Surveying Former Trainees

It is good to begin surveying your former trainees in the January-February timeframe. Below are some important details and guidelines to help you with this process.

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# Important Timeline

FY 2022 will end on June 30, 2022, so **all** **surveys must be received/entered in NIRS by June 30, 2022.** Even though NIRS will still be open for cleaning of FY 2022 data until the end of July 2022, any surveys received/entered after June 30, 2022 WILL NOT be included in the reporting for FY 2022. Trainee surveys are reported as follows:

* **UCEDDs**: S**urveys received/entered in NIRS by June 30, 2022 will be included in the FY 2022 UCEDD PPRs to OIDD**, which are due July 30th and are completed in NIRS. Any surveys received/entered after June 30, 2022 WILL NOT appear in the FY 2022 PPRs. Also, please make sure to keep track of how many surveys you send out (regardless of how many surveys are actually completed) because you will need to enter this figure directly in the Annual Report, and this is something that NIRS does not keep track of.
* **MCHB Programs (LENDs/LEAHs/PPCs/DBPs)**: **Survey responses received/entered in NIRS by June 30, 2022** **will be included in the FY 2022 data export** **from NIRS to the DGIS/EHB**, which will take place in the fall of 2022. Survey data will populate the Former Trainee Information form in the EHB. Surveys completed after June 30, 2022 WILL NOT be included in the data export for FY 2022.

# Who to Survey

**UCEDDs**

The trainees that you will be surveying this year for OIDD reporting are those who COMPLETED your program in FY 2020, 2017, and/or 2012. As you know, we are in FY 2022, so your "2 year" former trainees are those who completed your program in FY 2020. *Only these surveys count in reporting to OIDD this year. Surveys of other former trainees, while useful to you, are NOT reported to OIDD.*

**MCH Training Programs (LENDs, LEAHs, PPCs, and DBPs)**

The trainees that you will be surveying this year for MCHB reporting are those who COMPLETED your program in FY 2020, 2017, and/or 2012.As you know, we are in FY 2022, so your "2 year" former trainees are those who completed your program in FY 2020. *Only these surveys count in reporting to MCHB this year. Surveys of other former trainees, while useful to you, are NOT reported to MCHB.*

**Resources**

* **Standard Report:** A standard report in the Trainee dataset called "Long Term Survey Info" will be very useful; an Admin level of access is required to view this report. Upon selecting the fiscal year (2021), the report will generate a table of trainees to be surveyed in the selected fiscal year (i.e., 2, 5, and 10 years post-training: 2019, 2016, and 2011 for UCEDDs; and 2, 5, and 10 years post-training: 2020, 2017, and 2012 for MCH Training Programs) with any contact information in NIRS and the unique login for each trainee.  The report is organized by "terminal year*"* (i.e., the last fiscal year for which a trainee year record exists).  An "X" will display in the appropriate year column to indicate the survey(s) completed by the trainee.
* **For PPC Programs:** A separate report is available created to help you track the completion of Medium Term Trainee Surveys. The report is called “PPC Medium Term Trainee Survey Info” and it can be found under Trainees  Reports, in the “LEND, LEAH, PPC, DBP” column. This report works just like the Long Term Survey Info report, but it provides information for the Medium Term Trainee surveys.

# Completing the Surveys Online

You need to provide your former trainees with the following information:

* 1. The survey link – below are the survey links, which can also be found in NIRS under Trainees  Survey Instructions, as well as in the [User’s Guide](https://www.aucd.org/nirs/db/help.cfm?Expr=&index=30).

  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>

  PPC Long Term Trainee survey: <https://www.aucd.org/nirs/db/survey/ppc_long.cfm>

  PPC Medium Term Trainee Survey: <http://www.aucd.org/nirs/db/survey/ppc_med.cfm>

  DBP: <https://www.aucd.org/nirs/db/survey/dbp.cfm>

* 1. Mention how your Center is listed in the Center Name drop-down menu on the survey page. Some former trainees may not remember this, so it is a helpful reminder.
	2. Provide them with their unique survey login from the Long Term Survey Info report or from the PPC Medium Term Trainee Survey Info report. The latter report is only for the PPC Medium Term Trainee survey.
	3. To check that the surveys have been completed, you can go to Trainees  List Survey and click on the links in the column Survey Completed to view the survey responses. As previously mentioned, the question that was confusing and led to blank surveys has been eliminated, so blank surveys should no longer be an issue.

# Instructions and Paper Forms

Below are resources available on the [NIRS Paper Forms page](http://www.aucd.org/template/news.cfm?news_id=12730&id=17) on our website:

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| --- | --- |
| * [FY 2022 **LEND/UCEDD** Follow Up Survey](https://www.aucd.org/docs/nirs/NIRS_training_fy2022/2022_lend_ucedd_survey%20UPDATED%201-8-21.doc)
* [FY 2022 **UCEDD-only** Follow Up Survey](https://www.aucd.org/docs/nirs/NIRS_training_fy2022/2022_ucedd_only_survey%20UPDATED%201-8-21.doc)

**Note**: There is no LEND-only survey; LEND-only Centers are to use the LEND/UCEDD survey above. | * [FY 2022 **PPC Medium Term** Trainee Evaluation](https://www.aucd.org/docs/nirs/NIRS_training_fy2022/2022_ppc_medium_survey.doc)
* [FY 2022 **PPC Long Term** Trainee Survey](https://www.aucd.org/docs/nirs/NIRS_training_fy2022/2022_ppc_long_survey.doc)
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| * [FY 2022 **LEAH**Follow Up Survey](https://www.aucd.org/docs/nirs/NIRS_training_fy2022/2022_leah_survey.doc)
 | * [FY 2022 **DBP Follow Up** Survey](https://www.aucd.org/docs/nirs/NIRS_training_fy2022/2022_dbp_survey.doc)
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**Please Note:** The Survey Instructions for each program type are being revised and will be updated once the updated Long Term Survey Info report is developed for MCH training programs. Please visit the [NIRS Paper Forms page](http://www.aucd.org/template/news.cfm?news_id=12730&id=17) for the most up to date set of resources.

If you use paper forms, when you receive a paper survey completed, you will have to enter it in NIRS just as if you were the trainee. For this, you can follow the instructions listed above for completing the surveys online.

# Increasing Trainee Survey Response Rate

[Increasing Trainee Survey Responses: Best Practice Methods for Obtaining High Response Rates from Trainees](http://www.aucd.org/template/news.cfm?news_id=7369&id=17) – This report was developed by AUCD to assist Centers in increasing 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.

# Questions

For any other questions, please do not hesitate to send an email to [NIRS@aucd.org](file://aucd.org/public/NIRSfuture/NIRS%2019/Other/nmartinez%40aucd.org).