

Exhibit J.1 – UCEDD Compliance Checklist

UCEDD COMPLIANCE CHECKLIST

Instructions for Completing the UCEDD Compliance Checklist

What is the Purpose of the UCEDD Checklist?

The UCEDD checklist includes items that are taken directly from the DD Act and others items related to management of the program. The DD Act items in the checklist include corresponding citations. Compliance with the DD Act is essential and grantees must, at a minimum, be in compliance with the items in the checklists that have a statutory reference.

Who Completes the Compliance Checklists and When?

- Grantees are encouraged to use the checklist for self-assessment and work with the Team Lead prior to the site visit to identify ‘areas of inquiry’ for the site visit.
- ADD staff conduct a thorough document review prior to the site visit to complete as much of the checklists as they can. ADD staff make phone calls and send e-mail to appropriate grantee contacts in order to clarify information and to fill in the gaps prior to the visit. ADD staff note items that need to be answered, clarified or verified during the site visit.
- Review Team members use the checklists during the site visit to clarify or verify information and to fill in the gaps.

What Documents are Used to Complete the Compliance Checklists?

- Prior to Visit: ADD staff refer to documents already in-house. In addition, grantees provide review team members with self-assessments and documents that address compliance elements. Resource materials available to grantees and ADD staff completing the checklist include:
 - . 5-Year Application
 - . Annual Reports
- On-Site: Team members refer to documents such as:
 - . Fiscal records
 - . Program brochures
 - . IRB documents
 - . Project materials/Curriculum

Whom do Team Members Interview to Gather Information for the Compliance Checklist?

- Prior to the Visit: ADD staff consult the following individuals for information:
 - . UCEDD Director

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- . Other individuals as directed by the UCEDD Director
- On-Site: Review Team interviews the following individuals during the site visit:
 - . UCEDD Director
 - . Consumer Advisory Committee
 - . Faculty and Staff
 - . Deans/Provosts/University Presidents
 - . Trainees
 - . Individuals with developmental disabilities
 - . Family members

What Information should be entered into the Checklist Columns?

- **DOCUMENT:** The document column indicates the type of documents that might show evidence of the item. The grantee can indicate other documents that show evidence of an item. The grantee should note in this column what documents the items might be found and exactly where in the item is located in the referenced document. These documents will comprise the information that the grantee shares with the Review Team prior to the visit.
- **INTERVIEWS:** This column indicates for the grantee the types of people it would be appropriate for the team to interview during the on-site visit. The grantee can use this space to suggest other people to interview.
- **COMMENTS:** ADD staff note whether documentation indicates grantee is in compliance and areas that need further examination during the site visit. Review Team adds information when on-site where there are gaps or questions and notes whether grantee satisfies the requirement. Review Team indicates any comments to be discussed in the exit meeting and any recommendations that require follow-up and any best practices that should be promoted.

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I. COLLABORATION			
<i>I.1. DD Network Collaboration</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
The UCEDD maintains collaborative relationships with the State Council on Developmental Disabilities and the State Protection and Advocacy Agency. Sec. 104 (a)(3)(D)(iii)	<ul style="list-style-type: none"> • 5-year application (specify pages) • Working documents developed by DD Council, P&A, and UCEDD • Other: 	<ul style="list-style-type: none"> • Executive Directors • Faculty/Staff • Community members/Public Forum • Other: 	
<i>I.2. Community Collaborations</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
The UCEDD actively participates in community networks and has a range of collaborating partners. Sec. 101(b)(3)	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (specify pages) • Working documents • Other: 	<ul style="list-style-type: none"> • Community partners/organizations • UCEDD Director/Faculty/ Staff • Other: 	
UCEDD direct services interact with and involve community members, agencies, and organizations. Sec. 101 (b)(3)(B) & Sec. 153 (a)(2)(B)	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (specify pages) • Working documents • Other: 	<ul style="list-style-type: none"> • Community partners/organizations • UCEDD Director/Faculty/ Staff • Other: 	
The UCEDD maintains cooperative relationships with other community service providers, including specialized state and local providers agencies. Sec. 101 (b)(3)(B) & Sec. 153 (a)(2)(B)	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (specify pages) • Working documents • Other: 	<ul style="list-style-type: none"> • Community partners/organizations • State/local partners • UCEDD Director/Faculty/ Staff • Other: 	

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II. ORGANIZATIONAL ADMINISTRATION			
<i>II.1. Organization</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
The UCEDD has an agreement to operate as an independent Center within the Institute of Higher Education to carry out the core functions of interdisciplinary pre-service preparation and continuing education, community services and technical assistance, research, and information dissemination. Sec. 153.	<ul style="list-style-type: none"> • Memorandum of Understanding or similar document • Other: 	<ul style="list-style-type: none"> • University Provost/President • Relevant leadership personnel • Other: 	
Services, supports, and other assistance are provided in a manner that demonstrates respect for individual dignity, personal preferences, and cultural differences. Sec. 101(c)(4).	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (specify pages) • Other: 	<ul style="list-style-type: none"> • UCEDD Director, faculty, staff, • Individuals with developmental disabilities • Family members • Other: 	
<i>II.2 Staffing</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
The UCEDD has a director with: <ul style="list-style-type: none"> ➤ Appropriate academic credentials; ➤ Demonstrated leadership; ➤ Expertise regarding developmental disabilities; ➤ Significant experience in managing grants and contracts; and ➤ The ability to leverage public and private funds. Sec. 154 (a)(3)(G). 	<ul style="list-style-type: none"> • CV/Resume • 5-year application (specify pages) • Other: 	<ul style="list-style-type: none"> • University Provost/President • Department Chair • UCEDD Director • UCEDD faculty/staff • Consumer Advisory Committee • Individuals with developmental disabilities • Family members • Other: 	

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<p>The UCEDD maintains the faculty and staff necessary to support the functions and purposes of the UCEDD and allocates adequate staff time to carry out activities related to each of the core functions. Sec. 154(a)(3)(G)(ii).</p>	<ul style="list-style-type: none"> • CV/Resume • 5-year application (specify pages) • Annual Report (specify pages) • Organizational charts • Other: 	<ul style="list-style-type: none"> • UCEDD Director • UCEDD faculty/staff • Consumer Advisory Committee • Trainees • Other: 	
<p>The UCEDD takes affirmative action to employ and advance in employment qualified individuals with developmental disabilities. Sec. 101(b)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (specify pages) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Individuals with developmental disabilities/Family members • Other: 	
III. CONSUMER ADVISORY COMMITTEE			
<i>Consumer Advisory Committee</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
<p>The UCEDD has established a consumer advisory committee. Sec.154 (a)(3)(E)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	
<p>A majority of the members of the UCEDD consumer advisory committee are individuals with developmental disabilities and family members. Sec.154 (a)(3)(E)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Consumer Advisory Committee Matrix (see resources at end of checklist) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	
<p>The UCEDD consumer advisory committee is comprised of-</p> <ul style="list-style-type: none"> ➤ individuals with developmental disabilities and related disabilities; ➤ family members of individuals with 	<ul style="list-style-type: none"> • 5-year application (specify pages) • Consumer Advisory Committee Matrix (see resources at end of checklist) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	

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<p>developmental disabilities;</p> <ul style="list-style-type: none"> ➤ a representative of the State P&A system; ➤ a representative of the State DD Council; ➤ a representative of a self-advocacy organization; and ➤ representatives of organizations that may include parent training and information centers assisted under the Individuals with Disabilities Education Improvement Act, entities carrying out activities authorized under the Assistive Technology Act, relevant State agencies, and other community groups concerned with the welfare of individuals with developmental disabilities and their families. Sec.154 (a)(3)(E) 			
<p>The UCEDD consumer advisory committee reflects the racial and ethnic diversity of the State. Sec.154 (a)(3)(E)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Consumer Advisory Committee Matrix (see resources at end of checklist) • Other: • 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	
<p>The UCEDD consumer advisory committee -</p> <ul style="list-style-type: none"> ➤ Consults with the Director of the Center regarding the 	<ul style="list-style-type: none"> • 5-year application (specify pages) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	

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<p>development of the 5-year plan;</p> <ul style="list-style-type: none"> ➤ Participates in an annual review of, and comments on, the progress of the Center in meeting the projected goals contained in the plan; and ➤ Makes recommendations to the Director of the Center regarding any proposed revisions of the plan that might be necessary. Sec. 154 (a)(3)(E) 			
<p>The UCEDD consumer advisory committee meets as often as necessary to carry out the role of the committee, but at a minimum twice during each grant year. Sec. 154 (a)(3)(E)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	
IV. PROGRAM ADMINISTRATION			
<i>IV.1 Applications for Core Center Grants</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
<p>The UCEDD has an application that describes a 5-year plan, including a projected goal related to 1 or more areas of emphasis for each of the core functions. Sec. 154(a)(2).</p>	<ul style="list-style-type: none"> • 5-year application • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	
<p>The application contains or is supported by reasonable assurances that the UCEDD will meet the requirements of the DD Act. Sec. 154(a)(3)(A).</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	

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<p>The application includes assurances that the UCEDD will address the projected goals, and carry out goal-related activities, based on data driven strategic planning, that</p> <ul style="list-style-type: none"> ➤ are developed in collaboration with the consumer advisory committee; ➤ are consistent with, and to the extent feasible complement and further, the Council goals contained in the State plan Protection and Advocacy system goals; and ➤ will be reviewed and revised annually as necessary to address emerging trends and needs. Sec. 154(a)(3)(B) 	<ul style="list-style-type: none"> • 5-year application (specify pages) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • DD Council • P&A • Other: 	
<p>The UCEDD 5 year plan and related activities protect the legal and human rights of all individuals with developmental disabilities (especially those individuals under State guardianship). Sec. 154(a)(3)(D)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	

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<i>IV.2 Core Function: Interdisciplinary Training</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
<p>The UCEDD provides interdisciplinary pre-service preparation and continuing education of students and fellows, which may include the preparation and continuing education of leadership, direct service, clinical, or other personnel to strengthen and increase the capacity of States and communities. Sec. 101 (b)(3)(A)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Trainees • Other: 	
<p>The UCEDD core curriculum incorporates cultural diversity and demonstrates cultural competence to prepare trainees to address the needs of individuals with developmental disabilities and their families in a culturally competent manner. Sec.101(c)(5)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Trainees • Other: 	
<p>Recruitment efforts in disciplines related to developmental disabilities relating to pre-service training, community training, practice, administration, and policymaking must focus on bringing larger numbers of racial and ethnic minorities. Sec.101(c)(6)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Trainees • Other: 	

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<i>IV.3 Core Function: Community Services - Training, Technical Assistance, and Services</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
<p>The UCEDD provides community services that:</p> <ul style="list-style-type: none"> ➤ Provide training and technical assistance for individuals with developmental disabilities, their families, professionals, paraprofessionals, policy-makers, students, and other members of the community; and ➤ May provide services, supports, and assistance through demonstration and model activities. Sec. 101 (b)(3)(B) & Sec.153(a)(2)(B) 	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Community collaborators • Individuals with developmental disabilities • Family members • Other: 	
<p>Specific efforts are made to ensure that individuals with developmental disabilities from racial and ethnic minority backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families.</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Community collaborators • Individuals with developmental disabilities • Family members • Other: 	

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Sec. 101(c)(5)			
<p>The UCEDD provides education and support so communities can be accessible to and responsive to the needs of individuals with developmental disabilities and their families and are enriched by full and active participation in community activities, and contributions, by individuals with developmental disabilities and their families. Sec. 101(c)(7).</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Community collaborators • Individuals with developmental disabilities • Family members • Other: 	
<p>The UCEDD community services and technical assistance activities are carried out in manner that ensures individuals with developmental disabilities have access to opportunities and the necessary support to be included in community life, have interdependent relationships, live in homes and communities, and make contributions to their families, communities, and States, and the Nation. Sec. 101(c)(8).</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Community collaborators • Individuals with developmental disabilities • Family members • Other: 	

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<i>IV.4 Core Function: Research</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
<p>The UCEDD conducts research, which may include basic or applied research, evaluation, and the analysis of public policy in areas that affect or could affect, either positively or negatively, individuals with developmental disabilities and their families. Sec 101 (b)(3)(C).</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • IRB documents • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Individuals with developmental disabilities • Family members • Other: 	
<p>The UCEDD obtains funding to carry out research-related activities. Sec 101 (b)(3)(C) & Sec. 154 (a)(3)(C)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • NIRS reports • Grant documents • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	
<i>IV.5 Core Function: Dissemination</i>	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
<p>The UCEDD disseminates information related to UCEDD activities thereby demonstrating that the DD network is national resource that includes specific substantive areas of expertise that may be accessed and applied in diverse settings and circumstances. Sec 101 (b)(3)(D) & Sec.154(a)(2)(D)</p>	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • NIRS reports • Grant documents • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	

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<p>The UCEDD educates, and disseminates information related to the DD Act to –</p> <ul style="list-style-type: none"> ➤ The legislature of the State in which the Center is located, and ➤ Members of Congress from such State. Sec. 154 (a)(3)(H) 	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report (Specify Pages) • NIRS reports • Grant documents • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	
V. EVALUATION AND REPORTING			
<p>The UCEDD evaluates program effectiveness using the indicators of progress to describe and measure-</p> <ul style="list-style-type: none"> ➤ The satisfaction of individuals with developmental disabilities with the advocacy, capacity building, and systemic change activities; ➤ The extent to which the advocacy, capacity building, and systemic change activities result in improvements; and ➤ The extent to which the UCEDD collaborates with the DD Council and P&A Agency in the State. Sec. 104 (a)(3) (D). 	<ul style="list-style-type: none"> • Annual Report • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	

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<p>The UCEDD annually prepares and transmits a report containing information on progress made in achieving the projected goals of the Center for the previous year, including-</p> <ul style="list-style-type: none"> ➤ The extent to which the goals were achieved; ➤ A description of the strategies that contributed to achieving the goals; ➤ To the extent to which the goals were not achieved, a description of factors that impeded the achievement; and ➤ An accounting of the manner in which funds paid to the Center for a fiscal year were expended. Sec 154 (e)(1). 	<ul style="list-style-type: none"> • Annual Report • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	
<p>The UCEDD annual report provides information on proposed revisions to the goals. Sec 154 (e)(2).</p>	<ul style="list-style-type: none"> • Annual Report • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	
<p>The UCEDD annual report provides a description of successful efforts to leverage funds, other than funds made available by ADD, to pursue goals consistent with the DD Act. Sec 154 (e)(3)</p>	<ul style="list-style-type: none"> • Annual Report • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Consumer Advisory Committee • Other: 	

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VI. FISCAL			
	<i>Document</i>	<i>Interview</i>	<i>Comments</i>
The UCEDD uses the funds made available through the grant to supplement, and not supplant, the funds that would otherwise be made available for its activities. Sec.154(a)(3)(C).	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Other: 	
The UCEDD, to the extent possible, utilizes the infrastructure and resources obtained through funds made available under the grant to leverage additional public and private funds to successfully achieve the projected goals developed in the 5-year plan. Sec.154 (a)(3)(F).	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Other: 	
The UCEDD uses the funds made available through the grant to supplement, and not supplant, the funds that would otherwise be made available for Center activities. Sec. 154 (a)(3)(C).	<ul style="list-style-type: none"> • 5-year application (specify pages) • Annual Report • NIRS reports • Other: 	<ul style="list-style-type: none"> • UCEDD Director/faculty/staff • Other: 	

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RESOURCES FOR DETERMINING COMPLIANCE WITH CONSUMER ADVISORY COMMITTEE REQUIREMENTS

The DD Act requires that the Consumer Advisory Committee be comprised of a majority of members who are individuals with developmental disabilities and family members of individuals with developmental disabilities. Members in the minority are individuals representing different organizations, including the DD Council, State P&A, and a State self-advocacy group. **When indicating compliance with this component of the DD Act, the UCEDD needs to document a distinction between individuals with developmental disabilities and family members serving on the Consumer Advisory Committee from the organizational representatives serving on the Committee.** Individuals with developmental disabilities and family members cannot represent both an organization *and* individuals with developmental disabilities and family members. A clear delineation in roles must be made between the majority and minority. Thus, when a UCEDD asks individuals with developmental disabilities and/or family members to serve on the Consumer Advisory Committee, they should communicate that they are there to represent primary and secondary consumers. In cases where such individuals work for self-advocacy and/or parent organizations, the UCEDD should clearly indicate to them that they are representing themselves as a consumer and they are *not* there to represent the organization. The chart below can be used to determine compliance with the DD Act. It is followed by a sample of a completed chart.

		UCEDD Consumer Advisory Council					
		PRIMARY STAKEHOLDERS A <u>majority</u> of the members shall be individuals with developmental disabilities and family members of such individuals.		ORGANIZATION REPRESENTATIVES One representative is required for each of the groups below.			
Name		Individuals with developmental disabilities and related disabilities	Family members of individuals with developmental disabilities	DD Council	State P&A organization	State self-advocacy organization led by individuals with developmental disabilities	Other stakeholder organizations
1							
2							
3							
4							
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10							
11							

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Sample

		UCEDD Consumer Advisory Council					
		PRIMARY STAKEHOLDERS A <u>majority</u> of the members shall be individuals with developmental disabilities and family members of such individuals.	ORGANIZATION REPRESENTATIVES One representative is required for each of the groups below.				
Name		Individuals with developmental disabilities and related disabilities	Family members of individuals with developmental disabilities	DD Council	State P&A organization	State self-advocacy organization led by individuals with developmental disabilities	Other stakeholder organizations
1	Jane Apple		X				
2	John Ball				X		
3	Polly Casserole					X	
4	Peter Dairy	X					
5	Susan Egg						X (Parent and Training Information Center)
6	Sam Fig			X			
7	Tom Grape		X				
8	Theresa Guava						X (State MR/DD Agency)
9	Jack Pancake	X					
10	Susan Pickle		X				
11	Sarah Orange	X					
12	Jim Cookie		X				

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The DD Act requires that the Consumer Advisory Committee reflects the racial and ethnic diversity of the State. The MTARS team will use U.S. Census data to determine whether the Consumer Advisory Committee reflects the racial and ethnic diversity of the State. The UCEDD might want to follow the same procedures in preparation for the MTARS review. Below is an example of how the MTARS review team will use the State Census data to determine compliance with this part of the DD Act:

U.S. Census Data for State	Demographic Data for UCEDD Consumer Advisory Committee
85% White	83% White
10% Black	10% Black
2% Asian	1% Asian
2% American Indian and Alaska Native	3% American Indian and Alaska Native
1% Native Hawaiian and Other Pacific Islander	3% Native Hawaiian and Other Pacific Islander
15% Latino	10% percent Latino