

**STATE OF UTAH DWS
EQUAL OPPORTUNITY AND NONDISCRIMINATION
MONITORING TOOL**

Employee/Staff Interview

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| Date of visit: |
| EO monitor: |
| Facility: |
| Employee and function in the office: |

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| Civil Rights 2015 and LEP Training | |
| 1. Have you completed the CMS Civil Rights 2015 and the LEP training? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Does your supervisor discuss Equal Opportunity and Access for customers with staff? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Notes: | |

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| Assisting customers who have Limited English Proficiency (LEP) | |
| 3. Are you aware of any customers who have LEP? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Do you help LEP customers by utilizing your language proficient staff or contractors? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Notes: | |

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| Assisting customers who request American Sign Language (ASL) interpreters | |
| 5. Did you know that you can request ASL interpreters for deaf or hard of hearing customers? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Notes: | |

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| Assisting customers who request American Sign Language (ASL) interpreters | |
| 6. If a customer feels that they have been discriminated against do you know how to help them file a complaint? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. If you feel like you've been discriminated against do you know how to get help? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Notes: | |