

Instructions for Section 1557

Section 1557 is the nondiscrimination provision of the Affordable Care Act (ACA). The law prohibits discrimination on the basis of race, color, national origin, sex, age, or disability in certain health programs or activities. Section 1557 builds on long-standing and familiar Federal civil rights laws: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

Below you will find steps to ensure that your office is following the required postings related to Section 1557 by **October 16, 2016**:

1. Office with less than 15 employees:
 - Save the Notice of Nondiscrimination in English to your computer, populate the missing information, and print it and post it in the waiting room area
 - Print the Tag Lines in the top 15 Minnesota Languages and post it in the waiting room area
 - Save the Notice of Nondiscrimination in the additional 15 languages to your computer, populate the missing information, and print them and have them available if a patient request them
 - Instruct the staff on the requirements of Section 1557 including: that the postings are required, what they outline, and that translator services must be available to patients

2. Office with 15 or more employees:
 - Save the Notice of Nondiscrimination in English to your computer, populate the missing information, and print it and post it in the waiting room area
 - Print the Tag Lines in the top 15 Minnesota Languages and post it in the waiting room area
 - Save the Notice of Nondiscrimination in the additional 15 languages to your computer, populate the missing information, and print them and have them available if a patient request them
 - Save the Grievance Procedure (Template Provided) to your computer, populate the missing information, and print it; adopt and implement the grievance process. Assign a staff member for the role of the Section 1557 Coordinator
 - Instruct the staff on the requirements of Section 1557, such as: that the postings are required, what they outline, and also that translator services are available to patients

3. Major Publication and Website Requirements:
 - A covered entity must publish Notice of Nondiscrimination statement and taglines, in significant publications and post in prominent locations and on its website; to notify individuals about the availability of language assistance services.

4. Abbreviated Communications:

- Smaller size publications and communications, such as postcards and tri-fold brochures, needs to include Abbreviated Tag Lines for the top two non-English languages spoken in Minnesota, as well as an Abbreviated Nondiscrimination Statement instead of the full Notice of Nondiscrimination.

- Abbreviated Taglines for Minnesota:

Tomaremos acciones razonables para proporcionar servicios de asistencia lingüística gratuitos a aquellas personas cuyo lenguaje escuchemos frecuentemente en nuestro consultorio y que no hablen un inglés lo suficientemente bueno como para hablar con nosotros sobre el servicio odontológico que suministramos.

Peb yuav tsum nrhiav kev pab-dawb los ntawm kev pab cuam txhais lus rau cov neeg uas hais lus peb yeej tau hnov hauv peb txoj kev kawm thiab tus uas tsis paub hais lus Askiv txaus los tham rau peb txog cov kev pab kho hniav peb muaj.

- Abbreviated Nondiscrimination Statement (where the longer statement is not feasible):

[NAME OF DENTAL PRACTICE] complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Resources:

https://www.lep.gov/resources/TIPS%20FOR%20WORKING%20WITH%20TELEPHONE%20INTERPRETERS%20_%203-19-14%20_%20508.pdf

<http://www.hhs.gov/sites/default/files/section1557-training-slides.pdf>

<https://success.ada.org/en/regulatory-legal/section-1557/~media/EA11DEB96A6B4161AAB533D5DF8A5690.ashx>