

Data export from NIRS to the EHB

Table of Contents

Purpose	2
Trainees dataset.....	2
Long Term Trainees.....	2
Criteria for data export	2
Fields exported.....	2-4
Former Trainee Survey Data	4
Criteria for data export	4
Fields exported.....	4-6
Products dataset	7
Criteria for data export	7
Fields exported.....	7-8
Directory dataset	9
Criteria for data export	9
Fields exported.....	9-10

1. Purpose

This document aims to provide an overview of data exported from NIRS to the EHB, and what requirements it needs to meet. Any incomplete records (missing data in at least one required field) or with random, invalid data will be automatically excluded from the export file, per MCHB reporting requirements. Invalid data refers to any data that does not match the field name. For instance, if a Volume or Number is required, responses such as “xxx” or “NA” will be considered invalid.

Note: All NIRS fields referenced throughout the document are highlighted in **Bold**.

2. Trainees dataset

A. Long Term Trainees

i. Criteria for data export

Trainee records are exported from NIRS if they meet the following criteria:

- **Fiscal Year** (in Trainee year record) = reporting year
- **Upon completing their training, will the trainee qualify as a: = Long-Term Trainee** (in Trainee year record)
- *only for UCEDD/LEND Centers: **Is this a LEND trainee? = Yes** (in Trainee year record); for LEAH, PPC and DBP trainees, this question does not exist; by default, all records that meet the first two criteria qualify for the data export.

Trainee records are uploaded to the **Long Term Trainee Information** form in the EHB.

ii. Fields exported

Field	Location in NIRS	Comments
<i>ReportingYear</i>	<i>Unavailable to Centers; managed by AUCD</i>	
<i>mch_grant_number</i>	<i>Unavailable to Centers; managed by AUCD</i>	
FirstName	Trainee main record, field First	Required field > cannot be blank
MiddleInitial	Trainee main record, field Middle	Optional field > can be used if Trainee has middle name
LastName	Trainee main record, field Last	Required field > cannot be blank
race	Trainee main record, field Race	Required field > cannot be blank
ethnicity	Trainee main record, field Ethnicity	Required field > cannot be blank
Gender	Trainee main record, field Gender	Required field > cannot be blank
City	Trainee main record, field City under Current Address	Required field > cannot be blank

State	Trainee main record, field State under Current Address	Required field > cannot be blank
Country	Trainee main record, field Country under Current Address	Required field > cannot be blank
Discipline	Trainee year record, field Discipline	Required field > cannot be blank
discipline_other	Trainee year record, field Other Discipline - Please Specify:	Required field if Discipline = Other ; value must be a valid string, no “xxx”, etc.
Degrees	Trainee main record, field Academic Degree/Credential Achieved	Required field > cannot be blank
degree_other	Trainee main record, field Other	Required field if Academic Degree/Credential Achieved = Other ; value must be a valid string, no “xxx”, etc.
PositionTitle	Trainee main record, field Position Title at Admission	Required field > cannot be blank
PositionSetting	Trainee main record, field Position Setting of Trainee at Admission	Required field > cannot be blank
Program	Trainee year record, field Degree Program	Required field > cannot be blank
FinancialSupport	Trainee year record, field Does the trainee have MCH support?	Required field > cannot be blank
MCHSupportType	Trainee year record, no directly corresponding field	Value in export file depends on selection/entries for other fields: <ul style="list-style-type: none"> - If Does the trainee have MCH support? = No, then MCHSupportType is blank. - If Does the trainee have MCH support? = Yes, then: <ul style="list-style-type: none"> o If dollar amount is entered only for Stipend, then MCHSupportType = Stipend. o If dollar amount is entered only for Tuition & Fees, then MCHSupportType = Tuition. o If dollar amount is entered only for Other, then MCHSupportType = Other. o If dollar amounts are entered for both Stipend and Tuition & Fees, then MCHSupportType = Stipend and Tuition. o If dollar amounts are entered for both Stipend and Other, then MCHSupportType = Stipend and Other. o If dollar amounts are entered for both Tuition and Fees & Other, then MCHSupportTyle = Tuition and Other.

MCHStipendAmt	Trainee year record, field Stipend	If Does the trainee have MCH support? = Yes , then at least one of the following fields is required and must contain a valid dollar value: - Stipend - Tuition & Fees - Other
MCHTuitionAmt	Trainee year record, field Tuition & Fees	If Does the trainee have MCH support? = Yes , then at least one of the following fields is required and must contain a valid dollar value: - Stipend - Tuition & Fees - Other
MCHOtherAmt	Trainee year record, field Other	If Does the trainee have MCH support? = Yes , then at least one of the following fields is required and must contain a valid dollar value: - Stipend - Tuition & Fees - Other
TraineeType	Trainee year record, field Academic Level	Required field > cannot be blank
StudentType	Trainee year record, field Enrollment Status	Required field > cannot be blank
<i>Supportlength</i>	<i>Not available in NIRS; to be completed directly in the EHB if applicable</i>	
<i>ResearchTopic</i>	<i>Not available in NIRS; to be completed directly in the EHB if applicable</i>	

B. Former Trainee Survey Data

i. Criteria for data export

Survey records are exported from NIRS if they meet the following criteria:

- **Year Graduated** (the **Fiscal Year** of the last trainee year record available for the trainee in NIRS) = reporting year -5
- **Upon completing their training, will the trainee qualify as a:** = **Long-Term Trainee** (in Trainee year record)
- *only for UCEDD/LEND Centers: **Is this a LEND trainee? = Yes** (in Trainee year record); for LEAH, PPC and DBP trainees, this question does not exist; by default, all records that meet the first two criteria qualify for the data export.

Survey records are uploaded to the **Former Trainee Information** form in the EHB.

ii. Fields exported

Field	Location in NIRS	Comments
<i>ReportingYear</i>	<i>Unavailable to Centers; managed by AUCD</i>	<i>Unavailable to Centers; managed by AUCD</i>
<i>mch_grant_number</i>	<i>Unavailable to Centers; managed by AUCD</i>	<i>Unavailable to Centers; managed by AUCD</i>

FirstName	Trainee main record, field First	Required field > cannot be blank
MiddleInitial	Trainee main record, field Middle	Optional field > can be used if Trainee has middle name
LastName	Trainee main record, field Last	Required field > cannot be blank
YearGraduated	Trainee year record, field Fiscal Year	This is the Fiscal Year of the last year record available for the trainee in NIRS.
Degrees	Trainee main record, field Academic Degree/Credential Achieved	Required field > cannot be blank
degree_other	Trainee main record, field Other	Required field if Academic Degree/Credential Achieved = Other ; value must be a valid string, no "xxx", etc.
CouldContact	Survey record, no directly corresponding field	If appropriate survey is completed (survey record available in NIRS), then CouldContact = Yes , otherwise CouldContact = No .
EmploymentSetting	Survey record, question Select primary type/setting of employment:	Required field > cannot be blank
OtherEmploymentSetting	Survey record, question Select primary type/setting of employment: , option Other Please Specify:	Required field if Select primary type/setting of employment: = Other ; value must be a valid string, no "xxx", etc.
City	Trainee main record, field City under Current Address	Required field > cannot be blank
State	Trainee main record, field State under Current Address	Required field > cannot be blank
Country	Trainee main record, field Country under Current Address	Required field > cannot be blank
WorkingInMCH	Survey record, question Does your current work relate to Maternal and Child Health (MCH) populations (i.e. women, infants and children, adolescents, and their families including fathers and children or young adults with special health care needs)?	Required field > cannot be blank
WorkingForPublicHealth	Survey record, question Do you currently work in a public health organization or agency (including Title V)?	Required field > cannot be blank
WorkingWithUnderservedPopulations	Survey record, question Does your current work relate to underserved or vulnerable populations? (i.e. Immigrant Populations Tribal Populations, Migrant	Required field > cannot be blank

	Populations, Uninsured Populations, Individuals Who Have Experienced Family Violence, Homeless, Foster Care, HIV/AIDS, people with disabilities, etc.)?	
HasLeadershipByPM08 * * This field corresponds with the Training 10 Performance Measure but the export field references the Measure's former name	Survey record, question If you checked any of the activities above, in which of the following settings or capacities would you say these activities occurred? (check all that apply)	If answer to survey question is None , then HasLeadershipByPM08 = No . Any other option(s) (Academic, Clinical, Public Health, Public Policy & Advocacy) selected, then HasLeadershipByPM08 = Yes . Required field > cannot be blank

3. Products dataset

A. Criteria for data export

Product records are exported from NIRS if they meet the following criteria:

- **Include(d) into DGIS/EHB export for** = current reporting year
- *only for UCEDD/LEND Centers: **Program Type = LEND** (or **LEND, UCEDD**); for LEAH, PPC and DBP records, by default, all records that meet the first criteria qualify for the data export.

Product records are uploaded to the **Products, Publications and Submissions Data Collection** Form in the EHB.

B. Fields exported

The table on the next page lists all the fields exported. Below are important content requirements; if the data do not meet these requirements, then the records will be excluded from the data export. Note that these are MCHB content requirements, which is why records that do not meet them cannot be exported.

Content requirements:

- Title: Please provide appropriate titles for all Products. Entering the Product type for a title does not suffice; each record must have a specific title.
- Author: Please enter the author in an appropriate format (as it should appear on a website). Formats such as: “John Doe”, “Doe, John” or “Doe, J.” are totally fine, but “jdoe” is not, so please avoid such entries.
- Date of publication / presentation: Only new Products will be accepted into the EHB, per MCHB reporting requirements. So the Date of publication / presentation must be in the current or previous calendar year. For instance, for FY 2018, the Date of publication / presentation must be 2017 or 2018. Records with older dates will be considered invalid and eliminated from the export file. “In Press” Peer-reviewed publications in scholarly journals included in a prior year’s data should not be included as a “Published” Peer-reviewed publication in a scholarly journal in a subsequent year.
- To obtain copies (URL or email): Please enter a valid email or website link; anything else is considered invalid.
- Volume, Number, Supplement: Please provide valid Volume, Number and Supplement numbers. Doi numbers are accepted, but entries such as “NA”, “xxx”, etc. are invalid and will lead to the elimination of records from the export file.
- Pages: Please enter the journal pages where the articles can be found, not the number of pages of the article. Valid page numbers must be provided; doi numbers are accepted. “NA”, “xxx”, etc. are invalid entries.

The column headers in the table below contain the NIRS fields, while an “X” in the table indicates which Product types each field applies to.

Material Type	Type	Other: (Complete if Other is selected above); right after field Type	Title	Author(s)	Primary Author(s)	Contributing Author(s)	Date of Publication / Presentation	Dissemination Vehicles	To obtain copies (URL or email)	Brief Description for AUCD NIRS Public Search	Publisher	Chapter Title	Chapter Author(s)	Publication	Volume	Number	Supplement	Pages	Meeting / Conference Name	Frequency of distribution	Describe product, publication, or submission	Product	Target Audience	Keywords (1-5)
Academic Course Development			X	X			X		X	X													X	X
Book			X	X			X			X	X												X	X
Book Chapter			X	X			X			X	X	X											X	X
Conference presentations and posters presented	X		X	X			X		X	X									X				X	X
Distance learning modules	X	X	X	X			X		X	X													X	X
Doctoral Dissertation or Master's Thesis	X		X	X			X		X	X													X	X
Electronic Products	X	X	X	X			X		X	X													X	X
Newsletters	X		X	X			X		X	X										X			X	X
Other			X	X			X		X	X											X		X	X
Pamphlets, Brochures, or Fact sheets	X		X	X			X		X	X													X	X
Peer-reviewed publications in scholarly journals published / in press			X		X	X	X	X	X	X				X	X	X	X	X					X	X
Peer-reviewed publications in scholarly journals submitted			X	X			X			X				X									X	X
Press communications	X	X	X	X			X		X	X													X	X
Reports and monographs			X	X			X		X	X													X	X
Web-based products	X	X					X		X	X												X	X	X

Color legend:

	Field not applicable to this Product type
X	Field required for this Product type
X	Field optional (may be completed or left blank) for this Product type

4. Directory dataset

A. Criteria for data export

Directory records are exported from NIRS if they meet the following criteria:

- **Include this person in EHB upload = Yes**
- *only for UCEDD/LEND Centers: **Member Affiliation(s) = LEND** (or **LEND, UCEDD**); for LEAH, PPC and DBP records, by default, all records that meet the first criteria qualify for the data export.

Directory records are uploaded to the **Faculty and Staff Information** form in the EHB.

B. Fields exported

Field	Location in NIRS	Comments														
<i>ReportingYear</i>	<i>Unavailable to Centers; managed by AUCD</i>															
<i>mch_grant_number</i>	<i>Unavailable to Centers; managed by AUCD</i>															
Type	Directory record, field PRIMARY Employment Role at Program	<p>Required field > cannot be blank</p> <p>Options for PRIMARY Employment Role at Program are mapped as follows in the export file:</p> <table border="1"> <thead> <tr> <th>NIRS option</th> <th>Export file</th> </tr> </thead> <tbody> <tr> <td>Program Director or Associate Director</td> <td>Faculty</td> </tr> <tr> <td>Senior Faculty: Faculty at the rank of Associate Professor or Professor.</td> <td>Faculty</td> </tr> <tr> <td>Junior Faculty: Faculty at the rank of Assistant Professor, Lecturer, Adjunct, etc.</td> <td>Faculty</td> </tr> <tr> <td>Clinical Staff: Individuals with a high degree of expertise and training who specialize in providing clinical services.</td> <td>Staff</td> </tr> <tr> <td>Professional Staff: Individuals with a high degree of expertise and training who specialize in performing professional, scientific, or technical activities.</td> <td>Staff</td> </tr> <tr> <td>Support Staff: Non-contract employees that include assistants, clerks, coordinators, etc.</td> <td>Staff</td> </tr> </tbody> </table>	NIRS option	Export file	Program Director or Associate Director	Faculty	Senior Faculty: Faculty at the rank of Associate Professor or Professor.	Faculty	Junior Faculty: Faculty at the rank of Assistant Professor, Lecturer, Adjunct, etc.	Faculty	Clinical Staff: Individuals with a high degree of expertise and training who specialize in providing clinical services.	Staff	Professional Staff: Individuals with a high degree of expertise and training who specialize in performing professional, scientific, or technical activities.	Staff	Support Staff: Non-contract employees that include assistants, clerks, coordinators, etc.	Staff
NIRS option	Export file															
Program Director or Associate Director	Faculty															
Senior Faculty: Faculty at the rank of Associate Professor or Professor.	Faculty															
Junior Faculty: Faculty at the rank of Assistant Professor, Lecturer, Adjunct, etc.	Faculty															
Clinical Staff: Individuals with a high degree of expertise and training who specialize in providing clinical services.	Staff															
Professional Staff: Individuals with a high degree of expertise and training who specialize in performing professional, scientific, or technical activities.	Staff															
Support Staff: Non-contract employees that include assistants, clerks, coordinators, etc.	Staff															
FirstName	Directory record, field First Name	Required field > cannot be blank														
LastName	Directory record, field Last Name	Required field > cannot be blank														
Race	Directory record, field Race	Required field > cannot be blank														

Ethnicity	Directory record, field Ethnicity	Required field > cannot be blank
Gender	Directory record, field Gender	Required field > cannot be blank
Discipline	Directory record, field Primary Discipline	Required field > cannot be blank
discipline_other	Directory record, field Discipline(s) , option Other	Required field if Primary Discipline = Other ; value must be a valid string, no “xxx”, etc.
FormerTrainee	Directory record, field Check if you are a (section Additional Information)	Required field > cannot be blank
YearHiredLeadershipTraining	Directory record, field Year Hired in MCH Leadership Training Program / Year Hired at Center (section Additional Information)	Required field > cannot be blank

