

CORRECTIONAL MANAGED HEALTH CARE POLICY MANUAL	Effective Date: 05/20/2016	NUMBER: E-37.5
	Replaces: 1/4/2012	
	Formulated: 11/89 Reviewed: 04/18	Page 1 of 2
INTERPRETER SERVICES – MONOLINGUAL SPANISH-SPEAKING OFFENDERS		

PURPOSE: To provide guidelines, based on A.D.-04.25, in the appropriate utilization of interpreter services for monolingual Spanish-speaking offenders.

POLICY: It is the policy of TDCJ to utilize language assistance services as outlined in AD-04.25 in the provision of health care to monolingual Spanish-speaking offenders.

DEFINITIONS:

- I. Eligible Offender: Monolingual Spanish-speaking offenders who are not able to communicate effectively in spoken English including: (a) offenders who speak only Spanish with no speaking ability in English and, (b) Spanish-speaking offenders who are able to speak some English, but whose lack of fluency in English precludes them from understanding basic facility activities and proceedings.
- II. Qualified Interpreter: An employee who has been determined to have a satisfactory level of competency in both the Spanish and English languages and thereby is able to perform interpretation services.
- III. Interpretation: The process of orally assisting an eligible offender to communicate in the English language for facility-based proceedings and to orally interpret into Spanish, documents or TDCJ responses to the offender which are written in English. This term does not include or require written translations or responses.

PROCEDURES:

- I. Monolingual Spanish-speaking offenders are identified by Security and a list is available upon request.
- II. These offenders must be provided qualified interpreter services during all phases of health care provision.
- III. The facility health administrator (TTUHSC)/practice manager (UTMB) is responsible for maintaining a listing of all qualified interpreters on the facility including name, position, and shift assignment. This information may be obtained from the Facility Administrator’s office.
- IV. When interpreter services are used it will be noted, along with the name of the interpreter, in the patient health record.

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- V. In those cases where health care must be provided to a monolingual Spanish-speaking offender and a qualified interpreter is not available on a timely basis, any interpreter may be utilized and the interpreter's name and title will be documented.

Reference: A.D.-04.25 - Language Assistance Services to Inmates Identified as Monolingual Spanish Speaking