

## SSB 5304 Language Access Work Group Proposed Process Timeline (2023-2024)

Pre-Work Group Planning	Phase I	Phase II	Phase III	Post Work Group Actions	
<ul style="list-style-type: none"> <li>• In accordance with SSB 5304, DSHS was mandated to convene a work group to study and make recommendations to the legislature regarding interpretive service certification policies and programs for limited and non-English speaking Washingtonians. The final report is due to the legislature on or before December 1, 2023</li> <li>• DSHS Secretary Meneses assigned the Senior Director and the Language Equity Officer of the Office of Equity, Diversity Access &amp; Inclusion to convene work group</li> <li>• DSHS staff support for work group team assembled: Project Manager, LTC Program Manager, Project Analyst, RDA Data Analyst, and RDA Research Analyst</li> <li>• 2023 Language Access Work Group meetings calendared</li> <li>• DSHS confirmed timeline for submission dates of draft final report to meet government and community relations legislative protocols as well as agency publication guidelines</li> <li>• DSHS invited individuals representing mandated categories to participate in work group</li> <li>• DSHS held courtesy pre-meeting with Interpreters United</li> <li>• DSHS created work group website</li> </ul>	<ul style="list-style-type: none"> <li>• Work group formed, comprising the mandated categories of legislators, interpreters in medical settings, interpreter union, DSHS leadership, professionals with experience delivering interpreter certification services online, and other parties DSHS deemed relevant such as specialized representatives from state agencies, higher education, and healthcare organizations</li> <li>• Through work group discussions identify issues, problems, and needs</li> <li>• DSHS will hold planning sessions with staff support work group team to apply feedback and input from participants</li> <li>• DSHS will share data definitions, input and full meeting comments with RDA analysts</li> <li>• DSHS will develop meeting agendas and survey questions</li> <li>• DSHS will provide basic level-setting information to allow all members to participate in submitting draft recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• DSHS will share an overview of medical interpreter training and testing programs supported by various states                             <ul style="list-style-type: none"> <li>○ Include related criteria for screening, training coursework, test protocols, and content that complies with national standards and certification eligibility</li> </ul> </li> <li>• DSHS will share legal requirements for medical interpreters and national standards for medical interpreter testing</li> <li>• DSHS will set forth intended outcomes for the draft report and gain consensus</li> <li>• DSHS will use work group input to collect data to form final draft recommendations</li> <li>• DSHS will collect data from LEP community and specialized groups identified by SSB 5304</li> </ul>	<ul style="list-style-type: none"> <li>• DSHS will share input from LEP community and specialized groups with main work group</li> <li>• Plan for document translation of report and data gatherings</li> <li>• Oct. 3 – Final work group meeting held                             <ul style="list-style-type: none"> <li>○ Review content for draft report</li> <li>○ Confirm public comment dates</li> </ul> </li> <li>• DSHS will review research results from RDA</li> <li>• DSHS will draft final recommendations report</li> <li>• Oct. 20 – Draft report due to Secretary Meneses</li> <li>• Oct. 23 – Draft report released for public comment and review</li> <li>• Oct. 27 – Period for public comment ends</li> </ul>	<ul style="list-style-type: none"> <li>• DSHS will complete final report                             <ul style="list-style-type: none"> <li>○ Add preliminary research on fiscal impacts of recommendations</li> </ul> </li> <li>• Nov. 1 – In accord with Administrative Policy, DSHS will send draft final report to the Government and Community Relations Office</li> <li>• Nov. 6 – Period for comment by Government and Community Relations Office ends</li> <li>• Report revised and submitted for signature by DSHS Secretary Meneses</li> <li>• Nov. 8 – In accord with Washington State Agency Publication Guidelines, DSHS will send final report to Washington Office of Financial Management (OFM)</li> <li>• Nov. 30 – Period for comment by OFM ends</li> <li>• Dec. 1 – In accord with SSB 5304, DSHS will submit the final report to the Washington State Legislature</li> <li>• Dec. 2023 – Mar. 2024 – DSHS is available to the legislature for follow-up, concerns and clarification if needed</li> </ul>	
May - June 2023	July 2023	Aug. 2023	Sept. 2023	Oct. 2023	Nov. 2023 - Feb. 2024