Compendium of FY 2012 NIRS Changes

Section I: Trainee Dataset

1. Trainee Annual Update/Mini-survey title change

The Trainee Annual Update/Mini-survey has been renamed to Annual Trainee Contact Update to eliminate any title overlapping with the trainee surveys.

2. UCEDD Trainee question language

In the trainee year record, the question wording has been changed "Is this a UCEDD Preservice Prep and Continuing Education Trainee?" to "Is this a UCEDD Preservice Prep or Continuing Education Trainee?"

3. New report for PPC Programs

The PPC Medium Term Trainee Survey Info has been added to the Standard Reports, under LEND, LEAH, PPC, DBP. This is built similarly to the Long Term Survey Info report and allows PPC Programs to track the completion of Medium-Term Trainee Surveys.

4. Summary of the Medium Term Trainee Evaluation (PPC PM02) report

This report has been updated to include responses to both Sections 1 and 2 in the Medium-Term Trainee Survey.

5. Long Term Survey Info report clarification

Short-term will no longer be included in this report, as they used to be in the past, and that was an error. Also, at the top of the report, the following text explanation has been added to clarify what trainees need to be surveyed depending on the Program type:

"For UCEDDs: please survey all former trainees.

For MCHB Programs (LENDs, LEAHs, PPCs and DBPs): please survey only Former Long-term Trainees. The status of former trainees is identified in the Type column; L=Long-term and I=Intermediate."

6. Canadian/International zip codes

In the trainee main record, when the user enters any other country but the US, an international zip code can be entered as well. In the past, only zip codes with the US format were accepted, regardless of country.

7. Short-Term Trainees clarification

To clarify where to enter Short-Term Trainees depending on Program type, the following text explanation has been added at the top of the Short-term Trainee form:

"This form is for the short-term trainees (less than 40 hours in the program) enrolled in an MCHB Training Programs (LEND, LEAH, PPC or DBP).

UCEDD Programs: Please record your short-term trainees (less than 40 hours in the program) in the Activities dataset."

8. Trainee surveys

All trainee surveys have been updated per the latest MCHB reporting requirements. All the Survey Paper Forms have been updated accordingly and can be found on the NIRS Resources page on AUCD's website, under Paper forms.

Section II: Projects Dataset

1. Contact field clarification

To clarify that Contact records must be created prior to linking them to a Project record, the following explanation has been added:
"Please note that if the Contact person you are looking for is not listed in the drop-down menu, you will have to cancel completing this Project record, go to Admin -> Projects& Orders, add the new Contact person, and then return to the Projects dataset to enter the new Project record.".

Section III: Activities Dataset

1. Satisfaction options language

In section "Customer Satisfaction", a language change has been made, from "Not Satisfied at All" to "Not at All Satisfied."

2. Number of individuals seen language change

In section "Direct Clinical Services", "Number of clients seen" has been changed to "Number of individuals seen."

3. Number of people surveyed vs. Number of people participating

For **Activities with Core function = Training Trainees or Performing Technical Assistance and/or Training**, if the number in the **TOTAL PARTICIPANTS** field < **Number surveyed**, then the user will not be allowed to save the record, and the following error message will pop-up:
"The Number of participating individuals surveyed (#--> list number) exceeds the Number of participating individuals (#--> list number). Please verify the figures entered and make sure that they are accurate."

For **Activities with Core function = Direct Clinical Services (under Performing Direct and/or Demonstration Services**, if the number in the **Number of clients seen field** (to become number of individuals seen, see 2.1.2) < **Number surveyed**, then the user will not be allowed to save the record, and the following error message will pop-up:
"The Number of participating individuals surveyed (#--> list number) exceeds the Number of individuals seen (#--> list number). Please verify the figures entered and make sure that they are accurate."

For **Activities with Core function = Other Direct or Demonstration Services (including consults) (under Performing Direct and/or Demonstration Services**, if the number in the **Number of unduplicated individuals to whom the above services were provided** < **Number surveyed**, then the user will not be allowed to save the record, and the following error message will pop-up:
"The Number of participating individuals surveyed (#--> list number) exceeds the Number of unduplicated individuals to whom the above services were provided (#--> list number). Please verify the figures entered and make sure that they are accurate."

4. Primary Target Audience
Under Performing Technical Assistance and/or Training, under Training, field "The primary target audience is:", the option "Tribes" has been added between "State" and "Another State."

5. Linking an Activity record to a Product record
Because a Product record must be created first in order to link it to an Activity record, the following text warning has been added in section Core Function: Developing & Disseminating Information:
"Please note that if the Product record you are looking for is not listed in the drop-down menu, you will have to cancel completing this Activity record, go to the Products dataset, add the new Product record, and then return to the Activities dataset to enter the new Activity record. Alternatively, you can temporarily link to a different product, complete the rest of the Activity record and save it, add the new Product record, and then return to this Activity record to update the link to the Product record."

6. Staff Involvement Report
The following fields from the Activities dataset have been added to the Staff Involvement standard report:
- Brief Activity Description
- Total Participants
- Activity Date
- Duration

Section IV: Products Dataset

1. Standard reports - Products by Type of Material, # Developed
The line "Include only those published in the year above" and the logic associated with it have been eliminated. The Fiscal Year has been left as the only search criteria.

2. Standard reports - Products by Type of Material, # Disseminated, & Program Type
The line "Include only those published in the year above" and the logic associated with it have been eliminated. The Fiscal Year has been left as the only search criteria.

3. Author name
This field has been changed from textbox to drop-down menu, just like the Contact field in the Projects dataset. The options in this drop-down menu can be managed from Admin -> Projects & Orders.

4. Author type
This fields has become required for all MCHB Training Programs (LEND, LEAH, PPC, and DBP). The 3 checkboxes, LEND Faculty Member, LEND Trainee and LEND Staff now match the Program Type:
- for PPC Programs, they read: PPC Faculty Member, PPC Trainee and PPC Staff
- for LEAH Programs, they read: LEAH Faculty Member, LEAH Trainee and LEAH Staff
- for DBP Programs, they read: DBP Faculty Member, DBP Trainee and DBP Staff

5. APA Citation field
A drop-down field with Contacts has been added, to allow users to select names and pre-populate the APA citation field, without having to type in the full name.

Section V: Goals dataset

1. View and Save As buttons
To make the Goals dataset consistent with all other datasets, a View button has been added, and the Save As button has been moved to the View form.

2. Back to Search link
When viewing Search results, a Back to Search link is now available in the top left corner of the screen, just like it is for all other datasets.

Section VI: Directory dataset

1. LEAH and PPC Programs
The Directory dataset has been made available to PPC and LEAH Programs as well. Data entry paper forms have been created and can be found on AUCD's website. Starting FY 2012, all information on Faculty and Staff that is required by MCHB will also be included in the data export from NIRS to the DGIS/EHB, along with the Trainees and Products data.

Section VII: Search function in all datasets

1. Need HELP? button

To help users understand how each of the options in the Is... drop-down menu works, a button that reads Need HELP? has been added. When clicking on the button, a window pops up, providing explanations for each of the options:

Equal to – This implies exact overlapping between what is entered in the textbox for "The Following…" and the data entered in NIRS. If there is any minor difference between the search keyword and the data in NIRS, then the records will not be included in the search results. This criteria applies to any type of field (text, integer, date, etc.).

Blank. – This will look up records for which the field selected is blank. This criteria applies to any type of field (text, integer, date, etc.).

Not blank. – This will look up records for which the field selected is not blank. This criteria applies to any type of field (text, integer, date, etc.).

Not equal to – This implies mismatch between what is entered in the textbox for "The Following…" and the data entered in NIRS. If there is any minor difference between the search keyword and the data in NIRS, then the records will be included in the search results. This criteria applies to any type of field (text, integer, date, etc.).

Greater than – This criteria only applies to integer and date fields. A figure or date higher greater than the target one should be entered (but not equal to it).

Less than – This criteria only applies to integer and date fields. A figure or date higher lower than the target one should be entered (but not equal to it).

Greater than or equal to – This criteria only applies to integer and date fields. A figure or date higher greater than or equal to the target one should be entered.

Less than or equal to – This criteria only applies to integer and date fields. A figure or date higher lower than the target one should be entered (but not equal to it).

In the list – This allows you to specify discrete values in your search criteria.

Begins with – This applies to text fields. For instance, the first word of the title of several products with similar titles can be entered, and all of them will be listed in the search results.

Like- this allows to perform pattern matching. It should be used to retrieve or match records in different combinations to get desired result with wildcard.

Not like – this allows selecting data that NOT contains the pattern.

Section VIII: UCEDD Annual Report

1: Section 3A, Core function: Information Dissemination

If no items are listed in the Core function/ Information Dissemination table, then the following warning will be displayed: "Warning! No Information Dissemination activities are listed in this Annual Report. Please go to the Activities dataset and make sure that Information Dissemination activities are linked to records of Products developed this fiscal year. This will trigger this field to be completed in the Annual Report."