



**STATE OF TENNESSEE
DEPARTMENT OF INTELLECTUAL AND DEVOPMENTAL DISABILITIES
ANDREW JACKSON BUILDING, 15th FLOOR
500 DEADERICK STREET
NASHVILLE, TENNESSEE 37243**

**DIDD Title VI Self-Survey
Survey Period
July 1, 2010 – June 30, 2011**

Company _____
Address _____
City _____ State _____ Zip _____

DIDD Services Provided _____

Agency Title VI Coordinator Name _____
Title VI Coordinator Email Address _____ Telephone Number: _____

PLEASE ANSWER ALL QUESTIONS ON THIS SURVEY.

Date of Survey: _____ Type of Survey: Initial Annual Corrective

I. TITLE VI COMPLAINTS

1. Number of Title VI complaints filed during the survey period.
(Please attach a copy of the complaint.) _____
2. Number of Title VI investigations conducted during the survey period. _____
3. Number of Title VI complaints resolved during the survey period. _____
4. Number of Title VI complaints forwarded to DIDD Regional Office or Central Office. _____

II. TITLE VI NOTIFICATION

5. Number of individuals who receive DIDD services through your agency (unduplicated):
 - a. Waiver Services _____
 - b. State Funded Services _____
 - c. TOTAL (5 a + 5 b) _____
6. How often are individuals receiving services informed of their Title VI rights?
 Annually Semi-Annually Quarterly Other
7. Are Title VI Notification Forms placed in individual case files? Yes No
8. Are posters containing Title VI information prominently displayed within the facility? Yes No
9. Do these posters show the name of your agency's Title VI Coordinator to whom complaints should be referred? Yes No

III. LIMITED ENGLISH PROFICIENCY (LEP) ASSESSMENT

Department of Health and Human Services (HHS) regulations, 45 CFR 80.3(b)(2), require all recipients and sub-recipients of federal financial assistance to ensure meaningful access to its programs and activities by LEP persons.

Please assess, as accurately as possible, the following:

10. What is the number and percentage of LEP of individuals receiving DIDD services through your agency?

Total non-minority plus minority should equal 100%.

Total of non-minority

Total of minority

Number

Percentage

a. African-American

b. Asian

c. Hispanic

d. Other

11. What is your agency's contact with LEP individuals seeking assistance?

No Contact

Infrequent Contact

Frequent Contact

Comment:

12. Would denial or delay of access to services of information your agency provides have serious or even life-threatening implications for LEP individuals?

Yes

No

Comment:

13. Are existing agency resources meeting the needs of LEP persons?

Yes

No

If no, please explain:

14. Does your agency have a contract for language interpreter services?

Yes

No

If no, please explain.

15. Does your agency have a written policy on how individuals with limited English proficiency will receive services and benefits for which they are eligible?

Yes

No

IF YES, PLEASE ATTACH A COPY OF YOUR AGENCY'S LEP POLICY.

If no, please explain.

IV. TITLE VI POLICIES

- 16. Does your agency have a written policy stating that services will be provided to all persons without regard to race, color, or national origin? Yes No
- 17. Does your agency have written procedures for hearing and reviewing Title VI complaints? Yes No
- 18. Does your agency have a written policy on how individuals are informed about Title VI? Yes No

If no, please explain.

V. TRAINING

- 19. What methods are used by your agency to ensure that employees are clearly aware of their responsibilities under Title VI? *(Please check all that apply.)*
 - Career Development
 - In-Service Policy
 - Training Films
 - Human Resources Manual
 - New Employee Newsletter
 - Brochures/Posters
 - ID Employee Handbook
 - Other
 - Information Packets
 - Annual Staffing
 - Orientation
- 20. Do employee's Human Resources files contain acknowledgement of training and penalties for non-compliance? Yes No
- 21. Has your agency Title VI Coordinator received training on DIDD Title VI requirements? Yes No
- 22. What additional training beyond the training offered to all employees has your Agency Title VI Coordinator received?

Explain:

- 23. Number of Title VI training sessions conducted during the survey period? _____
- 24. Number of employees who received Title VI training during the survey period:
 - a. New employee training _____
 - b. In-service training _____
 - c. TOTAL number of employees trained (5a + 5 b) _____

VI. OUTREACH

One good way to evaluate your agency's compliance with Title VI may be to seek feedback from the community.

- 25. Did your agency conduct any public education or outreach efforts directly related to Title VI during the survey period?

Explain:

VIII. GENERAL COMMENTS

If you have any questions, please contact: Annie Bernard (615) 231-5500
Please return this survey to the following e-mail address: annie.bernard@tn.gov

