

**Department of Human Services
Personnel Office
Language Access Log and Reporting Form**

**Instructions: Please complete with whole numbers or 0s as appropriate.
Submit with quarterly report July 1, 2009
Covering the period April 30 through June 30, 2009**

Log (Sample)

Individual	Interpreter/Service	Start	End	Date	Language	Cost
Phang, J.	Tele-Interpreter	2:00 p.m.	2:20 p.m.	06/9/09	Thai	\$34.00
Lee, C.	Pacific Gateway	1:00 p.m.	3:00 p.m.	06/10/09	Cantonese	55.00
Lee, M.	Pacific Gateway	3:00 p.m.	4:00 p.m.	06/12/09	Cantonese	55.00
Completed by: _____ Phone _____ E-mail _____						

Reporting Form (Sample)

Type of Service	Language	Total # of Encounters	Total Cost
Oral Interpretation F2F	Chuukese	3 @ \$55 each	\$165.00
Tele-Interpreter	Thai	1 20min@ 1.70/min	34.00
Sight Translation	Cantonese	2 @ \$55 each	110.00
Written Translation	Tongan	3 pages at \$195/page	585.00
DHS Staff Interpreter	Spanish	10 @ \$0	0.00
Total			\$ 894.00
Completed by: _____ Phone _____ E-mail _____			