



SECTION: RISK MGMT
TOPIC: ADA- SIGN
LANGUAGE INTERPRETER
CANCELS SERVICE
AUGUST, 2010

ADMINISTRATIVE PRACTICES MANUAL

**SUBJECT: AMERICANS WITH DISABILITIES ACT – SIGN LANGUAGE INTERPRETER
SERVICE -- CANCELLATION BY AN INTERPRETER**

Forms Needed:

No county-wide forms

RESPONSIBILITY

ACTION

Sign Language Interpreter

1. Contacts Dane County department staff coordinating sign language interpreter service regarding the reason of cancellation. Notification should be given as soon as possible, with a minimum of 24 hours prior to the scheduled service.

Department Staff

2. Contacts the ADA Coordinator to report the cancellation of services at the request of the sign language interpreter.

ADA Coordinator

3. Contacts the sign language interpreter if necessary to discuss Dane County cancellation policy and procedure.
4. Enters on the request and billing forms, the date, time and reason for cancellation.

END OF PROCEDURE