Colorado Commission for the Deaf & Hard of Hearing
Legal Auxiliary Services

Monthly Memo

December 2011

This Month's Topics:

Independent Contract Agreements
Legal Institute Registration Reminder
"Mandy's Corner"

From: Cheri Davis, Manager

Independent Contract Agreements

You should have all received the signed copies of your 2012 agreements via email by now. Except for just a few left to be signed (and you know who you are), everyone should have all paperwork in place for 2012. As this was our second year for this requirement, the process seemed less "painful". Thank you again for getting everything in on time.

By signing this paperwork, it means that you are agreeing to our 2012 Fee Schedule for payment, travel, cancellation, etc. This document is always on our website for your reference so please be sure you are familiar with it.

Institute for Legal Interpreting, April 11-14, 2012

Like I said, I will keep reminding you about this amazing educational opportunity available right in our very own back yard this spring. Many of you are finishing up a ceu cycle the end of this year or have just started a new one so this is the perfect opportunity.
Please see the link below for the agenda and registration information:

http://www.unco.edu/marie/ili.html

Early bird registration ends February 1st!!! I hope to see you there!

"Mandy's Corner"

From now on, our Monthly Memo will be including some tips from Mandy to improve everyone's Gridcheck "experience". Here is the first edition of "Mandy's Corner".

I wanted to thank you all for your support while I am learning in order to make everything go smoothly for the Judicial System, Interpreter/ CART service providers and our deaf and hard of hearing consumers.

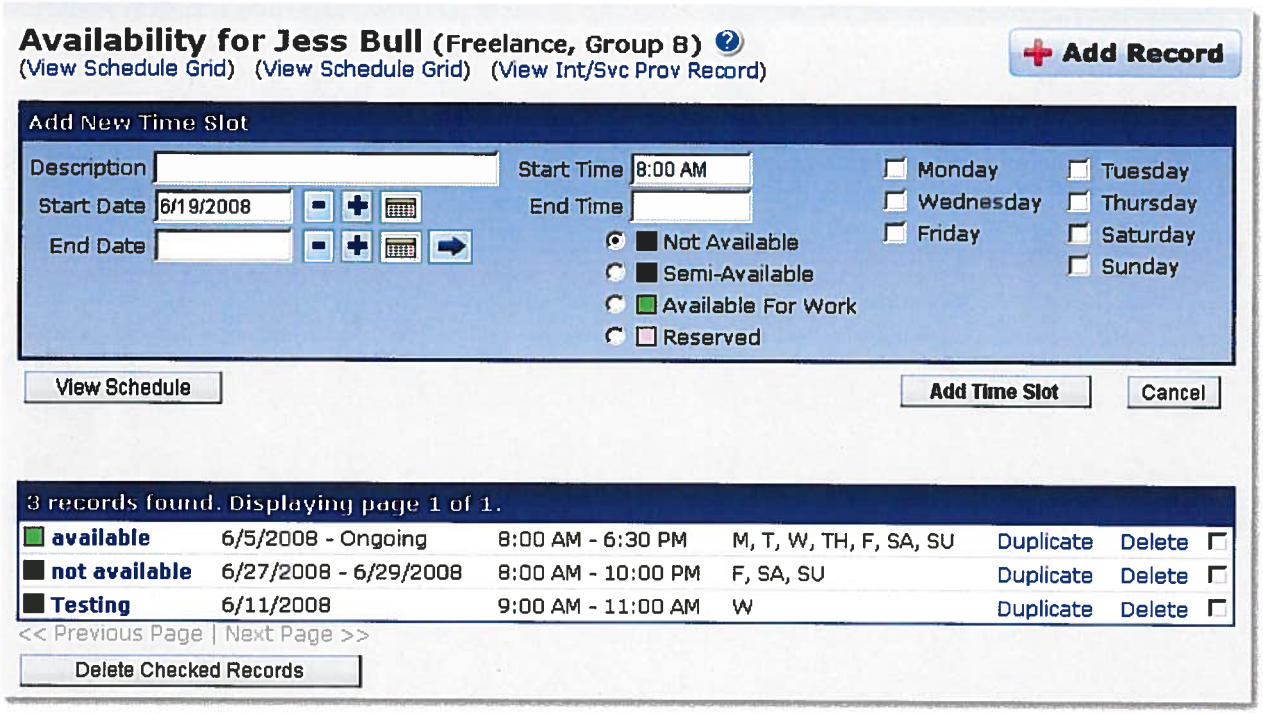
It is very helpful when you update your availability in order for me to see who is available and who is not available. The second page is a screen print of the 'Edit Availability' tab with instructions. Please let us know if you need help with this Gridcheck feature.

I will also be attending the Institute for Legal Interpreting Workshops. I DO hope to see you all there and learn something new together!

Thanks for all you do!! Cheri & Mandy

Edit Availability

To adjust the availability markings for an Interpreter/Service Provider, find their name on the list and simply click on the **Edit Availability** button. When editing availability, the *Not Available* radio button is selected by default. Gridcheck availability is based on latest entries; latest availability entries will trump earlier entries on the grid.



With office level access only, you can put the reserved color "pink" on the Interpreter/Service Provider's grid. This will show up on the master grid as well. You will need to explain to your Interpreters/Service Providers what this color means. This color choice will not be available to the Interpreters/Service Providers from their login. For them, it will be similar to a job color in the sense that they cannot remove it, edit it, or add the pink color to their own grid. It is something the office controls. Its intended use is to alert an Interpreter/Service Provider that the office has scheduled their time frame but has not confirmed the specifics of the job.

Any interpreter/ service provider who has **Reserved** availability marked, whether or not that provider's group is selected for your grid display preference, will have their name displayed on the Master Grid for the date and time entered as **Reserved** on their availability. This can work well when schedulers are waiting for final approval for something like a conference and have folks who have said they are available but not yet assigned or when an interpreter has said they are available if/when a particular request comes in.

NOTE: Only the office staff can add ***Reserved*** *availability slots. However, the interpreter/service provider with reserved time slots will be able to see pink markings on their schedule grid.*

When a job is scheduled, you do not need to remove the marking. The job will paint over the existing marking on the grid.