



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

01/21/2021

AGENDA ITEM (ACTION ITEM):

Consider/Approve Consider/Approve an agreement with the Hearing Speech and Deaf Center of Greater Cincinnati to provide licensed sign language interpreters when District interpreters are absent from work, with automatic annual renewals.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

The District has multiple students and one staff member who require deaf and hard of hearing (DHH) interpreters. Due to a shortage in their field and the unique skill sets of these individuals, we do not have a pool of substitutes of DHH interpreters. In the event of an absence of one of our interpreters, we would use the services of the Hearing Speech and Deaf Center of Greater Cincinnati to hire a substitute in order to provide these services to our students as is required by their IEP and the American Disabilities Act.

FISCAL/BUDGETARY IMPACT:

The cost of services will vary based on the number of employee absences and will be paid for the Special Education General Fund

RECOMMENDATION:


Approval to Approval of an agreement with the Hearing Speech and Deaf Center of Greater Cincinnati to provide licensed sign language interpreters when District interpreters are absent from work, with automatic annual renewals.

CONTACT PERSON:

Danielle Rice


Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.



**HEARING
SPEECH + DEAF
CENTER**

**Community Services for the Deaf
Rates and Policies**

2825 Burnet Ave, Suite 330
Cincinnati, Ohio 45219
(513) 487-7711
www.hearingspeechdeaf.org

The Hearing Speech + Deaf Center's (HSDC) Community Services for the Deaf Department (CSD) is one of several designated Community Centers for the Deaf in the State of Ohio. CSD is the only full-service, comprehensive program serving people who are Deaf or hard of hearing in the tristate area. We operate 365 days per year, 7 days a week and 24 hours a day to meet the needs of those we serve.

The Hearing Speech + Deaf Center is a non-profit partner agency of The United Way of Greater Cincinnati; fees generated from our services go back to the community. We offer a wide range of free and discounted programs and services for people who are Deaf and hard of hearing such as Advocacy, Education, video phone access, Deaf Zoo Day, free tax preparation, Americans with Disabilities Act (ADA) consultation, etc.

CSD interpreters meet all certification and/or licensure requirements for Ohio, Kentucky and Indiana. All of our interpreters adhere to the professional Code of Ethics of the Registry of Interpreters for the Deaf and/or the National Association of the Deaf.

**To Request an Interpreter or C-Print® Services - Call 513-487-7711 or
email coordinator@hearingspeechdeaf.org**

Please have the following information available:

- Date, time, and address of scheduled appointment and its estimated length
- Your consumer/client's name and preferred mode of communication, if known.
- Nature of appointment
- Name, phone number and other pertinent information for the person on-site for the services
- Billing information

Requests Overlapping Different Time / Rate Periods: Some services may overlap from daytime, evening, or weekend rate. Example: An interpreter is requested from 3:30 pm - 6:00 pm, the Day Rate would apply to the 3:30 pm - 5:00 pm time; the Evening Rate would apply for the 5:00 pm - 6:00 pm time. This also applies to any requests before 8:30 am.

Overlap of Interpreter Time: In the event that one interpreter must relieve another interpreter from duty (example: hospital or emergency room services), there will be a brief overlap of services billed to ensure appropriate report to oncoming interpreter (overlapping charge will not exceed 15 minutes)

Billing for a Block of Time: A "block of time" refers to the amount of time the service is requested. If the request is made for more than two (2) hours, billing will reflect the total number of hours requested and any additional time provided. If the interpreter is dismissed early, the scheduled block of time will be billed.

Cancellations: You are responsible for notifying CSD immediately, **by phone, at 513-487-7711**, to cancel any requested service. Any services cancelled less than twenty-four (24) hours in advance will be billed at 50% of the scheduled time or a two (2) hour minimum, whichever is greater*

*Please note that services scheduled less than 24 hours in advance are subject to the same cancellation policy

Consumer No-Show/Cancelled On Arrival: Any services cancelled due to the consumer not showing up for the appointment will be billed for 50% of the scheduled time or a two (2) hour minimum, whichever is greater.

Invoicing Terms: Please complete and accurate billing contact information and notify the interpreting coordinator of any changes to information.

Payment Terms: Unless otherwise stated, invoiced charges are due and payable upon receipt. Invoices over 30 days past due are subject to a 1.5% late fee. Please include your account and invoice number on all checks to ensure your account is credited accurately. If you wish to pay by credit card, please contact our Billing Department at (513) 487-7721

Purchase Order Requirements: ☐ Yes ☐ No If yes, please specify details for this process.

W-9 Requested? ☐ Yes ☒ No If yes, email for submission: _____

Billing inquiries Contact: Nancy HOFFMAN

Phone: 859-957-2638 **Email:** nancy.hoffman@kenton.kyschools.us

Invoice Submission:

Mail: 1055 EATON DRIVE
Street Address (PO Box, Suite)
FORT WRIGHT, KY 41017
City, State, Zip Code
Danielle Rice
Attention:

Email: nancy.hoffman@kenton.kyschools.us (admin assistant)

Do you require electronic submission of invoice? ☐ Yes ☒ No - but preferred.

If yes, do you have a special portal for invoice submission? ☐ Yes ☒ No If yes, please use space provided above for instruction

Special Invoicing Instructions: Please provide instruction for portal submission of payment request.

Interpreting Fees – In Person Interpreting or Virtual Option

On-Site (or Virtual Option) Business Hours	\$ 65.00 per hour
On-Site (or Virtual Option) Non-Business Hours	\$ 75.00 per hour
On-Site Legal (Court, Hearing, Deposition, Arrest, etc.)	\$ 85.00 per hour
Funeral (visitations, church service, burial, & repast)	\$265 Flat Rate (payment required in advance)
Wedding (ceremony & reception)	\$265 Flat Rate (payment required in advance)
Wedding Rehearsal & Rehearsal Dinner	\$160 Flat Rate (payment required in advance)
Minimum charge	2 hours
Incremental charges after first 2 hours	30 minutes
Wait time for No Show	15 minutes
Requires 2 interpreters	CSD's discretion – usually jobs that are 1.5 or more hours

Notes:

- Business Hours – Monday – Friday 8 am to 5:00 pm (excluding holidays)
- Non-Business Hours – Evenings, Weekends, Holidays, Requests with less than 24 hours-notice
- Rates are quoted per interpreter / Evening hours are from 5:00 pm to 8:30 am
- A \$ 25.00 surcharge will be added per appointment for services in the following counties to allow for travel: Preble, Montgomery, and Brown counties in Ohio;
- A \$ 35.00 surcharge will be added per appointment for services in the following counties to allow for travel: Greene Clinton, Highland, and Adams counties in Ohio; Pendleton, Bracken, Grant, and Gallatin counties in Kentucky; and Dearborn, Ohio and Switzerland counties in Indiana

C-Print® Fees

On-Site Business Hours.....	\$ 65.00 per hour
On-Site Non-Business Hours	\$ 75.00 per hour
Minimum charge	2 hours
Incremental charges after first 2 hours	15 minutes
Wait time for No Show.....	15 minutes
Requires 2 captionists	CSD's discretion – usually jobs that are 1.5 or more hours
Remote Business Hours (unedited).....	\$ 60.00 per hour
Remote Non-Business Hours (unedited)	\$ 70.00 per hour
Remote Business Hours (edited)	\$ 75.00 per hour
Remote Non-Business Hours (edited)	\$ 85.00 per hour
Minimum charge	1 hour
Incremental charges after first 1 hour	15 minutes
Wait time for No Show.....	15 minutes
Requires 2 captionists	CSD's discretion – usually jobs that are 1.5 or more hours

Notes:

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Video Remote Interpreting (VRI)

Business Hours..... \$ 1.80 per minute

Non-Business Hours\$ 1.95 per minute

Minimum charge 30 minutes

Incremental charges after first 30 minutes 1 minute

Wait time for No Show 15 minutes

Requires 2 interpreters CSD's discretion – usually jobs that are 1.5 or more hours

Note: Rates are quoted per interpreter – 2nd Interpreter \$ 1.60 per minute

Please return full agreement, all (4) pages:

Scan and email to: coordinator@hearingspeechdeaf.org

Fax: (513) 221-1703

Mail: Hearing Speech + Deaf Center
2825 Burnet Avenue, Suite 330
Cincinnati, Ohio 45219

Kenton County School District (Name of Organization) agrees to the current terms in HSDC/CSD's Rates and Policies. This agreement will automatically renew on an annual basis. Upon changes to rates or terms of this agreement, the Authorized Representative will be required to sign an updated agreement.

Danielle Rice

(Authorized Representative – please **print**)

(Authorized Representative **signature**)

Date

