Date services needed:

Time: (Start/End)

Address of event:

Nature of assignment: (advisory meeting, professional development, small meeting, etc)

Consumer names: (If possible)

LDOE point of contact for event:

Day of Service

When the interpreters arrive to the event they will work with the LDOE point of contact on the ground to determine the best seating arrangements and logistics. Once the event is complete the interpreters will present the LDOE point of contact an electronic or paper service completion form to sign verifying that the services were rendered. The LDOE point of contact does not need to retain a copy of this form. The interpreter is responsible for submitting this form to the CC Group for inclusion in the contract billing process. (Note: there is a two hour billing minimum for services regardless of the duration of the services provided and anything beyond two hours will be billed in 30 minute increments.)

Questions

Contact specialeducation@la.gov with any questions about this process or a specific request.