

# NIRS and the PPR

## Reporting Tips

# NIRS and Reporting Information

- Available both on the URC and the AUCD website
- Dedicated NIRS section on AUCD website
  - Start on AUCD homepage: [www.aucd.org](http://www.aucd.org)

- NIRS box:

- NIRS title opens up [NIRS section](#)

- [Login](#) – access NIRS

- [Search Projects and Products](#)



- Projects and Products (Publications) can be searched online
- Functionality used by all our network members, as well as to meet requests for data from AIDD and other federal agencies
- It is very important to enter as much data as possible in NIRS
- Incomplete records (missing contact info) are excluded from search results

## NIRS section - highlights:

- NIRS FAQ
- NIRS Resources – this is where you will find the most helpful reporting information and resources
  - Organized by Program type (materials for all Programs, UCEDDs, and MCH Programs)
  - Left columns contain official/main resources and guidance
  - Right columns include resources shared by other Centers and additional smaller/targeted resources

## Highlights:

- [NIRS Calendar](#): important definitions and deadlines
- [Data Dictionary](#): all the definitions for the fields in NIRS
- [User's Guide](#): overall guidance on using NIRS
- [FY 2015 Paper Forms](#): available if you should decide to use them

## AIDD PPR Review Materials:

- [Quick Tips PPR review tool pilot](#): overview of the PPR review tool use by AIDD
- [UCEDD Tier 1 review tool pilot 2013](#): tool used by AIDD to review and evaluate PPRs
- [UCEDD PPR Debriefing - Resolutions for 2014](#): recommendations from the PPR debriefing after FY 2014; all are included in the guidance, but may be helpful to review

## Current official reporting requirements and guidance:

- [UCEDD Logic Model](#): this is the basis of all UCEDD reporting
- [UCEDD Annual Report Template](#): the yearly reporting requirements from the Logic Model are put into a report template, and it includes additional guidance
- [2014 Final Definitions](#): some reporting definitions, also included in the Data Dictionary and where applicable in the guidance
- [AIDD Revised Guidance on Consumer Satisfaction for Information Dissemination](#): specific guidance on collecting consumer satisfaction for the core function of Information Dissemination, via a survey of at least 50 of your website's visitors regarding their satisfaction with the website

## Resources to help with completing the PPR:

- [UCEDD PPR \(Annual Report\) Guidebook](#): comprehensive resource that goes through the PPR in NIRS and explains where all the data come from and how to complete the PPR
- [UCEDD Annual Report Webinar](#): step-by-step guidance on completing the PPR; webinar page lists where each part starts in the recording
- [2012 UCEDD Logic Model & Data Points in NIRS](#): lists all the reporting measures from the Logic Model and where they can be found/reported in NIRS

# Quick PPR & Reporting Tips

- Main Resources:
  - [UCEDD Logic Model](#): drives and guides UCEDD reporting
  - [UCEDD Annual Report template](#): puts reporting requirements from the Logic Model into a report template
  - Review PPR in NIRS together with the [UCEDD PPR \(Annual Report\) Guidebook](#)
- Additional Helpful Resources:
  - [Customer Satisfaction Measure vs. Initial Outcome Measure](#): comparison and clarification on when to use each
  - [Surveying Former Trainees](#): step-by-step guidance on getting the former trainee surveys completed; this should be underway



# Other Helpful Information

- NIRS Database Quarterly Calls: all Data Coordinators can join and ask questions of fellow Data Coordinators
  - Schedule available on [NIRS Resources](#) page
  - I will send out email reminders and surveys for topics for each call
- Online Learning Modules: under development, to be completed soon
  - Will be available to all Data Coordinators, for their own or other staff's training
  - Videos and guidance for all the areas in NIRS
  - Orientation sessions will include homework, guided completion of the Modules and interaction with other new Data Coordinators