



Ricki Jo Scott

ADR Program Administrator

- Returns all inquiries within 24 business hours
- Identifies interpretation needs and schedules if needed
- Explains ADR pilot program and answers questions
- Sends parent/ed rights holder ADR packet of materials
 - Brochure
 - Consent form
 - Authorization of release forms
 - Invite letter from BASF Facilitation Program
 - Scheduling form
- Follows up with inquirer three days later
- Sends signed consent, SFUSD file/CDE complaint and contact info to BASF ADR Manager
- Sends to SFCD their consent form
- Follows up with BASF and SFCD if appropriate
- Follows up with FYC for each request
- Tracks data/outcomes; administers surveys and compiles results
- Consultation with Ombudsperson



Laura Savage

Ombudsperson

- Works with and refers families to:
 - SFUSD's family empowerment center (SFCD)
- Works with SFCD Family Resource Specialists (FRS) to navigate services in SFUSD
- Provide parent/ed rights holder referrals to ADR Admin
- Locates proper SFUSD staff to address concerns



Support for Families of Children with Disabilities (SFCD)

- Receives from ADR Admin to provide to FRS:
 - SFUSD file/CDE complaint
 - Name, email and phone # of district rep
 - Name, email and phone # of BASF Facilitator
 - Scheduled time and place of conference
 - Sends name of FRS to ADR Admin



Foster Youth Community (FYC)

- Receives notice from ADR Admin
- Verifies and provides ADR Program Admin contact info for: ed rights holder, Protective Services
- Notifies SF-HSA Education Liaison, Worker and Dependency Attorney
- Completes FYS ADR student information form to provide related service information



Community Advisory Committee (CAC)

- Disseminate information to the Special Education Community through the CAC list serve and at the monthly CAC meetings
- Have available information of the ADR program at other community events in which the CAC participates
- Inform the public about the program through participation at the SFUSD school board meetings
- Promote the ADR program through the CAC website and on the Twitter account
- Field concerns and questions from parents/guardians and direct them to appropriate resources



Parent Self-Referral

- Learns of ADR pilot program through:
 - word of mouth referral from other parent
 - SFUSD website
 - Brochure
 - ADR conference



Marilyn King

The Bar Association of San Francisco (BASF) ADR Manager

- Receives from ADR Admin:
 - Signed consent for conference
 - SFUSD file/CDE complaint
 - Name, email and phone # of district rep
- Sends name, email and phone # of BASF Facilitator to ADR Admin
- Assists to schedule second collaborative conference if needed and informs ADR Admin
- Schedules with and sends documents to BASF Facilitator
- Assign and follow up with weekly coaching Facilitator
- Provides notification to FYC and others with knowledge of child



The Bar Association of San Francisco (BASF) Facilitator

- Conducts pre-conference prep call to district rep and parent/ed rights holder
- Explains role of facilitator to each participant
- Sets parameters of the collaborative conference
- Asks questions to gain information
- Returns outcome of facilitation to SFUSD ADR Admin and BASF ADR Manager
- A second conference may be requested; participants should directly schedule next meeting and facilitator informs ADR Admin and BASF ADR Manager

Additional Parent Resources

Office of Family Voice
Ramon Martinez, Christina Mok

Office of Equity
Keasara (Kiki) Williams

Site Leader
Case Manager
Special Education Supervisor