

Surveying Former Trainees

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IMPORTANT TIMELINE

It a good time of year to begin surveying former trainees in the January – March timeframe to allow plenty of time to receive the surveys from your trainees and to boost survey responses. Please read carefully below, as this message contains important details and guidelines to help you through this process.

Please note that we are in FY2023/PY2022, meaning that all new records entered into NIRS for the current reporting period should be for the time frame between July 1st, 2022, and June 30th, 2023. As such, all former trainee **surveys must be received/entered in NIRS by June 30, 2023**. If a trainee survey is completed after June 30th, please message nirs@aucd.org.

Even though NIRS will remain open for programs to clean their data until August 1st, 2023, any surveys received/entered **after** June 30, 2023, **WILL NOT** be included in the reporting for FY2023/PY2022. Trainee surveys are reported as follows:

- **UCEDDs:** Surveys received/entered in NIRS by June 30, 2023, will be included in the FY 2023 UCEDD Program Performance Report (PPR) to OIDD, which is due July 30th and is completed in NIRS.

Reminder: Be sure track the number of surveys you send out regardless of how many surveys are completed, as you will be required to enter this information in the PPR.

- **MCHB Training Programs** (LENDs/LEAHs/PPCs/DBPs): Survey responses received/entered in NIRS by June 30, 2023 will be included in the FY2023/PY2022 data export from NIRS to [DGIS/EHB](#); survey data will populate in the Former Trainee Information form in the EHB.

WHO TO SURVEY FOR OIDD AND MCHB REPORTING

The trainees you will be surveying this year for **OIDD** and **MCHB** reporting are former **long-term** trainees who completed your training program **2-, 5-, and 10-years ago**. This will include former trainees from **FY2021/PY2020, FY2018/PY2017, and/or FY2013/PY2012**.

While your program may survey former trainees at additional intervals, the 2-, 5-, and 10-year surveys are the only surveys shared with OIDD and MCHB.

RESOURCES

Standard Reports: Please note that admin-level access is required to view the standard reports described below.

- **For UCEDDs:** A standard report in the Trainee dataset will be very useful with surveying your UCEDD-only and/or UCEDD/LEND trainees. It is located in the Trainee dataset > Standard Reports > **Long Term Survey Info 2020+** under the UCEDD category. The "Long Term Survey Info 2020+" standard report under the UCEDD category will assist with surveying your UCEDD-only and/or UCEDD/LEND trainees.
- **For MCHB Training Programs:** There is another standard report that will be useful with surveying LEND-only and/or LEND/UCEDD trainees. It is located in the Trainee dataset > Standard Reports > **“Long Term Survey Info (2018+)”** at the bottom of the page under the LEND, LEAH, PPC, DBP category. The report will assist with surveying your LEND-only and/or UCEDD/LEND trainees.
- **PPC Programs:** A separate report is available to help track the completion of Medium-Term Trainee Surveys. The report is located in the Trainee dataset > Standard Reports > **“PPC Medium Term Trainee Survey Info”** under the LEND, LEAH, PPC, DBP category. This report provides information for the Medium-Term Trainee surveys.

Instructions and Paper Forms – Below are resources available on the [NIRS Paper Forms](#) page on our website:

<p>LEND and UCEDD Paper Forms:</p> <ul style="list-style-type: none"> • LEND/UCEDD Survey Instructions 2023 • FY2023 LEND/UCEDD Follow Up Survey • FY2023 UCEDD-only Follow Up Survey <p>Note: There is no LEND-only survey; LEND-only Centers are to use the LEND/UCEDD survey above.</p> <p>For Spanish paper forms, please use the links provided below instead:</p> <ul style="list-style-type: none"> • 2023 NIRS LEND y UCEDD Instrucciones de Encuesta de los Aprendices • 2023 NIRS Encuesta LEND y UCEDD • 2023 NIRS Encuesta UCEDD Solamente 	<p>PPC Paper Forms:</p> <ul style="list-style-type: none"> • PPC Survey Instructions 2023 • FY2023 PPC Medium Term Trainee Evaluation • FY2023 PPC Long Term Trainee Survey
<p>LEAH Paper Forms:</p> <ul style="list-style-type: none"> • LEAH Survey Instructions 2023 • FY2023 LEAH Follow Up Survey 	<p>DBP Paper Forms:</p> <ul style="list-style-type: none"> • DBP Survey Instructions 2023 • FY2023 DBP Follow Up Survey

Please note that data entry into NIRS should be in English.

If you use paper forms, when you receive a paper survey completed, you will have to enter it in NIRS just as if you were the trainee. You can follow the instructions listed below for completing the surveys online.

USING THE STANDARD REPORTS

Upon selecting the fiscal year (2023), the standard report will generate a table of trainees to be surveyed in the selected fiscal year: **FY2021/PY2020** (2-years ago), **FY2018/PY2017** (5-years ago), and **FY2013/PY2012** (10-years ago).

As previously mentioned, **MCHB** and **OIDD** are only interested in former long-term trainee surveys. Please pay special attention to the trainee's **Type** (i.e., Type=" L " = Long-term; Type=" I " = Intermediate). and **Type of trainee** (i.e., UCEDD, UCEDD/LEND, DBP, etc.) as this will determine which survey link the trainee should be provided.

All Programs: please survey all Former Long-term Trainees. If you would like to survey former Intermediate Trainees, they are also included in this report. The status of former trainees is identified in the Type column; L=Long-term and I=Intermediate.

By selecting the current fiscal year, this report identifies 2, 5, & 10 year graduates from their trainee year records and provides the information needed to provide them with a long term survey.

FY 2023: Long Term Survey Info (2018+)

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TERMINAL YEAR*	TYPE	TYPE OF TRAINEE	NAME	ADDRESS	CITY	STATE	ZIP	PHONE	EMAIL	2ND EMAIL	SURVEY LOGIN	2 YEARS OUT SURVEY COMPLETED (COMPLETED FY23)
2013	L	LEND,UCEDD	Sarah Bumham	Test 101, Suite 1000	Arlington	MD United States	22209	301-588-8252	oksana.klimova@gmail.com	oksana.klimova@gmail.com	xa65047560	
2013	I	LEND,UCEDD	Corina Miclea	address 1	Silver Spring	MD United States	20910				xte58641478	
2013	I	LEND,UCEDD	test after fix	test after fix	test after fix	AK United States	34534				xes60313864	

Note: The image above is from the test server and does not contain real data.

SENDING THE TRAINEE SURVEY INVITATION

When communicating with trainees about the trainee survey, please include the following information:

1. **Survey Link:** below are the survey links, which can also be found in NIRS under Trainee Survey Instructions, as well as in the [User's Guide](#).
 - **LEND only & LEND/UCEDD:**
<https://www.aucd.org/nirs/db/survey/lend.cfm>
 - **UCEDD-only:** <http://www.aucd.org/nirs/db/survey/ucedd.cfm>
 - **LEAH:** <https://www.aucd.org/nirs/db/survey/leah.cfm>
 - **PPC Long Term Trainee survey:**
https://www.aucd.org/nirs/db/survey/ppc_long.cfm
 - **PPC Medium Term Trainee Survey:**
http://www.aucd.org/nirs/db/survey/ppc_med.cfm
 - **DBP:** <https://www.aucd.org/nirs/db/survey/dbp.cfm>
2. **Center Name:** It is important to mention how your Center is listed in the Center Name drop-down menu on the survey page so they can login. Your center name also is listed at the top of every page in NIRS.
3. **Unique Survey Login:** Their unique survey login is located in the Long-Term Survey Info standard report or the PPC Medium Term Trainee Survey Info report.
4. A deadline to complete the survey (optional).

Reminder: To check that the surveys have been completed, go to **Trainees dataset > List Survey** and click on the links in the column "Survey Completed" to view the survey responses.

INCREASING TRAINEE SURVEY RESPONSE RATE

[Increasing Trainee Survey Responses: Best Practice Methods for Obtaining High Response Rates from Trainees](#) – This report was developed by AUCD to assist Centers in increasing their response rates. The guidelines in this report are based on interviews with directors and former trainees from several Programs that have consistently obtained the highest response rates in surveying their former trainees.

QUESTIONS

Please do not hesitate to reach out at nirs@aucd.org with any questions.