

**Welcome to Day 1!**

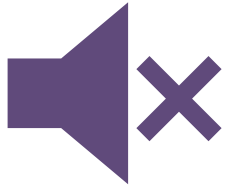
# **NIRS Bootcamp for MCHB Training Programs**

**January 17, 2022**

**2:00 PM – 5:30 PM ET**



A project of AUCD to support Autism CARES programs

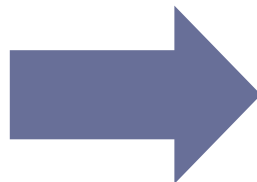


- Ensure your name is displayed correctly in the participant list. You may also include program/org and preferred pronouns.
  - Hover over your name in the “Participants” box and select “More” → “Rename”
- Please remain muted unless speaking and state your name prior to speaking.
- Please enter all questions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



- Interdisciplinary Technical Assistance Center (ITAC) on Autism and Developmental Disabilities
- A project of AUCD that supports Autism CARES programs
- We provide technical assistance to interdisciplinary training programs (such as LEND and DBP programs).

Scan the  
QR Code to  
learn more



Which type of MCHB training program(s) are you affiliated with?

Please check all that apply.

- LEND
- LEND/UCEDD
- DBP
- PPC
- LEAH

## How many years of experience do you have working in NIRS?

- 6 Months or Less
- 6 Months – 1 Year
- 1-2 Years
- 2-3 Years
- 3-4 Years
- 5 years +



**Jackie Czyzia, MPH**  
Senior Program Manager



**Oksana Klimova, M.Sc. Appl. Math**  
Director of Web Services



**Brandon Lewis, MPH, CPH**  
Data Support Manager



**Rachel Miller, BS**  
Program Specialist

- 
- |      |   |
|------|---|
| 2:00 | Welcome and Introductions from AUCD         |
| 2:15 | What is NIRS? Benefits of NIRS              |
| 2:45 | DGIS and Performance Reporting Requirements |
| 3:00 | Partnership with MCHB: NIRS-DGIS Overview   |
| 3:30 | Break                                       |
| 3:40 | Administration of NIRS Accounts             |
| 4:15 | Directory Dataset                           |
| 4:45 | Manage Activity Staff                       |
| 5:15 | Homework/Next Steps                         |
-

- **Day 2:** Trainee Dataset and Surveys
- **Day 3:** Projects, Activities, and Products Datasets
- **Day 4:** Advanced NIRS: Autism CARES Modules & Importing/Exporting Data



1. By the end of the boot camp, participants will understand the relationship between NIRS and DGIS.
2. By the end of the boot camp, participants will understand how to create a NIRS account and login.
3. By the end of the boot camp, participants will understand how to manage the Directory Dataset in NIRS.
4. By the end of the boot camp, participants will understand how to manage Activity Staff in NIRS.

- **NIRS** = National Information and Reporting System
- NIRS is a secure, web-based application that helps AUCD network members/centers to manage data on their training programs, projects, activities, and products. NIRS helps them comply with Federal reporting requirements.
- Currently, 77 MCHB training programs use NIRS for reporting.

- No cost is associated with using NIRS and storing data for multiple years. Other applications may charge to maintain historical data, though we do not for NIRS.
- NIRS was built from the specifications of the federal funder. This means that information is already in the format the federal funder desires when it appears in your federal reporting.
  - AUCD also coordinates with MCHB to import your data directly into Electronic Handbook (EHB) to decrease duplication of data entry.

- NIRS pre-build reports provide quantitative and qualitative data that can be used immediately for reporting to Federal agencies.
- Accessible throughout the year with TA support
- Ownership and storage of historical data at your program
- Leveraging network expertise
- Program/Center data prominently promote in public search for products and projects on the AUCD website.
- Online AUCD Directory

January 17, 2023

# DGIS and Performance Reporting Requirements

Kaitlin Bagley (she/they), MPH



- Electronic data management system that resides in HRSA's Electronic Handbooks (EHB)
- Awardees report a variety of information, including
  - Financial data
  - Demographics
  - Grant impact
  - Quality improvement
  - Health equity
  - Training program data
- MCHB uses the data to monitor awardee progress and make improvements to our programs' policies and practices

- New Competing Performance Report (NCPER)
  - Beginning of year 1
  - Setting goals for the upcoming project period
- Non-Competing Continuation Performance Report (NCCPR)
  - Beginning of years 2 – 5
  - Reporting on each of the performance measures for the previous budget period
- Project Period End Report (PPER)
  - After year 5
  - Reporting on performance measures for the last year of the project period

- Reviewed all existing performance measures to ensure inclusive language
  - Informed by CDC Health Equity Style Guide

Previous	Updated
Cultural competence	Cultural responsiveness
Underrepresented groups	Groups who are underrepresented
Marginalized populations	Populations that have been marginalized
Vulnerable populations	Populations that are underserved or have been marginalized



- “Sex” updated to “Gender” with more inclusive response options:
  - Male
  - Female
  - Transgender Man
  - Transgender Woman
  - Other
  - Choose not to disclose/unrecorded

**Stay tuned for more robust information on 2023 performance measure changes from your Project Officer!**

- [Discretionary Grants Information System \(DGIS\)](#)
- [Reporting Requirements Webpage](#)
- [Program-Specific Performance Report Forms](#)
- [DGIS User Guide](#)
- Your Project Officer

# Partnership with MCHB



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- AUCD partners with MCHB staff to facilitate the timely transfer of data collected in NIRS into individual recipients' performance reports in MCHB's electronic management system, Discretionary Grants Information System (DGIS), which resides in the Electronic Handbook (EHB).
- MCHB-funded programs' participation in this process is *optional*. NIRS is an available tool that is open to all AUCD network members.
- **NIRS ≠ EHB**. It is important to note that MCHB *only* reviews data submitted via the EHB.
- AUCD provides the Trainee and Products Datasets (including trainee surveys) to MCHB for transfer to DGIS.

- AUCD works with MCHB to ensure that any changes in required federal reporting (i.e., performance measure changes) is also reflected in NIRS. This improves coordination between NIRS and the EHB.
- AUCD provides technical assistance on data entry, data import/export, data analysis, etc.
- Programmatic questions (i.e., does this trainee count as a LEND trainee?) should be directed to your MCHB Project Officer.

- Specific NIRS module has been developed for LEND and DBP programs to collect/report on their specific Autism Spectrum-specific related training and clinical activities under the Autism CARES Act. This is called the “CARES Module”.
- Information is exported from the CARES Module annually and shared with MCHB.
- More information will be shared in Day 4 of Bootcamp.

# What Data from NIRS is Transferred to DGIS?

Trainees

Trainee Surveys

Products/Publications

## End of June

- All trainee surveys must be entered in NIRS by end of June (typically June 30<sup>th</sup>)

## End of July

- All data to be exported must be entered in NIRS by end of July (exact day to be determined)

## Beginning of August

- Data is exported, cleaned, tested, and sent to MCHB.



## Mid-August

- MCHB program staff ensure grantees participating in export have performance reports that are “in progress” status in EHB

## Early September

- NIRS data is uploaded into the EHB, and MCHB staff notify grantees that the data transfer is complete

## September/October

- Grantees should log into the EHB, review data, and complete additional sections of the report and submit reports via EHB.

# Break

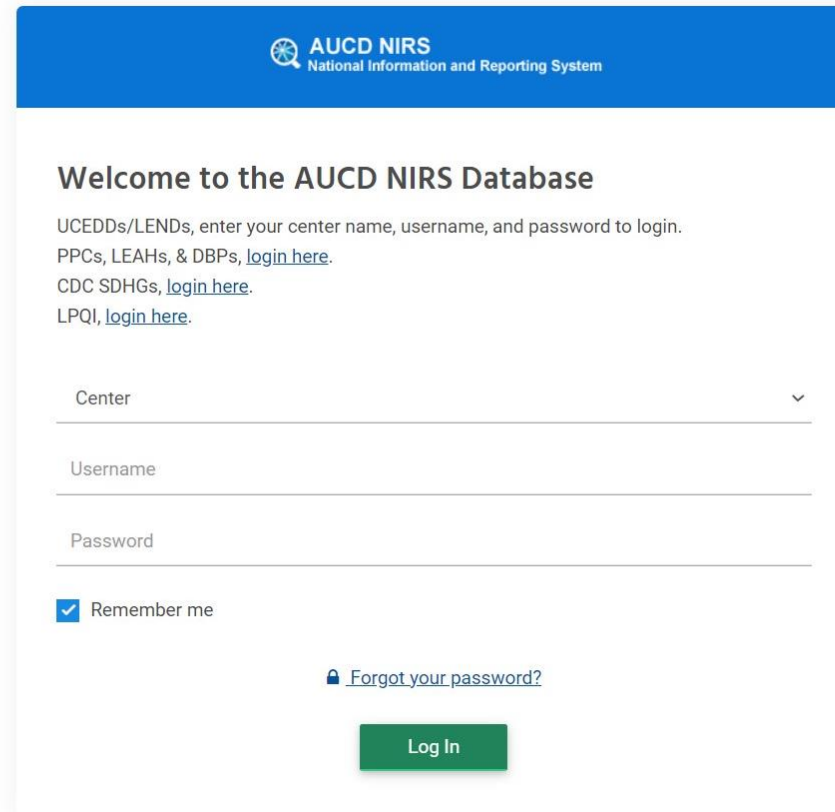


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# Administration of NIRS Accounts

# Homework: Day 1

- Login to TEST Center (<https://testweb.aucd.org/nirs/db/>)



The screenshot shows the login page for the AUCD NIRS Database. At the top, there is a blue header with the AUCD NIRS logo and the text "National Information and Reporting System". Below the header, the page is titled "Welcome to the AUCD NIRS Database". The main content area contains instructions for different user types: "UCEDDs/LENDs, enter your center name, username, and password to login.", "PPCs, LEAHs, & DBPs, [login here](#).", "CDC SDHGs, [login here](#).", and "LPQI, [login here](#)". There are three input fields: "Center" (a dropdown menu), "Username", and "Password". Below the input fields is a checkbox labeled "Remember me" which is checked. At the bottom, there is a link for "[Forgot your password?](#)" and a green "Log In" button.

- Create two new NIRS users:

1. NIRS Administrator for All datasets.

- Log in with your newly created credentials.
- You should have administrative access to all datasets. On the top ribbon, you should see the following datasets and be able to add/edit all records for:



2. Read/Write Own for Activities and Products datasets.

- Login with your newly created credentials.
- You should have limited access in NIRS. On the top ribbon, you should only see three options: dashboard, activities, and products, and you will only be able to edit records you created.



- Locate and review the directory submission form on the AUCD Online Directory.

**Note:** LEAH and PPC programs may skip questions #3 and #4. LEAH and PPC programs do not have an AUCD Online Directory.

- Find your program in the directory:

- **LEND-Only & UCEDD/LEND Directory:**

- <https://testweb.aucd.org/directory/directory.cfm?program=UCEDD,LEND>

- **DBP/LEND Directory:**

- <https://testweb.aucd.org/itac/directory/directory.cfm?program=LEND,DBP>

- New faculty/staff can request to create a new faculty profile

- **Reminder:** New faculty/staff profiles are not automatically approved. Don't forget to review their profile in NIRS and change their display status in the directory dataset:

<https://testweb.aucd.org/nirs/db/>

- Create a Faculty/Staff profile using NIRS.
  - Log in to NIRS: <https://testweb.aucd.org/nirs/db/>
  - Go to the directory dataset > Add Faculty | Staff Profile
  - Enter details for a faculty member (this can be any staff member at your Program, including yourself)
  - Approve the account
- You may review the profile once it has been approved here (you will need to find your directory page on the search):
  - **LEND-Only & UCEDD/LEND Directory:**  
<https://testweb.aucd.org/directory/directory.cfm?program=UCEDD,LEND>
  - **DBP/LEND Directory:** <https://testweb.aucd.org/itac/directory/directory.cfm?program=LEND,DBP>



Where can I find and edit information about my Center/Programs address, telephone number, social media platforms, logo, and website?

- A. Admin > Manage Activity Staff
- B. Directory > Manage Faculty | Staff Profiles
- C. Directory > Manage Center Information
- D. Directory > Directory Dashboard
- E. Both C & D
- F. Both B & D
- G. None of the above

How can I gain access to the NIRS learning modules?

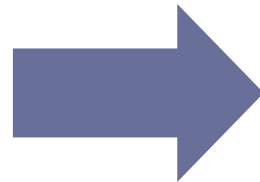
Hint: Look at this page of the AUCD NIRS Resource website:  
<https://www.aucd.org/template/page.cfm?id=959>

## Boot Camp Day 1 Office TA Hours: (Zoom links)

- [Thursday 1/19/2022 \(11:00AM-12:00PM EST\)](#)
- [Monday 1/23/2022 \(4:30PM-5:30PM EST\)](#)

- The recording will be archived and available as soon as possible.
- Please take 2 minutes to provide feedback on today's bootcamp session: <https://www.surveymonkey.com/r/NIRSbootcamp1>

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*