

Massachusetts Department of Public Health
Annual Language Needs Assessment Template
(To be submitted annually, with updates to Comprehensive report)

In order to meet federal and state legal requirements, Massachusetts hospitals are required to submit a Comprehensive LNA every three years, and annual LNA reports highlighting relevant updates in consecutive years. Use the template below as a guide to annual reports.

Name of Hospital:

Fiscal Year:

DEMOGRAPHIC PROFILE

Hospital Overview

(Language services offered, status of interpreter services, cultural competence initiatives)

Service Area

(List towns/cities/ zip codes included in your service area)

What racial, ethnic and language group lines are found in the hospital service area?

(Document notable changes observed in the course of the fiscal year)

Race/Ethnicity	Number of Residents	% of Total Residents

Primary languages other than English	Number of Residents	% of Total Residents

Sources of Data Consulted

(List the data sources used to develop this report)

PROFILE OF HOSPITAL CONSTITUENTS AND POPULATIONS IN THE SERVICE AREA

Which populations in the service area frequent the hospital?

(*Highlight only updates* by submitting relevant: hospital utilization data, registration data, encounter monitoring data, interpreter services’ language and ethnicity data.)

Are you aware of any new populations in the service area that are not accessing services in the hospital?

(*Highlight notable changes observed since the Comprehensive LNA*)

CURRENT PROGRAMS / AREAS FOR IMPROVEMENT

Interpreter Services Programs

(*Highlight progress* in hospital initiatives to: meet gaps in services, meet needs of emerging LEP groups, and improve training/knowledge of staff to serve those needs.)

Outreach Activities

(Detail how your hospital is achieving goals set in the Comprehensive LNA to ensure that LEP groups are aware that interpreter services are available at no cost.)

Areas for Improvement

(Specify how, over the past year, your hospital has addressed gaps in services to underserved LEP groups identified in the Comprehensive LNA.)

Submit **every year** to:

Office of Health Equity
Massachusetts Department of Public Health
250 Washington St., 5th Floor
Boston, MA 02108