

Roundtable Discussion

Topic

Trainees Dataset

Summary

- Security of data – FERPA inner administrator access: clarification on who has access to student data. Admin access is not sufficient to protect student information. UCEDD/LEND Directors need to be clear about security issues. Password resets for staff with access – not being able to see them.
- Diversity – self-reporting tool not clear for trainees
- Important to keep trainees engaged
- Initial question on survey of whether they have completed their training is confusing
- Compatibility problems with follow-up surveys on new technology, platforms
- Simpler way to contact trainees for follow-up (mail chimp, etc.)
- Follow-up with trainees is VERY labor intensive
- Questions do not seem relevant to capture trainee current issues
- Trainees being involved in activities and no way to link them

Recommendations

- Clarification on how FERPA applies to our trainee data in NIRS
- Review password reset & user rights in NIRS to provide more security
- Revise the diversity question about speaking other languages
- Diversity of trainees is too limiting and doesn't fully capture life experiences, cultural background – expand this section
- Delete the initial trainee survey question whether they have completed training
- Need a way to contact follow-up trainee alumni that is clear, allows for program to pu personal message for them
- Questions need to be revised to match up to the performance measures
- Questions need to be regrouped so that they can't skip any and to avoid people not completing the survey
- Ability to link trainees to activity records/projects

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Topic

Social Media

Summary

Discussion about how everyone uses social media + grappled with how to count it in NIRS

Recommendations

- Each social media is 1 product
- Created FB page as a new product every year
- May need to have NIRS category for social media to drill down to the specifics of each type of media
- When posting products online via social media then count as an electronic product
- Can't count each post as a product – too many to count and keep track of

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Topic

Data Entry Management

Summary

- Each UCEDD is so different, and yet need to do the same database input. Some use of adding fields was interesting.
- Add review box drop-down at the bottom of activity, product forms, with options:
 - review
 - update
 - done
- There were various ways that each UCEDD/LEND uses to collect data: manual, other database to input in NIRS , with cut & paste or imported.

Recommendations

- Do a video -> on each area (activities, products, etc.) to use for training new staff.
- Monthly reminder emails
- Online training – basic NIRS
- Instruction manual – simple
- Create new field
 - Saved as from last year
 - New please review
 - Approved (Don't need to look over)
- Have designee for Projects
 - who enters data to have meetings meetings with designee to review new items or changed items