

Kick Start Directory

This kick start directory may be used as a resource tool to support your disability inclusion efforts. There are three basic steps to support you in this work: **Step 1) Build Your Contacts**, **Step 2) Set up Your Directory**, and **Step 3) Set up a Calendar**. Following these three steps will help you to stay in touch with your contacts and stay positive along the journey as it may take multiple attempts to connect with a contact.

Step 1) Build Your Contacts

How do you build your contacts and resources that you can reach out to? Remember, you may need to create awareness about the need to coordinate (e.g. chronic disease prevention that includes the whole community, cost savings, etc.) and share examples of how partners may contribute to program collaboration or joint efforts (e.g. co-hosting an outreach event, partnering on a grant, etc.). It is important to list 2-3 contacts: One contact at the leadership/director level, one at the manager level, and one at the coordinator level. This is important to successfully sustain your organizational and community contacts.

✓ Start with Friends

It is important to begin to build your regional contact with inclusive resources and individuals/organizations who are working in the realm of health and disability inclusion.

✓ Research Organizational Resources

Below are few national organizations that serve people with disabilities, as well as health organizations that are working toward inclusion of people with disabilities. These organizations may be valuable resources as you build your contacts. *Most of these organizations have a center or program located in almost every state and territory.*

[The Arc](#)

The Arc is the largest national community-based organization advocating for and serving people with intellectual and developmental disabilities and their families. The Arc has been on the front lines in making change happen for people diagnosed with Autism, Down syndrome, Fetal Alcohol Spectrum Disorder, and a range of diagnoses across the spectrum of intellectual and developmental disabilities.

[Association of University Centers on Disabilities \(AUCD\)](#)

The Association of University Centers on Disabilities (AUCD) works in every state and Territory to advance policies and practices that improve the health, education, social, and economic well-being of all people with developmental and other disabilities, their families, and their communities. AUCD connects public health partners for systems change efforts as a multidisciplinary network of university-based training and service centers and programs. Through research, training, service and advocacy, the AUCD network helps people with disabilities overcome barriers to inclusion and wellness. AUCD promotes and supports three national networks of interdisciplinary centers on disabilities:

1. [Leadership Education in Neurodevelopmental and Related Disabilities](#)

Leadership Education in Neurodevelopmental and Related Disabilities (LEND) programs provide long-term, graduate level interdisciplinary training as well as interdisciplinary services and care. The purpose of the LEND training program is to improve the health of infants, children, and adolescents with disabilities. LEND programs reach 50 states and 3 territories through partnerships.

2. [University Centers for Excellence in Developmental Disabilities](#)

The University Centers for Excellence in Developmental Disabilities (UCEDD) work to accomplish a shared vision in which all Americans, including Americans with disabilities, participate fully in their communities. Currently, there is at least one UCEDD

in every state and territory. Each UCEDD is in a unique position to facilitate the flow of disability-related information between community and university.

3. [Intellectual and Developmental Disability Research Centers](#)

The Intellectual and Developmental Disabilities Research Centers (IDDRCs) represent the nation's first and foremost sustained effort to prevent and treat disabilities through biomedical and behavioral research. IDDRCs contribute to the development and implementation of evidence-based practices by evaluating the effectiveness of biological, biochemical, and behavioral interventions; developing assistive technologies; and advancing prenatal diagnosis and newborn screening.

[National Association of Councils on Developmental Disabilities](#)

The National Association of Councils on Developmental Disabilities (NACDD) is the national association for the Councils on Developmental Disabilities (DD Councils) across the United States and its territories. The DD Councils receive federal funding to support programs that promote self-determination, integration and inclusion for all people in the United States with developmental disabilities.

[National Association of County and City Health Officials](#)

The mission of the National Association of County and City Health Officials (NACCHO) is to improve the health of communities by strengthening and advocating for local health departments. NACCHO is the leader in providing cutting-edge, skill-building, professional resources and programs, seeking health equity, and supporting effective local public health practice and systems.

[National Center on Health, Physical Activity and Disability](#)

The National Center on Health, Physical Activity and Disability (NCHPAD) is the premier resource for information on physical activity, health promotion, and disability, serving persons with physical, sensory and cognitive disability across the lifespan.

[National Council on Independent Living](#)

The National Council on Independent Living (NCIL) represents thousands of organizations and individuals including: individuals with disabilities, Centers for Independent Living (CILs), Statewide Independent Living Councils (SILCs), and other organizations that advocate for the human and civil rights of people with disabilities throughout the United States.

[Find Your Local Center for Independent Living](#)

[Find Your Statewide Independent Living Council](#)

[Special Olympics](#)

Special Olympics is a leading name in health promotion for people of all ages with intellectual disabilities. Through sports training and competition, children and adults with intellectual and developmental disabilities are empowered to become "physically fit, productive and respected members of society."

[✓ Build Your Organizational Contacts](#)

→ Ask yourself: *What organizations are near me? Which organizations have resources that compliment my goals?*

→ Use this worksheet below to list 2-3 organizations to target. You might include your local CIL, LEND or Arc chapter. Explore your possibilities!

→ List 2-3 contacts: One contact at the leadership/director level, one at the manager level, and one at the coordinator level.

Organization 1



Organization 2



Organization 3



✓ Build Your Community Contacts

→ Ask yourself: *What are some community groups in my region? Which groups have resources that compliment my goals?*

→ Use this worksheet below to list 2-3 community groups to target. Local community groups to target might include your regional grocery store, pharmacy chain, or your local YMCA.

→ List 2-3 contacts: One contact at the leadership/director level, one at the manager level, and one at the coordinator level.

Community Group 1



Community Group 2



Community Group 3



Step 2) Setting Up Your Directory

You may want to keep the contact details in a spreadsheet or a database, so that you can quickly update any information as it changes. Remember - It is important to list 2-3 contacts: One contact at the leadership/director level, one at the manager level, and one at the coordinator level.

Here is an example of how you might set up fields in your directory:

Organization	Leader/Director Full Name	Leader/Director Email	Leader/Director Phone	Manager Full Name	Manager Email	Manager Phone	Coordinator Full Name	Coordinator Email	Coordinator Phone

Step 3: Set Up a Calendar

Decide when you would like to share information with your organizational and community contacts. Maybe you would like to share updates on an event that you are hosting or perhaps share important action steps for shared work together. Or maybe you just want to reach out and say hello on the contact’s birthday! Setting up a calendar will help you be intentional in your communications and stay in touch regularly. It will also help you to stay positive as it may take multiple attempts to connect with a contact.

Whenever you want to reach out, make sure that you have a general timeframe and message in mind. It takes time to build up your partner interactions, so stay positive. Remember, positive perception and quality interactions with partners supports everything



ASSOCIATION OF UNIVERSITY CENTERS ON DISABILITIES

THE LEADERSHIP, EDUCATION, ADVOCACY & RESEARCH NETWORK



National Center on Disability in Public Health
Public health is for everyone.

from activities and collaborations to future opportunities. Awareness of your efforts as a potential partner and positive interactions are important for pursuing future efforts together!

Here is a sample calendar set up that you might use:

Timeframe	Message	Ask	Key Contacts to Approach	Status
e.g. January	<i>New Year / New You Health Fair</i>	Hosting Space Give-a-ways / resources	Regional Grocery Chain Local Pharmacy Local YMCA	Sent outreach email 10/20 Follow up meeting 11/15 Event scheduled for 1/25

About Us

AUCD's [National Center on Disability in Public Health](#) builds capacity by encouraging collaboration between public health partners and AUCD's Network Centers. This **Kick Start Directory** is based on our experiences in facilitating a Community of Practice on the use of the Diabetes Prevention Program (DPP) for people with intellectual or physical disabilities. The lessons learned may be helpful in other areas of health promotion for people with disabilities.

Need help navigating disability inclusion strategies with partners?

[Set up a technical assistance call](#) and [check out the National Center's website for more information](#).

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