



CYSHCN INTERPRETER USAGE DATA SHEET

For Internal Use Only

- **Telephone Interpreter**

For Telephone Interpreter needs, contact **World Wide Interpreters.**

1. Call 800-207-1424.
2. Enter Password # 88208 (pause for greeting).
3. Select 1 or say 'Spanish' if you need a Spanish interpreter.
OR
Select 2 or say 'Operator' if you need an interpreter for any language other than Spanish.
4. Provider/Client # - Give the participant's DCN.
(if DCN is not known then state 'No DCN' **AND** your initials in the DCN field)
5. Use the exact **hour:minute** when noting the Arrival/Begin and Departure/End times.

(In the event that World Wide Interpreters is unavailable, the SC will contact their Central Office ASA for alternative options.)

- **In-Home Interpreter**

For In-Home Interpreter needs, the agency that is used must have a current contract with the State of Missouri.

1. SC will contact the Central Office ASA for the options that are available for the county of residence of the participant.
2. Central Office ASA will look up the current contractors and provide a list to the SC.
3. SC will contact the agency to arrange the date and time.
4. If the SC receives an invoice, the SC will forward the invoice to the the SHCN Central Office Email at SHCNCentralOffice@health.mo.gov.

This form must be sent to the SHCN Central Office Email once completed.

Date of Visit:		Arrival/Begin Time:		Departure/End Time:	
Service Coordinator:			Regional Office:	N/A	
Participant's Name			Participant's DCN:		
Participant's Address:					
County Name:			Language:		
Interpreter Agency Name:					
Interpreter Name:			Interpreter ID #:		
Service Coordinator Signature:					

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