

# NIRS Orientation Webinar

## Presenters:

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# What is NIRS and why should we use it?


The web-based National Information and Reporting System (NIRS) is a collective effort by the Association of University Centers on Disabilities (AUCD), its member programs, and their federal partners.

Centers enter and manage their data directly in NIRS, providing ongoing access to program data and enabling AUCD to present a picture of the network's activities using aggregate data.

# What is NIRS and why should we use it?

NIRS is designed to describe the outputs and outcomes of the network, provide the public with access to the projects and products of the network, and assist the following Centers to comply with their federal (and other) reporting requirements:

- [University Centers for Excellence in Developmental Disabilities Education, Research, and Service \(UCEDD\)](#)
- [Leadership Education in Neurodevelopmental and Related Disabilities \(LEND\) Programs](#)
- [Leadership Education in Adolescent Health \(LEAH\) Programs](#)
- [Pediatric Pulmonary Centers \(PPC\)](#)
- [Developmental-Behavioral Pediatrics \(DBP\) Programs](#)

- AUCD's homepage  
<http://www.aucd.org/template/index.cfm>
- NIRS box  


The NIRS box is a light blue rectangular area. At the top left is the NIRS logo. To its right is the text 'National Information Reporting System'. Below this, there are two options: 'Login' with a green arrow icon and 'Search for Network Projects and Products' with a magnifying glass icon.
- NIRS Resources:
  - Paper forms
  - Data Dictionary
  - User's Guide
  - NIRS Frequently Asked Questions

# Yearly iteration of NIRS

- **NIRS Fiscal Years (FY) run July 1-June 30.**
  - Data can be entered and edited only for the current fiscal year. Data from previous years is available just for viewing purposes.  
Exceptions:
    - Trainee records can be added at any time, even for previous fiscal years.
    - Directory records do not have a fiscal year designation, so they can be entered/edited at any time.
  - All data should be entered in NIRS by June 30<sup>th</sup>, the last day of the FY.
  - During the month of July, Centers can and are encouraged to clean the data for the fiscal year ending on June 30<sup>th</sup>.
  - In early August, the new iteration of NIRS takes place:
    - The datasets for the fiscal year that ended on June 30<sup>th</sup> are closed – they can still be viewed, but no longer edited.
    - The datasets for the new fiscal year (that started on July 1<sup>st</sup>) become available.
    - A roll-out webinar is hosted to introduce the network to all the changes implemented with the new iteration.

- Login to NIRS Test Center:
  - UCEDDs and LENDs: <http://www.aucd.org/nirs/db>
  - PPCs, LEAHs and DBPs: <https://www.aucd.org/nirs/db/index2.cfm>
- Select the Test Center: ---AAA-Test Center,... (Program type)
- Enter login and password
  - Login: nirstest
  - Password: nirstest
- *All Programs can use the appropriate Test Center (UCEDD/LEND, LEAH, PPC or DBP) to test various functions in NIRS or to train other staff.*

# Reporting requirements UCEDDs

- UCEDD Annual Report submitted to ADD via NIRS
- Deadline: July 30<sup>th</sup> of each year, no exceptions
- To start or edit it: Admin → Reports
- For information on completing the Annual Report, including where the data come from:  
[UCEDD Annual Report Guidebook](#) (on NIRS Resources page)
- To submit the Annual Report: Admin → Reports → View (next to the Cover Page) → click on the Submit to ADD button on the upper left corner:
  - The report will be sent to the Project Officer, and to the Principal Investigator, as listed in the Annual Report



- Performance reports are submitted via the Electronic Handbook (EHB)
- Data are exported from NIRS to the EHB to populate the following forms:
  - Long Term Trainees
  - Former Trainee Information
  - Products and Publications
  - Faculty and Staff Information NIRS Resources
- Timeline: yearly in the fall, but the specific dates are announced each year
- For some of the Performance Measures (PMs), standard reports are provided in NIRS, under LEND, LEAH, PPC, DBP, and they are suggestively titled PM...

## CAAI Evaluation Module

- A CAAI Module is provided for LENDs and DBPs to provide quantitative data on their programs to assist MCHB in evaluating the impact of CAAI funding. Different questions are asked of the LENDs and DBPs in the module.
- In the past, CAAI Modules have been completed and submitted in June-July of each year. The exact dates and more details are announced when the CAAI Module is made available in NIRS.
- We are still in discussion with MCHB about continued use of this module and/or modifications for the current year. More information will be forthcoming.

# Contact information for NIRS questions

- For questions about data entering, reports, NIRS errors, suggestions for improvement, etc., or to be added to the Data Coordinators listserv:
  - Corina Miclea Rotsko, [cmiclea@aucd.org](mailto:cmiclea@aucd.org) or 301-588-8252, x221
- For questions about categorizing data items, email can be sent to the Data Coordinators listserv:
  - UCEDD and LEND Programs: [datacoordinators@lyrisvs.aucd.org](mailto:datacoordinators@lyrisvs.aucd.org)
  - LEAH, PPC and DBP Programs: [datamgrs\\_other@lyrisvs.aucd.org](mailto:datamgrs_other@lyrisvs.aucd.org)

*\*\*\* Please note that you cannot send an email to the listserv unless you are on the list already.*
- For questions about MCH reporting requirements and the EHB, please contact your MCH Project Officer.

# Questions

