

Addendum to First Steps Policy & Procedure Manual  
Relates to: XIV Coverage and Payment

**BILLING FOR INTERPRETER SERVICES**  
**For Services on or after August 1, 2005 (Revised 7/14/05)**

Interpreter services are reimbursable by First Steps if they are identified on the Individual Family Service Plan (IFSP), and they are used to explain an eligibility or planning decision listed in this policy. Interpreter services must be for the purpose of accessing First Steps' services. First Steps obligation for the provision of services is limited to:

- ✓ Initial home visit, follow-up home visit
- ✓ Interpretation of evaluation and assessments if this cannot be accomplished at the IFSP meeting
- ✓ IFSP meeting
- ✓ Initial contact with providers
- ✓ Periodic contacts for on-going services

No interpreter services should be requested if these activities can be accomplished without an interpreter. PSCs are encouraged to seek other family members and/or volunteers who might be available as interpreters. No specific credentials are required to provide interpreter services. Interpreter services will not be provided for each service encounter unless the need is documented in the IFSP. Efforts need to be made to have the interpreter help the service provider with some communication to facilitate provision of services between contacts with the interpreter.

Per 911 KAR 2:160 Section 1 (2) (k), interpreters shall be reimbursed when: "1. The service is identified on the IFSP; 2. The PSC has identified the vendor (interpreter) and established a link with the billing agent (Seven Counties Services, Inc.); 3. The vendor meets the qualifications generally accepted for that role in the community and meets all requirements of the agency who hires the interpreter for that role if an agency is involved." Arrangement for reimbursement of interpreter services must be made in advance of provision of the service. These arrangements should be made through Attn: Mary Beth Curtis, Seven Counties Services, Inc., 3717 Taylorsville Rd., Louisville, KY 40220. Telephone number is: 502-459-5292. The interpreter or the PSC can make the arrangements for reimbursement. Interpreter services are pro-rated and reimbursed at a rate of \$52.00 per hour or the provider's usual and customary charge; whichever is lower.

The following information is required by Seven Counties Services and should be sent by the service coordinator: copies of completed pages A, G, and J of the IFSP document (Revised January 2005) (only include the Page G that lists the specific interpreter services required). If this is an initial home visit and an IFSP has not been completed, the initial service coordinator must notify Seven Counties Services (contact: Mary Beth Curtis) by phone (502-459-5292) alerting Seven Counties that a new child will be receiving interpreter services. The Initial Service Coordinator must notify the interpreter and request that the interpreter indicate on their first invoice that the invoice is for the initial visit.

In order to reimburse an interpreter the following information is required with or prior to the initial invoice: Name, address, telephone number, and Social Security number of the interpreter. No checks can be issued without this information. All invoices for services must include the name of the child for whom services are provided, date of service, duration of service, and hourly rate. **First Steps only pays for actual interpreting time, billed in 15-minute increments; travel time and no-shows will not be reimbursed.** All interpreter service invoices should be sent to Attn: Mary Beth Curtis, Seven Counties Services, Inc., 3717 Taylorsville Rd., Louisville, KY 40220.

For questions, please contact Mary Beth Curtis at Seven Counties Services: 502-459-5292.