

**Headquarters**
**3831 North Freeway Blvd. #125**

**Sacramento, CA 95834
(916) 263-7919**

**Toll Free: (833) 818-9886**

**Regional Offices**

North Coast
505 S. Street
Ukiah, CA 95482
(707) 463-4700

North State

80 Independence Circle, #210

Chico, CA 95973
(530) 895-4027

Sacramento
3831 North Freeway Blvd. #125

Sacramento, CA 95834

(916) 263-

North Bay
236 Georgia Street, Suite 201

Vallejo, CA 94590

(707) 648-4073

Bay Area
1515 Clay Street, Suite 300
Oakland, CA 94612
(510) 286-0439

North Valley Hills
2529 West March Lane, Suite 105
Stockton, CA 95207
(209) 473-6930

Central Coast
2580 North First Street, Suite 240
San Jose, CA 95131
(408) 324-2106

Sequoia

770 East Shaw Avenue, Suite 123
Fresno, CA 93710
(559) 222-2496

Los Angeles

411 N. Central Avenue, Suite 620
Glendale, CA 91203
(818) 543-4631

Santa Ana
2000 E. Fourth Street, Suite 115
Santa Ana, CA 92705
(714) 558-4404

San Bernardino

2000 E. Fourth Street, Suite 115
Santa Ana, CA 92705
(714) 558-4404

San Diego Imperial

8880 Rio San Diego Dr., Suite 1015
San Diego, CA 92108-1634
(619) 688-3323

“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."

**WWW.SCDD.CA.GOV**

 S t a t e C o u n c i l o n D e v e l o p m e n t a l D i s a b i l i t i e s

Gavin Newsom
Governor

STATE OF CALIFORNIA

Hello **John Smith,**

I am writing to you from the State Council on Developmental Disabilities. We have been asked to interview people who receive services from the Regional Center. Your Service Coordinator is aware that we will be calling you.

|  |  |
| --- | --- |
|  | A surveyor named **Sally Jones** will be calling you in the next few days to plan a time to talk.  |
| C:\Users\cnguyen2\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\902543CD.tmp | The survey will take about 45-60 minutes and **Sally** will talk to you face to face over the computer using Zoom. You will need a device to talk to us. **Sally** will text or email you an invite. On the other side of this page are instructions on how to join the Zoom meeting.  |
|  | The survey is not a test and there is no right or wrong answer. |
|  | Taking part in the survey is voluntary. If you do not want to participate, you can tell the surveyor at any time.  |
|  | All information will be kept confidential and your answers will not be shared with your Service Coordinator. |
|  | Your answers will be used to improve services throughout the State. |
|  | If you want to see a picture of **Sally** before the interview, go to **scdd.ca.gov/interviewer-photo-gallery** and enter the password: **showme**. Any problems with this link, please call (714) 558-4421 or email QAProject@scdd.ca.gov |
|  | If you have any other questions, please call me at **555-555-5555.**  |

Sincerely,

**Serena Williams**

Quality Assessment Coordinator

Bay Area Regional Office

xxxxx@scdd.ca.gov

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Click the “Join Zoom Meeting” link (Highlighted in the example below) in your email or calendar invitation. [Below is just an example of what you will be seeing]



Depending on your default web browser, you may be prompted to open Zoom. Click on “Open Zoom Meetings”

