

# Early Intervention Monitoring and Technical Assistance

## Interpreter/Translator Checklist

Copies of the following documents must be provided completion of the review for fiscal year 2023 (July 1, 2022 – June 30, 2023):

### Administrative Review Items

#### ✓ HIPAA Compliance Documents

1. **Administrative Directives** (see Provider Tool #'s 4-10): An internal administrative document that outlines the privacy/security policies and procedures within a provider's private office or agency that should include:
  - Collection, storage, disclosure, and destruction stages.
  - The Privacy Officer, who is responsible for the development, implementation, and oversight of the policies and procedures pertaining to HIPAA (164.530).
  - HIPAA complaint process. (160.306 and 164.530).
  - Access to Protected Health Information (PHI) (164.524).
  - Minimum necessary requirements for using, disclosing, or requesting PHI (164.502).
  - Accounting of disclosures of PHI (164.528).

### File Review Items

- ✓ Documentation of services provided (documentation of direct service interpretation, scheduling phone calls, and translation services)
- ✓ IFSP(s) – submit plans that cover all relevant dates of FY 2023 (7/1/22 - 6/30/23.).
- ✓ All authorizations for services.
- ✓ Copies of any translated documents in English and the family's native language.
- ✓ All correspondence.

**\*Additional review information can be found at:**

[www.EarlyInterventionMonitoring.org](http://www.EarlyInterventionMonitoring.org)