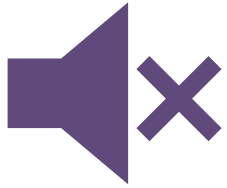**Welcome to Day 3!**

NIRS Bootcamp for MCHB Training Programs

January 31, 2022
2:00 PM – 5:30 PM ET

TAC

A project of AUCD to support Autism CARES programs

- Ensure your name is displayed correctly in the participant list. You may also include program/org and preferred pronouns.
  - Hover over your name in the "Participants" box and select "More" → "Rename"
- Please remain muted unless speaking and state your name prior to speaking
- Please enter all questions in the chat box.
- Captioning and ASL is available
- If you need tech or accommodation support, please email nirs@aucd.org
- Today's session is being recorded and will be archived
- Use chat box to introduce yourself (Name, Program, Role)

By the end of today's boot camp session, participants will learn

how to:

1. Manage Project Records

2. Manage Activity Records

3. Manage Product Records

2:00	Welcome, Introductions, and Q&A from Day 2
2:30	Recap: Program Year vs. Fiscal Year
2:45	Managing Projects
3:25	Break
3:35	Managing Activities
4:10	Break
4:20	Managing Products
5:15	Homework/Next Steps

- **Direct Link to NIRS Resources Page**

- **Direct link to User's Guide**

- **Data Dictionary**

- **Tips Sheet - Data Cleaning in the Products dataset**

- **Discretionary Grants Information System (DGIS)**

- **DGIS Training form on Continuing Education Activities**

- **LEND Short, Medium, and Long-term trainees and Continuing Education Participants**

Q&A on Day 2 Homework

NIRS
National Information and Reporting System

FY 2023 = Program Year 2022 | 07/01/2022 - 06/30/2023
—AAA-Test Center, UCEDD/LEND

Welcome, Brandon Lewis

The Program Year and Fiscal year appear at the top of every page in NIRS.

July 1st, 2022 – June 30th, 2023

Program Year (PY) is a reference to the beginning of the reporting period (**e.g., July 1st, 2022**)

Fiscal Year (FY) is a reference to the end of the reporting period **(e.g., June 30th, 2023**)

Program Year 2022 = Fiscal Year 2023

Managing Projects

The Projects dataset captures general information each year on all the major initiatives of the Center--which may span several years.

- Centers record data on all projects, not just those funded by OIDD or MCHB.

- Projects may prompt multiple activity records in the Activities dataset.

- A project may be linked with activities in the Activities dataset.

- Project-level reporting focuses more on the project's purpose or infrastructure

- Multiple Core Functions may be selected for each Project record

The **Activities dataset** is intended to record information on individual, time-limited events (often measurable in hours) with a more targeted purpose.

- Activity-level reporting is focused on the impact of activities in your communities and at your training program (e.g., the number of students trained).

- Only one Core Function may be selected per Activity Record.

Many projects span multiple years. However, NIRS requires a separate Project Record for each year. To create a new fiscal year Project record for a multiyear project:

1. Find the project using the Manage or Advanced Search function.

2. Click on the View button to display the Project Record.

3. Click on the Save As button in the upper right corner of the screen. A Project record entry form, pre-filled with the project information, will be displayed. Modify as necessary for the current fiscal year and click Save.

Center type	UCEDD	UCEDD/LEND	LEND	DBP	LEAH	PPC
Who should Add Project record with Total Funding=Core Funding	**YES:** add one project record: Total Funding= UCEDD Core Funding	**YES:** add two project records: Total Funding= UCEDD Core Funding Total Funding= MCHB Core Funding	No need to add a project record	No need to add a project record	No need to add a project record	No need to add a project record

Break

Managing Activities

Core Functions

The Developmental Disabilities Assistance and Bill of Rights Act, or DD Act, which authorizes the UCEDD network, requires that the work of the UCEDD is aligned with the purpose of higher education and assists in implementing the purpose of the DD Act:

(1) interdisciplinary training, including continuing education;

(2) community service, including training, technical assistance, model, and demonstration services;

(3) research including evaluation and analysis of public policy; and

(4) information dissemination.

These are referred to as the UCEDD core functions.

All core functions are required of all UCEDDs except for model and demonstration services, which are optional.

Resources: UCEDD Logic Model / Data Points in NIRS Crosswalk

UCEDD Logic Model with Definitions

- Reports are available to assist with annual reporting to MCHB

- Highlights how funding dollars are being used around the community, in trainings, advocacy efforts, and other initiatives at your program

- Tracks demographic and program effectiveness through satisfaction/evaluation data from individuals affected by your services

- Emphasizes staff involvement and community/training efforts across the network

- Activity Data Entry Errors

- Training 04: Collaborative Interactions

- Continuing Education/Community Training: MCH Collection

- Activities by Discipline and Classroom Student Contacts

- TA/Collaboration: MCH Collection

- CSHCN 3 Performance Measure

- CH 3 Performance Measure

- **DGIS Training form on Continuing Education Activities**

- **Discretionary Grants Information System (DGIS)**

  – Click on the plus (+) sign next to "Division of MCH Workforce Development Forms" near the bottom of the page

- **LEND Short, Medium, and Long-term trainees and Continuing Education Participants**

Break

Managing Products

The **Products Dataset** is intended to capture information on various materials produced by the network. The products may be linked to Faculty/Staff records (from the Activity Staff list).

Product forms have been customized based on product type so that the specific fields may differ between several product records. A list of Product types with links to their definition can be found on Add Product page.

All Products are reported to MCHB annually. AUCD assists programs with exporting data and importing them into the Electronic Handbook (EHB).

PRODUCT/PUBLICATION TYPE	MANAGE
Academic Course Development (read definition)	🗋 Add
Book (read definition)	🗋 Add
Book Chapter (read definition)	🗋 Add
Conference presentations and posters presented (read definition)	🗋 Add
Distance learning modules (read definition)	🗋 Add
Doctoral Dissertation or Master's Thesis (read definition)	🗋 Add
Electronic Products (read definition)	🗋 Add
Newsletters (read definition)	🗋 Add
Other (read definition)	🗋 Add
Pamphlets, Brochures, or Fact sheets (read definition)	🗋 Add
Peer-reviewed publications in scholarly journals Published/In Press (read definition)	🗋 Add
Peer-reviewed publications in scholarly journals submitted (read definition)	🗋 Add
Press communications (read definition)	🗋 Add
Reports and monographs (read definition)	🗋 Add
Web-based products (read definition)	🗋 Add

Tips Sheet- Data Cleaning in the Products dataset

Note: There are a total of 15 product material types. Each product type contains a unique set of fields. All required product fields for MCHB reporting are noted with an asterisk (*) in the online form.

Saving Past Product Records into a New Fiscal Year (the Save As New Function)

Many products are available for dissemination over multiple years; however, NIRS requires a separate Product Record for each year.

To create a new FY Product Record for a multiyear project:

1. Find the product using the **Manage or Search functions.**

2. Click on the **View button** to display the Product Record.

3. Click on the **Save As New button** in the upper right corner of the screen. A Product Record entry form, pre-filled with the product information, will be displayed. Modify this form as needed.

Homework Day 3

Add two Project records:

1. For the first project record, add funding amounts Federal funding = $25,000.00 for "Healthy Start" under the HRSA funding source.

2. For the second project record, add funding amounts for Local funding = $17,000.00 for "Other" funding sources and specify the funding source.

What Core Function do you assign the following activities:

a. Your program provides information and insights on serving those with autism on AUCD's Autism Special Interest Group (SIG)

b. Conducting a seminar to teach current trainees on how to conduct a specific developmental screening

c. Research study to assess social factors on developmental outcomes in high-risk NICU infants

d. Sending faculty as a guest speaker to discuss stigmatization and barriers to treatment for mothers and infants born with Neonatal Abstinence Syndrome (NAS)

Add an activity record to core function Continuing Education/Community Training.

a. Select yes to question "Is this activity promoting and/or facilitating developmental screening and follow-up in your program?"

b. Make any selections in the follow up question "Through what processes are you promoting and/or facilitating developmental screening and follow-up in your program?" **Note:** multiple options may be selected.

c. Enter numbers in "Types and Numbers of Participants"

d. Enter information for all other required fields and save the record at the bottom of the page.

e. Run activity standard report "CSHCN 3 Performance Measure" (Note that the standard report will provide totals based on the selections above for the 2 outlined questions above).

Add another activity record (any Core function)

a. Select Yes to the question "Is this activity addressing the transitional need adult health care for youth with special health care needs?"

b. Make any selections in the follow up question "Through what processes are you promoting and/or facilitating the transition to adult health care for youth with special health care needs"

c. Complete the rest of the form and save the record.

d. Run activity standard report CH3 Performance Measure

1) Please classify and create records for the following products:

   a. For the questions below, please use the following product:

https://pubmed.ncbi.nlm.nih.gov/34383481/

      I. What material type is the provided product?

      II. Create a record in NIRS for that product.

   a. For the questions below, please use the following product:

https://www.aucd.org/conference/detail/session_presentation.cfm?id=15094

      I. What type of material is the provided product?

      II. Create a record in NIRS for that product.

   a. For the questions below, please use the following product:

https://www.youtube.com/watch?v=s8louMZBNvE

      I. What type of material is the provided product?

      II. Create a record in NIRS for that product.

Select the product with the material type "Conference Presentations and Posters Presented" and convert it into the product with Material Type "Book"

Boot Camp Day 3 Office TA Hours: (Zoom Links)

- [Thursday 2/2/2022 (11:00AM-12:00PM EST)](#)

- [Monday 2/6/2022 (4:30PM-5:30PM EST)](#)

Thank You for Joining Us!

- The recording will be archived and available as soon as possible.

- Please take 2 minutes to provide feedback on today's boot camp session: https://www.surveymonkey.com/r/NIRSbootcamp3

or scan the QR Code
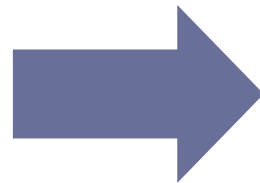
This bootcamp session is provided in partial fulfillment of tasks outlined in a cooperative agreement (#2A5MC11068-15-00) between AUCD and the Maternal and Child Health Bureau (MCHB). The contents do not necessarily reflect the views or policies of MCHB, the Health Resources Services Administration, U.S. Department of Health and Human Services, or the U.S. Government

Question #2

What Core Function do you assign the following activities:
a. Technical Assistance
b. Interdisciplinary Preservice Preparation (training trainees)
c. Performing Research or Evaluation
d. CEU/Community Training

Question #5

Please classify and create records for the following products:
a. Peer-reviewed publications in scholarly journals Published/In Press
b. Conference Presentations and Posters Presented
c. Web-based Products