Welcome to Day 2!

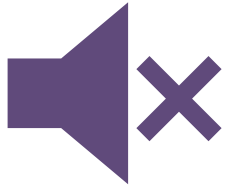# NIRS Bootcamp for MCHB Training Programs

January 24, 2022
2:00 PM – 5:30 PM ET

ITAC

- 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)

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

By the end of the Bootcamp session, participants will learn how to:

1. Locate NIRS resources on the AUCD website

2. Understand the differences between program year and fiscal year

3. Understand trainee types

4. Manage trainee records in NIRS

5. Manage trainee surveys

2:00	Welcome, Introductions, and Q&A from Day 1
2:30	Program Year vs. Fiscal Year
2:40	Introduction to UCEDD vs. LEND Trainees
3:00	Break
3:10	Management of Trainee Records
3:50	Break
4:00	Management of Trainee Surveys
4:40	Quick Email Tool
5:15	Homework/Next Steps

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

https://www.aucd.org/nirs/db/help.cfm

- **Direct Link to NIRS Resources Page**:

https://www.aucd.org/template/page.cfm?id=449

- **Tip Sheet on Trainee Type and MCHB Training Programs definitions:**

https://mchb.hrsa.gov/training/documents/LC_DGIS_PM_Tip_Sheet_STT_MTT_LTT.pdf

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

https://mchb.hrsa.gov/data-research/discretionary-grants-information-system-dgis

Homework Review & Questions

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

- Federal Reporting spans July 1st - June 30th. HRSA may reference this time period as the **Period of Performance** in your Notice of Funding Opportunity (NOFO).

  – For example, the period of performance for this current grant cycle is July 1st, 2022 - June 30th, 2023.

- **NIRS terminology:**

  – **Program Year (PY):** federal reporting term that is notated with the year the training program **begins.**

  – **Fiscal Year (FY):** federal reporting term that is notated with the year the training program **ends.**

  – **Example:** PY2022 indicates Program Year and the year it began (2022). In contrast, the time frame between July 1st, 2022, and June 30th, 2023, ends in 2023, which is the Fiscal Year notated as FY2023.

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

Introduction to UCEDD

Trainees vs. LEND Trainees

Danielle Webber, MSW
Senior Program Manager
UCEDD Resource Center

- **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.

- **Interdisciplinary Pre-service Preparation**

  The instructional program offered by the UCEDD:

  - integrates knowledge and methods from two or more distinct disciplines;

  - integrates direct contributions to the field made by people with disabilities and family members;

  - examines and advances professional practice, scholarship, and policy that impacts the lives of people with developmental and other disabilities and their families;

  - is designed to advance an individual's academic or professional credentials; **and**

  - takes place in an academic setting or program.

  It may:

  - lead to the award of an initial academic degree, professional certificate, or advanced academic credential; and

  - contribute to a discipline-specific course of study offered by the UCEDD or another academic department.

- **UCEDD Trainee**

  Intermediate (40-299 contact hours) and long-term trainees (300 or more contact hours) participating in a UCEDD interdisciplinary or discipline-specific training program.

Resources: UCEDD Logic Model / Data Points in NIRS Crosswalk

UCEDD Logic Model with Definitions

- **LEND Notice of Funding Opportunity 2021-2026 (NOFO):**

https://www.aucd.org/docs/nirs/NIRS_training_fy2023/LEND%20NOFO%202021-2026.pdf

- For any questions on what is considered a LEND trainee, please contact your MCHB/HRSA Project Officer.
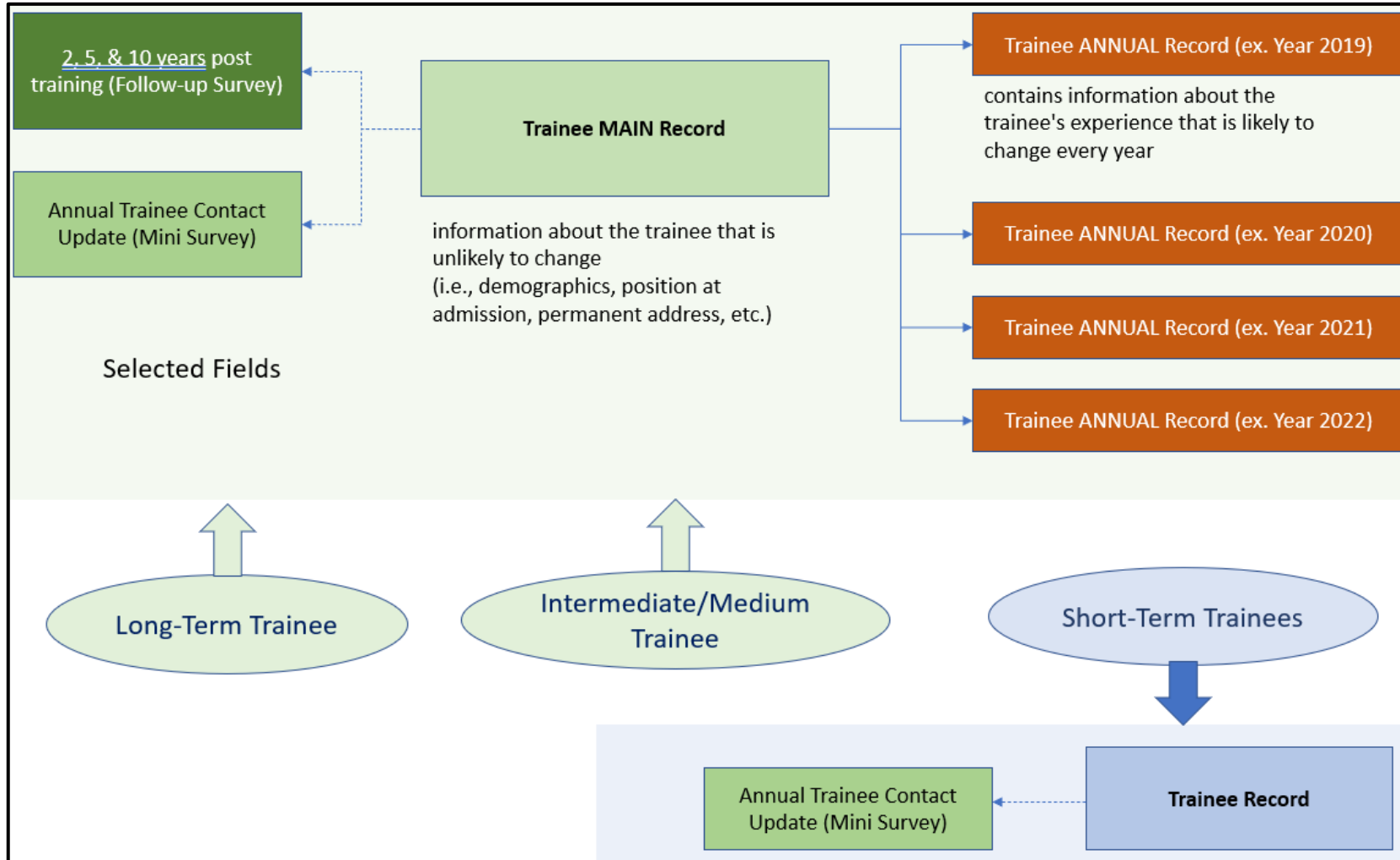
Break

Management of Trainee Records

- Tools available to determine those who submitted surveys and those who need to be surveyed

- Pre-created surveys are in the format required by MCHB.

- Standard reports which provide quantitative and qualitative data on trainees and surveys

- TA support throughout the year

Advanced Search: link to the tool for searching the Trainee Dataset data

Survey Instructions: link to instructions that will take you directly to the section designated to trainee survey information in the <u>User's Guide</u>. Be sure to select a chapter that aligns with your center's type. LEAH centers should be reading about LEAH Survey.

NIRS is an application used by different center types (UCEDD, LEND, UCEDD/LEND, LEAH, DBP, and PPC.) Data Dictionary contains information covering all program types listed above.

Data Dictionary: Link to the collection of names, definitions, and attributes about data elements being used or captured in each NIRS dataset.

Beginning of the Training Year (PY)

Enter new trainees into NIRS.

December – February

Send out 2, 5, and 10-year surveys to former trainees.

End of June

Trainee surveys must be entered in NIRS by the end of June (typically June 30th).

Main Trainee Online Form:

- Reporting Year

- Trainee Name (first and last name)

- Sex/Gender

- Race

- Ethnicity

- Address Information (city, state, country, etc.)

- Trainee Discipline

Annual Trainee Online Form:

- Reporting Year

- When the trainee completed their MCHB Training Program

- Year Graduated

- Degree Program & position in program that the trainee is enrolled in

- Trainee Discipline

- Academic Level (Doctoral, Masters level, etc.)

- Enrollment Status (Full/Part-time)

- Financial Support Sources and Amounts

Annual Trainee Survey Form:

- If the trainee could be contacted for survey (yes/no)

- Employment Setting

- Current Address Information (city, state, country, etc.)

- WorkingInMCH*

- WorkingForPublicHealth*

- WorkingWithUnderservedPopulations*

- HasLeadershipByPM10*

- HasInterdisciplinaryBYPM12*

*See next slide

Field Name	Trainee Survey question (PY2022/FY2023)
WorkingInMCH	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)?
WorkingForPublicHealth	Do you currently work in a public health organization or agency (including title V)?
WorkingWithUnderservedPopulations	Does your current work relate to underserved or vulnerable populations?
HasLeadershipByPM10	If you are currently in the fields of developmental disabilities, and are participating in leadership activities, please select in which of the following settings or capacities these activities occur:
HasInterdisciplinaryBYPM12	Have you done any of the following interdisciplinary activities since completing your training program? (check all that apply)

Break

Management of Trainee Surveys

Information to collect for surveying long-term trainees:

1. Find the Name of your Program

   (found on the ribbon at the top of the screen in NIRS)

2. Find the survey link for your program type

   (found in the survey instructions in the NIRS User's Guide)

3. Find survey password for long-term trainees

   ("Long Term Survey Info (2018+)" trainee standard report)

4. Find the Trainee email

   ("Long Term Survey Info (2018+)" trainee standard report)

What to include in the email invitation to long-term trainees:

- Name of Program as listed in NIRS

- Survey link

- Their unique Trainee Survey login password

- Deadline to complete the survey (optional)

Survey Links for TEST environment:

- **LEND-only & LEND/UCEDD**:

  testweb.aucd.org/nirs/db/survey/lend.cfm

- **UCEDD only:**

  testweb.aucd.org/nirs/db/survey/ucedd.cfm

- **PPC-only**:

  testweb.aucd.org/nirs/db/survey/ppc_long.cfm

- **LEAH-only:**

  testweb.aucd.org/nirs/db/survey/leah.cfm

- **DBP-only**:

  testweb.aucd.org/nirs/db/survey/dbp.cfm

Send	To	● <u>Brandon Lewis</u>
	Cc	⊞ **NIRS**
	Subject	LEND Trainee Survey

Hello Brandon Lewis,

If you are receiving this message, it is because you were once a trainee at [insert Program/Center name here]. We are dedicated to continuously improving our program and would love to hear about your accomplishments since you graduated from our training program. The below survey should take roughly
~10 minutes of your time. We appreciate any feedback on your training experience that you may have.

Survey Instructions:
Survey Link: https://testweb.aucd.org/nirs/db/survey/lend.cfm
In the Center name drop-down, please select: **"---AAA Test Center, LEND/UCEDD"**
Password: **X2Ynhkz**

We look forward to your response before May 1st, 2023. Please don't hesitate to reach out if there are any questions—always happy to help.

Sincerely,

The **Annual Update or Mini-Contact Survey** is used to obtain the most recent contact information annually. You are not required to use the annual update; however, we have found that those who update contact information yearly tend to have higher response rates on their follow-up surveys.

- The survey form contains the same fields for all program/center types.

- **Live Environment**: http://www.aucd.org/nirs/db/update

- **TEST Environment**: https://testweb.aucd.org/nirs/db/update/

- Ask, "what do you want to capture in the custom report?"

- Break down your question into simple, actionable steps to help guide your process.

- Begin testing "selected fields" first.

  - Selected fields are the list of questions in the online form you want in the report.

- Ask, "Which data points will help me verify the data I matched to?".

- Run the report after each revision to verify the responses in your query.

- Have the dataset open in NIRS in a different browser (i.e., Chrome, Firefox, Microsoft Edge) to compare questions on the form with selected fields/selection criteria to ensure the correct options are accurate.

1. Under **CC Email Address**, put your email or the email of a NIRS administrator who can assist Trainee with the survey if they have questions (and to assist with follow-up)

2. Create a **Subject line** (i.e., "LEND Trainee Survey")

3. Write an email with the list of instructions on how to complete the survey in the "Content" field

4. Click preview to review the email before it is sent. You can select "email" to send the message

Note: Emails sent from the tool will come from NIRS@aucd.org and may not be easily recognizable by the recipients. Emails may also be automatically sent to a spam inbox, so it may be helpful to send a test email and/or to follow up using your faculty email.

Homework: Day 2

ITAC

A project of AUCD to support Autism CARES programs

Find the Trainee's section in the Data Dictionary

Sections: <u>All</u> • <u>Projects</u> • <u>Activities</u> • <u>Products</u> • <u>Goals</u> • <u>Directory</u> • <u>CARES</u> •

Trainees

Overview of Trainee Dataset

The Trainee dataset is designed to capture demographic and contact information on individuals who are in a Center's training program. Information captured in this dataset is used by Centers to produce aggregate demographic information on their trainees, track the progress of individual trainees, and to manage the follow-up surveys presented to trainees. The information in this dataset, aggregated across the network, presents a snapshot of the size and demographics of the network's trainees each year.

The Trainee dataset enables Centers to create and manage multi-year records for all trainees. **Each trainee record actually consists of (a) a main record for the trainee, (b) one trainee year record for each fiscal year that a trainee is enrolled in your training program, and (c) any follow up surveys received from the trainee.**

The Main Record primarily contains information about the trainee that is unlikely to change (i.e., demographics, position at admission, permanent address, etc.) over the course of the training program.

The Year Record primarily contains information about the trainee's experience that is likely to change every year, such as hours completed, funding sources and amounts, enrollment status, etc.

Follow-up Surveys are securely stored and are linked to the trainee main record. Centers can email the survey promptly to trainees and track which trainees have/have not completed surveys. The contact record is auto updated with the most recent contact information provided by survey respondents. Only users with an Admin level of access are able to access individual survey results.

Note: The Trainee dataset is the only dataset in NIRS that allows users to enter records for previous fiscal years. This flexibility allows Centers to populate this dataset with records on former trainees at their convenience. The records in this dataset can then be used to manage the follow-up survey process.

- Add a new Long-term Trainee with Annual records for 2022 and 2023

  – Go to trainee dataset > Add Long/Med term Trainee

  – Fill in the trainee's details in their main record and save the page.

  – Fill in the trainee's details in their annual record for 2023 and save the page.

  – Go to trainee dataset > Manage Long/Med Term Trainee

  – Find the trainee you just added to the menu.

  – Add a new annual record for 2022. Enter the trainee's details and save the page.

  – You may return to trainee dataset > Manage Long/Med Term Trainee to check that it is saved correctly. You should see that the trainee has one main record and two annual records.

Lorenzo, Borgia	•••						
		2022	Masters	Nursing-General	UCEDD | LEND	•••	☐ Select
		2023	Masters	Nursing-General	UCEDD | LEND	•••	

- Add only the new main trainee record. Save the screen. DO NOT CREATE AN ANNUAL RECORD. Close the browser window with the empty annual form open.

- Run trainee Standard Report "Trainee Data Errors"

  – Find the trainee's name that you entered in the list.

  – Fix the problem of missing annual record.

  Hint: Click on the Trainee's name in the standard report to view their Trainee record.

  – You can return to the standard report to check that it is saved correctly. Note that the trainee will no longer be listed.

- Using the information from a long-term trainee listed in the "Long Term Survey Info (2018+)" trainee standard report, draft an invitation email to submit the survey (select one trainee).

- Include the following information in your instructions:
  - Name of the Program as listed in NIRS
  - Long-term trainee Survey link
  - Their unique Trainee Survey login
  - Deadline to complete the survey (optional)

- Using the instructions from the email you drafted in question #4, submit a trainee survey as if you were the Trainee.

  – Complete and save the survey.

  – Return to trainee dataset > list survey to find submitted the submitted survey.

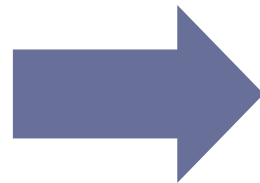**Survey Links for TEST environment:**

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- **UCEDD only:**

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- **PPC-only**:

  testweb.aucd.org/nirs/db/survey/ppc_long.cfm

- **LEAH-only:**

  testweb.aucd.org/nirs/db/survey/leah.cfm

- **DBP-only**:

  testweb.aucd.org/nirs/db/survey/dbp.cfm

<u>Boot Camp Day 2 Office TA Hours: (Zoom Links)</u>

- [Thursday 1/26/2022 (11:00AM-12:00PM EST)](#)

- [Monday 1/30/2022 (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 boot camp session: https://www.surveymonkey.com/r/NIRSbootcamp2

or scan the
QR Code