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## The Commonwealth of Massachusetts

#### PRESENTED BY:

#### Adrian C. Madaro and Carlos González

To the Honorable Senate and House of Representatives of the Commonwealth of Massachusetts in General Court assembled:

The undersigned legislators and/or citizens respectfully petition for the adoption of the accompanying bill:

An Act relative to language access and inclusion.

#### PETITION OF:

NAME:	DISTRICT/ADDRESS:	DATE ADDED:
Adrian C. Madaro	1st Suffolk	1/20/2023
Carlos González	10th Hampden	1/20/2023
Steven Ultrino	33rd Middlesex	1/30/2023
Joanne M. Comerford	Hampshire, Franklin and Worcester	1/25/2023
Sal N. DiDomenico	Middlesex and Suffolk	1/25/2023
Michael D. Brady	Second Plymouth and Norfolk	1/26/2023
Lindsay N. Sabadosa	1st Hampshire	1/26/2023
Frank A. Moran	17th Essex	1/30/2023
Christine P. Barber	34th Middlesex	1/30/2023
Sean Garballey	23rd Middlesex	1/30/2023
Jack Patrick Lewis	7th Middlesex	1/30/2023
David Henry Argosky LeBoeuf	17th Worcester	1/30/2023
Mindy Domb	3rd Hampshire	1/31/2023
Russell E. Holmes	6th Suffolk	1/31/2023
Daniel Cahill	10th Essex	2/1/2023
Tackey Chan	2nd Norfolk	2/2/2023
Thomas M. Stanley	9th Middlesex	2/2/2023
Mike Connolly	26th Middlesex	2/2/2023

Antonio F. D. Cabral	13th Bristol	2/2/2023
Jon Santiago	9th Suffolk	2/13/2023
William C. Galvin	6th Norfolk	2/13/2023
Michelle M. DuBois	10th Plymouth	2/13/2023
Patricia A. Duffy	5th Hampden	2/13/2023
Samantha Montaño	15th Suffolk	2/13/2023
Walter F. Timilty	Norfolk, Plymouth and Bristol	2/13/2023
Kay Khan	11th Middlesex	2/13/2023
Jason M. Lewis	Fifth Middlesex	2/13/2023
Natalie M. Higgins	4th Worcester	2/13/2023
James C. Arena-DeRosa	8th Middlesex	2/13/2023
James B. Eldridge	Middlesex and Worcester	2/13/2023
Erika Uyterhoeven	27th Middlesex	2/13/2023
Steven Owens	29th Middlesex	2/13/2023
Vanna Howard	17th Middlesex	2/15/2023
Jay D. Livingstone	8th Suffolk	2/15/2023
Tram T. Nguyen	18th Essex	2/15/2023
Jennifer Balinsky Armini	8th Essex	2/24/2023
Rob Consalvo	14th Suffolk	2/24/2023
Simon Cataldo	14th Middlesex	2/24/2023
Michelle L. Ciccolo	15th Middlesex	3/6/2023
Margaret R. Scarsdale	1st Middlesex	3/6/2023
Rebecca L. Rausch	Norfolk, Worcester and Middlesex	3/14/2023
Dylan A. Fernandes	Barnstable, Dukes and Nantucket	3/14/2023
Christopher J. Worrell	5th Suffolk	3/14/2023
Tommy Vitolo	15th Norfolk	3/15/2023
Judith A. Garcia	11th Suffolk	3/16/2023
Danillo A. Sena	37th Middlesex	3/31/2023
Rita A. Mendes	11th Plymouth	4/5/2023
Marjorie C. Decker	25th Middlesex	5/11/2023
Carmine Lawrence Gentile	13th Middlesex	6/13/2023
Chynah Tyler	7th Suffolk	7/17/2023
Liz Miranda	Second Suffolk	10/3/2023

## HOUSE DOCKET, NO. 3616 FILED ON: 1/20/2023

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By Representatives Madaro of Boston and González of Springfield, a petition (accompanied by bill, House, No. 3084) of Adrian C. Madaro, Carlos González and others for legislation to require state agencies to provide timely, culturally competent oral language services to all limited English proficiency individuals who seek to access services, programs, or activities. State Administration and Regulatory Oversight.

## The Commonwealth of Massachusetts

In the One Hundred and Ninety-Third General Court (2023-2024)

An Act relative to language access and inclusion.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. Title II of the General Laws, as appearing in the 2018 Official Edition, is

2 hereby amended by inserting after Chapter 6D the following chapter:-

3 CHAPTER 6E. LANGUAGE ACCESS AND INCLUSION.

4 Section 1. Definitions. For the purposes of this act, the following terms shall have the

5 following meanings—

6 "Auxiliary aids and services" mean items, equipment or services that assist effective

7 communication between a deaf or hard of hearing individual and an individual who is not deaf or

8 hard of hearing.

9	"Culturally competent" means having a set of congruent behaviors, attitudes and policies
10	that enables effective work in cross-cultural situations, in a manner which respects the beliefs,
11	interpersonal styles, attitudes, language and behaviors of service recipients.
12	"Equal access" means to be informed of, participate in, and benefit from public services
13	offered by a state agency, at a level equal to English proficient individuals.
14	"Language access plan" means an administrative blueprint by which an agency complies
15	with language access requirements. The plan shall outline the tasks to be undertaken, establish
16	deadlines by which actions will be taken, identify responsible personnel assigned to implement
17	the plan, and establish priorities relative to the implementation of these plans.
18	"Language access services" means oral interpretation services, oral language services,
19	and written translation services, including auxiliary aids and services.
20	"Limited English proficient" or "LEP" individuals means individuals who do not speak
21	English as their primary language and have a limited ability to speak, read, write, or understand
22	English.
23	"Machine translation" means automated translation by computer software which
24	translates a text from the source language into the target language without human intervention.
25	"Oral interpretation" means the act of listening to something in one language (source
26	language) and orally translating it into another (target language).
27	"Oral language services" means various methods of providing verbal information and
28	interpretation through staff interpreters, bilingual or multilingual staff, telephone interpreter
29	services, and private interpreter services.

30	"Outside service providers" include, but are not limited to, an organization that formally
31	or informally contracts with, routinely provides, or administers services the relevant state agency
32	requires, recommends, or to which it refers its clients.
33	"Primary language" means the preferred language of the LEP individual.
34	"Public contact position" means a position determined by the state agency to be one that
35	includes meeting, contacting and dealing with the public in the performance of the agency's
36	functions.
37	"Qualified bilingual employee" means a staff person who is proficient in both the English
38	language and the non-English language to be used. Qualified bilingual employees may be
39	categorized as Tier 1 Bilingual Employees, or Tier 2 Bilingual Employees.
40	"Qualified interpreter" is a person who is fluent in both the English language and the
41	non-English language to be used, and who, either by certification, training or experience, is
42	skilled in simultaneous interpretation.
43	"Qualified multilingual employee" means a staff person who is proficient in the English
44	language and more than one non-English language to be used. Qualified multilingual employees
45	may be categorized as Tier 1 Multilingual Employees, or Tier 2 Multilingual Employees.
46	"Qualified translator" means a person who has a thorough knowledge of writing, reading
47	and proofreading in both the English language and the non-English language to be used, either
48	by certification, training or experience, and thereby is able to render a text from one language
49	into another, maintaining its tone, style and complex meaning, observing the cultural nuances,
50	and remaining impartial to the content.

51 "State agency" means an agency or executive department of state government. 52 "Vital document" means a document containing information which, if not provided 53 accurately or in a timely manner, would have adverse consequences for the intended recipient, 54 including, but not limited to, documents that affect or relate to legal rights, privileges, or duties, 55 as well as applications, informational materials, notices, and complaint forms. 56 "Written translation" means the replacement of a written text from one language (source 57 language) into an equivalent written text into another language (the target language). 58 Section 2. Communications with the Public. 59 A state agency shall provide equal access to services, programs, and activities serving 60 limited English proficient individuals in a reasonable timeframe, including: 61 (a) Oral interpretation 62 1. A state agency shall provide timely, culturally competent oral language services 63 to all LEP individuals who seek to access services, programs, or activities. State agencies may, 64 utilizing existing funds, contract with telephone-based interpretation services or community-65 based organizations that provide interpretation to LEP individuals, in addition to utilizing 66 qualified Tier 1 bilingual or multilingual employees. 67 2. A state agency shall notify every person inquiring about services, every applicant, 68 and every recipient of services of their right to timely oral interpretation in their primary

69 language.

70	3. A state agency that significantly relies on outside service providers to fulfill the
71	agency's responsibilities to the public shall ensure the implementation of the requirements of
72	Section $2(a)(1)$ and Section $2(a)(2)$ within those outside organizations' policies and practices.
73	(b) Written translation
74	1. A state agency shall issue vital documents in the following languages: Arabic,
75	Cape Verdean Creole, Chinese (Simplified and Traditional), French, Haitian Creole, Khmer,
76	Korean, Portuguese, Russian, Spanish, Vietnamese and any other languages deemed necessary
77	by the agency's language access survey.
78	2. A state agency shall translate all notices and materials that explain its services in
79	the languages stated above.
80	3. A state agency shall utilize qualified translators or Tier 1 bilingual or multilingual
81	employees, to translate notices, materials, and vital documents. Agencies shall not rely solely on
82	machine translation of notices, materials, and vital documents. A state agency that significantly
83	relies on outside service providers to fulfill the agency's responsibilities to the public shall
84	ensure the implementation of the requirements of Section 2(b)(1) and Section 2(b)(2) by the
85	outside service provider.
86	4. LEP individuals whose primary language is not covered under Section 2(b)(1) or
87	Section 2(b)(2) are entitled to the oral interpretation of vital documents into their primary
88	language.

89 (c) Websites

90 1. If a state agency maintains one or more websites for use by the public, the agency 91 shall provide the website in the following languages: Arabic, Cape Verdean Creole, Chinese 92 (Simplified and Traditional), French, Haitian Creole, Khmer, Korean, Portuguese, Russian, 93 Spanish, Vietnamese and any other languages deemed necessary by the agency's language 94 access survey. The state agency shall ensure that its websites and online application materials are 95 mobile compatible and that they satisfy or exceed the official Federal Plain Language 96 Guidelines, March 2011, Rev. 1, May 2011 for the Plain Writing Act of 2010. 97 2. Agencies shall not rely solely on machine translation for the translation of its 98 websites. A state agency shall utilize qualified translators or Tier 1 bilingual or multilingual 99 employees to translate its websites. 100 3. A state agency that maintains one or more websites for use by the public shall 101 provide forms and processes for submitting complaints of alleged violations of this act on the 102 homepage of the website. The forms and processes shall be translated into the languages stated 103 above. 104 Section 3. Language Access Plans 105 (a) Requirements of language access plans 106 1. A state agency shall develop a language access plan to implement protocols for 107 providing services to LEP individuals and deaf or hard of hearing individuals in accordance with 108 this act. After the language access plan is implemented, the agency shall update its language 109 access plan every two years based upon the most recent language access survey. The language

110 access plan shall include:

111 i. The state agency shall conduct a needs assessment that includes data on the 112 language composition of the population served by the agency, including American Sign 113 Language. The agency shall determine the percentage of the eligible service population who are 114 non-English speakers, LEP, or deaf or hard of hearing; the frequency with which the agency 115 provides services to non-English speakers and LEP and deaf or hard of hearing individuals; and 116 the primary languages used by non-English or LEP individuals in the agency's service area. The 117 needs assessment shall also identify all points of contact between the agency and the public, and 118 all potential language or language-related barriers to services and programs, including the 119 location of offices.

ii. The state agency shall identify available language resources and staff to deliver
services, programs, and activities to LEP individuals and deaf or hard of hearing individuals who
require auxiliary aids and services, including existing staff who can provide linguistically,
culturally, and technically proficient interpretation services. The language resources assessment
shall detail the language services available under existing state contracts for in-person
interpretation, telephone interpretation, and translation, and determine the steps needed to make
these services available for staff use, including equipment and training.

127 iii. Language service protocols shall provide staff with procedures and instructions
128 for securing or procuring language services, and designed for ease of use, with minimal approval
129 or documentation required.

130 2. To complete its needs assessment and language resources assessment, a state
131 agency shall conduct a language survey of each of its statewide and local offices every three
132 years to provide the following:

i. a calculation of the percentage of LEP individuals served by the agency's centraland local offices, categorized by primary language.

ii. a determination of whether the use of oral language services and writtentranslation is reliably serving the language needs of the individuals served by the agency.

137 iii. a determination of whether the use of auxiliary aids and services is reliably138 serving the language needs of the individuals served by the agency.

iv. an evaluation of whether contracted interpreter services are working effectively.

140 v. an evaluation of the effectiveness of annual language access training.

vi. a description of the agency's procedures for identifying language needs at central
and local offices and assigning qualified bilingual or multilingual employees to those offices.

# vii. a description of agency procedures for recruiting and retaining qualified bilingual or multilingual employees in central and local offices.

viii. the number of qualified bilingual or multilingual employees, in public contact
positions in each central and local office, and the languages they speak other than English.

ix. a description of any training the agency provides to its staff on the provision of
services to LEP and deaf or hard of hearing individuals, frequency of training, and date of most
recent training.

150 x. a description of complaints regarding language access received by the agency 151 since submitting its most recent report under Section 6, and the agency's procedures for 152 accepting and resolving these complaints.

153 xi. a description of the agency's procedures for identifying vital documents for154 translation.

155 Section 4. Personnel.

156 Coordinators

A state agency shall designate a language access coordinator whose sole 157 1. 158 responsibility is to focus upon language access needs and the agency's compliance with this act, 159 in consultation with the language access advisory board. State agencies with multiple offices or 160 divisions shall designate regional language access coordinators who shall address the language 161 access needs of the relevant region and train the regions' staff on compliance with this act. 162 Regional language access coordinators shall report to the language access coordinator. 2. 163 Language access coordinators shall maintain a centralized, electronic, searchable

164 language access database containing the following data, which shall be submitted to the office of
 165 access and opportunity, and to the language access advisory board, including:

166 i. all formal and informal requests for language access services and the status of167 those requests;

168 ii. all language access-related complaints, including complaints of language
169 discrimination and/or disability discrimination in cases of the deaf or hard of hearing;

170 iii. the status and progress of all such requests and complaints;

iv. the resolution of all such requests and complaints, including decisions by the
regional and central offices;

173 v. the reasons for full and partial denials of requests for language services;

174 vi. the office(s) handling the relevant case/service.

175 (b) Staffing

A state agency shall employ a sufficient number of qualified bilingual or
 multilingual employees in public contact positions or as interpreters to assist employees in public
 contact positions, to ensure provision of information and services in a person's preferred
 languages.

180 2. A bilingual or multilingual staff member shall not provide interpretation in
181 adversarial proceedings when the state agency that employs the bilingual staff member is a party
182 to the proceedings.

3. A bilingual or multilingual staff member may provide language services to LEP
individuals and those who are deaf or hard of hearing, in accordance with their skill level as
determined by the applicable regional language access coordinator. A bilingual employee shall
be classified into one of the following two tiers, and shall provide interpretation in accordance
with that tier.

i. Tier 1 bilingual or multilingual employee: Tier 1 employees must have formal
certification, training in interpretation, or sufficient experience with interpreting in the specific
subject matter. If the employer does not regularly employ a person that may be classified as a
Tier 1 employee, the employer must hire a third-party contractor or service to fulfill these
interpreting needs.

193 ii. Tier 2 bilingual or multilingual employee: Tier 2 employees have the skill and
194 capacity to communicate directly with clients regarding routine or common business matters.
195 Tier 2 employees need not have formal certification, but shall be proficient in the non-English
196 language.

197 iii. Tier 1 and Tier 2 employees must be capable of communicating both receptively
198 and expressively in English and the non-English language, and be without interest in the matter
199 or outcome. Qualified bilingual or multilingual employees shall agree in writing to, the ethical
200 and confidentiality requirements associated with interpreting pursuant to the American
201 Translators Association Code of Ethics and Professional Practice.

4. Any employee who is regularly acting as an interpreter or translator must bereasonably compensated for that additional work.

204 (c) Training

Regional language access coordinators and the language access coordinators shall
 train all employees of a state agency to effectively obtain and utilize the services of language
 interpreters and translators. A state agency may provide language access trainings for outside
 service providers they have engaged; provided that the outside service providers lack sufficient
 resources or capacity to hold such trainings independently.

210 2. Regional language access coordinators, in conjunction with the language access 211 coordinator, shall conduct training for every new hire and for every employee annually thereafter 212 on the language access plan, and provide any materials necessary for staff to readily access the 213 language access plan as needed.

214 Section 5. Language Access Advisory Board.

215	(a) There is established, for oversight and the provision of technical assistance, a		
216	language access advisory board to ensure equal access to services, programs, and activities		
217	offered by a state agency for LEP and deaf or hard of hearing individuals. The board shall be co-		
218	chaired by a staff member from the office of access and opportunity, and one other member of		
219	the advisory board voted upon by the board itself. The members of the advisory board shall be		
220	appointed within 90 days after the effective date of this act, and shall serve 4-year terms.		
221	Members whose terms have expired may serve until a successor is duly chosen. The board shall		
222	meet no less than 4 times annually.		
223	(b) Composition		
224	The language access advisory board shall include:		
225	1. three members appointed by the Massachusetts Immigrant and Refugee Advocacy		
226	Coalition from prevalent LEP populations within Massachusetts, as determined by the most		
227	recent United States Census data, who has an interest in language access reform;		
228	2. one member from the deaf or hard of hearing community who has an interest in		
229	language access reform, appointed by the Disability Law Center;		
230	3. one member appointed by the Massachusetts Law Reform Institute;		
231	4. one member appointed by the Massachusetts Appleseed Center for Law &		
232	Justice;		
233	5. one member appointed by the Massachusetts Language Access Coalition;		

234	6.	one member appointed by Greater Boston Legal Services;	
235	7.	one member appointed by the Justice Center of Southeast Massachusetts;	
236	8.	one member appointed by MetroWest Legal Services;	
237	9.	one member appointed by the Central West Justice Center;	
238	10.	one member appointed by the Northeast Justice Center; and	
239	11.	one member appointed by the New England Translators Association, or by a	
240	similar professional association promoting best practices in translation and interpretation, who is		
241	a translation or interpretation specialist.		
242	(c) Advisory board responsibilities		
243	The advisory board shall support the relevant state agencies to achieve compliance with		
244	this act by:		
245	provid	ling guidance and technical assistance to the state agencies;	
246	advisi	ng language access coordinators of the state agencies in the development and	
247	review of their language access plan;		
248	review	ving biennial reports from the state agencies, and make recommendations for steps	
249	toward comp	liance.	
250	disser	ninating recommendations to state agencies to reduce identified barriers for serving	
251	the LEP and o	deaf or hard of hearing population. The language access advisory board, in	

252	formulating its recommendations, shall take into account the best practices and policies in other	
253	states and juri	sdictions; and
254	other a	activities to help state agencies achieve compliance with this act.
255	Sectio	n 6. Reporting.
256	(a) Re	porting requirements
257	1.	Every 3 years following a state agency's full implementation of this act, the State
258	agency shall s	ubmit to the joint committee on ways and means, the joint committee on state
259	administration	and regulatory oversight, the language access advisory board and the office of
260	access and op	portunity, a report on the data collected under Section $3(a)(2)$ .
261	2.	The report shall be disaggregated and cross tabulated by:
262	i.	primary language;
263	ii.	disability status;
264	iii.	race;
265	iv.	ethnicity;
266	v.	age;
267	vi.	gender; and
268	vii.	low-income status
269	3.	The report shall be publicly available in multiple languages, and be provided in
270	plain languag	e that community members can understand; and

4. The report shall be presented in a manner that protects the privacy of individuals.

272 Section 7. Relief.

273 (a) Relief potentials

1. Any person or class of persons claiming to be aggrieved by a state agency for failure to provide language access for benefits or services according to the terms of this act shall have the right to institute and prosecute a civil action in the district, superior, housing, probate or land court department for injunctive and other appropriate equitable relief including an award of actual and consequential damages. Should the person or persons prevail, they shall be entitled to an award of the costs of the litigation including expert witness fees, reasonable attorneys' fees in an amount to be fixed by the court, and prejudgment and post judgment interest.

281 2. The Massachusetts commission against discrimination may commence a civil282 action to seek relief for a violation of this act.

3. The attorney general may also commence a civil action to seek relief for a
violation of this act.

285 Section 8. Office of access and opportunity.

286 The office of access and opportunity of the executive office for administration and 287 finance shall have the following responsibilities:

Accept and investigate complaints submitted to the office of access and
 opportunity by individuals who have been unable to obtain timely language access services in
 any state agency.

291 2. Annually provide copies of all complaints as detailed in Section 8(a)(1)(i) to the
292 language access advisory board.

293 3. Where an agency does not provide equal access, eliminate the language access 294 barrier using informal methods, including conference, conciliation, mediation, or persuasion. 295 Where the language access barrier cannot be eliminated by informal methods, the office of 296 access and opportunity shall submit written compliance requirements to the state agency. The 297 office of access and opportunity may request the state agency to notify it within a specified time, 298 of any action taken on its requirements. Further, the office of access and opportunity may require 299 a state agency to increase the frequency of the reporting every six months, as it deems necessary, 300 or as requested by the language access advisory board.

301 4. In consultation with the language access advisory board, create multilingual
 302 signage informing LEP individuals of their right to free oral language services, for dissemination
 303 to state agencies.

304 (a) Conflicting law

It is the intent of the legislature that the provisions of this act be guided by Title
 VI of the Civil Rights Act of 1964, Executive Order No. 13166, and the federal rules and
 regulations adopted in implementation thereof, except that if the laws of the commonwealth
 prescribe stronger protections and prohibitions, the programs and activities subject to this act
 shall be subject to the stronger protections and prohibitions.

310 Section 9. Language Access Implementation Schedule

311 1. On or before 1 year after this bill is enacted, there shall be full implementation by:

312	i.	MassHealth
313	ii.	the department of children and families
314	iii.	the department of early education and care
315	iv.	the department of elementary and secondary education
316	v.	the department of housing and community development
317	vi.	the department of transitional assistance
318	vii.	the department of unemployment assistance
319	viii.	the registry of motor vehicles
320	ix.	the department of public health
321	х.	Massachusetts office for victim assistance
322	xi.	the department of mental health
323	xii.	the office of access and opportunity
324	2.	On or before 2 years after this bill is enacted, there shall be full implementation
325	by all agencie	es or departments within:
326	i.	the executive office of education
327	ii.	the executive office of health and human services
328	iii.	the executive office of housing and economic development
329	iv.	the department of revenue child support enforcement division

330	V.	the district attorneys of Massachusetts
331	vi.	the executive office of public safety and security
332	vii.	the Massachusetts commission against discrimination
333	3.	On or before 3 years after this bill is enacted, there shall be full implementation
334	by all agencie	es or departments within:
335	i.	the executive office for administration and finance
336	ii.	the executive office of energy and environmental affairs
337	iii.	the executive office of labor and workforce development
338	iv.	the executive office of public safety and security
339	v.	the executive office of technology services and security
340	vi.	the executive office of transportation and public works
341	vii.	the department of revenue
342	viii.	the disabled protection commission
343	ix.	the sheriffs of Massachusetts
344	х.	the Massachusetts office of consumer affairs and business regulation
345	xi.	the cannabis control commission
346	4.	Additional state agencies may be beholden to this statute as determined by the
347	language acco	ess advisory board, in consultation with the office of access and opportunity.