San Francisco Unified School District  
Special Education  
45 Conkling St.  
San Francisco, CA. 94124

If you have questions or comments about this program, please contact  
Joe Elwin, elwinj@sfusd.edu (415) 795-2674  
Robin Lewis-Hampton, lew isr@sfusd.edu (415) 695-5872
Program Information

A. What is San Francisco Kaiser Project SEARCH?
B. How did Project Search evolve?
C. What does Project Search offer to Interns?
D. What does Project Search offer to Kaiser?

Application Information

A. Selection Criteria
B. Make-up of the Selection Committee
C. Selection Criteria
D. Planned Make-up of the Project SEARCH program for 2015-2016
E. Recruitment Timeline
PROGRAM INFORMATION

A. What is San Francisco Project SEARCH?

San Francisco Kaiser Project SEARCH is a collaborative program between San Francisco Unified School District (SFUSD), Kaiser-Permanente (KP), Worklink, the California Department of Rehabilitation (DOR), and Golden Gate Regional Center. Project SEARCH provides vocational training and education that may lead to employment for individuals with disabilities. Applicants apply to the program and are accepted as interns through a selection committee process. All applicants must be eligible for services with the DOR and may also be eligible with Golden Gate Regional Center.

Interns are responsible for their own transportation to the Kaiser-Permanente, San Francisco site. Public transportation is available from most areas of San Francisco to KP. Each intern participates in three internships during the school year. During the internships, the intern learns job-specific skills while having the opportunity to put employability skills into practice. Interns participate in on-going review of progress with the San Francisco Kaiser Project SEARCH instructor and an Employment Training Specialist, to help define career goals and plan necessary steps to achieve those goals.

The cornerstone of San Francisco Kaiser Project SEARCH is total immersion in the healthcare workplace. For five days a week, interns report to KP, learning employability skills in a class/workshop setting and transferable job skills while participating in a variety of internships/experiences. KP Managers and Supervisors work with the San Francisco Kaiser Project SEARCH staff to support the interns during the day. Interns get continual feedback from the internship manager, co-workers and San Francisco Kaiser Project SEARCH team. This program has a credentialed special education teacher, instructional assistant and employment training specialists that work with both the interns and the business staff. Interns end their day by reflection, problem solving, planning and journaling their key learning. The ultimate goal upon program completion is that students will transfer the job skills learned in the internship into gainful employment.

B. How did Project SEARCH evolve?

Nurse J. Erin Riehle, then the Director of the Emergency Room at Cincinnati Children’s Hospital Medical Center, developed Project SEARCH in 1996. She was in need of a reliable worker to stock supplies. She worked with Jennifer Linnabary, a job developer with the Hamilton County Board of Mental Retardation and Developmental Disabilities and Susie Rutkowski, Great Oaks Manager of Disability Education. They selected Annie Sublett, who has Down Syndrome, to work in the emergency department. Annie now works full-time at Children's Hospital's 15-room Dental Clinic, where she sterilizes and sorts instruments and is very successful. Since then, the program has grown nationwide. Project SEARCH administrators have helped replicate the program in cities such as Seattle, Vancouver (WA), Atlanta and Nashville as well as other locations in Ohio and across the country. In Northern California there are Project SEARCH sites at Oakland Children's Hospital and Vallejo Kaiser-Permanente.
The San Francisco Kaiser Project SEARCH is collaboration among these entities:

- San Francisco Unified School District
- Kaiser-Permanente Medical Center, San Francisco
- WorkLink
- California Department of Rehabilitation
- Golden Gate Regional Center

C. What does San Francisco Kaiser Project SEARCH Program offer to Interns?

- A training environment that embraces diversity and demonstrates a strong commitment to vocational skill development, while enforcing a proper workplace demeanor.
- A professional work environment that teaches transferable job skills as well as skills specific to the healthcare industry, a growing demand industry in today’s challenged economy.

D. What does San Francisco Kaiser Project SEARCH offer to Kaiser Permanente Medical Center, San Francisco?

- Demonstrates to the hospital personnel, patients and their families that KP embraces diversity and equal opportunities for all.
- Interns serve as great role models to patients with disabilities.
- Interns complete work assignments that support KP services.
- No Cost: San Francisco Kaiser Project SEARCH is funded by SFUSD and the California State Department of Rehabilitation (and, potentially Golden Gate Regional Center) without any costs to KP.

E. Program Goals

- Partnership with host business (KP), agencies and education (SFUSD)
- Career Exploration in a variety of entry-level positions
- Travel Training – access public transportation, when available
- Participation in Employability Skills curriculum
- Practice in interviewing, feedback and assessment with Project Search and host business staff
- Completion of three internships (10 – 12 weeks each)
- Attainment of competitive, marketable, transferable job skills
- Documentation of skills and knowledge in a portfolio
- Job Placement in a competitive job matching interns’ skills and interests
APPLICATION INFORMATION

A. Selection Process

- The purpose of this application packet is to get basic information about the candidate’s background, interests, and support needs in an employment environment. If selected for an interview, candidates will be asked to provide more detailed information. A parent, student, counselor, teacher or employer may be contacted by the Selection Committee to gather additional information. Our final goal is to select student/interns who will be successful in the San Francisco Kaiser Project SEARCH program and reach the outcome of competitive employment. This application packet is used for both high school transition and adult (recent graduate) candidates.

The Selection Process includes the following guidelines:

1. Submit the completed application by **Tuesday, January 20, 2015** to:

   SFUSD
   Educational Placement Office (EPC)
   Attn: Adriana Esquer
   555 Franklin St. rm.100
   San Francisco, CA. 94102

2. The Selection Committee will review the applications and arrange interviews (to be completed by March 2015). Applicants not selected for interviews will be notified.

3. Applicants will be notified of acceptance or denial within 2 weeks of the interview. If accepted, an IEP will be developed with the IEP team for the 2015-2016 school year.

4. If accepted, the applicant must meet the requirements of the host business site (Kaiser) to begin the program. Requirements may include proof of negative TB Test, current immunizations, completion of host business paperwork, criminal background clearance, drug testing, health screening and/or other requirements.

5. If accepted, the student/intern and parent/guardian must sign a San Francisco Kaiser Project SEARCH Student Contract.

B. Make-up of Selection Committee

- The Selection Committee will include multiple levels of expertise to evaluate applicants and may include:
  - Project SEARCH teacher
  - SFUSD Special Education representative
  - Kaiser-Permanente worksite representative(s)
  - Worklink representative
  - Department of Rehabilitation representative
  - Golden Gate Regional Center Service representative
  - Supported Employment Vendor
C. Selection Criteria

- Be 21 years of age.
- Certificate of Completion track.
- Meet eligibility requirements for Department of Rehabilitation (DOR) services.
- May meet eligibility requirements of Golden Gate Regional Center (GGRC). (Preferred, but not mandatory.)
- Have independent personal hygiene and grooming skills.
- Have independent toileting and feeding skills.
- Maintain appropriate behavior and social skills in the workplace (given training at a 1 to 4 Intern to staff ratio, appropriate job match and supports).
- Take direction from instructor, transition staff, mentor or supervisors and change behavior as needed.
- Able to consistently attend a full school-day Internship program for a full school-year.
- Able to adhere to the host business' standards of dress and conduct.
- Able to communicate effectively as needed using a combination of verbal, nonverbal and/or technologically-assisted methods of expression.
- Have a desire to explore transportation options including public transportation when available, and be trained to travel independently.
- Have previous experience in a work environment (including school, volunteer, and paid work).
- Able to pass host business eligibility (requirements may include health screen, drug screen, criminal background check, current immunizations, proof of negative TB test, and completion of host business network).
- Desire and plan to work competitively in the community at the conclusion of the San Francisco Kaiser Project Search program (and have necessary documentation in order to work).

D. Planned make-up of the 2015-16 Project SEARCH program:

- 1 Credentialed Special Education Teacher (Moderate-Severe)
- 1 Instructional Assistant
- 1 Employment Training Specialist and additional Employment Training Specialists as assigned and needed for training in new rotations
- 10-12 High School Transition student interns
### E. Recruitment Timeline

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Packets distributed to sites</td>
<td>December 2014</td>
</tr>
<tr>
<td>Project SEARCH Information Night</td>
<td>December 4, 2014, 5:30-7:00 p.m.</td>
</tr>
<tr>
<td>For students, parents, and interested community members</td>
<td></td>
</tr>
<tr>
<td>Kaiser 2238 Geary, 3rd Floor: Diamond Room</td>
<td></td>
</tr>
<tr>
<td>Project SEARCH Applications due</td>
<td>January 20, 2015, no later than 4:00 p.m.</td>
</tr>
<tr>
<td>SFUSD, EPC office, 555 Franklin ST. SF</td>
<td></td>
</tr>
<tr>
<td>Selection Committee Interviews</td>
<td>March 16-20, 2015</td>
</tr>
<tr>
<td>(By letter invitation ONLY)</td>
<td></td>
</tr>
<tr>
<td>Letters of Acceptance</td>
<td>Week of May 4th, 2015</td>
</tr>
<tr>
<td>DOR Counselors will open eligible cases after acceptance</td>
<td></td>
</tr>
<tr>
<td>IEPs written, after acceptance, with affiliated school and team members</td>
<td></td>
</tr>
<tr>
<td>Family Orientation</td>
<td>TBD</td>
</tr>
<tr>
<td>Project SEARCH 2015-16 internships begin</td>
<td>August 24, 2015(tentative)</td>
</tr>
</tbody>
</table>