Compendium of FY 2013 NIRS Changes

1. TRAINEES DATASET

1.1. Primary Language

This is a new section that has been added to the trainee main record, and it is required for all Programs. Below are the questions in this section.

Do you speak a language other than English at home? (select one)
- ◯ Yes, Spanish
- ◯ Yes, another language, please identify: _____
- ◯ No

If Yes, how well do you speak English? (select one)
- ◯ Very well
- ◯ Well
- ◯ Not well
- ◯ Not at all

1.2. Personal relationship with Disabilities

This field from the main trainee record has been modified:
- It is now required for all Programs.
- "Unrecorded" had been added to the list of options.

1.3. Add Short Term Trainee button

Short Term Trainees (and all the relevant options) used to be located at the bottom of the Trainee List/Edit page, making it inconvenient sometimes to add a Short Term Trainee record. A new button has been added to the top of the Trainee List/Edit page: Add Short Term Trainee. Clicking this button will open up the Short Term Trainee form, which has not been modified in any way, so it can be completed and saved as usual.

1.4. View Short Term Trainees button

Short Term Trainees (and all the relevant options) used to be located at the bottom of the Trainee List/Edit page, making it inconvenient sometimes to view Short Term Trainee records. A new button has been added to the top of the Trainee List/Edit page: View Short Term Trainees. Clicking this button will take the user directly to the list of Short Term Trainees.

1.5. Report title change

To match the Performance Measure in the EHB, a Standard Report in the LEND, LEAH, PPC, DBP column has been renamed from PM <u>A</u>: Working with MCHB Populations at 5 Years Post Training to PM <u>84</u>: Working with MCHB Populations at 5 Years Post Training.

2. PROJECTS DATASET

2.1.   Option "IES" has been added to the list of Federal Funding Sources

It can be found under ED (US Department of Education), between the categories "RSA" and "Other ED – Please Specify:"

2.2.   New options have been added to the field Agencies Collaborating on the Work of the Project

The full list of options is below and it is now identical to the one in the Activities dataset.

- ☐ State Title V Agency
- ☐ Other MCHB Funded or Related Program
- ☐ State Health Dept.
- ☐ Clinical Programs/Hospitals
- ☐ State Adolescent Health
- ☐ Other Health-Related Program
- ☐ Health Insurance/Managed Care Organization
- ☐ Medicaid
- ☐ Development Disabilities Council
- ☐ Protection & Advocacy Agency (P&A)
- ☐ UCEDD
- ☐ Childcare/Early Childhood/Part C Infants and Toddlers
- ☐ Head Start/Early Head Start
- ☐ State/Local Special Education (3-21)
- ☐ State/Local General Education
- ☐ Post Secondary Education (Community College-University)
- ☐ Employment/Voc Rehab
- ☐ State/Local MR/DD Agency or Provider
- ☐ State/Local Social Services
- ☐ Health Agency - Public/Private
- ☐ Mental Health/Substance Abuse Agency
- ☐ Housing Agency/Provider
- ☐ Recreation Agency
- ☐ Transportation Agency
- ☐ Provider Organization
- ☐ Consumer/Advocacy Organization
- ☐ State/Local Coalition
- ☐ Legislative Body
- ☐ Justice/Legal Organization
- ☐ Community or Faith-Based Organization
- ☐ National Association
- ☐ Independent research or policy organization
- ☐ Foundation
- ☐ Other

2.3.　Core Functions have been renamed and reorganized

Below is the new list of options. For more details and additional guidance about the new Core Functions, please check item 3.3. (Activities Dataset).

- Interdisciplinary Preservice Preparation (Training Trainees)
- Continuing Education/Community Training
- Technical Assistance
- Direct Clinical Services/Model Services
- Other Direct/Model Services
- Demonstration Services
- Performing Research or Evaluation
- Information Dissemination

3. ACTIVITIES DATASET

3.1.　Activity forms have been customized per Core Function and Program Type

To better accommodate the data entry needs of all Programs that use NIRS, Activity data entry forms have been customized: when adding a new Activity record, the user must now first select the Core Function, then the Program Type, and based on the choices made, the Add Activity form will open up with only the relevant fields to complete. This will eliminate the need to complete fields not required for an Activity's Program Type, or keeping track of what fields to complete for each Core function.

3.2.　Changing the Activity Core Function

If an Activity is accidentally added with the incorrect Core Function, then it is very easy to fix it:

- Search for the respective Activity
- Click on the View button to its left
- From the New Core Focus drop-down menu, select the correct Core Function
- Click on Save As just beneath the drop-down menu
- The Activity form opens up with the appropriate fields for the newly selected Core Function. All fields that applied to the initial Core Function as well, are pre-filled with data previously entered. Complete all the required fields for the current Core Function and save the record.
- Search the original Activity, with the incorrect Core Function, and delete it – this does not happen automatically.

3.3.　Core Functions

Some Core functions have been renamed and/or redefined, based on the latest UCEDD Logic Model. Following are the titles and definitions applicable starting FY 2013.

I.　Interdisciplinary Pre-Service Preparation (Training Trainees)

UCEDDs: Instructional program offered by the UCEDD that: (1) integrates knowledge and methods from two or more distinct disciplines; (2) integrates direct contributions to

the field made by people with disabilities and family members; (3) examines and advances professional practice, scholarship and policy that impacts the lives of people with developmental and other disabilities and their families; (4) is designed to advance an individual's academic or professional credentials; and (5) takes place in an academic setting or program.

It may: (1) lead to the award of an initial academic degree, professional certificate, or advanced academic credential; and (2) contribute to a discipline-specific course of study offered by the UCEDD or by another academic department.

LENDs, LEAHs, PPCs, DBPs: You may use this to track training activities for long, medium or short-term trainees.

II. **Continuing Education/Community Training** (formerly under Performing Technical Assistance and/or Training, sub-category Training)

UCEDDs: Continuing Education: Seminar(s) or courses of instruction offered by a UCEDD that: (1) serve to maintain professional credentials; (2) encourage professionals to expand their knowledge base and stay up-to-date on new developments; and (3) offer certificates of completion or CEUs (or their equivalents).

Training: Training provided by UCEDD faculty/staff to enhance knowledge of a variety of community members (individuals with developmental and other disabilities, their families, professionals, paraprofessionals, policy-makers, students or others in the community).

Activities will be categorized as Continuing Education or Community Training based on the response to the question "Are continuing education credits offered? " , which already exists in NIRS:
- Yes = Continuing Education
- No = Community Training

LENDs, LEAHs, PPCs, DBPs: Use this for tracking CE activities needed to complete the Continuing Education Form and PM #59. Continuing Education is defined as continuing education programs or trainings that serve to enhance the knowledge and/or maintain the credentials and licensure of professional providers. Training may also serve to enhance the knowledge base of community outreach workers, families, and other members who directly serve the community.

III. **Technical Assistance** (formerly under Performing Technical Assistance and/or Training, sub-category Technical Assistance)

UCEDDs: Direct problem-solving services provided by UCEDD faculty/staff to assist individuals with developmental and other disabilities, families, programs, agencies, or other entities in improving their outcomes, services, management, and/or policies. Examples of improvements include, but are not limited to:
- Enhanced resources
- Enhanced services
- Strengthened networking of public and private entities across communities

- Increased awareness of evidence-based practices
- Enhanced capacity to assess current practices in relation to evidence-based approaches
- Identification of policy changes needed within the area of emphasis

LENDs, LEAHs, PPCs, DBPs: use this for tracking TA activities needed to complete the Technical Assistance/Collaboration Form and PM #59. Technical Assistance/Collaboration refers to mutual problem solving and collaboration on a range of issues, which may include program development, clinical services, collaboration, program evaluation, needs assessment, and policy & guidelines formulation. It may include administrative services, site visitation and review/advisory functions. Collaborative partners might include State or local health agencies, and education or social service agencies. Faculty may serve on advisory boards to develop &/or review policies at the local, State, regional, national or international levels. The technical assistance (TA) effort may be a one-time or on-going activity of brief or extended frequency.

IV.   **Direct Clinical Services/Model Services** (formerly under Performing Direct and/or Demonstration Services, Model Services added)
UCEDDs: Specialized clinical services delivered with the intention to enhance the well-being and status of the recipient and not for testing new practices and may be integrated with training, research, and/or dissemination functions.
LENDs, LEAHs, PPCs, DBPs: may be used for tracking Direct Health Care Services.

V.   **Other Direct Services/Model Services**(formerly under Performing Direct and/or Demonstration Services, Model Services added)
All Programs: Specialized non-clinical services delivered with the intention to enhance the well-being and status of the recipient and not for testing new practices and may be integrated with training, research, and/or dissemination functions.

VI.   **Demonstration Services** (formerly under Performing Direct and/or Demonstration Services)
All Programs: Services that field test promising or exemplary practices and may be integrated with training, research, and/or dissemination functions.

VII.   **Performing Research or Evaluation** (no changes)
All Programs: Implementation of basic and applied research, program evaluation, and analysis of public policy on issues impacting individuals with developmental disabilities.

VIII.   **Information Dissemination** (just a title change)
All Programs: Distribution of knowledge-based information through UCEDD developed products and activities.

3.4.   Types and Numbers of Participants
The list of options has been updated:
- Trainees (formerly Classroom Students)

- Other Classroom Students (new)
- Professionals & Para-Professionals
- Family Members/Caregivers
- Adults with Disabilities
- Children/Adolescents with Disabilities/SHCN
- Legislators/Policymakers
- General Public/Community Members (formerly just General Public)

Additionally, for option Trainees, the breakdown of Disciplines is no longer available for all Core Functions, but only for Interdisciplinary Preservice Preparation (Training Trainees) and Continuing Education/Community Training, and only for UCEDDs. For all other Core Functions and for MCHB Training Programs, the number of trainees can simply be entered in the Trainees line, without having to provide the Discipline breakdown.

3.5. Initial Outcome Measure

This field is new, and it is very similar to the Customer Satisfaction Measure, but the statements differ. This field is required only for UCEDD Programs, but it includes the "Not Applicable" option for Activities to which it does not apply. Below are the statements for each Core Function.

Interdisciplinary Pre-Service Preparation (Training Trainees)
As a result of this training, my knowledge of …(insert training topic) has increased. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

Continuing Education/Community Training
NOTE: This question is only for recipients of regular, on-going trainings, which are defined as trainings that are conducted with a cohort of participants over a series of sessions and/or one time trainings that reoccur with regular frequency.

As a result of this training, my knowledge of … (area of emphasis or training topic in area of emphasis) increased. (select one)

Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

Technical Assistance
NOTE: Only one of the questions below (as applicable) is to be asked of TA recipients that have a sustained relationship with the UCEDD. A sustained relationship is defined as on-going frequent, with more than 3 contacts per year (see field Intensity of TA).

This technical assistance has enhanced the services I provide. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

This technical assistance has strengthened networking of public and private entities across communities I am engaged with. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

This technical assistance has increased awareness of evidence-based practices. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

This technical assistance has enhanced my capacity to assess current practices in relation to evidenced-based approaches. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

This technical assistance has helped me identify policy changes needed within the …
(areas of emphasis). (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

Direct Clinical Services/Model Services
No question. The Initial Outcome Measure is the "number of individuals who received specialized services from the UCEDD to enhance the well being and status of the recipient." This is already collected in the field Number of individuals served.

Other Direct Services/Model Services
No question. The Initial Outcome Measure is the "number of individuals who received specialized services from the UCEDD to enhance the well being and status of the recipient." This is already collected in the field Number of individuals served.

Demonstration Services
No question in the Activity record. The question for this Core Function will be implemented and will have to be answered directly in the Annual Report. (The question is: "Has UCEDD and/or partnering agency adopted findings from field test to make at least one modification to the UCEDD services being field tested? Please provide examples.")

Research
No question in the Activity record. The question for this Core Function will be implemented and will have to be answered directly in the Annual Report. (The question is: "Has the UCEDD adopted research findings by modifying activities in the other Core Functions? Please provide examples.")

Information Dissemination
None.

3.6. Consumer Satisfaction Measure

The language has been modified for questions and response options. The new statements and options are:

Interdisciplinary Pre-Service Preparation (Training Trainees)
I am satisfied with the knowledge and skills gained from the training. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

Continuing Education/Community Training
I am satisfied with the training and/or technical assistance received. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

Technical Assistance
I am satisfied with the training and/or technical assistance received. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

Direct Clinical Services/Model Services
I am satisfied with the services received. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

Other Direct Services/Model Services
I am satisfied with the services received. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

Demonstration Services
I am satisfied with the services received. (select one)
Strongly agree (4)
Agree (3)
Disagree (2)
Strongly disagree (1)

Research
Not applicable

Information Dissemination
Not applicable.

3.7. Agencies Collaborating on the Work of the Activity/Recipient of TA

The list of options (select all that apply) has been extended, and it now is identical to the list in the Projects dataset. For Activities, a Primary Recipient of TA or Collaborator must now be selected, and then other Agencies can be selected separately. The Primary Recipient of TA has been added for MCHB Training Programs, and the field is required only for them. The reason for this change is so that MCHB Programs can enter their TA/Collaboration Activities in the Activities dataset, instead of the Projects one. Based on feedback from MCHB Programs, and after a careful review of the MCHB reporting requirements, it was decided that this would better accommodate the data entry and reporting needs of MCHB Programs. In addition to modifying the Activity form, the TA/Collaboration report will also be added to the Standard Report in the Activities dataset to serve for completing the TA/Collaboration form in the EHB in the future.
The current list of options:
☐ State Title V Agency
☐ Other MCHB Funded or Related Program
☐ State Health Dept.

- ☐ Clinical Programs/Hospitals
- ☐ State Adolescent Health
- ☐ Other Health-Related Program
- ☐ Health Insurance/Managed Care Organization
- ☐ Medicaid
- ☐ Development Disabilities Council
- ☐ Protection & Advocacy Agency (P&A)
- ☐ UCEDD
- ☐ Childcare/Early Childhood/Part C Infants and Toddlers
- ☐ Head Start/Early Head Start
- ☐ State/Local Special Education (3-21)
- ☐ State/Local General Education
- ☐ Post Secondary Education (Community College-University)
- ☐ Employment/Voc Rehab
- ☐ State/Local MR/DD Agency or Provider
- ☐ State/Local Social Services
- ☐ Health Agency - Public/Private
- ☐ Mental Health/Substance Abuse Agency
- ☐ Housing Agency/Provider
- ☐ Recreation Agency
- ☐ Transportation Agency
- ☐ Provider Organization
- ☐ Consumer/Advocacy Organization
- ☐ State/Local Coalition
- ☐ Legislative Body
- ☐ Justice/Legal Organization
- ☐ Community or Faith-Based Organization
- ☐ National Association
- ☐ Independent research or policy organization
- ☐ Foundation
- ☐ Other

In addition to extending the list, the field name changes to Recipient of TA for Activities with the Core Function of Technical Assistance, and Agencies Collaborating on the Work of the Activity for all other Core Functions. The list of options stays the same regardless of Core Function.

3.8. Intensity of TA

This field is required of all Programs for Activities with the Core Function of Technical Assistance. Options (select one):
- One time brief (single)
- One time extended (multi day contact provided one time)
- On-going infrequent (less than 3 contacts per year)
- On-going frequent (more than 3 contacts per year)

3.9.   Section Topic of TA/Collaboration or Continuing Education

This is a new section, which contains 2 fields and is required of MCHB Training Programs (LENDs, LEAHs, PPCs, DBPs) for Activities with the Core Function of Continuing Education/Training or Technical Assistance.

List A (select one):
- Clinical care related (including medical home)
- Cultural Competence Related
- Data, Research, Evaluation Methods (Knowledge Translation)
- Family Involvement
- Interdisciplinary Teaming
- Healthcare Workforce Leadership
- Policy
- Prevention
- Systems Development/ Improvement

List B (select all that apply):
- Women's /Reproductive/ Perinatal Health
- Early Childhood Health/ Development (birth to school age)
- School Age Children
- Adolescent
- CSHCN/Developmental Disabilities
- Autism
- Emergency Preparedness
- Health Information Technology
- Mental Health
- Nutrition
- Oral Health
- Patient Safety
- Respiratory Disease
- Vulnerable Populations
- Racial and Ethnic Diversity or Disparities
- Other, please specify: _____

3.10.   Number of unduplicated individuals served

To better clarify the data collected, for Core Functions Direct Clinical Services/Model Services and Other Direct/Model Services, field Number of individuals seen has been renamed to Number of unduplicated individuals served.

4. PRODUCTS DATASET

4.1. Changing the Product type

In response to requests from the network, a functionality has been added so that if a Product is accidentally added with the incorrect Product Type, then it is very easy to fix it:
- Search for the respective Product
- Click on the View button to its left
- From the New Material Type drop-down menu, select the correct Type
- Click on Save As just beneath the drop-down menu
- The Product form opens up with the appropriate fields for the newly selected Product Type. All fields that applied to the initial Product Type as well are pre-filled with data previously entered. Complete all the required fields for the current Product Type and save the record.
- Search the original Product, with the incorrect Product Type, and delete it – this does not happen automatically.

4.2. Report title change

To match the title of the form in the EHB, the Standard Report under LEND, LEAH, PPC, DBP has been renamed from PM 62: Publications to Products, Publications and Submissions Data Collection Form, Part 1.

5. DIRECTORY DATASET

5.1. Respiratory Therapy added to the list of options for Discipline Coordinators

It can now be selected like all other Disciplines in the Discipline Coordinators field.

5.2. Primary Discipline now automatically selected under Discipline(s) also

Faculty and Staff do not need to make sure to select the same discipline for both Primary Discipline and Discipline(s) because logic has been added so that the choice for Primary Discipline is automatically selected in the Discipline(s) list as well.

5.3. Subscribe to AUCDigest

The word "staff" has been removed due to feedback that it was confusing.

6. GOALS DATASET

Please note that no changes have been made to this dataset, because the FY 2013 Annual Report will undergo major changes and it is not sure at this point if Goals and Objectives will continue to be reported via the Goals dataset. If needed, we will update the Core Functions in the Goals dataset when we implement the changes in the Annual Report.