

## **INTERVIEW WITH THE CHAIR AND MEMBERS OF THE CONSUMER ADVISORY COMMITTEE**

[Interviewer]: Thank you for taking the time to talk with us today. My name is [interviewer's name] and this is [second interviewer's name]. We both work for \_\_\_\_\_, a private research company in \_\_\_\_\_.

The Administration on Developmental Disabilities (ADD) is conducting an independent evaluation of Developmental Disabilities Network programs and collaboration among them. The purpose of this evaluation is to examine the impact of the UCEDD on the lives of people with developmental disabilities and their families. This UCEDD is one of \_\_\_\_ UCEDDs in \_\_\_\_ states that have been randomly selected to participate in the evaluation.

As a CAC member (Chair), you are an important source of information regarding this UCEDD. We would like to learn about your experiences with the CAC, how you learned about your roles and responsibilities, what the UCEDD staff does to help you meet your roles and responsibilities and your satisfaction with the amount of help that is given.

Before we begin, I would like to read this consent form to you or ask you to read it yourself.

**READ CONSENT FORM OR ALLOW TIME FOR CLIENT TO READ THE CONSENT FORM. ANSWER ANY QUESTIONS THE CLIENT MAY HAVE. OBTAIN SIGNATURE ON CONSENT FORM.**

Now that we're ready to begin, we would like to ask your permission to record the interview so that we do not miss any of your responses to our questions. The recording is for \_\_\_\_\_'s use only and will not be provided to ADD or anyone else.

Do you have any questions before we start?

Experience with the UCEDD and the CAC

Let's start by talking about you and the Consumer Advisory Committee.

1. How did you become interested in the Consumer Advisory Committee? Please explain.

Probe:

- Personal relationship with disability – self
  - Personal relationship with disability – family member
  - Other \_\_\_\_\_
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2. How long have you been a member of the Consumer Advisory Committee?

What the CAC does

3. In the last planning cycle, how did the CAC contribute to the development of the UCEDD's 5-year plan? Please describe.

Probe:

- Attended public meetings
  - Discussed input received by UCEDD
  - Other \_\_\_\_\_
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4. In the past year, how did the CAC contribute to the UCEDD's interdisciplinary pre-service preparation and continuing education program? Please describe.

Probe:

- Contributed to development of curricula and syllabi
  - Contributed to classroom instruction
  - Assisted in recruiting people with developmental disabilities to UCEDD positions
  - Other \_\_\_\_\_
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5. In the past year, how did the CAC contribute to UCEDD research? Please describe.

Probe:

- Provided input into the identification of research issues
  - Participated in the design of data collection instruments
  - Helped to interpret findings
  - Other \_\_\_\_\_
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6. In the past year, how did the UCEDD provide support so members could fulfill their role and responsibly participate in CAC activities?

Probe:

- Reimbursements for travel
- Child care
- Respite to caregivers
- Personal assistance services
- Assistance for people whose second language is English
- Advance distribution of meeting materials
- Arrangement to have someone help with preparation and understanding of material prior to and during meetings if needed
- Other

12. How satisfied were you with the supports provided by the UCEDD in the past year?  
Please explain.

Very satisfied       Somewhat satisfied       Not satisfied

**Those are all the questions I have for you. Is there anything about your membership on the CAC that you would like to tell us? Do you have any questions before we end this interview?**

**We'd like to thank you for taking the time to answer these questions.**