

LEND Directors Orientation

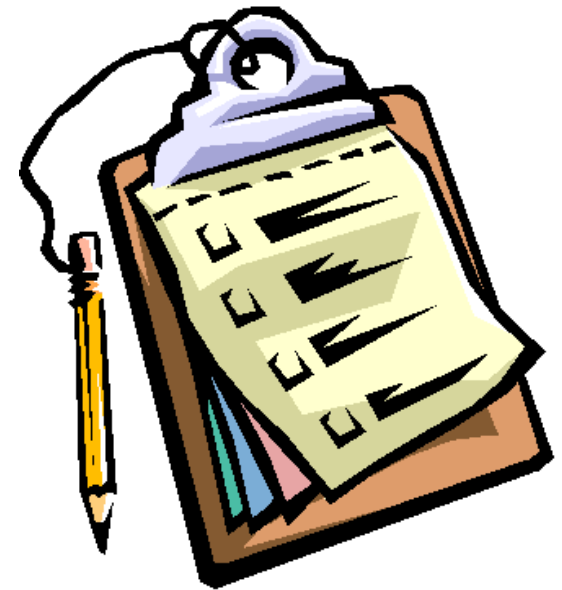
June 7, 2018



INTERDISCIPLINARY TECHNICAL ASSISTANCE CENTER
ON AUTISM AND DEVELOPMENTAL DISABILITIES

Today's Agenda

- Introductions
- Building a Program
- Systems of Support
- Leveraging the Network
- Full Group Q&A
- Conclusion



Pick one:

- What brought you to LEND?
- What do you bring to LEND?



Optional, but fun:

- What's the most unique way you like to spend your time outside of work?

Building a Program

Trainee and faculty recruitment



Bruce Shapiro
Kennedy Krieger
(MD) LEND

Building a Program

Curriculum development (balancing didactic, clinical, research, and policy experiences)



Anne Harris
Wisconsin LEND

Building a Program

Diversity, inclusion, and cultural competence



Steve Sulkes
Rochester (NY) LEND

Building a Program

Technical assistance and
continuing education



Tyler Reimschisel
Vanderbilt (TN) LEND

Building a Program

Strategic partnerships
(Title V, DD network, etc.)



Sandy Heimerl
New Mexico LEND

Building a Program

Sustainability, evaluation, and
quality improvement

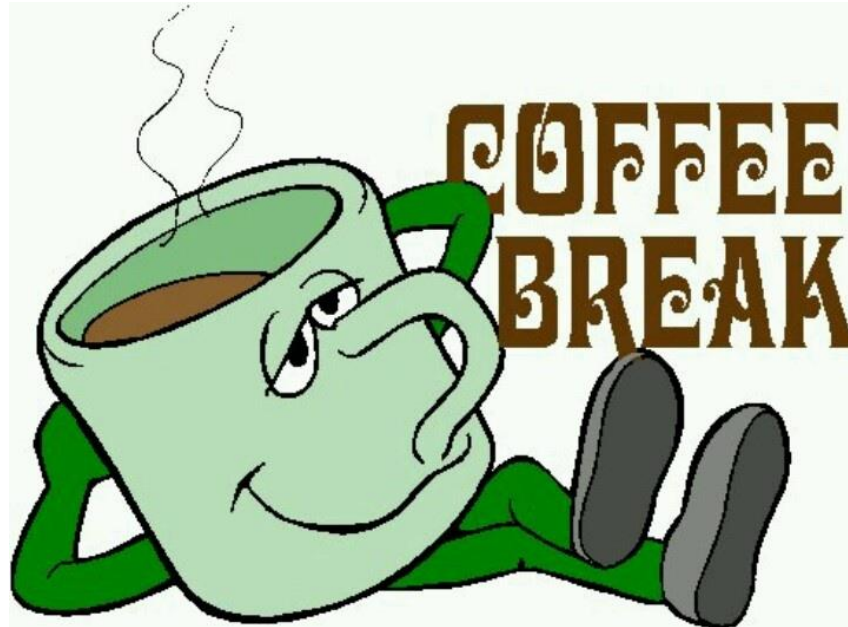


Ted Kastner
Rose F. Kennedy (NY) LEND

Building a Program

Table	Topic
1	Trainee and faculty recruitment
2	Curriculum development
3	Diversity, inclusion, and cultural competence
4	Technical assistance and continuing education
5	Strategic partnerships
6	Sustainability, evaluation, and quality improvement





See you in 20 minutes!

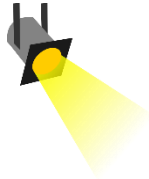
Systems of Support

- MCHB project officers
- AUCD technical assistance
- Data management and reporting

- MCHB and AUCD partnership:
 - Update each other about program activities, strengths, needs, etc.
 - Work together to determine network priorities
 - Complementary roles and coordinated responses around guidance clarification, interpretation, and application

MCHB Project Officers

- Guidance interpretation
- Program development
- Site visits
- Reporting and Performance Measures
- Prior approvals
- Other administrative items



Spotlight: Prior Approvals



- Change in Project Director
 - Must include a letter (use the LEND NoFO to determine requirements of a project director and use those in the letter) and Curriculum Vitae
 - Submitted in EHB and approved by PO
- Change in Key Personnel
 - Only used when key leadership staff (e.g. Training Director) is changing; approval must be granted
- Change in scope
 - Used when the project scope or goals are changing markedly
- Budget revisions

ITAC / AUCD Staff

- Individualized TA
 - Facilitate connections between LENDs to support growth in core and priority areas
- Targeted TA
 - Initiate the development of and facilitate topical workgroups
 - Lead collaborative efforts to develop shared products and publications

ITAC / AUCD Staff

- Targeted TA (cont.)
 - Support quality improvement and capacity building efforts to address discrete needs at the program, regional, and network levels
 - Examples: Focused Assistance to Support Training (FAST) projects, LEND Program Quality Improvement (LPQI) network coordination

ITAC / AUCD Staff

- Universal TA
 - Ongoing needs assessment, research monitoring and dissemination, and tracking of public health issues
 - Promote sharing of best practices for interdisciplinary training through webinars, continuing education, specialty meetings, and resource development
 - Data management and reporting

ITAC / AUCD Staff

- Universal TA (cont.)
 - Connect LENDs to broader systems of care through strategic partnerships
 - Infuse expert content knowledge into the network and establish new venues for programs to offer their expertise
 - Provide national leadership development opportunities for current and former trainees



Spotlight: Data Management and Reporting



- National Information Reporting System (NIRS)
 - Houses program data for all LENDs and UCEDDs (also select other MCHB training programs)
 - Neither maintained nor required by MCHB; technical assistance tool offered by AUCD
 - Data used to support federal reporting, but also for programs to keep track of their trainees, activities, products, etc.
 - Runs concurrent with your grant year; starts on July 1 and ends on June 30 the following calendar year



Spotlight: Data Management and Reporting



- NIRS datasets*
 - Trainees (long, intermediate, short; follow up survey)
 - Activities (TA, CE, information dissemination)
 - Products (publications, courses, books, etc.)
 - Populates NIRS public search
 - Directory (faculty and staff)
 - Populates AUCD network directory

* LENDs typically do not use the “Projects” dataset



Spotlight: Data Management and Reporting



- NIRS Reports
 - Standard (i.e. created by AUCD based on federal reporting and/or other expressed programmatic needs)
 - Example: “Training 10: Leadership” indicates the percentage of former long-term trainees demonstrating leadership in specific areas – clinical, public health practice, etc. – as indicated by their follow up surveys at 2, 5, and 10 years.
 - Custom (i.e. created by users for a specific purpose)
 - Examples from any of the peer mentors?



Spotlight: Data Management and Reporting



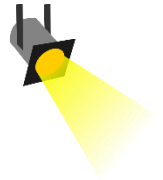
- **Electronic Handbooks (EHB)**
 - HRSA database with essential grant and personnel information; this is where you submit all federal reports (e.g. Performance Report, NCC, FFR)
 - Use this to review requirements, check report due dates, and submit information
 - Ensure that there are multiple members of your leadership team with EHB access and privileges
 - Some NIRS information is exported to EHB on an annual basis to assist with your Performance Report



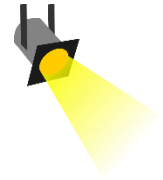
Spotlight: Data Management and Reporting



- Reporting process
 - Data entered in NIRS throughout fiscal year
 - June/July: data export review and cleaning
 - August: new fiscal year of NIRS opens (rollout webinar)
 - September: data sent from NIRS uploaded into specific EHB forms
 - October: LEND Performance Reports (including exported and other data) due in EHB



Spotlight: Data Management and Reporting



- Reporting process (cont.)
 - For CE, TA, and other forms for which you have entered data in NIRS, use standard reports to obtain information to help fill in EHB forms
 - AUCD has no access to EHB or your Performance Report, so the scope of our TA for this part of the process is extremely limited
 - EHB Help Desk
 - Project Officers can answer programmatic questions



Spotlight: Data Management and Reporting



- Trainee Follow Up Surveys
 - MCHB requires this information of all long-term trainees at 2, 5, and 10 years post-completion (i.e. in FY18, surveys should go out to trainees from FY16, FY13, and FY18)
 - Must be completed in NIRS by June 30 for EHB export
- CARES Module
 - MCHB requires this data for all Autism CARES grantees; compiled by AUCD for MCHB, then sent to Congress
 - Separate module within NIRS; 10 simple questions focused on autism-specific work (much of this information is prepopulated, so incentive to stay current with your entry)
 - Completed and submitted annually in June-July

Leveraging the Network I



Andy Imparato
AUCD Executive Director



Councils, SIGs, work groups, and initiatives



Sandy Heimerl
New Mexico LEND

Leveraging the Network II

Peer-to-peer connections (NIRS public search, directory, listservs)



Anne Harris
Wisconsin LEND

Trainee leadership and engagement



Tyler Reimschisel
Vanderbilt (TN) LEND

Leveraging the Network II

AUCD websites, meetings, webinars,
resource documents, etc.



Bruce Shapiro
Kennedy Krieger
(MD) LEND

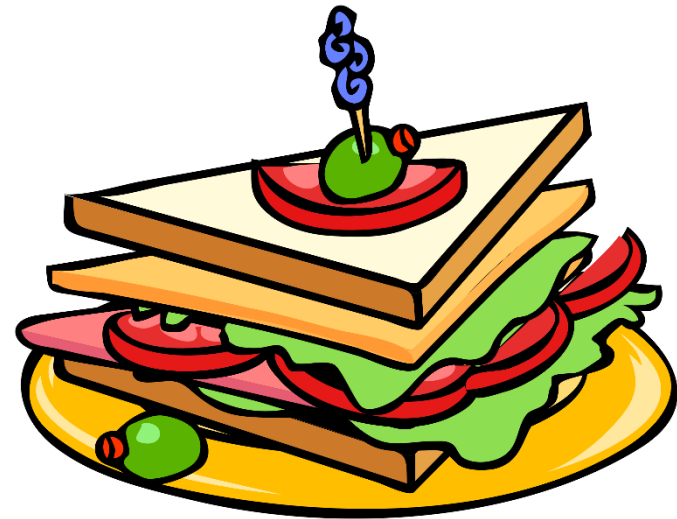
Full Group Q&A



How has this session either confirmed or shifted what your priorities will be as you:

Think about how to get the most out of the next two days?

Prepare for the next training year?



The LEND Directors Meeting will begin at 1:00pm ET in Cabinet / Judiciary.