



SALISH BHO

ADMINISTRATION POLICIES AND PROCEDURES

Policy Name: INDIVIDUAL RIGHTS IN BRAILLE

Policy Number: 2.15

Reference: WAC 388-877-0600; WAC 388-877-0680

Effective Date: 5/2005

Revision Date(s): 12/2012; 4/2016; 6/2018

Reviewed Date: 4/2016; 6/2017; 6/2018

Approved by: SBHO Executive Board

CROSS REFERENCES

- Policy: Corrective Action Plan

PURPOSE

It is the policy of the Salish Behavioral Health Organization (SBHO) to ensure reasonable accommodations are provided for blind individuals to be informed of their individual rights.

PROCEDURE

1. The provider will notify the SBHO within forty-eight (48) hours after screening and/or assessing a blind individual for services.
2. Specialists Consultation. The SBHO will contact Kandi Lukowski at the Braille Access Center at (360) 947-3344 within 48 hours of receiving notice from the provider to request the individual rights.
3. The SBHO staff will seek consultation from Ms. Lukowski, or another representative on her behalf, regarding options of reasonable accommodations for informing a blind individual of her/his individual rights.

- This may include, but is not limited to, reading the information to the individual, electronically transferring and increasing font size/style of material, or translating material into Braille.
4. Document translation. If the consultant identifies the individual rights form needs to be translated into Braille, as a reasonable accommodation, the SBHO will contact the Braille Access Center.
 - The Braille Access Center is affiliated with the Washington State School for the Blind.
 5. The Braille version of the individual rights form will be completed by the Braille Access Center within five business days after receiving this request and will be promptly mailed to the provider.
 6. The provider shall present the individual with the Braille version of the individual rights within five days after receiving it from the Braille Access Center.

MONITORING

This policy is a mandate by statute.

1. This policy will be monitored, on an as needed basis. When a network provider contacts the SBHO to notify of a completed screening/assessment, the SBHO will target the chart for sporadic review using the:
 - Annual Provider Chart Review tools
2. If a provider performs below expected standards during any of the reviews listed above a Corrective Action will be required for SBHO approval. Reference SBHO Corrective Action Plan Policy