



DEPARTMENT OF  
INTELLECTUAL AND  
DEVELOPMENTAL DISABILITIES

CIVIL RIGHTS ACT OF 1964  
TITLE VI NON-DISCRIMINATION SELF-SURVEY  
July 1, 2015 – June 30, 2016

*Title VI of the Civil Rights Act of 1964 protects individuals from discrimination on the basis of race, color, or national origin in any program or activity that receives Federal financial assistance. As a sub recipient of Federal financial assistance you are required to comply with the provision of State and Federal Non-Discrimination Laws, including Title VI of the Civil Rights Act of 1964.*

**Please complete this survey in its entirety.**

Agency / Business Name: \_\_\_\_\_  Non-Profit  Individual  Profit

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ownership/Control Characteristics:  Non-Minority  Minority  African American  Asian  Hispanic  Native American  Other

Agency Title VI Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

DIDD Services Provided: \_\_\_\_\_  
\_\_\_\_\_

**1. Demographics**

*Agencies must establish a system for collecting and reporting data which shows the extent to which members of protected groups are participating in federally assisted programs and activities. Please provide the following.*

Number of individuals receiving DIDD **Waiver Funded** services \_\_\_\_\_

Total Number of DIDD **Waiver Funded** Individuals by Ethnicity

Caucasian	Asian	African-American	Hispanic	Other (specify)	Total

Number of individuals receiving DIDD **State Funded** services \_\_\_\_\_

Total Number of DIDD **State Funded** Individuals by Ethnicity

Caucasian	Asian	African-American	Hispanic	Other (specify)	Total

Total Number of individuals receiving DIDD State **and** Waiver Funded services. (unduplicated count) \_\_\_\_\_

**2. Title VI Notification**

*Title VI guidelines require agencies to make certain that eligible persons who have previously or traditionally been deprived of equal opportunity receive notification and are adequately encouraged to participate fully in agency programs and services.*

Please identify how your agency disseminates information about the following to individuals or their legal representatives.

- i) Agency's programs and services \_\_\_\_\_
- ii) Agency's compliance with federal and state civil and human rights laws \_\_\_\_\_
- iii) Agency's complaint procedures and \_\_\_\_\_
- iv) Agency's nondiscrimination policy \_\_\_\_\_

Are Title VI notification forms placed in individual casefiles?  Yes  No

Are posters containing Title VI information prominently displayed within your agency?  Yes  No

Does your agency utilize minority media?  Yes  No

In what instances does your agency disseminate information using minority media?

**3. Title VI Complaints**

*Any person who believes that a DIDD service provider has discriminated against them on the basis of race, color or national origin may file a complaint. **Please attach a copy of the complaint form.***

Number of Title VI complaints filed with your agency during the survey period \_\_\_\_\_

Please provide a listing of all requests for assistance to file a discrimination complaint

Date Assistance Requested	Person Seeking Assistance	Complaint

Number of Title VI investigations conducted during the survey period \_\_\_\_\_

Number of Title VI complaints resolved during the survey period \_\_\_\_\_

Number of Title VI complaints forwarded to DIDD Regional Office or Central Office \_\_\_\_\_

**4. LEP Assessment**

*Individuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English can be limited English proficient, or "LEP." These individuals may be entitled to language assistance with respect to services, benefits, or encounters. 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 individuals with LEP have meaningful access to HHS funded programs and activities.*

*Pursuant to President Executive Order 13166 and meaningful access requirement of the Title VI regulations, agencies receiving HHS funding shall conduct an individualized assessment using a four-factor analysis as set forth in the Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients.*

*The following questions include the four-factor analysis. Please assess, as accurately as possible, the following.*

Please indicate the number and percentage of LEP individuals receiving DIDD services through your agency

	State Funded Services		Waiver Funded Services	
	Number	Percentage	Number	Percentage
a. Hispanic	_____	_____	_____	_____
b. Asian	_____	_____	_____	_____
c. Somali	_____	_____	_____	_____
d. Arabic	_____	_____	_____	_____
e. Kurdish	_____	_____	_____	_____
f. Other _____	_____	_____	_____	_____

Please indicate your agency's contact with LEP individuals seeking assistance

No Contact  Infrequent Contact  Frequent Contact

Would denial or delay of access to services or information your agency provides have serious or even life-threatening implications for LEP individuals?  Yes  No

Please comment here:

Are existing agency resources meeting the needs of LEP persons?  Yes  No

Please comment here:

Does your agency have a contract for language interpreter services?  Yes  No

If **Yes**, please provide the name of the contactor providing language interpretation services: \_\_\_\_\_

If **No**, please explain:

LEP Language Assistance – Please provide a listing of all requests for LEP language assistance

Recipient (Name)	Date of Request	Date Provided	Language Assistance Provider (Name)	Method (Phone, In person, etc.)

**5. Title VI Policies**

*As a sub- recipient of Federal financial assistance, DIDD service providers are required to develop methods of administration that ensure program accessibility. Service providers with 15 or more employees are required to develop procedures for handling discrimination complaints/grievances.*

Does your agency have a written policy stating that individuals with limited English proficiency will have access to interpretation and translation services and that said services are free of charge?  Yes  No

If **No**, please explain:

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

Does our agency have written procedures for reviewing and investigating Title VI complaints?  Yes  No

Does your agency have a written policy on how individuals are notified about Title VI?  Yes  No

If **No**, please explain:

**6. Training**

*Title VI regulations require agencies to provide civil rights training for staff and assign sufficient personnel to ensure effective enforcement. Training in civil rights should be conducted annually and designed to develop awareness and sensitivity in carrying out federally funded programs and activities.*

Do agency employees receive Title VI training through Relias?  Yes  No

Number of Title VI **CLASSROOM TRAINING** sessions conducted for agency employees during the survey period.

Training Dates	New Employee Sessions	In-service Sessions	Total Training Sessions

Number of employees who received **WEB-BASED** Title VI training during the survey period.

New Employee Sessions	In-service Sessions	Total Training Sessions

Total number of **EMPLOYEES** who received Title VI training (web-based and classroom) during the survey period.

# New Employees Trained	# Employees Receiving Annual Training	Total Number Trained

Do employees' Human Resources files contain acknowledgement of training and penalties for non-compliance?

\_\_\_ Yes

\_\_\_ No

If **No**, please explain:

## 7. Representation

*Minority & Beneficiary Representation on Boards and Committees - Federal regulations require agencies to make certain that eligible persons who have been previously or traditionally deprived of equal opportunity are adequately encouraged to participate fully in agency planning boards, committees and advisory bodies.*

List and describe all internal advisory boards, board of directors, or committees (i.e., Human Rights Committee, Incident Management Committee, Quality Assurance (QA) Committee, etc.) for your agency. Include the goals and duties of the committee as well as the impact of board decisions on the public and agency. If the agency does not have any boards or advisory bodies then state none and explain the reason(s) for not utilizing advisory bodies.

Identify the total number of persons on any advisory board, board of directors or committees (i.e., HRC, Investigations Committee) and the percentage of minority representation. Include the ethnic/racial (i.e., African-American, Native American, Asian, Hispanic, etc.) composition of each committee or advisory board.

How are the members of each advisory board or committee selected or appointed and by whom?

Describe how information about board and/or advisory body vacancies is disseminated to individuals receiving services, their legal representatives, or minorities?

If there are no individuals receiving services, or a legal representative of an individual receiving service, or minority representation on your advisory board, committee or board of directors, please discuss all strategies that the agency plans to adopt for the purpose of ensuring individual and minority participation.

*If you have any questions, please contact Kathleen Kuchenbecker at (615) 770-1001 or Vickey Coleman at (901) 356-6324. Please return this survey to the following e-mail address: **Kathleen.Kuchenbecker@tn.gov** and **Vickey.Coleman@tn.gov***