



Dear Applicant:

Thank you for your interest in becoming a Contracted Interviewer for the Quality Assessment Project.

Please be advised of the following prior to applying:

1. Interviewers serve as Independent Contractors for SCDD. Interviewers are not employees.
2. This is a limited work opportunity, with the cycle going no further than June 30, 2021
3. Interviews will be conducted remotely using a video conferencing platform rather than in-person due to Covid-19.
4. Interviewers must possess a wireless mobile device (e.g. iPad, Tablet, Surface) or computer/laptop with dedicated and secure internet. Interviewers must be skilled/comfortable using this device to conduct video conferencing interviews while simultaneously entering responses into our online data entry system.
5. SCDD WILL NOT provide technical advice or assistance pertaining to your device or internet service.
6. Video conferencing platform will be provided by SCDD.
7. **Due to the volume of applications we receive, we kindly request that you do not contact us regarding the status of your application.**

Please return your completed application to:

**State Council on Developmental Disabilities**

**ATTN: QA Application Process**

**2000 E. 4<sup>th</sup> Street, #115**

**Santa Ana, CA 92705**

**Or email to:**

**[QAProject@scdd.ca.gov](mailto:QAProject@scdd.ca.gov)**

If you have any questions, please email [qaproject@scdd.ca.gov](mailto:qaproject@scdd.ca.gov)

Respectfully,

Ruby S. Villanueva

Project Manager

Quality Assessment Project

"The Council advocates, promotes & implements policies and practices that achieve self-determination, independence, productivity & inclusion in all aspects of community life for Californians with developmental disabilities and their families."

# California State Council on Developmental Disabilities

## *Quality Assessment Project*

### Contracted Interviewer Description and Responsibilities

#### **DESCRIPTION**

The Quality Assessment Project offers adults with intellectual/developmental disabilities (I/DD) an opportunity to share what they think of the services they receive through an in-person interview. Interviews are voluntary and information collected is aggregated and remains anonymous. The Department of Developmental Services (DDS) and Regional Center use the aggregated information to effect policy at the state and local levels.

An Interviewer will gather information through a series of questions with the individual and with others who know and care about him or her. Responses will be entered into an on-line data entry system where it will be analyzed and compared to other Regional Centers as well as other states.

#### **TRAINING**

Each Interviewer is required to successfully complete an initial 8-hour Training and any related after training reviews prior to conducting any interviews. The initial training is provided by Human Services Resource Institute (HSRI), Department of Developmental Disabilities (DDS), State Council on Developmental Disabilities (SCDD), and UC Davis. Interviewers will participate in additional training as required.

***Note: Due to Covid 19, the training will be completed remotely with various modules. Interviewers must complete this remote training successfully to receive assignments.***

#### **ASSIGNMENTS**

Because individuals to be interviewed are randomly selected electronically, interviewers are not guaranteed assignments or a minimum of assignments at any given time.

#### **INTERVIEWER RESPONSIBILITIES**

Each Interviewer must:

- Provide their own wireless mobile device or computer/laptop with dedicated paid secure internet service in order to successfully conduct interviews via video conferencing platform (provided by SCDD) and to enter surveys responses directly into the online data management system.
- Not use paper surveys except in approved situations identified by SCDD.
- Follow all protocols for the pre-interview, interview and after-interview process.
- Review assigned consumer information prior to every interview.
- Schedule interviews at a time agreeable to the consumer.
- Be prepared to assist the consumer/family member/proxy with the understanding how to use the video conferencing platform.
- Serve as mandated reporters and comply with all mandated reporting guidelines and QA Project protocols.
- Update their QA Coordinator or designee regularly regarding the scheduling status of all interviews.
- Cooperate as instructed to ensure the success of Inter-Rater Reliabilities randomly conducted by the QA Project or designee.
- Gather and document specified data and information obtained during each interview.
- Maintain professionalism at all times.



State Council on Developmental Disabilities  
**Quality Assessment Project**  
**Interviewer Applicant Information**

*State Council does not discriminate on the basis of race, color, creed, ancestry, marital status, religious or political affiliation, gender, disability, age, national origin, or sexual orientation.*

Name:		Email:	
Daytime/Cell Phone:		Evening Phone:	
Date:			
Home Address:			
Current Employer and Address:			Phone:
Do you give permission for us to contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Ethnicity (Optional):		What is your primary language?	
Please list fluency (read <u>and</u> speak) in any other language (including ASL):			
Are you currently vendored by any Regional Center? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you work for an agency providing services to consumers of Regional Center? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you related or married to; or co-habitate with a staff /vendor of a Regional Center? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you related or married to; or co-habitate with any staff of SCDD? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a SCDD Council member or RAC member? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you own a mobile device/computer/laptop with dedicated secure internet service ? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What knowledge, experience and ability do you possess that would support your responsibilities as an interviewer of people with I/DD? – <b><u>If you need more space, continue on next page.</u></b>			
(Check all that apply) Please indicate if you are a: <input type="checkbox"/> Self-Advocate <input type="checkbox"/> Family Member <input type="checkbox"/> Professional/Volunteer (in disability field) <input type="checkbox"/> Other _____			
Assuming each interview takes approximately 2 to 2 1/2 hours, including scheduling, driving, conducting and completing the interview how many interviews (assignments) would you be able to complete per month? <b>IMPORTANT: A minimum of assignments is NOT guaranteed to any interviewer.</b> <input type="checkbox"/> Up to 4 <input type="checkbox"/> 5-8 <input type="checkbox"/> 9-12 <input type="checkbox"/> more than 12 (approx. how many? _____)			
We will accommodate individuals who will be interviewed. Are there days of the week (e.g. Sunday) or hours of the day (e.g. evenings) when you will not be able to conduct interviews? <input type="checkbox"/> Yes (indicate, days and/or times) _____ <input type="checkbox"/> No			

**Quality Assessment Project - Interviewer Applicant Information (Page 2 of 2)**

Applicant Name: \_\_\_\_\_

What knowledge, experience and ability do you possess that would support your responsibilities as an interviewer of people with I/DD? **(CONTINUED)**:

  
  
  
  
  
  
  
  
  
  

**References**

**Two (2) Professional References preferred. Personal References accepted.  
(RESUMES ALSO WELCOME)**

Name:	Phone #:
Company/Address:	

Name:	Phone #:
Company/Address:	

***I certify under penalty of perjury that the preceding information is true and correct to the best of my knowledge.***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>For Office Use Only (HQ to complete):</b> Check if on file:</p> <p><input type="checkbox"/> Confidentiality Statement</p> <p><input type="checkbox"/> Interviewer Statements</p> <p><input type="checkbox"/> Required Statement for Mandated Reporters</p> <p><input type="checkbox"/> Permission for background check</p> <p style="padding-left: 20px;"><input type="checkbox"/> Background Check Completed</p> <p><input type="checkbox"/> References checked</p> <p><input type="checkbox"/> Proof of Insurance (if applicable)</p> <p><input type="checkbox"/> Initial Training Completed Date(s): _____</p> <p><input type="checkbox"/> 2 Initial Shadows completed Date(s): _____</p>	<p>Disposition: <input type="checkbox"/> Hired <input type="checkbox"/> Not Hired <input type="checkbox"/> Other: _____</p> <p>Start Date: _____</p> <p>Affiliation: _____</p> <hr/> <p>County/Area Preferences:</p> <p>Primary: _____</p> <p>Secondary: _____</p> <hr/> <p align="center"><b>For Administrative Assistant:</b></p> <p>Data Entry Comp. (Initial/Date): _____</p>
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# County Selection – QA Project

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**Applicant Name:** \_\_\_\_\_

Please select the county/ies below in which you are interested in conducting interviews. If you select counties under multiple Regional Offices (**for example: Regional Office 1 and Regional Office 5**), please check which **Regional Office** you prefer to be your **primary interview region** (**check only one**)

**Regional Office 1**    **Check here if this is your primary interview region**

- |                                     |                                   |                                 |
|-------------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Del Norte  | <input type="checkbox"/> Humboldt | <input type="checkbox"/> Lake   |
| <input type="checkbox"/> Mendocino  | <input type="checkbox"/> Butte    | <input type="checkbox"/> Glenn  |
| <input type="checkbox"/> Lassen     | <input type="checkbox"/> Plumas   | <input type="checkbox"/> Modoc  |
| <input type="checkbox"/> Shasta     | <input type="checkbox"/> Siskiyou | <input type="checkbox"/> Tehama |
| <input type="checkbox"/> Trinity    | <input type="checkbox"/> Alpine   | <input type="checkbox"/> Colusa |
| <input type="checkbox"/> El Dorado  | <input type="checkbox"/> Nevada   | <input type="checkbox"/> Placer |
| <input type="checkbox"/> Sacramento | <input type="checkbox"/> Sutter   | <input type="checkbox"/> Yolo   |
| <input type="checkbox"/> Yuba       | <input type="checkbox"/> Sierra   | <input type="checkbox"/> Napa   |
| <input type="checkbox"/> Solano     | <input type="checkbox"/> Sonoma   |                                 |

**Regional Office 5**    **Check here if this is your primary interview region**

- |  |                                       |                                     |
|--|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Alameda       | <input type="checkbox"/> Contra Costa | <input type="checkbox"/> Marin      |
| <input type="checkbox"/> San Francisco | <input type="checkbox"/> San Mateo    | <input type="checkbox"/> Monterey   |
| <input type="checkbox"/> San Benito    | <input type="checkbox"/> Santa Clara  | <input type="checkbox"/> Santa Cruz |

**Regional Office 6**    **Check here if this is your primary interview region**

- |                                     |                                    |                                      |
|-------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Amador     | <input type="checkbox"/> Calaveras | <input type="checkbox"/> San Joaquin |
| <input type="checkbox"/> Stanislaus | <input type="checkbox"/> Tuolumne  | <input type="checkbox"/> Fresno      |
| <input type="checkbox"/> Kern       | <input type="checkbox"/> Kings     | <input type="checkbox"/> Madera      |
| <input type="checkbox"/> Mariposa   | <input type="checkbox"/> Merced    | <input type="checkbox"/> Tulare      |

**Regional Office 10**    **Check here if this is your primary interview region**

Los Angeles (if you check this, please also complete the Los Angeles - City Selection on the following page )

**Regional Office 11**    **Check here if this is your primary interview region**

- |                                    |  |  |
|------------------------------------|--|--|
| <input type="checkbox"/> Riverside | <input type="checkbox"/> San Bernardino  | <input type="checkbox"/> Inyo          |
| <input type="checkbox"/> Mono      | <input type="checkbox"/> San Luis Obispo | <input type="checkbox"/> Santa Barbara |
| <input type="checkbox"/> Ventura   |  |  |

**Regional Office 13**    **Check here if this is your primary interview region**

- |                                   |                                    |                                 |
|-----------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Imperial | <input type="checkbox"/> San Diego | <input type="checkbox"/> Orange |
|-----------------------------------|------------------------------------|---------------------------------|

**DON'T FORGET TO RETURN THIS PAGE WITH YOUR APPLICATION**

Applicant Name: \_\_\_\_\_

## Los Angeles – City Selection Page

**To conduct interviews in Los Angeles County, please fill out this page by selecting the areas in which you wish to conduct surveys.**

- North Los Angeles County (East Valley, San Fernando, West Valley, Santa Clarita Valley, Lancaster, Palmdale)
  - Torrance, Carson, San Pedro, Long Beach, Lakewood, Norwalk, Bellflower, Redondo Beach
  - South Central Los Angeles (includes Downey, Compton, Bell Gardens, Florence, Huntington Park, Cudahy, and surrounding areas)
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- East Los Angeles (Whittier, Rosemead, Alhambra, Monterey Park, City of Commerce, Montebello, Boyle Heights, Santa Fe Springs, La Mirada, and surrounding areas)
  - San Gabriel Valley and Pomona
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- Pasadena, Burbank, Glendale, Eagle Rock, Los Feliz, Central, Hollywood/Wilshire
- West L.A., Venice, Culver City, Santa Monica, Inglewood, Lawndale, Westchester

**DON'T FORGET TO RETURN THIS PAGE TO SCDD, if applicable**