AUCD Network Engagement

This document is meant as a guide for AUCD network members to learn how they can actively participate and interact with the AUCD national office and other network members in the categories listed below.

Key:
- D = Directors only
- SF = staff/faculty
- EL = Emerging Leaders
- N= All network members

Unless specifically noted, all the categories below are open to network members which includes Director, Faculty, Staff, and trainees.

### AUCD Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUCD Conference</strong></td>
<td>January – May</td>
<td>Planning Committee</td>
</tr>
<tr>
<td>- Typically in November</td>
<td></td>
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<tr>
<td>- Contact Laura Martin</td>
<td></td>
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<tr>
<td>- Spring</td>
<td></td>
<td>Submit a proposal</td>
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<tr>
<td>- Summer</td>
<td></td>
<td>Nominate for an award</td>
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<tr>
<td>- Summer</td>
<td></td>
<td>Review proposals</td>
</tr>
<tr>
<td>- Fall</td>
<td></td>
<td>Scholarships</td>
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<tr>
<td>- Conference</td>
<td></td>
<td>Conference (EL)</td>
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<tr>
<td>- Trainees (EL)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Fall</td>
<td></td>
<td>Register and book hotel</td>
</tr>
<tr>
<td>- Fall</td>
<td></td>
<td>Attend the Conference</td>
</tr>
<tr>
<td>- Fall</td>
<td></td>
<td>Social Media using #AUCD20(XX)</td>
</tr>
<tr>
<td><strong>AUCD Gala (typically D, can include N)</strong></td>
<td>Winter</td>
<td>Become a sponsor</td>
</tr>
<tr>
<td>- Spring</td>
<td></td>
<td>Contribute story around Gala theme for network map</td>
</tr>
<tr>
<td>- Contact Laura Martin</td>
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<td></td>
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<tr>
<td>- Spring</td>
<td></td>
<td>Attend the Gala</td>
</tr>
<tr>
<td>- Spring</td>
<td></td>
<td>Social Media using #AUCD4All</td>
</tr>
<tr>
<td><strong>Disability Policy Seminar</strong></td>
<td>Sunday before DPS</td>
<td>AUCD Policy Forum (EL)</td>
</tr>
<tr>
<td>- Spring</td>
<td></td>
<td>Policy Luncheon (invite only)</td>
</tr>
<tr>
<td>- Coordinating partners</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Include The Arc, AIDD, AUCD, NACDD, SABE, and UCP</td>
<td></td>
<td></td>
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<tr>
<td>- Primarily led by The Arc</td>
<td></td>
<td></td>
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<tr>
<td>- Contact Rylin Rodgers</td>
<td></td>
<td></td>
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<tr>
<td>- Only for AUCD activities</td>
<td></td>
<td></td>
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<tr>
<td>- listed here</td>
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</tr>
<tr>
<td>- During DPS</td>
<td></td>
<td>Social Media using #DPS20(XX)</td>
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<tr>
<td><strong>AUCD Leadership Academy</strong></td>
<td>Fall</td>
<td>Applications open</td>
</tr>
<tr>
<td>- Typically last week of June</td>
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<tr>
<td>- Contact Maureen Johnson</td>
<td></td>
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<tr>
<td>- Spring</td>
<td></td>
<td>Applications due</td>
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<tr>
<td>- Summer</td>
<td></td>
<td>AUCD Leadership Academy takes place</td>
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<tr>
<td>- Fall</td>
<td></td>
<td>Meet with other Academy cohorts (cohort members)</td>
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<tr>
<td>- Fall</td>
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</tbody>
</table>
AUCD Governance

<table>
<thead>
<tr>
<th>AUCD Board of Directors – Elections</th>
<th>Timeline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contact Laura Martin</td>
<td>Spring</td>
<td>Call to serve on Nominating Committee</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>Call for nominees for open Board positions</td>
</tr>
<tr>
<td></td>
<td>Summer</td>
<td>Council Board Chair elections take place</td>
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<tr>
<td></td>
<td>Fall</td>
<td>Vote for Board positions (D)</td>
</tr>
<tr>
<td></td>
<td>November</td>
<td>New Board year turns over at the Conference</td>
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<tr>
<td></td>
<td>Bimonthly</td>
<td>Calls with the Board</td>
</tr>
</tbody>
</table>

Board committees include:
- Finance
- International
- Conference Planning
- Public Policy
  - Right to Communicate
  - Rural Area Code

_Councils_ – roles typically include Chair or Co-Chair, Vice Chair, Secretary, and members – for questions about joining a specific Council, contact the Council chair at the links below.

Five Councils (N):
- CEDC (Community Education and Dissemination Council)
- COLA (Council on Leadership in Advocacy)
- CORE (Council on Research and Evaluation)
- MCC (Multicultural Council)
- NTDC (National Training Directors Council)

Council Activities include:
- Chair or Co-Chairs serve as a member of the Board of Directors and represent the Council interests
- Election / nomination
- Regular meetings
  - Typically quarterly calls
  - AUCD Conference
- Trainings via webinars
- Workgroups or other activities on topics that the Council deems of importance
Getting Connected

- **Newsletters** – AUCD newsletters provide a way for people to learn about the activities and accomplishments of network members and relevant events. Each newsletter has its own distribution schedule and submission requirements – be sure to check the newsletter webpage when submitting content and/or with questions.

- **Listservs** – Communication among and between members is integral to the success of the entire network. AUCD members are encouraged to subscribe to appropriate AUCD listservs. Membership and postings on all lists are moderated by AUCD staff.

- **Special Interest Groups (SIGs)** – SIGs are made up of individuals in the AUCD network that have common topical interest. SIGs, which are open to anyone in the network, serve as a mechanism for sharing information, engaging in dialogue, and generating new ideas. SIGs are led by one or more individuals from the network (with AUCD staff support if needed); they typically meet in person at the AUCD Conference and may share information via email, conference call, or webinars throughout the year.

- **AUCD Directory** – Click on anywhere on the map to see contact information for each Program/Center, or seek for expertise and collaborators in the network based on position or discipline. A separate [IDDRC directory](#) also provides contact and background information about AUCD’s member IDDRC programs.

- **National Information Reporting System (NIRS)** – NIRS is the national, web-based data reporting and retrieval system for the AUCD Network. NIRS enables UCEDD and LEND Network members to manage data on their training programs, projects, activities, and products, and helps them comply with Federal reporting requirements. The data gathered in NIRS also enables AUCD to develop composite snapshots of cutting-edge projects and content experts within the network to inform policies and emerging priorities.
  - Contact Natalie Martinez with any questions
  - [New Data Coordinators Orientation](#)
  - Data coordinators listserv
  - Data coordinators quarterly calls
  - In-person data coordinators meeting during the AUCD Conference
  - Identify network experts
  - Find projects

- **Diversity & Inclusion Toolkit** – This collaborative toolkit provides concrete objectives, strategies, and resources to enhance diversity, inclusion, and cultural and linguistic competence; cultivate partnerships; respond to increasingly diverse communities across the country; and develop strategies for continuing efforts to better serve diverse populations.
  - [Submit a case study](#)
  - Diversity Fellowship Projects

- **Public Health is for Everyone Toolkit** - This online toolkit which serves as a one-stop resource to increase the capacity of public health professionals to create programs that benefit entire communities, including people who have disabilities. The PHEToolkit provides public health professionals with resources to enhance their planning efforts in key issue areas.
  - [Submit a resource](#)

- **Social Media (N)**
  - AUCD: [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#) (including Tuesdays with Liz), [LinkedIn](#)
  - AUCD Emerging Leaders Community: [Facebook](#), [Twitter](#)
### AUCD National Office

**University Centers of Excellence in Developmental Disabilities (UCEDDs)**
- **TA Center:** [UCEDD Resource Center (URC)](mailto:) (URC)
- Contact [Sarah DeMaio](mailto:)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td>TA Institute (D)</td>
<td>Spring</td>
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<tr>
<td>UCEDD leaders to network, meet with federal project officers, and learn of new initiatives, national trends, and information</td>
<td>Winter to Spring</td>
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<tr>
<td></td>
<td>Spring</td>
</tr>
<tr>
<td>Directors Retreat (D)</td>
<td>Spring</td>
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<tr>
<td>Focused meeting for network and central office leadership to discuss critical topics outside the presence of federal funders.</td>
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<tr>
<td>TA Meetings during the AUCD Conference</td>
<td>Fall</td>
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<td></td>
<td>• Directors Meeting (D)</td>
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<td></td>
<td>• Territories Meeting</td>
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<td></td>
<td>• UCEDD 5-year planning</td>
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<td></td>
<td>• Data Coordinators Meeting (contact <a href="mailto:">Natalie Martinez</a>)</td>
</tr>
<tr>
<td>New Directors Orientation (D)</td>
<td>TBD, based on Directors’ availability</td>
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<tr>
<td></td>
<td>Orientation for New Directors</td>
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<tr>
<td>Project Advisory Committee</td>
<td>Semi-annual</td>
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<tr>
<td></td>
<td>Calls in August and October</td>
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</tbody>
</table>

- Listservs
  - Business Managers; contact [Sarah DeMaio](mailto:)
- Facilitating collaboration to address emerging trends
  - Home and Community Based Services (HCBS); contact [Denise Rozell](mailto:)
  - Spanish Language Caucus; contact [Luis Valdez](mailto:)
  - Plain Language Advisory Committee; contact [Denise Rozell](mailto:)
  - Language and Communication Advisory Committee; contact [Sarah DeMaio](mailto:)
  - Collaboration with: OIDD, DD Network members, external partners
  - UCEDD Promotion workgroup; contact [Dawn Rudolph](mailto:)

### Leadership Education in Neurodevelopmental and Related Disabilities (LEND)
- **TA Center:** [Interdisciplinary Technical Assistance on Autism and Developmental Disabilities (ITAC)](mailto:)
- Contact [Dawn Rudolph](mailto:)

<table>
<thead>
<tr>
<th>Meetings</th>
<th>Timeline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autism CARES Meeting</td>
<td>Winter – Spring</td>
<td>• Planning Committee</td>
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<tr>
<td></td>
<td></td>
<td>• Submit a proposal</td>
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<tr>
<td></td>
<td>Summer / Fall</td>
<td>Attend the Autism CARES Meeting</td>
</tr>
<tr>
<td>Event</td>
<td>Timeline</td>
<td>Activity</td>
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<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>LEND Directors Meeting</strong></td>
<td>Summer and Fall at the AUCD Conference</td>
<td>Attend the LEND Directors Meeting</td>
</tr>
<tr>
<td><strong>Data Coordinators Meeting</strong></td>
<td>Fall at the AUCD Conference</td>
<td>Data Coordinators only</td>
</tr>
<tr>
<td><strong>Division of Maternal and Child Health Workforce Development (DMCHWD) Meeting</strong></td>
<td>Summer</td>
<td>Virtual meeting</td>
</tr>
<tr>
<td><strong>Newsletters</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ITAC Quarterly Bulletin Board</strong></td>
<td>Quarterly (February, May, August, November)</td>
<td>Submit content to share with other LEND network members</td>
</tr>
<tr>
<td><strong>Developments</strong></td>
<td>Spring and Fall</td>
<td>Submit content to share with other Autism CARES grantees</td>
</tr>
<tr>
<td><strong>Project Activities</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>FAST Projects</strong></td>
<td>Spring</td>
<td>RFA is released</td>
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<tr>
<td></td>
<td>Summer</td>
<td>Applications due</td>
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<td></td>
<td>Fall – Summer</td>
<td>Project activities</td>
</tr>
<tr>
<td><strong>Project Advisory Committee</strong></td>
<td>Quarterly</td>
<td>Calls, email input as requested</td>
</tr>
<tr>
<td><strong>Baylor Transition Conference</strong></td>
<td>Summer</td>
<td>Become a broadcast site (D, SF)</td>
</tr>
<tr>
<td></td>
<td>Fall</td>
<td>Attend the conference remotely</td>
</tr>
<tr>
<td><strong>Workgroups</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Purposeful Inclusion of People with Disabilities (PWD)</strong></td>
<td>Bimonthly calls on the 1st Wednesday, 3pm ET</td>
<td>Two subcommittees: 1) Faculty technical assistance 2) Peer network for current and former self-advocacy trainees Share any challenges, strategies, and expertise related to including self-advocacy trainees in LEND programs</td>
</tr>
<tr>
<td><strong>LEND Family Discipline Network</strong></td>
<td>Bimonthly calls on the 3rd Tuesday at 10am ET</td>
<td>Share challenges, strategies, and expertise related to including family faculty and trainees in LEND programs</td>
</tr>
<tr>
<td><strong>LEND Program Quality Improvement (LPQI)</strong></td>
<td>Monthly calls on the 3rd Tuesday at 11:00am ET</td>
<td>Programs that are implementing validated trainee self-report and faculty observation measures at specific time points during the year, with the goal of determining how LEND advances knowledge and skills within key leadership competency areas</td>
</tr>
</tbody>
</table>
Neurodevelopmental Disabilities (NDD) Curriculum Resources
Editorial Board

<table>
<thead>
<tr>
<th>Calls on an ad hoc basis</th>
<th>Ensures module content is update and determining if/when new content is needed.</th>
</tr>
</thead>
</table>

- Request and respond to TA Needs
  - Needs Assessment (D)
- **LEND Regional Consortia** (N); contact **Luis Valdez**

**Public Policy**
- Contact **Rylin Rodgers**

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>AUCD Policy Fellowship</td>
<td>Winter</td>
</tr>
<tr>
<td>Summer – Summer</td>
<td>Fellowship</td>
</tr>
</tbody>
</table>

- Policy Committee (see under Governance)
- Submit ideas for **Tuesdays with Liz**; contact **Liz Weintraub**

**National Center on Disability in Public Health (AUCD’s Public Health Team)**
- Visit the **NCDPH website**
- Contact **Adriane Griffen / Tanisha Clarke**

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Act Early Ambassadors</td>
<td>Late Fall / Early Spring</td>
</tr>
<tr>
<td>Spring</td>
<td>Annual Training for Ambassadors</td>
</tr>
</tbody>
</table>

- **Initiatives of NCDPH**
  - Access to Healthcare
    - HEAT (Health is for Everyone: Action Team) project
    - Healthcare Transition National Learning Group
  - Developmental Monitoring and Screening
    - Act Early Ambassadors
  - Emergency Preparedness
  - Nutrition and Healthy Weight
    - Nutrition is for Everyone
  - Sexual and Reproductive Health
  - Wellness and Mental Health
    - Cultural Adaptation of Legacy for Children for Latino Communities
    - Family Interaction Training (FIT) program

- **Newsletters**
  - **Inclusive Public Health Quarterly**
  - **Twitter:** @PHis4Everyone

- **Learning Groups**
  - Communities of Practice that develop our practice-based research, **Inclusion Wheel: Tool for Building Capacity and Public Health Leaders to Serve People With Disabilities**
    - Disability Data to Action Community of Practice
    - Positive Parenting Community of Practice

- **On Demand Webinar series** (CHES available)
- **Public Health is for Everyone**
Professional Fellows Program on Inclusive Disability Employment (PFP-IDE)
- Visit the PFP-IDE website
- Contact Dorothy Garcia

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Mentor a Fellow (D)</td>
<td>Spring and Fall (1 month) Provide virtual mentorship to a fellow in the area of inclusive employment</td>
</tr>
<tr>
<td>Specific meetings regarding PFP-IDE</td>
<td>Fall Happens at the AUCD Conference</td>
</tr>
</tbody>
</table>

- Social media
  - If you have a network member who engages in disability-related international work, promote that on social media and notify AUCD so we can do the same. Even if it is not directly connected to the PFP-IDE Program, we can highlight that to our partners at the State Department, including the Disability Rights Team. Use: #ExchangeOurWorld and @AUCDnews (twitter) and @AUCDnetwork (Facebook)

AUCD Emerging Leaders Community
- Includes current and former trainees, and early career professionals
- Visit the AUCD Emerging Leaders Community website
- Contact Maureen Johnson

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>AUCD Emerging Leaders Internship (2 paid positions)</td>
<td>Spring Application opens</td>
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<tr>
<td></td>
<td>Summer Application closes</td>
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<tr>
<td></td>
<td>August – May Internship responsibilities</td>
</tr>
<tr>
<td>Trainee Liaison</td>
<td>August Recruitment begins</td>
</tr>
<tr>
<td></td>
<td>September – May Trainee Liaison responsibilities</td>
</tr>
<tr>
<td>AUCD Emerging Leaders Map</td>
<td>Fall Recruitment begins</td>
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<tr>
<td></td>
<td>Winter Recruitment ends</td>
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<td></td>
<td>Spring Yearly map launched</td>
</tr>
<tr>
<td>AUCD Annual Conference</td>
<td>Fall • Trainee Networking Session • Focus Group • Trainee-Professional Networking Breakfast • Trainee Liaison dinner • Diversity Fellowship Poster Symposia</td>
</tr>
<tr>
<td>Early Hearing Detection and Intervention (EHDI) Meeting</td>
<td>Spring • Pre-EHDI LEND workshop • LEND debrief</td>
</tr>
<tr>
<td>Disability Policy Seminar</td>
<td>Spring • AUCD Policy Forum • Trainee Liaison dinner</td>
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