



**California Department of Human  
Resources  
2015 Language Survey/  
Implementation Plan**



# Why Complete the Implementation Plan (IP)?

- Required by the Dymally-Alatorre Bilingual Services Act (Gov. Code 7290-7299.8) Specific section: 7299.4(d)
- Your agency's language survey resulted in having position or written document deficiencies.



## Accessing the IP online system

Using your Language Survey Online System's login and password, you will be able to access the IP.

The following browser will take you to the login page:

<http://jobs.spb.ca.gov/lsip/index.cfm>





## Forgot IP online system user ID or Password?

- Submit request in the log-in screen.
- Automated, instantaneous reply.
- CalHR staff do not have access to your password.



## Why complete the IP on the online system?

- Your agency completed the 2014 Language Survey.
- The language survey found actual position and/or written document deficiencies after an analysis was conducted.
- Agencies are required to report its status to CalHR every six months until the deficiencies are corrected. (Government Code Section 7299.4(f)).

**IP online system red tabs** - These tabs contain information to assist in completing the IP and allow navigation throughout the IP.

**Home tab** – welcome page information.

**Information tab** – coordinator information and ability to reset password.

**Report tab** – allows you to view reports that display agency's language survey data.

## IP online system red tabs

- **Questions** – regarding position and written document deficiencies.
- Must also provide dates when these will be corrected.
- **End of IP** – allows you the flexibility to save responses and return to complete questions or to prepare to complete the IP.
- **Logout** – takes you to login page.

## Question 1 as it appears on the IP online system

- addresses any actual position deficiencies identified in the Language Survey.
- allows you to report how and by when deficiencies will be corrected.

## Question 2 as it appears on IP online system

- allows you to identify corrective action plan to address any deficiencies in translated written materials identified.
- for each written translation deficiency, indicate whether or not it has been corrected by checking "Yes" or "No" in the "Corrected" column.
- if you selected "No", identify in the space provided how and by when the deficiencies will be corrected.

## End of IP Online System Options

- completed some of the information, log out and return later to finish the IP.
- completed all responses, and would like to print a copy for review.
- completed the IP, printed copies, and am ready to complete the transmittal form.

## Reports of language survey data that can be accessed on IP online system

- Agency Summary
- Group Summary
- Unit Summary
- Units by Reporting Group
- Units Meeting 5% Threshold

## Documents that need to be submitted with IP?

- Director's Transmittal Form -Signed by agency's most senior executive (or someone with signing rights for him/her)
- Documentation that supports agency's corrective action plan to correct position or written document deficiencies

Submit before October 1, 2015



**Thank you !**

**Questions, please send email to:  
Bilingual@calhr.ca.gov**