

NIRS Quarterly Call

4.13.15

Meeting Minutes

1. Product Dissemination – new tool:

- Started with a quick presentation of the Product Dissemination tool (Products > Product Dissemination)
 - the functionality to link Products to Activities has been eliminated to streamline the reporting process and avoid confusion as to where to enter dissemination information.
- Little need to link Products to Activities (some have dissemination-related goals).
- Confusing whether Information Dissemination need to be entered or not – this is entirely optional now, so suggested to add something in front of the core function title to clarify this.
- Clarification: some Centers use Activity records (core function of Information Dissemination) to meet reporting goals and objectives outlined in the workplan - this does not apply to all Centers, it simply depends on each center's goals and objectives.
- The Product Dissemination tool is now used to report dissemination (quantities are optional) by all Centers.
- Dissemination information (whether Products were disseminated) still matters, but not numbers anymore.
- Some use NIRS for other reporting purposes and Activity records can be customized with user-added (custom) fields as needed.
- The PPR still includes information dissemination as a section because the Products created still matter for reporting, just not quantities disseminated anymore.
- The customer satisfaction survey is to be completed by a Center's website visitors, so it is unrelated to the recent changes. Guidance here: [AIDD Revised Guidance on Consumer Satisfaction for Information Dissemination](#)
- At the Centers that need to track dissemination numbers for non-UCEDD reporting, staff are responsible for tracking internally as needed for each grant.
- From the UCEDD reporting perspective, it is safe to tell staff to no longer complete Activity records with the core function of information dissemination, and only to use the new Product Dissemination tool.

2. Other Products and Information Dissemination questions:

- Can we add a question to the Conferences product type that asks whether the Conference presentation was National or International? This would be helpful for reporting in the EHB.

- The Primary Target Audience field is available in the Activities dataset, so if a conference presentation needs to be reported as an Activity in the EHB, it should be entered in the Activities dataset.
- Webinars can be entered as both an Activity (live webinar) and a Product (webinar recording) because different data are collected in the two records, and they are reported separately, so there is no duplicate reporting.
- Conference presentations can also be recorded as both Activities and Products; however, this can be decided on a case-by-case basis, depending on the situation. Some aspects to consider:
 - Are the slides published?
 - For LEND, it is definitely counted as Product.
 - For UCEDD, it is counted as an Activity, but also as Product (within the limits of the definitions).
 - Conference presentation can be entered as Activities with the core function of Continuing Education/Community Training, so participant data can be collected.
 - Posters are Products only, not Activities too.
 - In the Product record, for *To obtain copies*, enter the presenter's email.
 - Copies can be easily given in pdf form if requested, and it is great if such requests are received.
 - The PPT is part of the conference presentation, but not the only item. PPT slides alone do not really fit as a Product.
- Needing to enter something too many times (for instance, as both Activity and Product) can be hard and it is challenging for large Centers, like when 30 departments enter their own data.
 - Some Data Coordinators hold NIRS trainings and have NIRS hours to make sure staff know everything they need to enter.
- Preparing presentation – should time spent recording be captured as information dissemination?
 - Time spent preparing presentations or any other activity should not be reported as it is not part of the actual activity.

Due to useful conversations, there wasn't enough time to go through the entire agenda. Another call has been scheduled for Monday, April 27th, 2-3 pm EST (same as regular calls). This call will be used to discuss the remaining agenda items.