Data Coordinators Annual Meeting

Wednesday, October 20th
4pm - 5:30pm Eastern
• New Data Support Manager
• Welcome Data Coordinators
Event Survey

Please complete our event survey

https://www.surveymonkey.com/r/NIRS2021
• Introduction/Welcome
• Summary of FY 21 NIRS Updates
• Preview of FY 22 Updates
  – Items that need in depth guidance (future)
  – Items that need some input (today)
  – Items that won’t need additional input
• Mentorship and Coaching Breakouts
• Closing
Review NIRS FY2021 Updates
Five Year Closeout Report (UCEDD-only)

- NIRS, Admin > Manage Data menu contains a new link, Five Year Closeout Report
AUCD implemented a new field in NIRS that provides data coordinators with the capability to mark Project, Product, and Activity submissions/items as COVID-19 Related.

- The new field is unrequired checkbox
- The new field allow Centers to report their COVID-19 Related items.

**Report located under Standard Report>All > COVID-19 for datasets: Projects, Activities, and Products.**
New Fields in Faculty/Staff Profile

- Faculty/Staff Profile (NIRS and Directory):
  - New field Gender
    
    *Gender (per Federal Reporting requirements)

    Gender Identity (If not captured accurately above)

  - New field Primary Language

    Primary Language

    *Do you speak a language other than English at home? ( ) Yes, Spanish
    ( ) Yes, another language, please identify:

    ( ) No
Reminder to Update Directory

1. Update directory through NIRS
2. Update by Faculty and Staff

To Update an Existing Profile: [https://www.aucd.org/template/login.cfm](https://www.aucd.org/template/login.cfm)

To Create a New Profile: [http://www.aucd.org/directory/dir_contact_edit.cfm?staffid=0](http://www.aucd.org/directory/dir_contact_edit.cfm?staffid=0)
Primary Discipline dropdown list and Discipline checklist were matched to Discipline list in Trainee dataset.

The disciplines that will be added are:

- Applied Behavioral Analysis
- School Psychology/School Counseling
- Self-Advocacy
- Assistive Technology
- Business
- Communications
- Educational Psychology
- Public Administration
- Rehabilitation Counseling - Sociology
New Network-wide Reports

- AUCD added two new network-wide reports (available to Central Office only):
  - Funds Leveraged Network-wide Report
  - Project Funding Amounts Report

- Reports can benefit all Centers in:
  - Marketing AUCD Network strength and breadth
  - Identifying funding trends for the AUCD network to inform where partnerships with specific federal agencies do/don't exist
    - Helpful in federal cross-agency partnerships, often led by the ACL Office of Interagency Collaboration
Reminder for Adding Core Grant

- Core Grant funds should be documented every year as OIDD funds

<table>
<thead>
<tr>
<th>Federal Funding Source</th>
<th>Federal Funding Source - Catalog of Federal Domestic Assistance Number (CFDA#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Omit punctuation in Dollar amounts, CURRENT FY $ AMOUNTS ONLY)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HHS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACL</td>
<td></td>
</tr>
<tr>
<td>AOA</td>
<td>$</td>
</tr>
<tr>
<td>AOD</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OIDD</th>
<th>$</th>
</tr>
</thead>
</table>

| NIDILRR | $ |
| Assistive Technology | $ |
| Independent Living | $ |
| Other ACL, Please Specify | $ |
| Other - Please Specify | $ |
Wish-list Request (1)

- Products dataset-drop down box for Ordering Information lists ALL People - even those who are inactive.
  Changed the code to condition faculty/staff members = Display + Not Display
Wish-list Request (2)

- Project dataset > Contacts are drawn from Directory entries who have status = "display." Change the code to condition faculty/staff members = Display+Not Display

<table>
<thead>
<tr>
<th>Project Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Project Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrie Caroline (Status is Do Not Display in Online Directory)</td>
</tr>
<tr>
<td>Sarah DeMaio (Status is Display in Online Directory)</td>
</tr>
<tr>
<td>John Doe (Status is Do Not Display in Online Directory)</td>
</tr>
</tbody>
</table>
In the Activities dataset, the "TA/Collaboration: MCH Collection" report does not indicate the total number of participants (i.e., TA recipients), which is a count that LEND programs need to have for Performance Reporting in EHB.
Need a standard report on activities where the primary target audience is international.
Discussion of FY2022 Proposed Updates
Category A: Need in-depth discussion (survey or working group) before technical implementation.

Category B: Require additional feedback from data coordinators.

Category C: Do not require additional feedback from data coordinators and will be completed by AUCD.
• Improved NIRS and EHB coordination
  – Improve existing reports
  – Add missing reports
  – Clearer labels/references
    ▪ Re-label the standard reports for LEND, so users know which reports correlates to specific sections in the EHB
  – For all activity reports that have counts, ability to retrieve a list of which activities are being counted
Discussion of NIRS/EHB Coordination

“I am wanting a list of the activities counted in the standard report. I just need help building a custom report that shows the details. For the wish list, for all reports that have counts, it’s always nice for us to have a list of what activities are being counted so we can be sure they are correct and write about them in the narrative reporting.”

“NIRS and EHB can be working together better (some reports have more clear labels now, but additional labeling is needed to reference everything back to EHB form), and not have to manually enter numbers for Fall Performance/Spring Progress report data"

Next Steps: Discussion of issues, AUCD to coordinate with MCHB and follow up with network
• Demographic data (Trainees/ Faculty/Staff)
  – Trainee/Directory forms: Gender M/F or write in blank – insensitive to other identities which are valid options vs. “other-fill in blank”
  – Can we do a race data field that is similar to the "Gender (if not captured above)" text box
  – Language fields should gather data on alternative communication than spoken language too

• Next Step: Workgroup with ACL
• Online Directory/NIRS Faculty/Staff Profile:
  – Directory dataset > primary activity coordinators, and > discipline coordinators both sets of options don't have a broad enough set of options, or an option for "other", to reflect range of such coordinators' efforts across UCEDDs

• Next Step: Network Survey + Workgroup with ACL
Category A: Proposed Updates (cont.)

- Change the public search to offer search by area of emphasis and language instead of just core function and product type
- Next Step: Network Survey
• Funding Sources Project dataset. Refresh list of funding sources.
• Next Step: Network Survey
Category B: Proposed Updates

• Projects dataset > field for consumer participation role > need more options including researcher, research participant, etc.
  – Discussion: What roles should be listed?

• Create a standard report that pulls evaluation data (Activities dataset-customer satisfaction and initial outcomes) – UCEDDs only
  – Discussion: Why do you need this report? How much of a priority is this to the network?
Category B: Proposed Updates

- Activities Dataset- Under Manage Activities, Add a column with the Activity ID # under the list of entries
  - Given that we have a limitation of 6 columns, should this displace existing columns?
Category C: Proposed Updates

- **5 Year report edits**
  - Roll Out Webinar January 2022

- **Update NIRS- AIDD to OIDD - in data fields, and in PPR (in progress)**

- **Use International Keyboard (AUCD to research)**

- **Product dataset> Author Field for UCEDD-only will not be required**
Category C: Proposed Updates

• Products data entry form > prompt for APA citation to only include the text box for the citation to be entered; the drop-down option to select staff, and the blue box to add staff will be removed.

• DBP to have ability to add custom questions to the long-term trainee survey
Q & A
Open Floor for Questions
Mentorship and Coaching Breakouts
Thank you for attending the 2021 Data Coordinators Annual Meeting!
The meeting has been recorded and will be posted to the NIRS Resource Page.

Please contact us with any questions: NIRS@aucd.org

Next Data Coordinators Quarterly Call is on January 26, 2022 at 4:00pm. Please mark your calendar.
Event Survey

Please complete our event survey

https://www.surveymonkey.com/r/NIRS2021
Closing

FOR NEW 2022 NIRS YEAR!
This event is in part supported by the Administration on Community Living (ACL) through a technical assistance contract for the URC and Maternal and Child Health Bureau (MCHB) through a technical assistance contract for the ITAC. The content of this material does not necessarily reflect the views and policies of any federal agency. No official support or endorsement by federal agencies is intended nor should be inferred.