

LEND & UCEDD

Long-term Trainee Follow-up Survey & Annual Trainee Contact Update INSTRUCTIONS

THE RELATIONSHIP BETWEEN NIRS AND THE SURVEY

The web-based trainee survey and contact update (formerly known as Annual Update/Mini-Survey) allow the user to enter data online that is then stored in NIRS. The NIRS trainee dataset interacts with the trainee follow-up survey in several ways:

- As trainees are stored in the NIRS system, a unique login is randomly generated that Centers must provide to their trainees so they may access the surveys.
- This login will link a trainee's follow-up survey to their NIRS record and will provide them with a survey that is pre-populated with their basic information (name, address, etc.).
- Trainees can update their contact information on the surveys; the updates are automatically saved into the trainee main record within NIRS.
- The survey results are available in NIRS for report writing, viewing, and exporting. Exporting allows you to access your trainee follow-up data and store it locally (see the *Data Dictionary* and *User's Guide* for instructions on exporting and report writing).
- Finally, Centers may add site-specific questions to their trainee follow-up survey through NIRS as well. We strongly recommend keeping these to a minimum, as the longer the survey becomes the less likely your trainees are to respond.

Centers may provide trainees with a paper version of the survey; however the Center will then need to manually enter this data into NIRS.

- For LENDs, this data will transfer to the EHB to populate the former trainee dataset and allows you to run reports for performance measures on former trainees and leadership.
- For UCEDDs, this data will be used to answer the ADD questions on trainees.

You can access paper versions of the survey from the [Paper forms](#) page on AUCD's website or through AUCD central office (contact Natalie Martinez at nmartinez@aucd.org or Dawn Rudolph drudolph@aucd.org).

WHAT IS THE FOLLOW UP SURVEY?

The **Follow Up** survey provides leadership outcome data for reporting to MCH at 2, 5 and 10 years post training and OIDD at 2, 5, and 10 years post training. We have created two versions of the follow up survey, one to be used by UCEDD only programs and one to be used by both LEND only and UCEDD/LEND programs. A confidentiality statement is linked to the surveys, along with more detailed definitions of leadership for ADD-relevant questions.

Although the surveys are provided through NIRS, your Center is responsible for conducting your surveys.

RECOMMENDED FOLLOW UP SURVEY TIMELINE

Centers that are LEND-only & Centers that are both UCEDD/LEND

Because LEND programs must provide provisional reports to MCH in mid-April of every year, to allow ample time for processing and follow-ups, we recommend that LENDs

- Send surveys out to trainees at the end of January with an end of February due date
- Send a follow up request in mid-February

To reduce the burden on Centers, we recommend that Centers that are both UCEDD/LEND programs simply follow the LEND timeline.

Centers that are UCEDD only

Because UCEDDs must provide annual reports to ADD at the end of July every year, to allow ample time for processing and follow-ups, we recommend that UCEDDs

- Send surveys out to trainees at the end of March with an end of May due date
- Send a follow up request in mid-April

NOTIFYING TRAINEES ABOUT THE FOLLOW UP SURVEYS (done at 2, 5, & 10 years post training)

- Use US mail or e-mail to explain the importance of the survey to your Center and request its completion. Advise trainees that completing the survey should take a short time (approximately 10 minutes).
- Advise trainees that their responses will be treated confidentially.
- Provide a deadline for responding.
- If you're using the **online survey (highly recommended)**:
 - Provide their unique login. Be extremely careful to provide the correct log-in to each trainee to avoid privacy issues and inaccurate survey reporting.
 - Provide the URL for the appropriate survey. The Survey URLs are:
LEND-only & LEND/UCEDD: www.aucd.org/nirs/db/survey/lend.cfm
UCEDD-only: www.aucd.org/nirs/db/survey/ucedd.cfm
 - Indicate how your Center is listed in the drop down menu of programs.
 - Indicate that after the survey is completed, they may submit their responses by clicking on "submit."
- If you are using a **paper form**:
 - Provide a stamped self-addressed envelope.

Notes:

1. There is no danger of a trainee using a unique login being able to create multiple surveys for a **particular year**. If a trainee submits a survey and then uses the unique login to revisit the survey, they will see their most recent responses. If they make changes to the survey and resubmit it, the most recent submission will replace their earlier version in NIRS.
2. NIRS will maintain separate 2, 5, & 10 year surveys in different data years for UCEDDs and separate 2, 5, & 10 year surveys for LENDs.

- The survey no longer provides an option for a generic log-in. Your trainee **must** be entered into NIRS to have a unique login.
 **Don't forget to supply the trainee's unique login and indicate how your Center is listed in the drop down menu of programs.

ANNUAL TRAINEE CONTACT UPDATE (done annually)

- The **Annual Trainee Contact Update** is used to obtain the most recent contact information on an annual basis. Centers are not required to use the annual update; however we have found that Centers who obtain updated contact information on an annual basis tend to have higher response rates on their follow up surveys.
- Completing it should take a maximum of 2-3 minutes.
- The **Annual Trainee Contact Update URL** is <http://www.aucd.org/nirs/db/update>
 **Don't forget to supply the trainee's unique login and indicate how your Center is listed in the drop down menu of programs.

GETTING INFORMATION YOU NEED TO SEND OUT THE SURVEYS

Trainee Records

The trainee's unique login is displayed at the bottom of page in the trainee main record when you use the "view" function.

Standard Reports

A standard report in the Trainee dataset called "Long Term Survey Info" is available. An Admin level of access is required to view this report. Use this report to generate the lists of trainees that you plan to survey (i.e., 1, 5, and 10 years post-training for UCEDDs and 2,5 and 10 years for LENDs).

Select the current fiscal year and this report will generate a table with all the information you need to contact former trainees. The report is organized by *separation year* (i.e., the last fiscal year for which a trainee record exists) and provides contact information and unique login for each trainee. An "X" will display in the appropriate year column to indicate the surveys completed by the trainee.

The sample table on the previous page is for UCEDDs and it is for FY 2020: see that "FY 2020" is displayed in the header. The columns at the far left indicate the completed surveys for current fiscal year minus 2, 5, and 10 years (i.e., 2020-2=2018; 2020-5=2015; and 2020-10=2010

FY 2020: Long Term Survey Info 2020+													2 YEARS OUT SURVEY COMPLETED (FY20)	2 YEARS OUT SURVEY COMPLETED DATE	5 YEARS OUT SURVEY COMPLETED (FY20)	5 YEARS OUT SURVEY COMPLETED DATE	10 YEARS OUT SURVEY COMPLETED (FY20)	10 YEARS OUT SURVEY COMPLETED DATE
---AAA-Test Center, UCEDD/LEND																		
TERMINAL YEAR*	TYPE	TYPE OF TRAINEE	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	EMAIL	2ND EMAIL	SURVEY LOGIN							
2010	I	UCEDD	a b	cidcdadonclon	qwdrqcdmopqreed	AL	22213				aaa9070709u							
2010	L.L.L	LEND UCEDD	Edwin Chichester	750 First Street	Washington	DC	20770				aaa23331356							
2010	L	LEND UCEDD	Tom Cruise	322 King st	St Johns	Antigua	y959888999	011+			aaa37114219							
2010	I	UCEDD	Jane Donovan	eaflilanli	kdrlaemdia	GU	12345				aaa4501965							

This sample table is for LENDs and it is for FY 2020: see that “FY 2020” is displayed in the header. The columns at the far left indicate the completed surveys for current fiscal year minus 2, 5, and 10 years (i.e., 2020–2=2018; 2020–5=2020; and 2020–10=2010). In this sample, the first displayed trainee’s separation year was 2016 and he has completed his 2 year follow-up.

FY 2020: Long Term Survey Info (2018*)																	
---AAA-Test Center, UCEDD/LEND																	
05/13/2020 04:32 PM																	
TERMINAL YEAR*	TYPE	TYPE OF TRAINEE	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	EMAIL	2ND EMAIL	SURVEY LOGIN	2 YEARS OUT SURVEY COMPLETED (COMPLETED FY20)	2 YEARS OUT SURVEY COMPLETED DATE	5 YEARS OUT SURVEY COMPLETED (COMPLETED FY20)	5 YEARS OUT SURVEY COMPLETED DATE	10 YEARS OUT SURVEY COMPLETED (COMPLETED FY20)	10 YEARS OUT SURVEY COMPLETED DATE
2010	L.LL	LEND	Test Case	xx	xx	TN	00000				aaae50173993						
2010	L.LL	LEND UCEDO	Edwin Chichester	750 First Street	Washington	DC United States	20770				aaaa23331356						
2010	L	LEND UCEDO	Tom Cruise	322 King st	St Johns	Antigua	Y059888999	011*			aaah37114219						
2010	I	LEND UCEDO	James Jones	drpdrdr	Iturbide	AK	12121				aa44556631						

The table can be pasted into an excel spreadsheet if you choose to do a mail merge or other program to automatically generate letters or e-mails to your former trainees.

Exports

You can also export relevant trainee data with the goal of doing a mail merge or other program to automatically generate letters or e-mails to your former trainees. An Admin level of access is required to export data.

1. From the left navigation bar, access the Admin features.
2. Select the “Export” option.
3. Select which datasets you would like to export to your local system.
 - *Trainees* will give you the portion of the record that has their general contact information and their trainee login.
 - *Trainee year* will give you fiscal year information (contact hours, etc.).
 - *Trainee survey* is the option you will use to export all your long-term follow-up survey information, once former trainees have submitted them.
4. Export to your local system.

ADDING SITE-SPECIFIC QUESTIONS INTO YOUR SURVEY (user defined fields)

You can add one or more questions to your survey using user defined fields. We strongly recommend keeping these to a minimum, as the longer the survey becomes the less likely your trainees are to respond. An Admin level of access is required to add user-defined fields in NIRS.

The question(s) you create will be displayed at the bottom of the on-line survey (i.e., below all the standard questions). The user will see the question followed by a text box where they can type their response. The text box will accommodate a fairly large number of characters (letters, spaces, and numbers).

1. From the left navigation bar, access the Admin features.
2. Select the “Misc Field” option.
3. Click on “Edit” beside the survey field, type in a question, and hit “Save.” The next time you access the entry form for that dataset, you will see the fields(s) you defined with the question(s) you provided.
4. To change the question on a user-defined field, follow steps 1–3.

5. To remove a user-defined field, follow steps 1 and 2, but instead of typing in a new question, erase the current question leaving the text box blank and hit "Save."

VIEWING TRAINEE SURVEYS

You can view trainee survey responses through NIRS. An Admin level of access is required to view trainee responses.

1. Select "Trainees" from the left navigation bar.
2. Select "List Survey" from the submenu that will appear on the left navigation bar.
3. Select a fiscal year.
4. A list of all submitted trainee surveys from that year's group will be displayed.
5. A list of all trainees for that year who have not yet submitted a survey will also be displayed.
This list may be useful for targeting a follow up request for surveys to trainees.

CONFIDENTIALITY ISSUES

We understand that some trainees will be uncomfortable providing personal information online or having it stored in a national database. If you run into this problem, please explain to the individual that only you as their training program and a few select individuals here at AUCD will have access to this information and that all reporting is done in the aggregate, unless permission is specifically granted to do otherwise. **You can also refer them to the confidentiality statement linked to the trainee follow-up survey:**

Confidentiality Statement

Thank you for agreeing to provide information that will enable your training program to track your training experience and follow up with you after the completion of your training. Your input on how well the training equips you to provide supports and services to individuals with disabilities and their families is critical to our own improvement efforts and our compliance with Federal reporting requirements. This survey can be made available to you in an alternate format upon request.

Please know that your participation in providing information is entirely voluntary. The information you provide will only be used for evaluating your training program. Please also be assured that we take the confidentiality of your personal information very seriously. This website is a secure site and the data entered is stored in a secure database. Only a few select staff at your training program and at the Association of University Centers on Disabilities (AUCD) will have access to this information. Individual records will be kept confidential using the highest professional standards.

As you know, your training program already has similar information and, at your request, viewing of updated information can be restricted from AUCD. None of the information that you provide will be used to individually identify you to any outside agency, such as the Maternal Child Health Bureau (MCHB) or Administration on Developmental Disabilities (ADD). Any information supplied to these or any other federal agencies will be done on an aggregate basis in such a way as to preclude the ability to identify any individual trainee. If you have any questions, concerns, or need the survey in an alternate format, please contact the Director of the Center from which you received your training or Natalie Martinez at AUCD (nmartinez@aucd.org) or 301-588-8252.

We very much appreciate your time and assistance in helping your training program, AUCD, and Federal agencies assess the outcomes of the training we provide. We look forward to learning about your academic and professional development.