

1 WHAT IS A CONSUMER ADVISORY COMMITTEE (CAC)?



The CAC is more than a requirement—it's a strategic partner that ensures the voices of people with lived experience guide UCEDD work.

2 WHY THE CAC EXISTS

Required by the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act)



ADVISE
Advise the UCEDD Director



PLAN
Help develop the UCEDD's 5-Year Work Plan



REVIEW
Review annual progress toward goals



RECOMMEND
Recommend revisions to improve the plan as needed



GUIDE
Ensure community voices guide UCEDD programs, policies, and priorities



The CAC builds a bridge between the university and the community, strengthening trust, relevance, and impact.



The CAC ensures the UCEDD stays connected, accountable, and focused on what matters most.

3 WHO SERVES ON THE CAC?



- Individuals with Developmental Disabilities (Majority of Members)
- Family Members (Majority of Members)
- Protection & Advocacy (P&A)
- DD Council Representative
- Self-Advocacy Organization
- Parent Training & Information Center (PTI)
- Assistive Technology Program
- Community Organizations and Other Partners
- Other UCEDD(s) in the State (if applicable)



Membership must reflect the racial and ethnic diversity of the state.



4 MEANINGFUL ENGAGEMENT: MOVE BEYOND MEETINGS



EXAMPLES OF MEANINGFUL ENGAGEMENT

- ✓ Review evaluation findings
- ✓ Help prioritize research & training topics
- ✓ Co-design programs and materials
- ✓ Serve on project teams
- ✓ Lead discussions and meetings
- ✓ Review grant applications
- ✓ Share community feedback
- ✓ Inform policy and system priorities
- ✓ Champion accessibility and inclusion



Engagement is ongoing, accessible, and intentionally inclusive.

5 CAC ACROSS THE UCEDD LOGIC MODEL



The CAC is the primary source of stakeholder input across all four core functions.

6 REPORTING CAC ACTIVITIES IN THE PPR

Report CAC involvement throughout your PPR in the following ways:

	COVER LETTER	Highlight CAC role and contributions.
	ATTACHMENTS	Include copies of CAC meeting agendas/minutes as a single, cohesive PDF.
	PART 1A & PART 1B	Include CAC involvement where applicable.
	PART 2	Include CAC participation and input in activities and outcomes.
	PART 3	CAC involvement may be most appropriate in 1, 2a, 2b, and 2d.
	OPTIONAL APPENDIX	Include additional CAC materials and examples.



Think across the entire PPR—document CAC involvement wherever it influenced planning, implementation, outcomes, or continuous improvement.

7 THE CAC REPORTING MINDSET

INSTEAD OF ASKING...



"Where do I report the CAC?"



ASK THIS INSTEAD...



"Where did the CAC influence or contribute to this work?"



The CAC is a required component of UCEDD functionality and the top source of input data for each core function activity in the UCEDD Logic Model (Jan 2026).

8 CAC QUICK REFERENCE



WHO

- ✓ Majority individuals with DD & family
- ✓ Includes key partners
- ✓ Reflects racial and ethnic diversity



ROLE

- ✓ Advise Director
- ✓ Help develop 5-Year Work Plan
- ✓ Review progress
- ✓ Recommend improvements



ENGAGEMENT

- ✓ Listen & learn
- ✓ Co-design
- ✓ Provide feedback
- ✓ Improve & adapt
- ✓ Measure impact



IMPACT

- ✓ Guides all core functions
- ✓ Strengthens relevance & trust
- ✓ Drives better outcomes



REPORTING

- ✓ Report throughout your PPR
- ✓ Include in all applicable parts
- ✓ Use attachments



A strong CAC leads to stronger programs, more meaningful data, and greater impact for individuals with disabilities and their families.