

TRAINEE DEFINITION AND REPORTING SUMMARY

DEFINITIONS		
Trainee Status	UCEDD Definition	LEND Definition
Long Term Trainees	<p>UCEDD Trainees are those participating in a UCEDD interdisciplinary or discipline specific training program. Individuals must be recorded in the Trainee dataset if they are in your Center's identified training program and receive pre-service preparation as defined in the note (*) at the end.</p> <p>UCEDD Trainees qualify as <i>Long Term Trainees</i> if they receive at least 300 hours of training from your training program.</p>	<p>Long Term Trainees are those with 300 or more contact hours with the training program, benefiting from the training grant (both supported and non-supported trainees). Long Term MCHB Trainees must be tracked throughout their training and for at least 5 years following their training (although to fully assess the impact of the training, trainees may be followed for 10 years). These individuals will be surveyed at 1, 5 and 10 years post-training to assist the Program in responding to a number of MCHB performance measures, such as those focusing on field leadership.</p>
Intermediate (Medium Term) Trainees	<p>UCEDD Trainees are those participating in a UCEDD interdisciplinary or discipline specific training program. Individuals must be recorded in the Trainee dataset if they are in your Center's identified training program and receive pre-service preparation as defined in the note (*) at the end.</p> <p>UCEDD Trainees qualify as <i>Intermediate Trainees</i> if they receive at least 40 but less than 300 hours of training from your training program.</p>	<p>Intermediate (Medium) Term Trainees are those with 40 or more but less than 300 contact hours with the training program. Programs are strongly encouraged to also record Intermediate Term Trainees in NIRS to accurately capture the number of trainees trained each year. Although MCHB does not currently collect survey data on LEND Intermediate Term Trainees, Programs may also survey Intermediate Term Trainees using the Trainee Follow-up Survey.</p>
Short Term Trainees	<p>Short term trainees are individuals who receive less than 40 hours of training, and they should not be entered in the Trainees dataset, but rather captured in the Activities dataset, under <i>Types and Numbers of Participants</i>. The typical involvement of Short Term Trainees will (a) be less than 40 contact hours and (b) take place in an academic setting (e.g., participation in an entire course taught by Center's faculty, participation in a course where a Center's faculty provide one or more lectures, or participation in lab/practicum or internship/fellowship opportunity with a Center's faculty or staff).</p> <p>Also, data on any people who receive training through your training program, but are not enrolled in your academic program, should be captured in the Activities dataset instead of the Trainee dataset. For example, if one of your faculty members teaches a class which includes in its roster students who are not in your program, those non-trainees should be captured in the Activities dataset.</p>	<p>Short Term Trainees are currently defined by MCHB as trainees who receive a total of or less than 40 hours of training. Centers may capture records on these individuals in the Short Term Trainee mini dataset.</p>

REPORTING

Trainee Status	UCEDD Reporting	LEND Reporting
Long Term Trainees	<p>Data on UCEDD Long Term Trainees are included in aggregate in the UCEDD PPR to AIDD, in Part 2, <i>Measures of Improvement and Consumer Satisfaction, Core Function: Interdisciplinary Pre-Service Preparation</i>. Trainee Disciplines and demographic data (race, ethnicity, gender, personal relationship with disabilities, and primary language) are the data points reported.</p> <p>Additionally, data from the Former Trainee Survey are reported in Part 4 of the PPR, <i>UCEDD Government Performance and Results Act (GPRA) Measures</i>. Responses to two survey questions are included here, to meet the GPRA reporting requirements.</p>	Data entered in NIRS for Long Term LEND Trainees, as well as surveys completed by former trainees are included in the data export from NIRS to EHB. The data are uploaded into EHB, where it pre-populates two forms in the Performance Report: the <i>Long Term Trainee Information form</i> and <i>Former Trainee Information form</i> .
Intermediate (Medium Term) Trainees	<p>Data on UCEDD Intermediate Trainees are included in aggregate in the UCEDD PPR to AIDD, in Part 2, <i>Measures of Improvement and Consumer Satisfaction, Core Function: Interdisciplinary Pre-Service Preparation</i>. Trainee Disciplines and demographic data (race, ethnicity, gender, personal relationship with disabilities, and primary language) are the data points reported.</p> <p>Additionally, data from the Former Trainee Survey are reported in Part 4 of the PPR, <i>UCEDD Government Performance and Results Act (GPRA) Measures</i>. Responses to two survey questions are included here, to meet the GPRA reporting requirements.</p>	LEND Medium Term Trainees need to be reported in the <i>Medium Term Trainees form</i> in the Performance Report. The data points reported include the number of Trainees, their Disciplines and demographic information. If the data are entered in NIRS, then the information can be easily retrieved via the <i>Short & Intermediate Trainee Info: MCH Collection</i> report in the Trainees dataset.
Short Term Trainees	UCEDD Short Term Trainees do not need to be reported separately. Entering them as Activity Participants will suffice for reporting purposes.	LEND Short Term Trainees need to be reported in the <i>Short Term Trainees form</i> in the Performance Report. The only data points reported are the number of Short Term Trainees and their Disciplines. If the data are entered in NIRS, then the information can be easily retrieved via the <i>Short & Intermediate Trainee Info: MCH Collection</i> report in the Trainees dataset.

*** Note for UCEDD Programs:**

Interdisciplinary pre-service preparation is defined as instructional program offered by the UCEDD that:

- integrates knowledge and methods from two or more distinct disciplines;
- integrates direct contributions to the field made by people with disabilities and family members;
- examines and advances professional practice, scholarship and policy that impacts the lives of people with developmental and other disabilities and their families;
- is designed to advance an individual's academic or professional credentials;
- and takes place in an academic setting or program.

Interdisciplinary pre-service preparation may:

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