

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

**SERVICE SPECIFICATIONS
Language Acquisition**

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 language acquisition 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 activities and programs to deaf/hard of hearing children 0 through 5 years old and their families to support the child's language development and promote effective communication. Services are delivered in-person, and services are family-centered to reach the family's language development 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 visual language development through one-on-one activities to a child and their family to increase cultural competency, communication and language.

One unit of service equals ¼ hour of time providing a one-on-one visual language instruction.

- **Provide visual language development through group activities** to children and families to increase cultural competency, communication and language.

One unit of service equals ¼ hour of time providing a group visual language instruction

SPECIFICATIONS:

1. Eligibility:

- 1.1. Proof of Nevada residency
- 1.2. Confirmation of hearing loss
- 1.3. Proof child is age 0 through 5

2. Required Services:

- 2.1. Provide activities and programs to consumers to support language development and effective communication.
- 2.2. Provide visual language acquisition services to consumers in both one-on-one and group settings through activities in a language rich environment.
 - 2.2.1. One-on-one activities will include coaching and role modeling utilizing an evidence-based curriculum that promotes language development.
 - 2.2.2. Group activities will include playtime, signing games, and other socialization activities for the children that promote language development.
- 2.3. For children age 0-3, coordinate with Nevada's Early Hearing Detection & Intervention (EHDI) Program and/or Nevada Early Intervention Services (NEIS) Program, and any other early childhood programs providing services, as appropriate. For children age 3-5, coordinate with the child's school district, taking into account the child's Individualized Education Plan (IEP), as appropriate

2.4. Conduct outreach and education to children and families who would benefit from language acquisition services.

2.4.1. Host current information about language acquisition services on a publicly available website or social media platform.

2.4.2. Maintain documentation from each outreach event such as flyers, sign-in sheets, or other materials. The program will maintain a list of events that include 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.

2.4.2.1. Vendor events: Number of individuals that were provided flyers, brochures or Language Acquisition information.

2.4.2.2. Social media outreach: Number of people that liked or shared the post and/or number of people reached with post.

2.4.2.3. In service presentation: Number of individuals who attended the Language Acquisition presentation and targeted audience.

One unit of service equals ¼ hour of time for any outreach event.

For every 3 social media posts or shares through any platform will be considered equivalent to one unit of service.

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 language development.

3.2.1. Intake evaluation will include date of contact, consumer's location, age of the child and their language, or language used with the child.

3.3. Every contact and service provided will be documented in case notes.

- 3.3.1. Case notes will include date of contact or consumer's attendance and progress on their goals, including language development milestones and resources discussed with the family.
- 3.4. Every group instruction session will have a log of consumers who attended and number of family members with information on the session including type of activity and topics.
- 3.5. Client satisfaction surveys will be distributed by the subrecipient to the consumer's family ongoing every 6 months and at the end of the service.
- 3.6. Subrecipient is required to meet the reporting requirements in accordance with the ADSD Subaward Reporting Schedule.
 - 3.6.1. Subrecipient will submit completed client satisfaction surveys and compile data from the surveys to ADSD quarterly.
 - 3.6.2. Additional reporting may be requested by ADSD and will be communicated to the subrecipient as needed.

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 a 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 2.4.
- 4.5. Subrecipient will build partnerships with community and government organizations to promote language development for the deaf and hard of hearing community in Nevada.
- 4.6. Subrecipient will ensure staff are qualified to provide services to include fluency in American Sign Language, experience in working with children, and are in compliance with applicable policies and procedures, and receive trainings based on curriculum requirements. Maintain training documentation indicating date of training, topics covered, and staff members who received training.

4.7. ADSD is responsible for fiscal and programmatic monitoring of the subrecipient.

4.7.1. ADSD will schedule program check ins 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.