

NIRS quarterly call

1.12.15

Meeting Minutes

1. Activities – TA vs. Demonstration Services

- TA: participation on advisory groups or boards, committee groups, knowledge sharing; when invited by a state institute; advising agencies
- Demonstration services: assisting individuals
- Implementing a new service, distinction from research project – demonstration services too
- Resource center, people call for Q&A – demonstration services?
- Going to people's homes for one-on-one – demonstration services
- Giving resources over the phone for families or individuals – demonstration services or other direct/model services
- When the recipients are professionals it's TA
 - If combined professionals and families, other direct/model services; no demographics collected because unable to collect such data
- Professionals – if it's just one person representing an agency, it's TA still
- Information referral set-up – getting calls, but topic will differ significantly and you can only select one area of emphasis – some Centers simply do not report this, while others consider this TA
- Service/consultation to a parent – Other Direct/Model Services
- If people participate on boards – should they be reported?
 - When they are collaborative, not really. Only report final products. Advisory panel participation can be reported.
 - People do report simple collaboration too as TA. Board overseeing activities, deciding on partnerships, advising the state on implementation efforts – TA. It needs to be analyzed from the participants' point of view.
- Preparation time – should it be counted? No. We're not tracking all of our work in NIRS, only what AIDD requires us to report. Again, it's from recipients' perspective.
- Suggestions for changes: "Trainees Total" – take out "Total" and leave "Trainees" only because currently it creates a lot of confusion; option Trainees is confusing and many need to clarify what it refers to.
- Agencies collaborating – option "UCEDD", rename to "Another UCEDD", to clarify it's not the actual Center, but another UCEDD.

2. Trainees – surveys and collecting race and ethnicity information

- Collecting trainee data – when starting the program, everyone completes the trainee form with all their information, including race and ethnicity. Then before leaving program, they complete the form with parents' contact info.
- Other centers do exit interviews to get information from trainees.
- Since trainees move, it's important to obtain the permanent contact info (parents' address), as well as a personal email to reach them – having a personal email is extremely helpful.
- Talk with trainees at end of program and confirm you have personal email. Also ask for cell phone as a last resort to get the survey done.
- Collect names of trainee advisors to have that to include in letters to trainees, who might not recognize a newer Data Coordinator's name.
- Many graduate students in their last year, then go on externships. When surveying, they're on externship, students still, so some of the questions are challenging for them to reply. Should they be surveyed at 2 years instead?
 - No, still survey them at 1 year, just encourage them that the survey is still helpful, and they will have the opportunity to complete one again at 5 years, so after completing the program.
- Do Centers contact trainees more than once a year for the survey?
 - Some send stuff throughout the year, if they think it would be of interest, and that helps keep them engaged. Keep them on listserv.
- Use facebook, linked-in, social media to find former trainees. Send quick message and explain about the survey. Very helpful!
- Trainee diversity data – some trainees not reporting race and ethnicity in 2013 and 2014. Encouraging everyone to select the race and ethnicity to get better response rates in the future.

Next call will be on April 13, 2-3pm EST. Reminder and survey for topics of discussion will be sent out closer to the time.