ASSOCIATION OF UNIVERSITY CENTERS ON DISABILITIES (AUCD)
FY 2020 NIRS ROLL-OUT WEBINAR
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Remote CART Captioning

>> Anna Costalas: Hello, and welcome to FY2020 NIRS Rollout Webinar. My name is Anna Costalas and I'm the resource and dissemination manager here at AUCD. I would like to thank you all for joining us today. Before we begin, I would like to address a few logistical details. Because of the number of participants, your audio lines will be muted throughout the webinar. You will be able to mute yourself during the question and answer portion by clicking the microphone icon on the lower left corner of the webinar console to ask your question. You can ask questions in I time during the presentation via the chat box on your webinar console. You may send a chat to the whole audience or the presenters only. Please note, we may not be able to address every question and may combine some questions.

This entire webinar is being recorded and will be able at AUCD's website following the event. There will also be a short evaluation survey at the close of the webinar. We invite feedback and suggestions for future topics. Now, please join me in welcoming our presenters, Natalie Martinez is the data support manager for the MCH and UCEDD technical assistant team, and Oksana Klimova, AUCD's director of web services.

I will now pass the mic over to Natalie Martinez. Natalie.

>> Natalie Martinez: Thank you, Anna. Good afternoon. Thank you for joining us today. Today we will be demonstrating the new features and

updates to NIRS for fiscal year 2020. This rollout webinar will consistent of new reports, data fields, functions and lastly, we will go through the additions that have been made to the AUCD website. More specifically, the public search for products and projects.

As a reminder, paper forms for fiscal year 2020 will be updated and posted to the NIRS resource page this Friday. And just to let you know as a little housekeeping item, after each slide we will open it up to the floor for questions. All right. And thank you so much for joining us.

Okay. So, first we're going through the NIRS LEND updates. I'm going to pass it over to Oksana going over the LPQI.

>> Oksana Klimova: Thank you, everyone. Thank you for coming to this meeting. I would like to start with LPQI, Learned Program Quality Improvement Network. This application built as an add-on on the top of first. Natalie, can you share your screen.

>> Natalie Martinez: Sure. One moment. Oops, sorry.

>> Oksana Klimova: Yep.

>> Natalie Martinez: Let me see. You got it?

>> Oksana Klimova: Yep.

>> Natalie Martinez: Okay.

>> Oksana Klimova: Now, I'm viewing LPQI. I hope everybody can see my screen. The request that LPQI had seen sent to me a couple months ago were discussed and there are the following changes. First, language was updated for faculties evaluation. In the process of evaluation, there are two groups. First, previously was called interprofessional. And it was renamed into the interdisciplinary/interprofessional team building.

The language was changed for faculty evaluation and also for trainee evaluation self-assessment tool. For this -- this page, for evaluation, there are certain changes were made to the form. As you can see, we added column on the left A, B, C, D for easy reference between the faculty and the reference questions. And we swapped questions 6 and 5 so questions E and F right now are in a different order.

Also, the language was updated for each -- for each question. In the next part that was previously named family-centered care became family-professional partnership. And, again, that was updated for that. And there are changes in the order of the questions and we added a left column for, again, for easy reference as was requested by LPQI team. So, that change is currently live. During discussion I brought to the attention of the coordinators that these changes will affect the reporting.

So, because the change of the order of the questions. It will change the reporting. But according to the group, it was okay. So, changes that are now live. So, be aware about this. Especially for faculty evaluation process. That's it, Natalie. I will stop sharing on my end.

>> Natalie Martinez: All right. Thank you. We will going over the review of DGS report by center. And you can find this at the admin --

>> Oksana Klimova: Natalie, share your screen, please?

>> Natalie Martinez: Oh, you can't see it? My apologies. Can you see it now?

>> Oksana Klimova: Yes.

>> Natalie Martinez: Okay. Thank you. Okay. To access the DGIS export by center I believe you would go to the admin function under your centers. In my case, I go to central office, but disregard that part. Go to DGIS export 2019 plus. And then there you can choose your fiscal year and then any of these optional fields here. And then you can choose your center, obviously, and then any datasets that you would like to export.

So, I don't have any test data on here so I'm not going to pull anything. But if you did, you could just click whatever you want, check your center and then click on export and it will give you a CSV file. And this is what you'll be doing then in July. You'll be doing this every July, then, to go through, look at all your records, all your data, and make any changes that you need to in NIRS to make sure that they're updated and clean for the export. Oksana, anything else you want to add?

>> Oksana Klimova: Yes. There is a small

connection. Because Natalie running as a super Uber user with super access, she sees all center. You as the owner of your center will not see any other check boxes. You will be running export just if your center. You will not see a list of centers at all. It will be physical year, option field check boxes and export button below.

I just would like to mention that for MCHB, you export the trainees and products and intentionally left faculty. This is for your internal use. If you want to create an Excel spreadsheet, see who is in your database in Excel format. But this is for your internal use.

As Natalie mentioned, for export that we are doing every year on the annual basis to see the data that we will be reporting to MCHB, you need select train in product on there. And if you see some problematic entrants and recordings, please contact us.

>> Natalie Martinez: Okay. Thank you, Oksana. All right. Moving on, we'll be going through the MCHB performance measure reports.

>> Oksana Klimova: Okay. And I will, again, hack access from Natalie to share my screen. Okay.

As you know, per our discussion earlier, we were planning during this year to create new reports that the data coordinator, especially from the LEND and UCEDD/LEND centers for reporting. And for the reports that are going to be making reports for standard reports. And you can pull those at any time. Those reports will help you with the reporting to MCHB that you do. And I will name them full training 04, official title Collaborative interactions.

It's CSHCN 3 Performance Measure and the full name will be children and youth with special health care needs measures. And CH 3 Performance Measure, which is the full name child health.

In the beginning of the year I organized a working group who actually helped us to develop those reports. The work which was done by group was amazing. And thank you to you all who participated. Because at this point, I hope we created very accurate and very careful mechanisms to collect data in the report of those data.

The group looked at the report. It's actually at the requirements in the measure document. And based on what we saw, we analyzed NIRS forms and identified the holes and identified form fields that must be identified to help you collect correct data. Data that will help you report accurate data. So, based on those identification, we made changes to the NIRS form for activities dataset.

What I will do right now. I will go through each single report and identify fields. I will show you the report and explain what fields we added or modified for each online form to help you to collect correct data.

And we will start with training 04: Collaborative interactions. Right now, if you will run the report you will see it's looking very close to what you have last year. But calculation and data collection is different. First, I want to mention you that we added two new columns. State agency and other related programs. So, if there are values greater than zero, you will see yes. If value is zero, you will see no.

How data got collected for that report. Before we will jump into the report, I would like to mention that those changes that you see right now affecting only program types, you set in LEND. Each of you set in LEND or if you are DPP, and Leah. If you're not any of this, you will not see any changes in the activities on live form for any core function.

So, you're going to be doing -- completing the form as you did in the past years. But if you are LEND, you would LEND, UCEDD, the form will look slightly different. And actually, let me just pull one document. All right. Here, we have done extensive testing of this so you will see some latent text. And some maybe titled that doesn't make any sense to you. This is because of testing of this new changes. As you saw in the report, there is a number -- there is a value that we are collecting for number of activities in collaboration with state program title five and the second column, number of activities with in collaboration with other MCHB-related programs.

The group decided that to be able to report on this value, activity must have the ability to select primary agency collaborating and other agency collaborating. So, supplemental, so to speak, information. So, if how the data is get into the report? We're going to report on these activities if the activity was -- you will pull values. Other MCHB funded or related programs for the primary -- is the primary agency. Or if you select something else, but in your work, you collaborate with state and other MCHB funded or related programs, that activity also will be reported in the reports.

And if you check both state and other, this activity will be counted twice in a sense that one check box will go to the state title V count and another will go to other MCHB-related programs.

So, the change that you will see in all core functions will be -- you will be seeing primary agency pull down list for all core functions and check boxes for all core functions. That was not the case last year. So, one that we're talking about a collaborating agency, I -- I would like to bring your attention to the check box other MCHB funded or related program.

It was a tip because MCHB defined this in their definition they provided a list of multiple agencies. We developed -- it's kind of references. If you click on "Other MCH-related program," you will see a list. This is a list of -- actually, this is MCHB definition of what is other MCH-funded and related program. So, you can reference and see if you -- if you check this box and it's -- your selection is correct.

That change -- that was first changed for this -- for this report. The next change that's actually affecting continuing education and community training for is check box that defined what the -- what type of activity it is. Because in the report, we have training and we have continuing education. When you add activity to the activity dataset and you identified it as a continuing education and community training, now you can actually have the ability to specify what it is. Is it education or training? So, that's a new field and it will be required for LEND, and others.

How -- so, based on that, we will be calculating all the data and providing you a report to make your life easier. The next report that I want to talk about is CSHCN 3 performance measure. And that report, it's actually -- this is the question that is listed in the grand performance measure document. Is this activity what is needed for adult health care for youth with special health care needs?

So, this is absolutely new question. It was not in the NIRS dataset, activity dataset. So, we added this question to the form. So, if you will go to any core function, and I specifically try to pull different core functions, which encode length. You will see this question in the form.

You have -- it became a required question and you have two options. Yes and no. If you select no, you will see no changes to the form, and you will be able to proceed without completing the form. If you select yes, you will be forced to answer the next question. What processes are you promoting or facilitating the transition to adult health care for youth with special health care needs? And here we give you a little bit of help. For different core functions, we're selecting a default value. Because currently you right now are in demonstration services core function. So, we try to be helpful and say in this core function we would select screening assessment and director services.

But if it's not the case, you can uncheck those default values and select you think appropriate for this activity that you're reporting. If you there are different, obviously, default values. For technical assistance, you will select technical assistance. For products, you will see select research. And product development -- I'm sorry -- product development. So, I created still documentation that kind of walks you through new fields. And that will be posted in the research area and you will be able to reference that documentation.

If you will run that report, this is the exact format that you will see in MCHB performance measure electronic handbook. I don't know exactly in what format it will be, but this layout will be from their documentation, from the performance measure documentation. This is the processes, and this is our audience that MCHB is coding for.

If you notice, it's only four audiences. It's public, health professionals, community and local partners and state/national partners. If you look in NIRS, we don't have that specific split for the audience. We have trainees, our trainees and our listing is much longer. So, what was done, we mapped the audiences that we have in NIRS to the audiences that exist in the required MCHB documentation. And without this, it's probably easier to show.

So, trainees and other class students will be pot participants and public. Professionals and para-professionals to health care professionals. Family and care givers, adults with disabilities, public, public. Legislative and policymaker. Here there is another change that we've done in NIRS online form to accommodate MCHB request. And we try to provide this to be sure that the data will be accurate.

When you report on legislative policymakers, the group thought that this audience can be split to community partners and state/national partners. So, when you complete your data, you not just put one number as it was in the form before, but you just put -- you can add two numbers. And as you can see, the total will get automatically calculated and that total number will be -- we will count into the total participant value.

So, if I will change it and you can see that total number will be changed accordingly. When you want to -- when we're going to report this, that value of the legislative policymaker will be split reported separated for community/local and the state/national partners.

That -- okay. As you know, the demonstration services, direct clinic services and other direct services, they have -- thaw don't have trainee. They have -- you're reporting how many -- I just want to be careful with the language. Unduplicated individuals served. That number will be mapped to the public audience. So, in the report, that will also -- will always go to the participant/public column.

And we've covered two reports. trying 04 and CSHCN 3. The last report, CH 3, child health. It's the same format as previous report. But it's actually a different question. And as you may notice, the question located right below the first one. Is this activity promoting and/or facilitating developmental screening and follow-up in your program? It's a required question if you set length or length and DBB PCP layer. There are two options, yes and no. If yes, the screen will expand, and you will have to identify through what processes you promoted or facilitated development screening and follow-up of your program.

And, again, we're giving you a little

bit -- holding your hands. Being sure that you didn't miss it and you select something. There are suggestions for each core function based on the core function, as I mentioned before.

And again, all audiences -- when you report the same. Our audience is split into the four groups. Public, professionals, community and local partners and national partners. It's identical mapping as to the previous report. So, I'm not gonna go over this again. Each activity, as I mentioned, core function, demonstration services, direct clinical services, other direct model services will be mapped as a public. And the rest of the core functions you can reference the documentation how it will be mapped.

The last report that we actually selected with our group and the report was CB2, capacity building 2. And luckily for us, we discovered that for this report you only need to answer tier 1. And the answer should be yes and no. So, there is no changes in NIRS for the rest of that report.

At this point I will take a deep breath and it's time for questions. It's important changes in NIRS. Okay. Natalie, I will stop sharing.

>> Natalie Martinez: Okay. All right. Okay. Moving on. Next we're going to go over the UCEDD updates. Both of the UCEDD updates are related to the program performance report. So, the first one is the PDF but then and print issue.

>> Oksana Klimova: Natalie, can you share your screen?

>> Natalie Martinez: Oh, sorry. I keep doing that. My apologies. Okay. Sorry about that. All right. Let's go to the program performance reports. Not the one I wanted.

So, if you noticed this year, we have a new feature, it says PDF-draft up here in the corner. In previous years, it was just a PDF. And you click on it and in some cases, centers were clicking on and their PPR was not actually completed and then they were submitting if to grant solution. So, this year now when you click on your PDF, behind it there's a water mark that lets you know that it's a draft copy and it's not final. I'll see if that pulls up.

Up here. And then also before you could click on the export final report to grant solutions, if your report was not completed and now this year, we have it where it's sprayed out and you can't click on it until you completed your PPR report. The other issue is the research core function. We scroll down to part two, core function research. Before if you clicked on yes, but you didn't click on start the process of identifying activities. If you didn't add any activities to this, and you saved it, it would show up as a green check mark in your PPR as it being completed when technically it wasn't.

So, we think we have the issue resolved. We did have one center say that thaw ran into this issue for the most recent PPR that was submitted. I have been trying to replicate the issue. I haven't been able to figure it out yet. But we're working on it. The ticket's still open and we're letting you guys know that we will get it resolved. Okay.

Next is all center updates. And the first one is sort preferences. And the sort preferences is for the activities, projects and products datasets. So, I'm just going to go to products real quick. And up here, if you sort your preferences by added or edited, anything like that, what would happen is if you went into a record to say, let's edit a record. And then we would go back out. The sort preferences wouldn't stay. They would all go back to what they were originally. Well, now if you go into any records, then you go back, your sort preferences have stayed to their default. And this is for the activities, projects and products dataset.

Another addition that we have made is the next previous button that's been added to the view page for activities and the projects dataset. So, I'll go over to activities. And I'll click on view. And as you can see, we have a next button. And then next and previous. So, those have been the additions to the activities and projects dataset. The next feature that I would like to show is the updated import feature which you guys received a testing center for it a couple weeks ago just to test it and play around with it and see if you could find any issues or errors with it. The import function is now available. You'll find it in the admin tab under import 2019 plus.

And here it gives you the products template and then the list of NIRS mapping fields and the list of abbreviations and code numbers. And these all apply for products, activities and projects. And after you have used this import feature, which is really helpful that you can do is then you can run a data error report. So, if you'd imported some records and you want to make sure everything looks good, you can go back and run a data entry error report and it will show you or flag anything that's missing.

And then next we have added a data field quantity of disseminated products. And this is in the products. So, if I go to advanced search, and if I go down here. I'm going to look for product. Where is the --

>> Oksana Klimova: Go down, Natalie. It's F, fiscal year. Up, yes. Stop, stop, stop. Stop scrolling. Go a little bit down.

>> Natalie Martinez: There we go, there we go. Sorry about that. I knew it was there. So, if we click on this and then we'll save to greater than.

>> Oksana Klimova: Yeah.

>> Natalie Martinez: And we'll do 20. And click search. It will pull up all of the data that has a quantity of disseminated products of greater than 20. So, that's a new field. And this is located in the advanced search and custom reports. And then another feature we have is the updated language field. And this is also on products. So, I'll just click on one of these and edit. We scroll down here. If you click on alternative format language other than English, we have a whole bunch of different new choices now for languages. And also, if you click here and you enter a new language, it will then be added to this list here of languages. So, just make sure that when you add it, you're not entering, I don't know, test or some kind of, you know, not a real language. Because it will then show up live on the site.

And then lastly, under the projects dataset. Under state funding source. We have removed MR from here. So, now it's just department of developmental disabilities. Are there any questions?

>> Oksana Klimova: Natalie? Can I add something to the language field?

>> Natalie Martinez: Sure. Let me go back to it. Okay.

>> Oksana Klimova: Yes. So, we actually

updated search, public search, and used public search on AUCD website. So, currently, if you're gonna search, if your product was translated to languages different than English and you checked check boxes in the public search you will see a new role. And that role will be listing all selected languages.

So, whatever they're going to a NIRS public search, they can see the product translated in the foreign languages and we will list selected languages.

>> Natalie Martinez: Okay. Thank you, Oksana. Does anyone have any questions? Just a reminder on the lower left-hand corner you can click on the microphone icon to unmute yourself. Okay.

moving on. Oksana will now be showing the activity dataset for the total number to compare numbers for race, ethnicity and ages of individuals served.

>> Oksana Klimova: Okay. So, for three core functions, demonstration services, direct clinical services and other direct models, we added an edit field. Which actually I don't need to do that. We added a field total that -- we did it because network requested it. And we think it's a good feature to help you with consistency on data -- on reported data. Because if you put numbers of individuals served as, for example, 17, but you will pull different numbers for race, ethnicity and ages. When you will submit the form, the form in the past will say, yes. Sure, you completed the field. But the number's between the race, ethnicity or ages are different. They do not match the numbers you put as the individuals served. Right now, we added field total. This is just -- this field is not going to be saved in the database. This is for your own checking so you can easily see if you completed -- if number of individuals, for example, for races is accurate and matching the total number of served individuals.

Same for ethnicity. You can easily see if you underreported those numbers. So, by editing, be sure that you are putting in correct numbers. And it's add total to 17. Again, those fields are just fields that are helping you to provide correct data. That's it, Natalie.

>> Natalie Martinez: Okay.

>> Oksana Klimova: Yeah, I stopped sharing. So, you can pick it up.

>> Natalie Martinez: Okay. Thank you, Oksana. Okay. Moving on. So, this is new and updated reports for all centers. The first one is the products dataset. So, the product error report includes new data fields. I'm not going to actually go to that report because it's kind of hard to pull it up right now because, you know, we don't have much data in there, and the fields need to be centered. One of the fields in particular that's going to be in the data error report is the quantity of disseminated product which is marked as FY product. So, that's one of the new fields in the data entry report.

In the trainee dataset, we have two -- actually one new report and then one that has been updated. So, the first one is the trainee gender identity report and I'll pull that up. It's under standard reports. And if we scroll to the bottom, right here it is. Trainee gender identity. And I'll just run the report for 2020. So, then it tells you the gender per federal reporting requirements. And then gender identity if not captured accurately for federal reporting.

And then the next is we have an updated report. And that is the long-term survey info, the 2018 plus. And this is for both UCEDD and MCHB programs. If we click on this, we have new fields that have been added which is the completed survey date. So, one year out survey completion date, five year out survey completion date and the ten year out survey completion date. And likewise, we have the same for the MCHB programs as well.

And then we have had one report that has closed. And that is PM 61 for LEND training and career choice. That is no longer asked in the follow-up survey. We have closed this report and we're no longer entering new information for it.

Does anyone have any questions? Okay.

So, moving on, we're going to go over to the AUCD website. One of the first updates we have is you are now able to have your search results be downloaded into an Excel file. And I'll just pull up a quick example here. I'm under the search for network projects and products. And I'll just enter search for all UCEDDs and LENDs and I'll just do a project and we'll do technical assistance. And I'll do it for the most recent year. I'll click submit.

Up here you can click on down full search results. Or you can select on what you would like. And we'll just download selected items. And it will show up as a EXE file. And that was if we just selected which products we wanted or projects we wanted to view. And then I'll do one for full. And download full search results.

Okay. And then next Oksana will be going over the state profiles that can be uploaded.

>> Oksana Klimova: Thank you, Natalie. Let me share the screen. Okay. Okay. State profiles. A couple months ago we added a page to the AUCD website where you can find -- you can download the state profile for each state. As you can see from the discriminations, the AUCD member program in each state and so on. This -- those preferences were created by AUCD public policy team. So, the -- we have the idea to help keep all information about a state or your program.

to do that, it will be good to add state profile to the program -- to the center of the program in online directory. So, as you can see, again, we're pulling test data so, please ignore all the names and all images. This is for testing purposes only. But as you can see, I uploaded AUCD state profile. You see it linked to PDF file.

How you can add state profile to your center? You need to log into NIRS. And under the directory, select manage center info. And managed center -- agent center information. At the bottom of the page, on line four, you will see a newly added option, AUCD in your state. Here you can select a file.

So, you will go to AUCD web page, state profile. You can find your state, download PDF file and upload it into the NIRS program -- your NIRS program profile. When you do that, the link should show up in the NIRS online directory for your center profile page.

So, and until I have the screen Natalie, can I go back and quickly show how the languages -- we couldn't show this on the live data because there is no data yet so it's a test environment. So, this is if you select multiple languages, that's how they will show up in NIRS public search result page.

Thank you. Natalie, I'm going to stop sharing and it's all yours.

>> Natalie Martinez: Okay. Let me -- pull up my PowerPoint. So, that is all with our presentation. Again, this will be posted. The recording and the PowerPoint will be posted to the NIRS resource page. NIRS is up and running for fiscal year 20. And, again, the paper forms will be updated and posted later this week. Does anyone have any questions or anything that they would like to go over? Again, if you need to unmute yourself, just click on the microphone icon. And Laurie, I think I saw a chat question. Let's see.

>> This is Laurie. I'm looking at our state profile, and they've -- it's listed the same phone number for both our UCEDD and our LEND. And that's not what's listed in our -- on -- that's not what I have listed in NIRS. So, I don't know if it's pulling from the wrong place?

>> Oksana Klimova: Laurie, I will talk -- I need to talk to Ryan and --

>> Okay.

>> Oksana Klimova: And we will send contact information to the data coordinator list with act, you know, who you would need to contact if you will find a mistake in the state pages. And I just want to add that I talked to Ryan before this meeting. She said that she will be happy to correct all mistakes. She knows that one state that's a problem, the territories are coming up, the state page is coming up. It will be reside soon. And AUCD planning updated those pages in January on annual basis.

>> Thank you.

>> Natalie Martinez: Other questions? Where can we download our center profile from?

>> Oksana Klimova: It's on the AUCD website under public policy. Oh, I'm not -- Amy not sharing the screen. It's under -- on the AUCD website, public policy and it's the second button in the expanded navigation. It's called AUCD state profiles.

>> Natalie Martinez: Any other questions? Okay. Well, let me see. Okay. Well, that's -- all right, everyone. Thank you so much for joining us today. If you have any questions, please don't

hesitate to reach out to me. And thank you so much for attending.