



Orientation to the National Information Reporting System (NIRS)

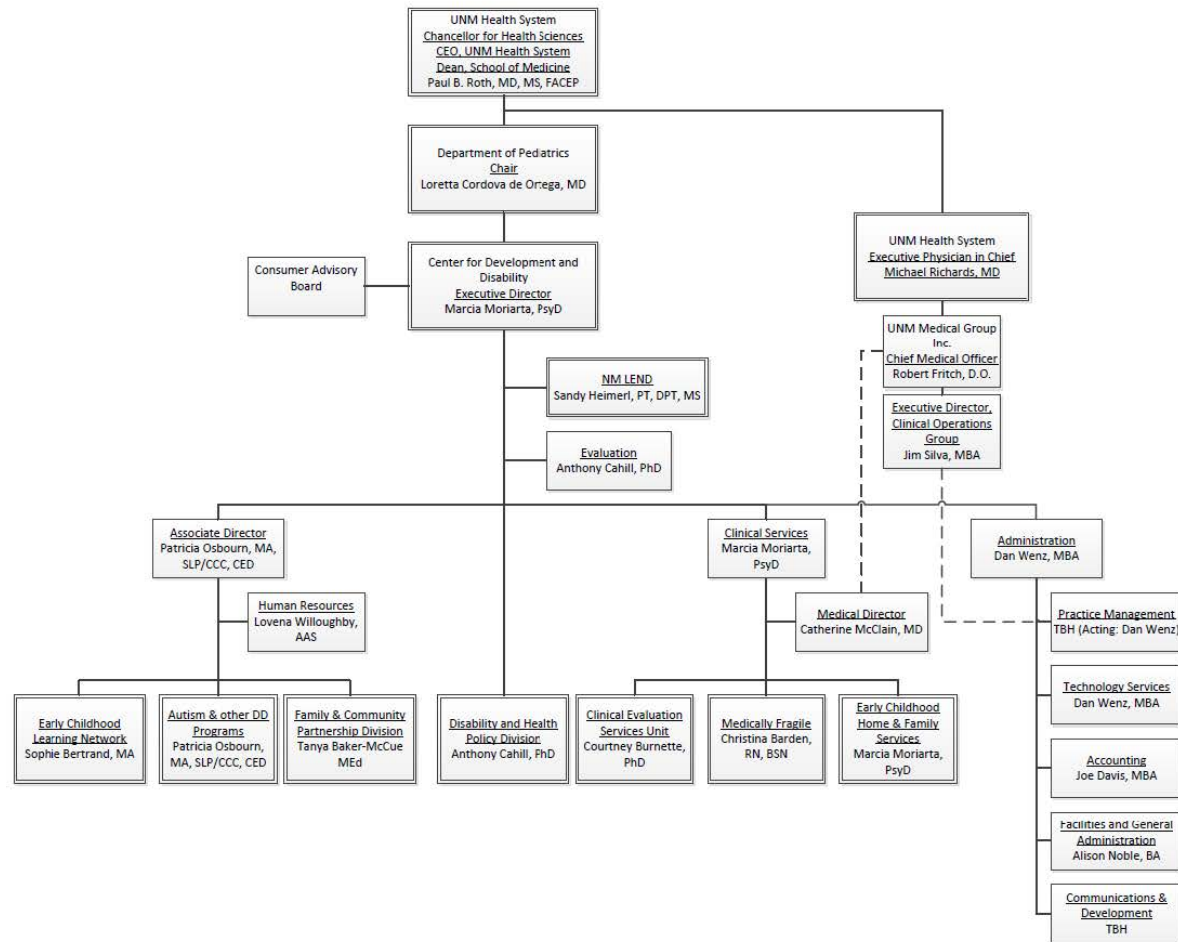
Today's Topics

- The role of NIRS in the overall scheme of information the CDD collects about what we do and our impact
- CDD policies on NIRS
- Why NIRS is important to the CDD
- An overview of NIRS structure: projects, activities and products

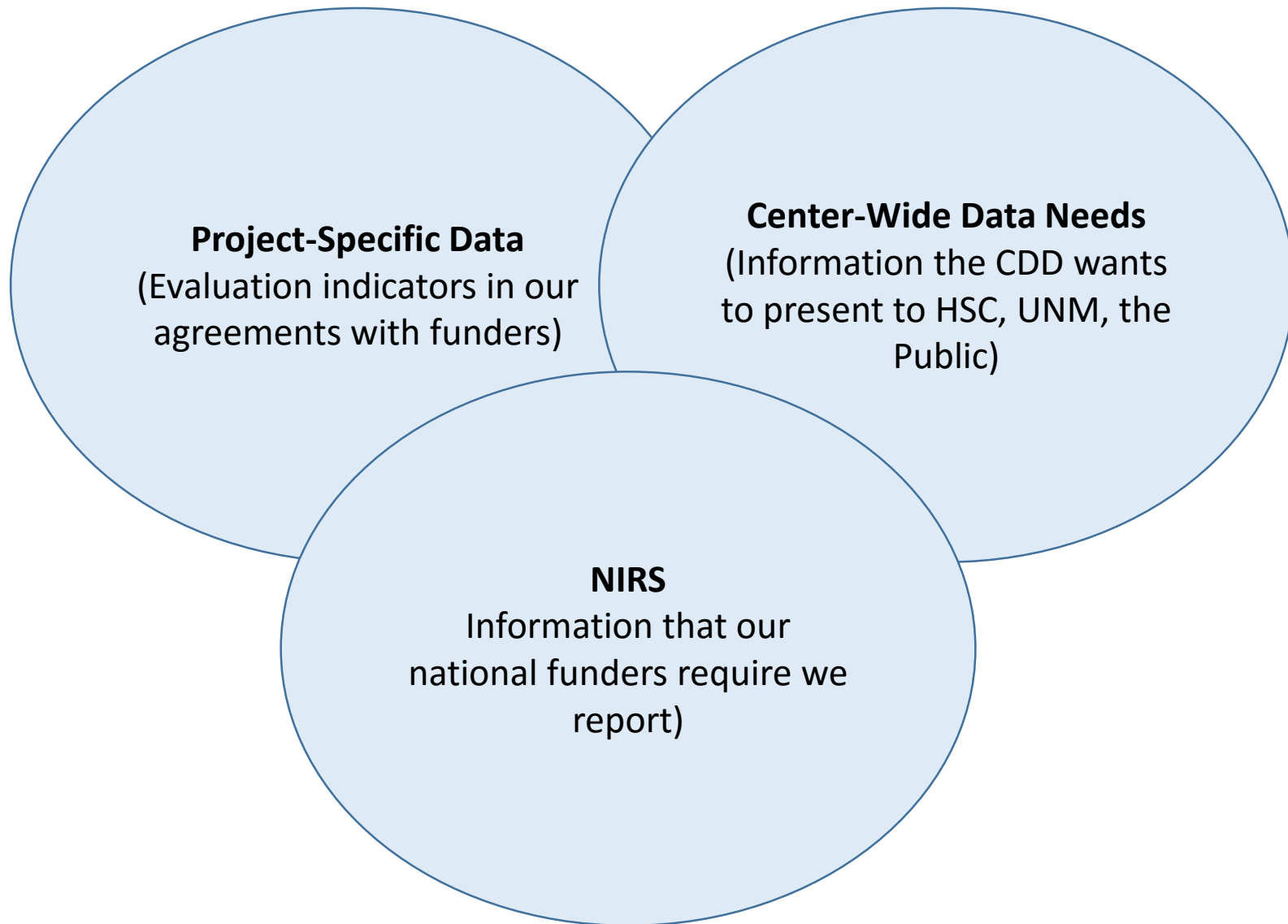
The Center for Development and Disability



Center for Development and Disability Organizational Chart



02/09/2016





Why NIRS Is Important to the CDD

Reporting to Our Federal Funders: The Administration on Community Living and University Centers of Excellence

U.S. Department of Health and Human Services
Administration on Community Living

Search: Go

Help & Resources | Newsroom | Programs & Activities | Data & Evaluations | Funding Opportunities | About ACL

Home > Programs & Activities > Administration on Disabilities > AIDD

Print | Resize

Administration on Intellectual and Developmental Disabilities (AIDD)

PNS employment grants are designed to improve the employment outcomes of individuals with intellectual and developmental disabilities.

NOTICE: As of January 27, 2014, AIDD has a new address and phone number:
Administration for Intellectual and Developmental Disabilities, Administration for Community Living, Washington, DC 20201; (202) 401-4541

AIDD is dedicated to ensuring that individuals with developmental disabilities and their families are able to fully participate in and contribute to all aspects of community life in the United States and its territories.

Programs

[AIDD Programs Fact Sheet \(PDF, 544KB\)](#)

In each state or territory, the grantees form a Developmental Disabilities Network, or DD Network, that is uniquely positioned to meet the diverse needs of individuals with developmental disabilities in their state.

- [Why the DD Act Matters](#)
 - The Developmental Disabilities Assistance and Bill of Rights Act of 2000
 - DD Act Rule Toolkit
 - History of the DD Act
- AIDD Programs**
 - State Councils on Developmental Disabilities
 - State Protection & Advocacy Systems
 - National Network of University Centers for Excellence in Developmental Disabilities Education, Research & Service
 - Projects of National Significance
 - The President's Committee for People with Intellectual Disabilities
 - Help America Vote Act
 - Protection and Advocacy for Assistive Technology
- Program and Project Contacts**
- Grants/Funding**
- Budget**
- Success Stories**

- Interdisciplinary pre-service preparation and continuing education
- Research, including basic or applied research, evaluation and public policy analysis
- Information dissemination
- Community services, including direct services (clinical or non-clinical), training, technical assistance and model demonstrations.

The Administration on Community Living, Continued: the DD Network

- Originally authorized by the Mental Retardation Construction Act of 1963; reorganized in the Developmental Disabilities Act of 2000
- State Councils on Developmental Disabilities **NM DDPC**
Advocacy, capacity building, systemic change activities -
60% consumers
- State Protection and Advocacy programs **Disability Rights NM**
Protect rights of persons with DD

Reporting to Our Federal Funders: The Health Resources and Services Administration and LEND



The screenshot shows the HRSA Maternal and Child Health website. The main heading is "Autism: Training for Professionals". Below it, the text reads: "Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND). The HRSA Maternal and Child Health Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND) program trains future leaders in a variety of disciplines to improve the health of children who have or are at risk of developing neurodevelopmental disabilities or other similar conditions such as autism. Forty-three LEND programs received FY 2015 funds." To the right, there is a section titled "Autism Resource Centers" with a link to "A State Public Health Coordinating Center for Autism".

- The CDD is home to one of 43 programs called “Leadership Education in Neurodevelopmental and Related Disabilities” or LEND.
- LEND Programs are interdisciplinary leadership training programs funded through HRSA's Maternal Child Health Bureau.

LEND, Continued



The screenshot shows the HRSA Maternal and Child Health website. The main content area features the title "Autism: Training for Professionals" and the subtitle "Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND)". The text describes the HRSA Maternal and Child Health Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND) program, which trains future leaders in a variety of disciplines to improve the health of children who have or are at risk of developing neurodevelopmental disabilities or other similar conditions such as autism. It mentions that forty-three LEND programs received FY 2015 funds. The sidebar on the left lists "Funded Activities" with links to "Autism Spectrum Disorder and Other Developmental Disabilities Home", "Training for Professionals", "State Implementation and Policy", and "Research". The sidebar on the right is titled "Autism Resource Centers" and includes a link to "A State Public Health Coordinating Center for Autism".

- For projects, we select “UCEDD”, “LEND” or both in the radio buttons.
- LEND is selected if at least one person involved is a LEND faculty member or current or former trainee.
- A list of LEND-affiliated CDD faculty, staff and former trainees is a handout in the Participant Guide.

LEND, Continued

A screenshot of the HRSA Maternal and Child Health website. The header includes the U.S. Department of Health and Human Services logo, the HRSA logo, and the text "Health Resources and Services Administration Maternal and Child Health". The URL "www.hhs.gov" is in the top right. A search bar and social media icons are also present. The main navigation menu includes "MCH Home", "Grants", "Programs", "Research & Data", "Training", "Publications", and "About Us". The "Programs" tab is selected. On the left, there is a "Funded Activities" sidebar with links for "Autism Spectrum Disorder and Other Developmental Disabilities Home", "Training for Professionals", "State Implementation and Policy", and "Research". The main content area features a section titled "Autism: Training for Professionals" with a sub-heading "Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND)". Below this, a paragraph describes the LEND program: "The HRSA Maternal and Child Health Leadership Education in Neurodevelopmental and Other Related Disabilities (LEND) program trains future leaders in a variety of disciplines to improve the health of children who have or are at risk of developing neurodevelopmental disabilities or other similar conditions such as autism. Forty-three LEND programs received FY 2015 funds." To the right of this text is a "Share" button and social media icons. Further right is a section titled "Autism Resource Centers" with a sub-heading "A State Public Health Coordinating Center for Autism". Below this, a paragraph describes the center's mission: "The State Public Health Autism Coordinating Center supports the State Implementation Grantees in their mission with technical assistance, peer-to-peer learning opportunities, reporting, and evaluation. Together, they work to develop and implement a state system of care to assure that children and youth with ASD/DD receive early and timely identification, diagnosis and intervention. HRSA funded a \$272,103 cooperative agreement to the Association of Maternal and Child Health Programs."

- For projects, activities and products, we select “LEND” as a secondary project if someone from LEND is involved.

Why Is NIRS Important?

- NIRS is the system we use to gather and report on information required by federal agencies including ACL and HRSA.
- Information in NIRS can have an impact on our status as a UCEDD.
- The Center also uses NIRS for other essential reporting purposes, including our impact in New Mexico in the areas of training, technical assistance, outreach and clinical services and our impact on the field of disability through reports, presentations and articles by Center staff and faculty.
- This information is critical to documenting the impact of the Center to the SOM, the HSC, UNM and the public.

Who Administers NIRS?

AUCD
ASSOCIATION OF UNIVERSITY CENTERS ON DISABILITIES
Research, Education, Service

A network of interdisciplinary centers advancing policy and practice for and with individuals with developmental and other disabilities, their families, and communities.

HOME | INITIATIVES | NETWORK CENTERS | RESOURCES | NEWS | EVENTS | PUBLIC POLICY | ISSUES | COUNCILS | ABOUT US

Find Network Members
UCEDDs | LENDs | IDDRs

AUCD Technical Assistance
URC UCEDD Resource Center
TAC Interdisciplinary Technical Assistance Center on Autism and Developmental Disabilities
ECP Early Career Professionals

NIRS National Information Reporting System
 Login
 Search for Network Projects and Products

NEWS
 1/6/2015
 Check Out Our New Look: AUCD Disability Policy In Brief
 The popular "In Brief" brings the latest in disability policy to your email or social media feed every Monday. We've redesigned and reprogrammed In Brief, making it easier to find, read, share, and subscribe. View the first issue of 2015, covering the start of the 114th Congress and litigation on the Department of Labor's Home Care Rule.

DONATE TODAY!
 Your donation supports AUCD's policy work and our Emerging Leadership Fund, which promotes leadership and professional development among people with disabilities, members of diverse racial and ethnic groups, and early career professionals in the disability field.

- NIRS is administered by The Association of University Centers on Disability (AUCD).
- AUCD also uses information about projects in NIRS to promote the network of UCEDDs and LEND programs (e.g., requests from Congress).



A Brief Overview of What's In NIRS: Projects, Activities and Products

NIRS Content: The Project

- The cornerstone of NIRS is the “ project” – funded projects given to the Center by any source (state, federal, private).
- Division Directors make decisions about how projects are listed in NIRS.
- For example, a single, unified project might have two or more funding sources with separate indices.
- The Division Director makes a decision: is this one project for NIRS purposes, or more than one (by funding source)?



NM-Center for Development & Disability, UCEDD/LEND
 FY 2015 National Information and Reporting System (NIRS)

NIRS	▼	Trainees	▼	Projects	▼	Activities	▼	Products	▼	Directory	▼	Admin	▼	Modules	▼	Logout																										
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An Example

- The Family and Community Partnerships Division has a project called “Partners for Employment”.
- Original funding came from the Health Department (first index).
- The Division of Vocational Rehabilitation (DVR) decided to add funding (second index).
- While there are two funding sources and two indices, the Division Director made the decision that this would be one project for purposes of NIRS.
- For CDD accounting and reporting purposes, it remains two projects.

Project, Continued: What Information is Entered

- Who to contact
- Funding dates, types, sources, amounts
- Core functions
- Areas of emphasis
- Activity Type
- Target audiences
- Unserved and underserved populations
- Collaboration with other agencies
- Consumer participation
- Geographic scope
- General description

NIRS Content: Activities

- Activities are the individual events or discrete process, pursuits, or functions of a project.
- Activities are linked to a project.
- There may be from one to “X” activities listed for one project.
- New activities can be added to a project at any time.
- Program staff make decisions about how many activities each project has.
- Are there distinct sets of activities within one project that make sense to list out separately?

Projects and Activities: An Example

Project:

Health Promotion and Disease Prevention
For People Who Are Paralyzed

Activities:

- Evaluation of Programs of the Reeve Foundation's Paralysis Resource Center
- Peer and Family Support Program Training for Peer Mentors
- National Surveillance on Health and Other Disparities for People Who are Paralyzed
- Development of a National Grant Program for State Technology Assistance Programs
- Quality of Life Grant Program

Another Example

Project:

Autism Programs Training and TA

Activities (Partial List):

- ASD: What We Know in 2015
- Autism - Engaging Parents & Professionals in their Children's Social Development (training in Russia)
- Developing Social Skills: Supporting Individuals with ASD - Part 1
- Evidence Based Visual Supports for People with ASD
- FY16 Partners in Policymaking: Session One, Day One
- FY16 Partners in Policymaking: Session One, Day Two
- FY16 Partners in Policymaking: Session One, Day Three

Activities, Continued: What Information is Entered

- The core function that best describes the activity
- The type of activity
- The area of emphasis the activity addresses
- Numbers, types, and demographics of activity participants
- Collaborators on the activity
- Projects the activities are affiliated with
- Duration and dates of activity

Common Data Elements for Projects and Activities: Core Function

The core function that best describes the overall project and each activity within the project:

- Interdisciplinary Preservice Preparation (Training Trainees)
- Continuing Education/Community Training
- Technical Assistance
- Direct Clinical Services/Model Services
- Other Direct/Model Services
- Demonstration Services
- Performing Research or Evaluation
- Information Dissemination

Common Data Elements, Continued:

Activity Type

Projects and every activity except clinical/direct services must have one of three activity types selected:

- **Advocacy:** active support for a program, initiative, or change
- **Capacity Building:** strengthening local, state, regional, and national communities
- **Systemic Change:** modifying entire programs, policies, services, and/or funding streams

Direct Clinical Services/Model Services or Other Direct/Model Services, Direct Service will automatically be selected in the “Type of Activity”

Common Data Elements, Continued: Area of Emphasis

Areas Of Emphasis Listed In The DD Act

- Quality assurance
- Education and early intervention
- Child care
- Health
- Employment
- Housing
- Transportation
- Recreation

Areas Of Emphasis Not Listed In The DD Act

- Quality of life
- Other--Assistive Technology.
- Other--Cultural Diversity.
- Other--Leadership.
- Other--please specify

CDD Policies Regarding NIRS

- Entering data in NIRS (projects, activities, products, clinical services, etc.) is mandatory.
- Most data need to be entered on a quarterly basis at a minimum.
- Divisions are responsible for identifying people to collect data for NIRS and enter data in NIRS.
- Everyone collecting or entering data for NIRS must complete a training module on that specific topic.
- User names and passwords are specific to each person, and are distributed after training is completed.

NIRS Training



NIRS Component	Training Module
Projects	
Overview of NIRS; NIRS Structure; NIRS Projects	An Overview of NIRS
Activities	
Interdisciplinary Preservice Preparation (Training Trainees)	NIRS Activities: Interdisciplinary Preservice Preparation (Training Trainees)
Continuing Education	NIRS Activities: Continuing Education and Community Training
Community Training	
Technical Assistance	NIRS Activities: Technical Assistance
Direct Clinical Services/ Model Services	NIRS Activities: Direct Clinical Services, Model Services and Other Direct Model Services
Other Direct/Model Services	
Demonstration Services	NIRS Activities: Demonstration Services
Research and Evaluation	NIRS Activities: Research and Evaluation
Information Dissemination	NIRS Information Dissemination
PRODUCTS	
Entering Products	NIRS Products

General Resources Available

- On-site and on-line training modules with hard-copy participant guides
- Resource page on Sharepoint containing PPTs, definitions, “how to” videos on data entry, other resources available to view or download.

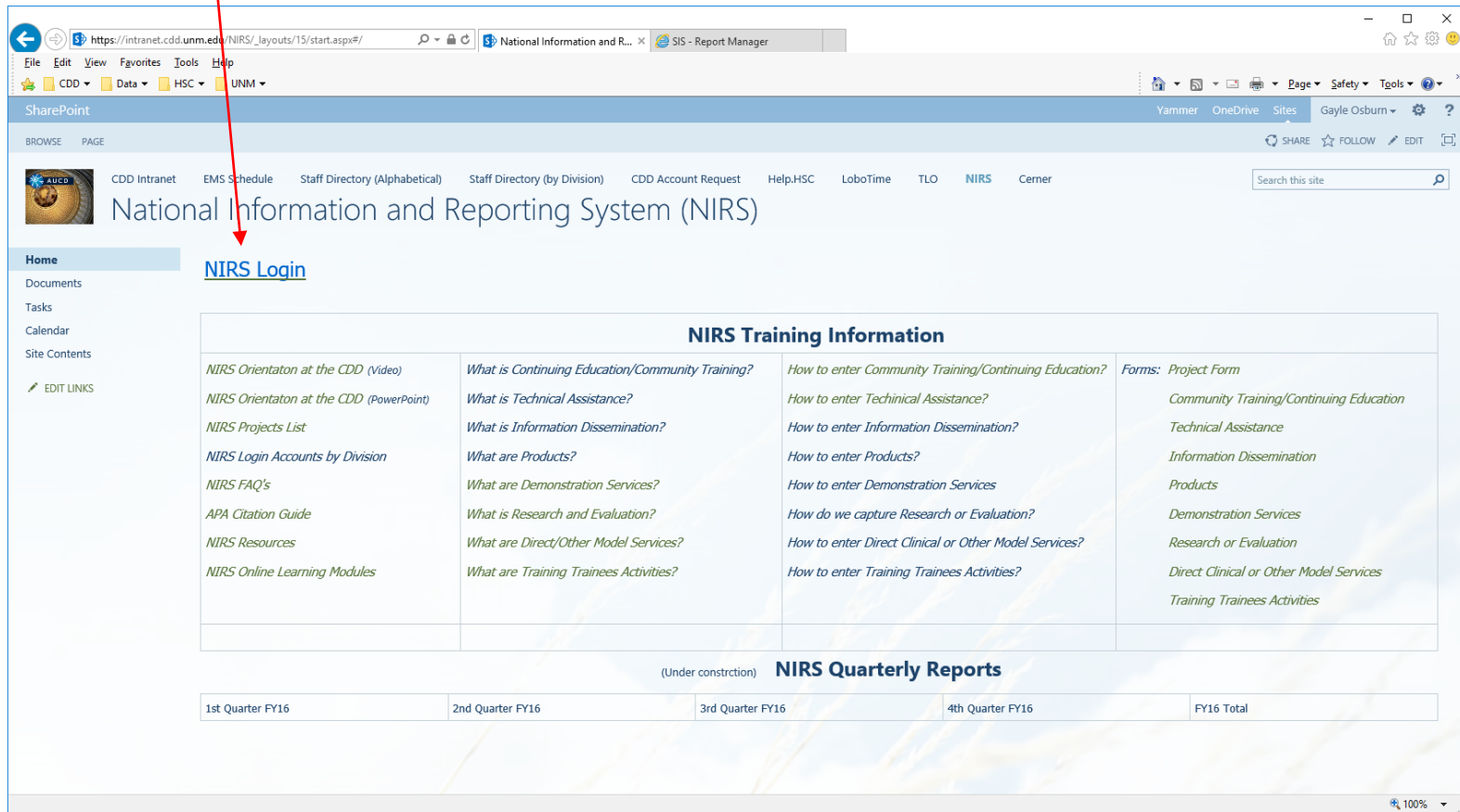
[https://intranet.cdd.unm.edu/NIRS/ layouts/15/start.aspx#/](https://intranet.cdd.unm.edu/NIRS/layouts/15/start.aspx#/)

- Technical assistance:
 - Data entry and reporting: Gayle Osburn
GOsburn@salud.unm.edu / 2-5938
 - CDD NIRS Policies: Tony Cahill
Acahill@salud.unm.edu / 2-2990

Introduction Module Resources

- Hard Copy of PowerPoint presentation
- List of CDD NIRS Projects
- List of CDD faculty and staff affiliated with LEND

Getting to NIRS From the CDD Intranet



SharePoint
National Information and Reporting System (NIRS)

[NIRS Login](#)

NIRS Training Information

<i>NIRS Orientaton at the CDD (Video)</i>	<i>What is Continuing Education/Community Training?</i>	<i>How to enter Community Training/Continuing Education?</i>	<i>Forms: Project Form</i>
<i>NIRS Orientaton at the CDD (PowerPoint)</i>	<i>What is Technical Assistance?</i>	<i>How to enter Technical Assistance?</i>	<i>Community Training/Continuing Education</i>
<i>NIRS Projects List</i>	<i>What is Information Dissemination?</i>	<i>How to enter Information Dissemination?</i>	<i>Technical Assistance</i>
<i>NIRS Login Accounts by Division</i>	<i>What are Products?</i>	<i>How to enter Products?</i>	<i>Information Dissemination</i>
<i>NIRS FAQ's</i>	<i>What are Demonstration Services?</i>	<i>How to enter Demonstration Services</i>	<i>Products</i>
<i>APA Citation Guide</i>	<i>What is Research and Evaluation?</i>	<i>How do we capture Research or Evaluation?</i>	<i>Demonstration Services</i>
<i>NIRS Resources</i>	<i>What are Direct/Other Model Services?</i>	<i>How to enter Direct Clinical or Other Model Services?</i>	<i>Research or Evaluation</i>
<i>NIRS Online Learning Modules</i>	<i>What are Training Trainees Activities?</i>	<i>How to enter Training Trainees Activities?</i>	<i>Direct Clinical or Other Model Services</i>
			<i>Training Trainees Activities</i>

(Under construction) **NIRS Quarterly Reports**

1st Quarter FY16	2nd Quarter FY16	3rd Quarter FY16	4th Quarter FY16	FY16 Total
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Logging In



FY 2016 (07/01/2015 - 06/30/2016) National Information and Reporting System (NIRS)

Login to the NIRS Database	NIRS News
<p>Welcome to the NIRS Database</p> <p>UCEDDs/LENDs, enter your center name, username, and password to login. PPCs, LEAHs, & DBPs, login here. CDC SDHGs, login here.</p> <p>Center Name <input type="text" value="NM-Center for Development & Disability, UCEDD/LEND"/></p> <p>Login <input type="text"/></p> <p>Password <input type="password"/></p> <p>NIRS has been configured to automatically reconnect you if your session "times out." You may opt to disable this feature when you log in.</p> <p><input type="checkbox"/> Do not automatically reconnect me.</p> <p><input type="button" value="Submit"/></p> <p>To logout completely, please close your browser window.</p>	<p>8/7/2015</p> <p>NIRS Paper Forms</p>

NIRS has been optimized for Internet Explorer (7.0 and above for PC's), Firefox (2.0 or above), and Firefox or Safari for Macs. Using older versions of these browsers or using different browsers will cause users to encounter technical difficulties with the system. To access NIRS please download the latest version using the links provided below.



Free download of the latest version of Internet Explorer.



Free download of the latest version of Firefox.

NIRS Website



NM-Center for Development & Disability, UCEDD/LEND
 FY 2015 National Information and Reporting System (NIRS)

NIRS ▼	Trainees ▼	Projects ▼	Activities ▼	Products ▼	Goals ▼	Admin ▼	Modules ▼	Logout
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Welcome to the FY 2015 NIRS Database

Trainees

[+Add](#) [Search](#) [List / Edit](#) [Reports](#) [Data Dictionary](#)

Projects (Enter Project records before affiliated Activity records)

[+Add](#) [Search](#) [List / Edit](#) [Reports](#) [Data Dictionary](#)

Activities

[+Add](#) [Search](#) [List / Edit](#) [Reports](#) [Data Dictionary](#)

Products

[+Add](#) [Search](#) [List / Edit](#) [Reports](#) [Data Dictionary](#)

Goals

[+Add](#) [Search](#) [List / Edit](#) [Reports](#) [Data Dictionary](#)