

**STATE OF NEVADA
AGING AND DISABILITY SERVICES DIVISION**

**SERVICE SPECIFICATIONS
American Sign Language (ASL) Instruction**

Any exceptions to these Service Specifications must be requested in writing and approved by the Deputy Administrator of the Aging and Disability Services Division.

PURPOSE:

The Office of Community Living (OCL), within the Aging and Disability Services Division (ADSD), has been authorized under Nevada Revised Statute (NRS) [427A.797](#) to award grant funds to provide services to persons who are deaf, hard of hearing or with a speech disability.

To promote quality of service, ADSD has established these service specifications for ASL instruction which contain general guidelines for the administrative and operating procedures for funded services. ADSD will use these service specifications, among other measures, as a basis for assessing program performance. The service specifications that each subrecipient must follow, consists of **GENERAL REQUIREMENTS** and **SERVICE-SPECIFIC REQUIREMENTS**, which are established for each type of funded service.

SERVICE DEFINITION:

This service provides ASL instruction to promote effective communication with the outcome to increase the deaf/hard of hearing individual's communication in everyday society. The program will be made available statewide to individuals who have a hearing loss or speech disability. Family members of individuals who have a hearing loss or speech disability or those who provide professional services for individuals who have a hearing loss or speech disability can access ASL instruction. Services are person-centered and provide individuals access to ASL instruction to reach their goals.

SERVICE CATEGORIES AND UNIT MEASURES:

The following service categories and unit measures established by ADSD must be used to document the service provided:

- Provide ASL Instruction resulting in ASL language development for the target population. Curriculum to be delivered either in person or virtually through a Learning Management System (LMS). This service helps families, children, adults, and professionals in obtaining support and resources to meet their language development goals.

One unit of service equals ¼ hour of time of ASL instruction.

SPECIFICATIONS:

1. Eligibility:

- 1.1. Proof of Nevada residency
- 1.2. Confirmation of hearing loss or speech disability, and/or families with deaf/hard of hearing children or adults, and/or professionals that work with the target population.

2. Required Services:

- 2.1. Provide ASL Instruction to consumers to promote ASL development.
- 2.2. Provide ASL Instruction in both one on one and/or group settings.
- 2.3. Curriculum will follow the American Sign Language Teachers Association (ASLTA)/American Council on the Teaching of Foreign Languages (ACTFL) standards for teaching ASL.
- 2.4. Outreach and Education
 - 2.4.1. Conduct outreach and education to identify eligible consumers who would benefit from ASL instruction.
 - 2.4.2. Provide at least 6 outreach and education activities each year.
 - 2.4.3. Host current information about ASL instruction on a publicly available website or social media platform.

3. Documentation and Reporting Requirements:

- 3.1. All data is to be entered into the management information system designated and provided by ADSD for each consumer as instructed.
- 3.2. An intake evaluation will be completed prior to the start of service for all eligible consumers. The intake interview will document the consumer's needs for ASL development.
- 3.3. Intake evaluation will include date of contact, consumer's location, consumer's age, or age of their deaf/hard of hearing child or children they serve and consumer's language, or language used with their deaf/hard of hearing child or children they serve. Case notes will be entered in the case management system for each consumer interaction.
 - 3.3.1. Case notes will include consumer's attendance, duration of each session and course completion.
- 3.4. Client satisfaction surveys will be distributed by the subrecipient to each consumer after completion of course, as well as to those who did not complete the entire course.
- 3.5. Subrecipient is required to meet the reporting requirements in accordance with the ADSD Subaward Reporting Schedule.

- 3.5.1. Subrecipient will collect client satisfaction surveys and compile data from the surveys after completion of each course to submit to ADSD.
- 3.5.2. Additional reporting may be requested by ADSD and will be communicated to the subrecipient as needed.
- 3.6. Disclosure of Potential Conflicts of Interest. Subrecipients must identify all subcontractors and staff used in the delivery of these services. All staff members of subrecipients must disclose any potential conflicts of interest, including financial interests, or the appearance of such interests, that may arise in the delivery of specific equipment or services by the subrecipient to consumers. Subrecipients must also disclose any financial or other fiduciary connections they may share with organizations that may financially benefit from the program. If any disclosures appear problematic, ADSD reserves the right to submit those potential conflicts to the [STATE ETHICS OFFICE?] before proceeding with a transaction.

4. Operating Procedures:

- 4.1. Subrecipient will provide a copy of their procedures and policies annually, or as requested by ADSD.
- 4.2. Subrecipient will submit Request for Reimbursement (RFR) to ADSD on monthly basis by the fifteenth day after the preceding month.
- 4.3. The subrecipient will adhere to Section 3, as appropriate, for documentation and reporting requirements.
- 4.4. Subrecipient will conduct outreach and education according to Section 2.3.
 - 4.4.1. Subrecipient will maintain documentation from each outreach event such as flyers, sign-in sheets, or other materials. The program will maintain a log of events that includes the date of event, name/type of event, and number of attendees. In addition, outreach will be conducted through social media, emails, virtual events and other marketing efforts.
- 4.5. Subrecipient will build partnerships with community and government organizations to promote ASL language awareness to deaf, hard of hearing or speech disabled community in Nevada.
- 4.6. Subrecipient will ensure staff meet qualifications and receive trainings based on function.
- 4.7. Annual Program Assessment: ADSD is responsible for fiscal and programmatic monitoring of the subrecipient. ADSD will schedule program monitoring with the subrecipient and will send advance notification of documents that will be requested. Subrecipient must have documents prepared for review on the scheduled date of monitoring.