Guidebook on Surveying Former Trainees

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1.0 Overview
The sections below are intended to:
- Assist UCEDD, LEND, LEAH, PPC, and DBP training programs comply with trainee survey federal reporting requirements.
- When surveying former trainees, provide an overview of important terminology, dates, and considerations.
- Supply specific and helpful tools for using NIRS to survey former trainees.
- Provide technical assistance and training to new and existing NIRS users.

Note: Images included in this document are from the Test Center and do not contain actual data.

2.0 Learn More About the Network

To learn more about the AUCD network and its member organizations, please visit the following:

- Leadership Education in Neurodevelopmental and Related Disabilities (LEND)
- Leadership Education in Adolescent Health (LEAH)
- Pediatric Pulmonary Centers (PPC)
- Developmental-Behavioral Pediatrics (DBP)
- University Centers for Excellent in Developmental Disabilities (UCEDDs)

To learn more about each federal funder of the above center/program types, please visit the following:

- Health Resources and Services Administration (HRSA) and/or the Maternal and Child Health Bureau (MCHB).
- Office of Intellectual and Developmental Disabilities (OIDD) and/or the Association on Community Living (ACL).

3.0 Important Timeline for Surveying Former Trainees

- Former trainee surveys should be initiated between January and March to allow sufficient time for trainees to complete the surveys.

- All former trainee surveys must be received/entered in NIRS by June 30th.

- NIRS will remain open for data cleaning throughout July. The only exception is former trainee surveys, which cannot be edited after June 30th.

- If a trainee survey is completed after June 30th, contact NIRS@aucd.org.

Former trainee surveys are reported as follows:

- **UCEDDs**: Surveys received/entered in NIRS by June 30th will be included in the UCEDD Program Performance Report (PPR) for the current reporting period to OIDD. The PPR is completed in NIRS and uploaded to ACL's Grant Solutions by July 30th each year.

    Reminder: Be sure to track the number of surveys sent to former trainees regardless of how many surveys are completed, as you are required to enter this information in the PPR.

- **MCHB Training Programs** (LENDs/LEAHs/PPCs/DBPs): Survey responses received/entered in NIRS by June 30th will be included in the data export from NIRS to MCHB's [Discretionary Grants Information System (DGIS)](#) for the current reporting period. Survey data will populate in the Former Trainee Information form in MCHB's DGIS. Survey data will populate in the Former Trainee Information form.

4.0 OIDD and MCHB Requirements for Former Trainee Surveys

HRSA/MCHB and OIDD/ACL request former trainee surveys annually from trainees who completed your training program 2-, 5-, and 10-years ago.

As a reminder, former trainee surveys may vary based on program type:

Former Trainee Survey Requirements by Federal Funder		
Federal Funder	**Trainee Program Type**	**Survey Requirements**
MCHB	LENDs, LEAHs, DBPs	Long-term trainees should be surveyed.
MCHB	PPCs	Medium-term and long-term trainees should be surveyed separately as survey questions vary.
ACL	UCEDDs	Long-term and medium-term trainees may be surveyed.

While your program may survey former trainees at additional intervals, the 2-, 5-, and 10-year surveys are the only surveys shared with OIDD and MCHB.

5.0 Helpful Tools for Surveying Former Trainees through NIRS

1) **Standard Reports** in NIRS are predefined reports where the report's content is fixed. Data Coordinators can specify preconditions of data included in the report (e.g., the years of data included, program type, etc.). Standard reports display data previously entered in their respective dataset.

2) **Paper forms** should be used if electronic access to NIRS is unavailable or for accessibility purposes. Paper forms are available in English and Spanish.

5.1 Standard Reports

All NIRS standard reports helpful for surveying former trainees are accessed from the trainee dataset > standard reports. Please note that admin-level access is required to view the standard reports described below:

NIRS Standard Reports for Surveying Former Trainees			
Center / Program Type	**Location in NIRS**	**Name of Standard Report**	**Purpose of Standard Report**
UCEDD-Only & UCEDD/LEND	Trainee dataset > Standard Reports > under the "UCEDD" category	Long Term Survey Info 2020+	• The report will assist with surveying and tracking completed surveys from UCEDD-only and/or

			UCEDD/LEND long-term and medium-term trainees.
LEND-only & UCEDD/LEND LEAH, PPC, and DBP	Trainee dataset > Standard Reports > under the "LEND, LEAH, PPC, DBP" category (bottom of the page)	Long Term Survey Info (2018+)	• The report contains data helpful in surveying LEND-only and/or UCEDD/LEND long-term trainees. • It is also helpful for surveying DBP, PPC, and LEAH long-term trainee alumni. • The report tracks submitted surveys.
PPC	Trainee dataset > Standard Reports > under the "LEND, LEAH, PPC, DBP category	PPC Medium Term Trainee Survey Info	• The report provides information specific to the medium-term trainee surveys. • Submitted surveys are listed in the report.

5.2 Paper Forms
The resources available on the AUCD website are below.
- English paper forms are [accessed here](#).

- Spanish paper forms are [accessed here](#).

Paper Forms for Surveying Former Trainees		
Trainee Program Type	**English**	**Spanish (Español)**
LEND-only and UCEDD/LEND	• LEND/UCEDD Survey Instructions • LEND/UCEDD Follow Up Survey	• NIRS LEND y UCEDD Instrucciones de Encuesta de los Aprendices • NIRS Encuesta LEND y UCEDD
UCEDD-only	• LEND/UCEDD Survey Instructions • UCEDD-only Follow Up Survey	• NIRS LEND y UCEDD Instrucciones de Encuesta de los Aprendices • NIRS Encuesta UCEDD Solamente
DBP-only	• DBP Survey Instructions • DBP Follow Up Survey	
LEAH-only	• LEAH Survey Instructions • LEAH Follow Up Survey	

| PPC-only | • PPC Survey Instructions

• PPC Long Term Trainee Survey

• PPC Medium Term Trainee Evaluation | |

Note: Data entry into NIRS must be in English.

6.0 Steps to Survey Former Trainees
The following sections provide detailed instructions in the following areas:
1) Determine trainees who should be surveyed.
2) Locating contact information and their unique survey login.
3) Selecting a survey method: Paper or Online forms?
4) Managing trainee surveys using paper forms.
5) Managing trainee surveys using online forms.

6.1 Determine Trainees Who Need to be Surveyed
Former trainees must be surveyed 2-, 5-, and 10-years after graduating from your training program. Use the following standard reports to answer the questions about former trainees:

Standard Reports for Surveying Former Trainee by Trainee Program Type	
Trainee Program Type	**Standard Report**
LEND, LEAH, PPC, DBP	Trainee dataset > LEND, LEAH, PPC, DBP column > Long Term Survey Info (2018+)
UCEDD	Trainee dataset > UCEDD column> Long Term Survey Info 2020+

The reports answer questions such as:

1) When did the trainee graduate?

2) What type of trainee are they (UCEDD-only, LEND-only, UCEDD + LEND, etc.)?

3) Who was enrolled in the training program 2-, 5-, and 10-years ago?

4) Were they a long-term (L) or Intermediate/Medium-term trainee (I)?

The following example uses the standard report "Long Term Survey Info (2018+)," located at the bottom of the page under the "LEND, LEAH, PPC, DBP" category.

1) Select the current fiscal year, which will generate a table of trainees who were long- and medium-term trainees 2-, 5-, and 10- years ago.

2) Carefully note the trainee's **Type** (i.e., Type = "L" = Long-term; Type = "I" = Intermediate) and **Type of Trainee** (i.e., UCEDD, UCEDD/LEND, DBP, etc.) as this will determine which survey link the trainee should be provided.

Long Term Survey Info (2018+)

TERMINAL YEAR^	TYPE	TYPE OF TRAINEE	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	EMAIL	2ND EMAIL	SURVEY LOGIN
	I	LEND,UCEDD	Shoshana Cohen Aleinikoff	1220 E Columbia St Apt 201	Seattle	WA United States	98122	301-502-8995	shoshana.aleinikoff@swedish.org	shoshana.aleinikoff@gmail.com	--77441z1256
	L,L	LEND,UCEDD	John Doe	address	Test	-- Canada	M5T0C2		nirs@aucd.org		xst65375435

3) In the example above, 'John Doe' has more than one "L" listed under the "Type" column. That means that they were a long-term trainee for two years.

4) Optional step: if you want to confirm the year that 'John Doe' graduated, we will use Trainee dataset > Advanced Search. We search for them by last name. In the Trainee dataset > Advanced Search, enter the following criteria:

- Fiscal Year = "All Years"

- Select TRAINEE Last Name (T) in the first drop-down, "like" in the middle box, and specify their last name in the third box.

* Fiscal Year(s)	× All Years

Trainee Type ● Long/Medium Term
○ Short Term

Discipline

Funding Sources
☐ MCH Core
☐ OSEP
☐ Internship
☐ Not Applicable

TRAINEE Last Name (T) ⌄   like   ⌄   Doe

Review the trainee's most recent long-term annual record. Annual records are listed chronologically, with the most recent annual record listed at the bottom.

Doe, John	•••				
		Year 1	Doctoral	Education/Special Education	UCEDD | LEND
		Year 2	Doctoral	Education/Special Education	UCEDD | LEND

If the record coincides with the 2-, 5-, and 10-year time frame, they should be surveyed in the current reporting period.

6.2 Locating Contact Information and the Unique Survey Login

Once all trainee alumni who need to be surveyed are located, we must contact them. The standard reports list their address, phone, email, and unique survey login.

Long Term Survey Info (2018+)

TERMINAL YEAR^	TYPE	TYPE OF TRAINEE	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	EMAIL	2ND EMAIL	SURVEY LOGIN
	I	LEND,UCEDD	Shoshana Cohen Aleinikoff	1220 E Columbia St Apt 201	Seattle	WA United States	98122	301-502-8995	shoshana.aleinikoff@swedish.org	shoshana.aleinikoff@gmail.com	--77441z1256
	L,L	LEND,UCEDD	John Doe	address	Test	-- Canada	M5T0C2		nirs@aucd.org		xst65375435

6.3 Selecting a Survey Method: Paper Forms or Online Forms?

There are two methods to collect survey responses from former trainees:

1) Paper forms

2) Electronic/online form

However, all surveys that are collected must be entered into NIRS. All paper responses must be logged in NIRS by the data coordinator. Consider Pros and Cons when using the Paper forms:

Pros and Cons of Using Paper Forms	
Pros	**Cons**
- Available in English and Spanish. - Allows administration of the trainee surveys without technology or Wi-Fi access. - Provides an additional data quality check during secondary data entry.	- Prone to "human error" as survey responses must be recorded twice. - Increased faculty/staff burden as responses must be recorded twice. - Additional faculty/staff training may be required to acquire trainee responses consistently and to enter them into the application.

6.4 Managing Trainee Surveys Using the Paper Forms

Whether paper forms are completed in person by the third party or the trainee alumni, answers should be recorded carefully to allow for accurate data entry.

If paper forms are used, please enter survey responses in NIRS as if you were the trainee. Please follow the instructions listed below to complete the surveys online.

Reminder: have a list of unique passwords ready for the trainees who completed a survey on paper form.

1) Be sure to select the appropriate survey form based on their trainee type, as survey questions vary. Select the proper survey link based on their trainee program type in the Survey Instructions.

Reminder: Required questions are notated with an asterisk (*) on the paper forms. A former trainee survey cannot be completed without all required responses; however, some responses may allow the option "choose not to disclose."

2) To access the survey, select your program/center name in the center drop-down, and copy + paste the trainee's unique survey login in the password field. Fill in responses as recorded in the paper forms.

6.5 Managing Trainee Surveys Using the Online Forms
If online forms are used, trainees should be sent information on how to complete a survey online.
Note: you may select different methods of communication, such as email, phone, text, social media, etc.
When communicating with trainees about the trainee survey, please include the following information:
1) **Survey Link:** Below are the survey links, which can also be found in NIRS under Trainee Survey Instructions or in the User's Guide.

Trainee Program Type	Survey Link
LEND only & LEND/UCEDD	https://www.aucd.org/nirs/db/survey/lend.cfm
UCEDD-only	http://www.aucd.org/nirs/db/survey/ucedd.cfm
LEAH	https://www.aucd.org/nirs/db/survey/leah.cfm
DBP	https://www.aucd.org/nirs/db/survey/dbp.cfm
PPC Long-Term Trainee	https://www.aucd.org/nirs/db/survey/ppc_long.cfm
PPC Medium-Term Trainee	http://www.aucd.org/nirs/db/survey/ppc_med.cfm

Note: survey questions vary based on trainee program type and the federal funder to which the survey is being reported.

2) **Center Name:** It is important to mention how your Center is listed in the Center Name drop-down menu on the survey page so they can log in. Your center name also is listed at the top of every page in NIRS.

3) **Unique Survey Login:** Their unique survey login is in the "Long-Term Survey Information" standard reports or the PPC Medium-Term Trainee Survey Information report.

4) A deadline to complete the survey (optional).

   Helpful Tip: To check that the surveys have been completed, go to Trainees dataset > List Survey and click the links in the "Survey Completed" column to view the survey responses.

6.6 Sample Email for the Former Trainee Survey Invitation
Data Coordinators may use the email template below when contacting trainee alumni regarding surveys. Change the survey instructions to suit your specific center/program needs.

Best Practice: Data Coordinators may CC themselves on the email to assist with follow-up or if there are questions.

"Hello [Insert Name Here],

If you are receiving this message, it is because you were once a trainee at [insert Program/Center name here]. We are dedicated to continuously improving our program and would love to hear about your accomplishments since you graduated from our training program. The below survey should take roughly ~10 minutes of your time. We appreciate any feedback on your training experience.

Survey Instructions:
Survey Link: https://aucd.org/nirs/db/survey/XXXXXXX.cfm
*In the Center name drop-down, please select: **"---AAA Test Center, LEND/UCEDD"***
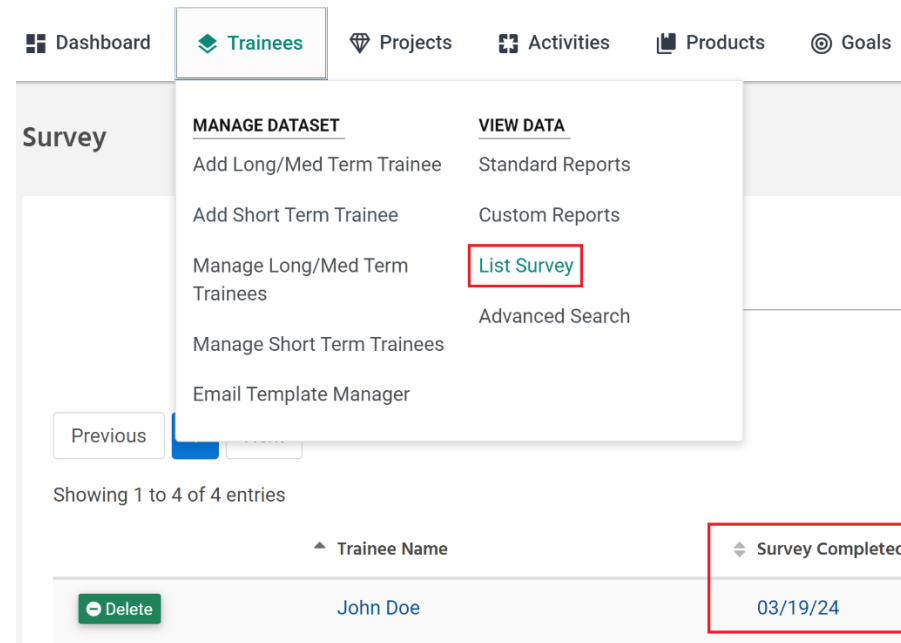*Password: **XUNIQUEPASS***

We look forward to your response by May 1st. Please don't hesitate to reach out if there are any questions, as I am always happy to help."

6.7 Reviewing Former Trainee Survey Responses
Trainee survey responses are viewable by selecting the date under the "Surveyed Completed" column in the Trainee dataset > List Survey.

7.0 Increasing Trainee Survey Response Rates

[Increasing Trainee Survey Responses: Best Practice Methods for Obtaining High Response Rates from Trainees](#) – AUCD developed this report to assist Centers in improving their response rates. The guidelines in this report are based on interviews with directors and former trainees from several Programs that have consistently obtained the highest response rates in surveying their former trainees.

8.0 Questions

Please reach out to NIRS@aucd.org with any questions.