



Authorizing Interpreter Services

Interpreting services should be authorized to match the number of hours services are provided. It is recommended that Interpreters be authorized for 1 additional hour per week for service coordination activities and phone calls. Because some months have 5 weeks, service coordinators should calculate all months as 5 weeks to ensure interpreters are provided ample time.

Using the example below, this interpreter's services would be added to Planned Services with a frequency of **1x per Month** and a **duration of 15 hours**. This gives the interpreter a block of 15 hours to bill as needed each month.

Service	Frequency	Duration	Hours of Services/month	Hours of Interpreting/month
Occupational Therapy	1 x Week	1 hour	4 or 5	5 hours
Physical Therapy	2 x Month	30 min	1	1 hour
Special Instruction	4 x Month	1 hour	4	4 hours
Service Coordination				5 hours
Total				15 hours/month

A second example demonstrates how to authorize interpreter services for a child who receives only special instruction and service coordination. This interpreter's services would be added to Planned Services with a frequency of **1x per Month** and a **duration of 9 hours**.

Service	Frequency	Duration	Hours of Services/month	Hours of Interpreting/month
Special Instruction	4 x Month	1 hour	4	4 hours
Service Coordination				5 hours
Total				9 hours/month

The method of delivery is provide resources and the intensity is individual. *The total time authorized per plan is always at the discretion of the IFSP team and the service should be authorized on planned services according to the team's recommendations.*

Translation Services

Although BRIDGES includes the option for electronic translation, translation services must still be authorized on planned services for families who receive foreign language interpreting services. Qualified translators should use the electronic translation and make any necessary grammatical revisions. Translation services are authorized as 1x, semi-annually, for 6 hours. This allows for 6 hours of translation services per 6 months.