

# COMPLIANCE CENTER

Maintain documents, background checks, vaccination and other compliance related records with expiration dates and automatic tracking.

- Compliance items
- How to add Certification ID to your Documents
- How to add License ID to your Documents

# COMPLIANCE ITEMS

Compliance center offers flexible configuration with all compliance items categorized and grouped under specific tab. To begin configuration process for your organization compliance, navigate to [TOOLS AND SETTINGS >](#)  
Compliance center > SETTINGS

## COMPLIANCE CENTER

VENDORS	ACCOUNTS	COMPLIANCE PROFILES	SETTINGS						
GENERAL	BACKGROUND CHECK	VACCINATION AND SCREENING	EDUCATION	LICENSE	CERTIFICATION	PROFESSIONAL SERVICES	MISCELLANEOUS		

Each tab allows you to add a compliance item, your vendors or staff members will be able to upload into ScheduleInterpreter®.

## BACKGROUND CHECK

Most of the items under this tab are related to the background check of various kind. Based on requirements and form of employment the following items can be added to the list.

- Criminal History Check
- Prior Employment Verification
- Drug Screening
- Sexual Offender Registry Check
- Credit Background Check
- Social Media & Internet Check
- Driving Record
- Social Security Number Trace

## VACCINATION SCREENING

Many organization utilizing the services of professional linguists require proof of vaccination. This list may vary from location to location. The list below can be used as a foundation of vaccination for all adults working in US.

- Influenza ("flu") vaccine
- Pneumococcal polysaccharide vaccine – Pneumovax 23 [PPSV23])
- Pneumococcal conjugate vaccines [Prevnar 13 [PCV13]
- Tetanus, diphtheria, and pertussis ("whooping cough") - containing vaccine (e.g., DTP, DTaP, Tdap, or Td)
- Measles, mumps, rubella (MMR) vaccine
- Varicella ("chickenpox") vaccine
- Human papillomavirus (HPV) vaccination
- Hepatitis A vaccine
- Hepatitis B vaccine
- Meningococcal ("meningitis") type A, C,W,Y vaccine (MenACWY)
- Meningococcal ("meningitis") type B vaccine (MenB)
- Zoster ("shingles") vaccine
- Haemophilus influenzae type b ("Hib") vaccine

## EDUCATION

Education tab provides an opportunity for linguists to enlist their general and professional education. There is no standardized list, however including college and university degrees or courses offered by third party organizations, for example Bridging the Gap for medical interpreter, will help to develop uniform education structure.



Use generic names, for example Court Interpreting. Linguists will be able to specify the level of degree, name of the program and awarding institution.

## LICENSE

If in order to operate as a linguist, obtaining and maintaining a license is required, you can enlist the mandatory licenses for linguist. For example, American Sign Language interpreters may require a state license.

How to add License ID to your documents

## CERTIFICATION

Based on requirements of your organizations or the clients you are providing the services for, a certification of a linguist can be one of the mandatory items. There is no standardized list. State of California or Federal Courts require interpreters' certification. You can add this items under CERTIFICATION tab.

How to add Certification ID to your documents

## PROFESSIONAL SERVICES

This is a free form entry section and allows the linguists and your staff enlist the services provided by interpreters. This works more like a resume listing of all relevant jobs. Below is an example of possible items.

- Face to face interpreter
- Over the phone interpreter
- Video remote interpreter
- Conference interpreter
- Document translation - legal
- Document translation - medical

## MISCELLANEOUS

This is a free form entry section that can be used for various compliance documents related to employment, contracts, compliance items of your partners and clients. There is no standardized list of items. Below is an example of possible items.

- Driver's license
- I-9
- BAA General hospital
- Employment agreement (W-2 only)
- Contract (1099-MISC only)
- HIPAA Memorandum of Understanding
- Cyber security policies
- PHA record policies.

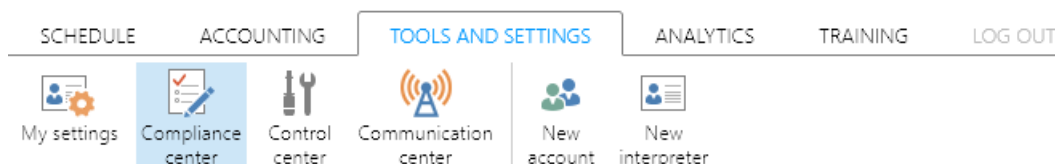
# HOW TO ADD CERTIFICATION ID TO YOUR DOCUMENTS



ScheduleInterpreter allows you to add your vendor's Certification ID to the documents created in SI Labs (Request form, Verification of services, Timesheet, Vendor Contract/Memo, Client invoice).

## COMPLIANCE CENTER

To access the Compliance Center, login to the portal, click **Tools and setting**, then click **Compliance Center**.

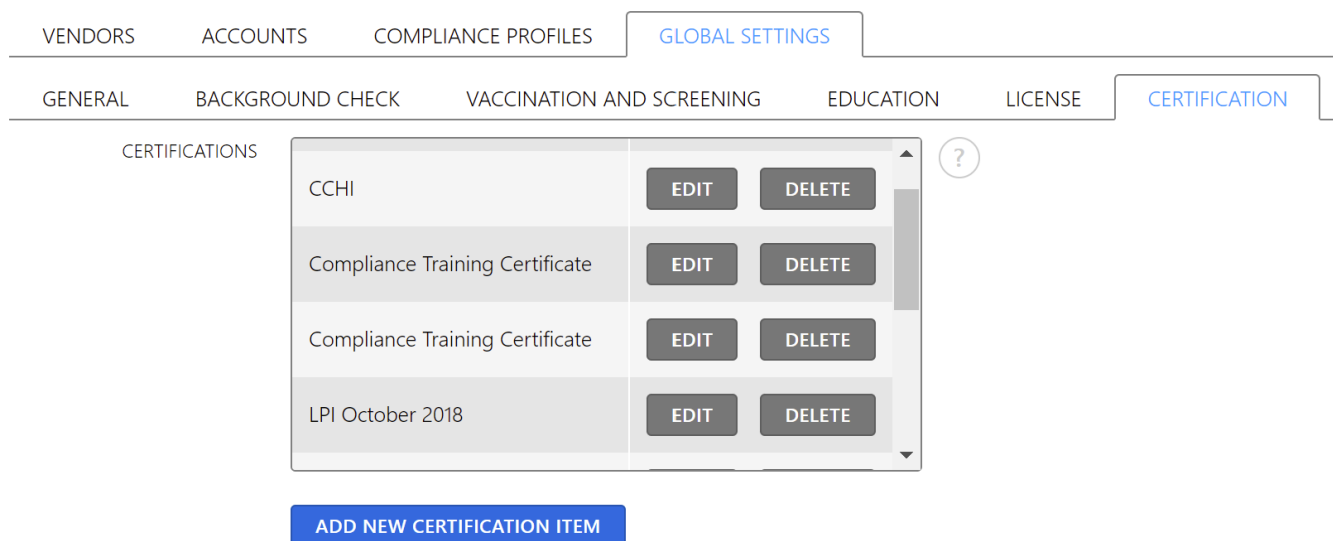


## CERTIFICATION

To create a new Certification item, go to **Global Settings**, click the **CERTIFICATION TAB**, then click

**ADD NEW CERTIFICATION ITEM.**

## COMPLIANCE CENTER



Enter the Certification Name, then select whether the certification expires or not. If it does not expire, select Does not expire from the drop down list. If the certification expires, select Number of days from the date of issuance, and fill out the additional 3 fields that will appear on the screen (Days before expiration, Vendor reminder, and Compliance officer Notification).

\* CERTIFICATION NAME  ?

\* EXPIRATION PERIOD  ?

ID KEYWORD  ?

\* DAYS BEFORE EXPIRATION  ?

\* VENDOR REMINDER  ?

\* COMPLIANCE OFFICER NOTIFICATION  ?

In the ID Keyword field, provide a keyword to reference the Certification ID. The ID can be embedded into various documents, like Client request form, Verification of services, Vendor contract/memo, Client invoice etc., using the keyword provided here. For example, entering  will enable to embed vendor's RID Certification ID using `{vendorRidCertificationId}` keyword.



Each certification item is unique therefore each one must have its own keyword.

Once you filled out all the fields, click .

\* CERTIFICATION NAME  ?

\* EXPIRATION PERIOD  ?

ID KEYWORD  ?

To add a keyword to an existing Compliance item, click , provide an unique keyword, then click .

COMPLIANCE CENTER

VENDORSACCOUNTSCOMPLIANCE PROFILESGLOBAL SETTINGS

GENERALBACKGROUND CHECKVACCINATION AND SCREENINGEDUCATIONLICENSECERTIFICATION

CERTIFICATIONS

RID Certification	EDIT	DELETE
State of Kansas ASL certification	EDIT	DELETE
State of Missouri ASL certification	EDIT	DELETE
test	EDIT	DELETE

\* CERTIFICATION NAME

RID Certification

\* EXPIRATION PERIOD

Does not expire

ID KEYWORD

Rid

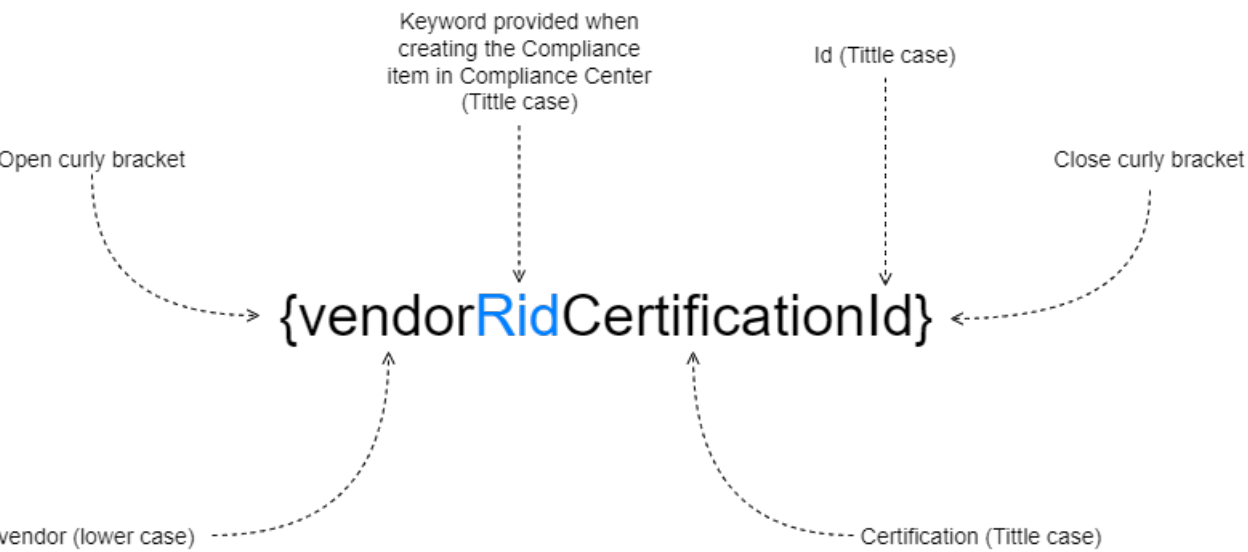
SAVE CHANGES

CANCEL

**i** ID keyword can be entered using any capitalization. ScheduleInterpreter® will convert ID keyword into the title case, see more details below.

HOW DOCUMENT KEYWORD IS CREATED

ScheduleInterpreter® is using a series of keywords to populate documentation templates. To use custom keyword for certification ID, special processing is performed and the documentation keyword is created using the following rules.



HOW TO ADD CERTIFICATION ID TO YOUR DOCUMENTS

Once you have created your Certification ID keywords, you can add them to your assignment paperwork and

documents. To do so, go to **Tools and Settings**, **LABS**, then click **Document designer**.

ACCOUNTS AND USERS

DATA EXPORT

LABS

Recruitment

Document designer

Report designer

Form designer

siConnector<sup>SM</sup> configuration

Glance

DOCUMENT DESIGNER

VENDOR CUSTOMER SETTINGS

CONTRACT OR MEMO ASSIGNMENT PAPERWORK INVOICE COMPLIANCE REPORT

TEMPLATES EDIT

\* TEMPLATE NAME Contract and Confidentiality agreement

Rich text editor toolbar: Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Image, Table, Merge cells, Split cells, Undo, Redo, Print, Help.

Select the document in which you would like to add the Vendor Certification ID, click Edit, decide where in the document you would like the ID to appear, then enter the corresponding keyword, making sure to follow the exact format as below:

Name:	{apptVendorFirstName} {apptVendorLastName}
Certification:	{vendorRidCertificationId}

**SAVE** the changes you made to your template, and review the Certification ID populated in the live document.

Name:	Ana Macovei
Certification:	01234567



Vendors can have one or multiple certifications and ScheduleInterpreter allows you to create keywords and add one or multiple Certification IDs to your documents.

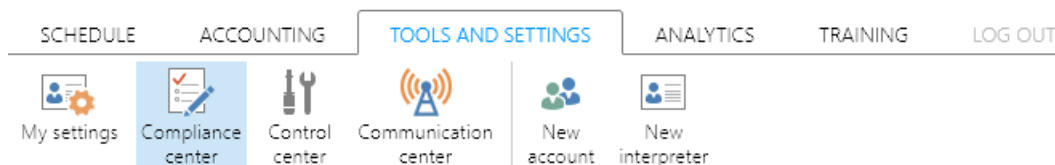
# HOW TO ADD LICENSE ID TO YOUR DOCUMENTS



ScheduleInterpreter allows you to add your vendor's License ID to the documents created in SI Labs (Request form, Verification of services, Timesheet, Vendor Contract/Memo, Vendor/Client invoice).

## COMPLIANCE CENTER

To access the Compliance Center, login to the portal, click [Tools and setting](#), then click [Compliance Center](#).

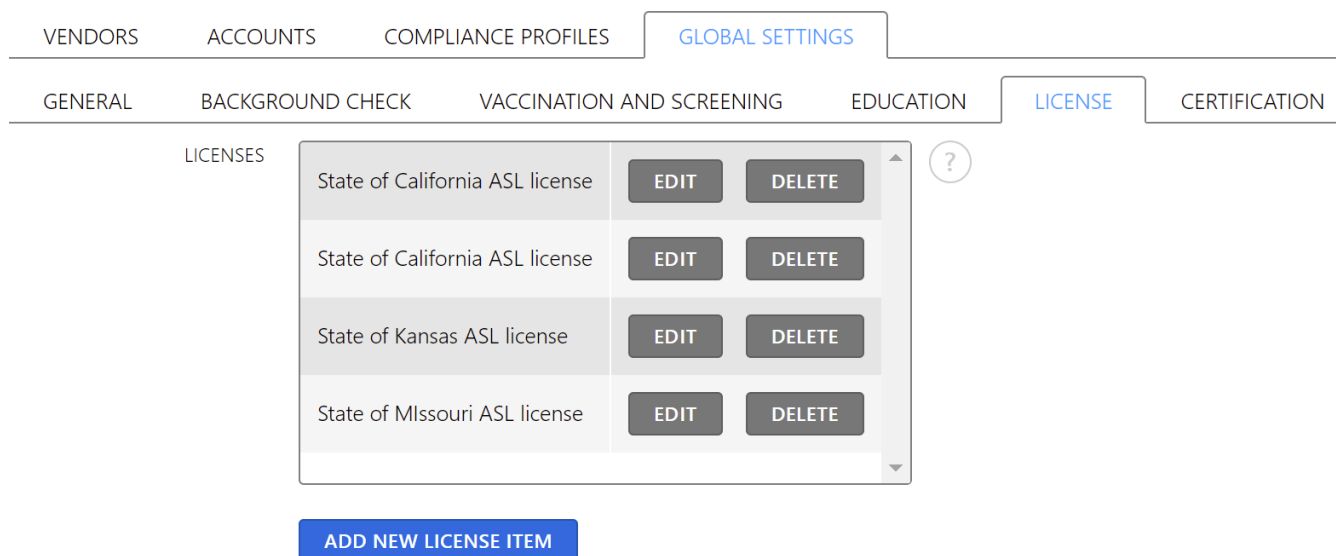


## LICENSE

To create a new Certification item, go to [Global Settings](#), click the [License Tab](#), then click

[ADD NEW LICENSE ITEM.](#)

## COMPLIANCE CENTER




Enter the License Name, then select whether the License expires or not. If it does not expire, select Does not expire from the drop down list. If the License expires, select Number of days from the date of issuance, and fill out the additional 3 fields that will appear on the screen (Days before expiration, Vendor reminder, and Compliance officer Notification).



*	LICENSE NAME	<input type="text" value="State of California ASL license"/>	?
*	EXPIRATION PERIOD	<input type="text" value="Number of days from the date of issuance"/>	?
	ID KEYWORD	<input type="text"/>	?
*	DAYS BEFORE EXPIRATION	<input type="text" value="365"/>	?
*	VENDOR REMINDER	<input type="text" value="45,30,15"/>	?
*	COMPLIANCE OFFICER NOTIFICATION	<input type="text" value="7"/>	?

In the ID Keyword field, provide a keyword to reference the License ID. The ID can be embedded into various documents, like Client request form, Verification of services, Vendor contract/memo, Client invoice etc., using the keyword provided here. For example, entering `CAasl` will enable to embed vendor's RID License ID using `{vendorCaaslLicenseId}` keyword.

 Each license item is unique therefore each one must have its own keyword.

Once you filled out all the fields, click .

*	LICENSE NAME	<input type="text" value="State of California ASL license"/>	?
*	EXPIRATION PERIOD	<input type="text" value="Does not expire"/>	?
	ID KEYWORD	<input type="text" value="CAasl"/>	?

To add a keyword to an existing License item, click , provide an unique keyword, then click .

# COMPLIANCE CENTER

VENDORSACCOUNTSCOMPLIANCE PROFILESGLOBAL SETTINGS

GENERALBACKGROUND CHECKVACCINATION AND SCREENINGEDUCATIONLICENSE

LICENSES

State of California ASL license

EDITDELETE

State of California ASL license

EDITDELETE

State of Kansas ASL license

EDITDELETE

State of Mlssouri ASL license

EDITDELETE

\* LICENSE NAME

State of California ASL license

?

\* EXPIRATION PERIOD

Does not expire

?

ID KEYWORD

Caasl

?

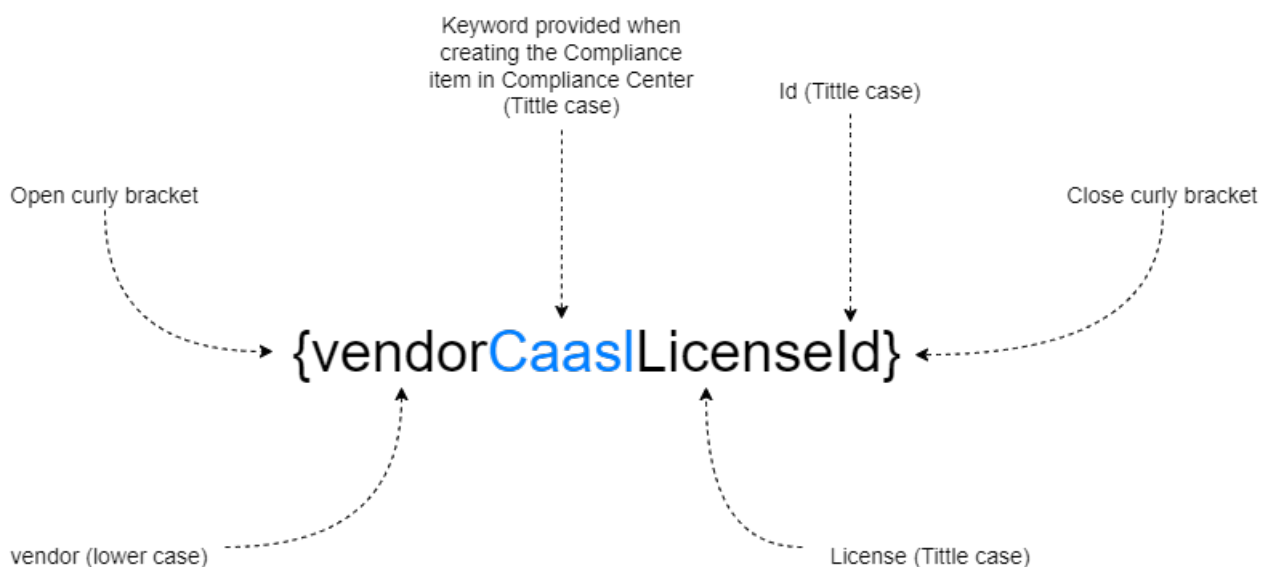
SAVE CHANGES

CANCEL

**i** ID keyword can be entered using any capitalization. ScheduleInterpreter® will convert ID keyword into the title case, see more details below.

## HOW DOCUMENT KEYWORD IS CREATED

ScheduleInterpreter® is using a series of keywords to populate documentation templates. To use custom keyword for license ID, special processing is performed and the documentation keyword is created using the following rules.



## HOW TO ADD LICENSE ID TO YOUR DOCUMENTS

Once you have created your License ID keywords, you can add them to your assignment paperwork and documents. To do so, go to **Tools and Settings**, **LABS**, then click **Document designer**.

The screenshot shows the 'LABS' section of the application. The left sidebar contains a menu with 'ACCOUNTS AND USERS', 'DATA EXPORT', and 'LABS'. Under 'LABS', there are links for 'Recruitment', 'Document designer' (highlighted in blue), 'Report designer', 'Form designer', 'siConnector<sup>SM</sup> configuration', and 'Glance'. The main area is titled 'DOCUMENT DESIGNER' and has tabs for 'VENDOR', 'CUSTOMER', and 'SETTINGS'. Under the 'VENDOR' tab, there are sub-tabs for 'CONTRACT OR MEMO', 'ASSIGNMENT PAPERWORK', 'INVOICE', and 'COMPLIANCE REPORT'. The 'CONTRACT OR MEMO' sub-tab is active, showing a 'TEMPLATES' section with an 'EDIT' button. Below this, there is a 'TEMPLATE NAME' field containing 'Contract and Confidentiality agreement'. At the bottom, there is a rich text editor toolbar with various icons for text formatting and editing.

Select the document in which you would like to add the Vendor License ID, click Edit, decide where in the document you would like the ID to appear, then enter the corresponding keyword, making sure to follow the exact format as below:

**Name:** {apptVendorFirstName}  
{apptVendorLastName}  
**CA ASL License:** {vendorCaaslLicenseId}

**SAVE** the changes you made to your template, and review the Certification ID populated in the live document.

**Name:** Ana Macovei  
**CA ASL License:** 8910111213



Vendors can have one or multiple Licenses and ScheduleInterpreter allows you to create keywords and add one or multiple Licenses IDs to your documents.