

# Data Coordinators Quarterly Call

June 12, 2025





# Overview

- Welcome and Introduction
- Upcoming Deadlines and Reminders
- Reporting to ACL for UCEDD Centers
- Overview of Updates to DGIS Performance Measures and Changes to NIRS
- DGIS Export 2025+ Tool
- Data Review Tips and Q&A



# Staff Introductions



**Oksana Klimova,**  
**M.Sc. Appl. Math**  
Director of Web  
Services



**Danielle Webber,**  
**MSW**  
Director, Community  
Inclusion



**Jackie Czyzia,**  
**MPH**  
Director, MCH  
Engagement



**Brandon Lewis,**  
**MPH, CPH**  
Data Support  
Manager



# NIRS Timeline (pt I)

## June 17

- The Autism CARES Module for LEND and DBP Programs opens in NIRS.

## End of June

- All former trainee surveys must be entered in NIRS by the end of June (typically June 30).

## July 29

- The Autism CARES Module for LEND and DBP Programs is due in NIRS.



# NIRS Timeline (pt 2)

## July 31

- All data entry and data cleaning to be completed by the end of July (typically July 31).

## July 30

- The UCEDD Annual Performance Report is due in NIRS. The completed report should then be submitted in Grant Solutions.

## August 1

- NIRS transitions into the new year of data collection. Prior years' records will be locked for editing.

# Reporting to ACL for UCEDD Centers



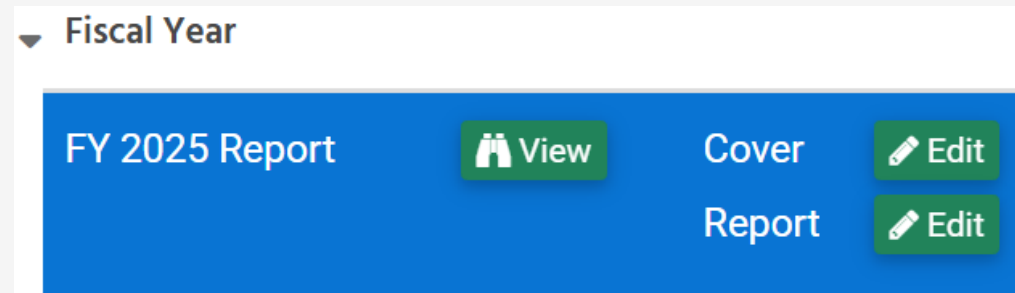


# UCEDD Annual PPR: Commonly Asked Questions

**Question:** How can we update the primary area of emphasis for the UCEDD Annual PPR?

**Answer:** In the Admin section in NIRS, click on “Program Performance Report (PPR)”. There are three links for the UCEDD PPR:

Click “Edit” next to the Cover.



Scroll to the section: “Select the Area for which you will be reporting on Consumer Satisfaction this year”.

Be sure to notify your UCEDD Director and UCEDD Project Officer at ACL.



# UCEDD Annual PPR: Commonly Asked Questions (pt 2)

**Question:** Where is the data pulled from to be included in each section of the UCEDD Annual PPR?

**Answer:** The UCEDD PPR Guidebook on the NIRS Resources page outlines how each field in the UCEDD Annual PPR pulls data from other areas of NIRS to provide aggregate totals.

NIRS Resources: <https://www.aucd.org/urc/support-of-oidd-funded-programs>

You could use the guidebook to build custom reports in NIRS.

If you require assistance, please message [NIRS@aucd.org](mailto:NIRS@aucd.org).





# UCEDD Annual PPR: Commonly Asked Questions (pt 3)

**Question:** When I submitted the UCEDD Annual PPR, the tables were pushed off the page in the PDF we received. How do we fix it?

**Answer:** There is a three-step approach.

- 1) Message [NIRS@aucd.org](mailto:NIRS@aucd.org) to request the NIRS team to unsubmit your PPR.
- 2) Copy + Paste any text in the UCEDD Annual PPR into a notepad. Copy + paste it back into the text box.
- 3) Review the document for links or websites. The URL may be too long. Try shortening the URL by replacing the links with a [TinyURL](#).



# Helpful Resources

Data Dictionary (linked at the top of each dataset)

Pre-Award Resources (under the “Management” section on the [URC website](#))

Additional NIRS Resources:

- [UCEDD Logic Model](#)
- [UCEDD Annual PPR Template](#)
- [UCEDD Annual PPR Guidebook](#)



# NIRS updates related to PPR: feedback from ACL

1) OIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction: CORE FUNCTION: Interdisciplinary Pre-Service Preparation

## **Problem:**

The “training programs” in NIRS PPR are reported activities recorded in the Activities dataset. Several directors are confused by that terminology. They believe that the UCEDD Annual PPR counts projects/programs, not activities. In their words, “activities are not programs.”

## **Request to ACL:**

AUCD wants to confirm with the ACL that using activity records as “training programs” is appropriate.

2) OIDD Program Performance Report, Part 2: Measures of Improvement and Consumer Satisfaction: CORE FUNCTION: Research

Will it be helpful to instruct UCEDDs:

a) Should we reflect multiple steps of research activities in the title of activities? For example, *AIDD CORE: Public Health Expansion Project (Data Dashboard Plan, Medicaid Claims Analysis Development)*

b) AUCD could add a list of research activity title(s) to the PPR report. This would show the scope of work done by the center/program for each research activity.

# Updated Performance Measures & Changes to NIRS





# DGIS Changes in Response to Executive Orders

Forms inside DGIS were updated on August 1, 2024.

To comply with the Presidential Executive Orders (E.O.s), forms were updated and went live in May 2025.

A copy of the current OMB-approved forms can be accessed on MCHB's Website:

<https://mchb.hrsa.gov/data-research/discretionary-grants-information-system-dgis>

There are changes in NIRS that reflect changes in DGIS data collection forms.





# NIRS Change: Keywords (pt I)

**Keywords:** textual changes

**NIRS Status:** changes are in production

**NIRS Affected Areas:**

1. Projects dataset > "Keywords" field
2. Activities dataset > Continuing Education/Community Training: "\*Continuing Education/Training Topic Areas (select all that apply)" field
3. Activities dataset > Performing Research or Evaluation: "\*Topic(s) of Research Conducted or Supported (select all that apply)" field
4. Activities dataset > Product Development and Information Dissemination: "\*Topics of outreach/education (select all that apply)" field (You may select a subtopic without also selecting the corresponding umbrella topic.)
5. Activities dataset > Technical Assistance: "\*Topics of Technical Assistance (select all that apply)" field (You may select a subtopic without also selecting the corresponding umbrella topic.)



<https://mchb.hrsa.gov/sites/default/files/mchb/data-research/dgis-omb-ssa-attachment-b-central-forms.pdf>





# NIRS Change: Health Equity (pt 2)

**Health Equity:** removed

**NIRS Status:** changes are in production

## Activities dataset > ALL Core Functions:

1. Question “Did the activity actively advance health equity?” removed.
2. Two consecutive questions (a) “How activity advanced Health Equity in your program (select all that apply)”, and b) “What equity topic(s) did the activity target (select all that apply)” removed.
3. Standard reports: Activities dataset > Standard Reports > “All” column  
Health Equity: question 1, Activities (2025+)  
Health Equity: question 2, Topics (2025+)



<https://mchb.hrsa.gov/sites/default/files/mchb/data-research/dgis-omb-ssa-attachment-b-central-forms.pdf>





# NIRS Change: Trainee Survey (pt 3)

**Former Trainee Survey:** options removed/textual changes

**NIRS Status:** COMPLETED

**Survey Question:** Does your current work support or serve any of the following Maternal and Child Health (MCH) populations? (select all that apply)

**Option:** Women who have given birth

**Survey Question:** Does your current work support or serve populations that have been historically underserved or marginalized? (select all that apply)

**Option:** LGBTQ+ populations – removed



<https://mchb.hrsa.gov/sites/default/files/mchb/data-research/dgis-omb-ssa-attachment-d-additional-data-elements.pdf>







# NIRS Change: Trainee Profiles (pt 4)

**Trainee dataset:** Main Profile > Field 'Primary Email' required

**NIRS Status:** COMPLETED

## What type of Trainee records are affected by this change?

- Current and former trainees in ALL centers, UCEDD-only, LEND-only, UCEDD/LEND, DBP, LEAH, PPC
- Long-Term Trainees (300+ hours upon completion of training) and Intermediate/Medium Trainees (40-299 hours upon completion of training).

## What year will be affected by the update?

- Trainee Main records for all years will require data in the "Primary Email" field. If you update the Trainee Main record that you created in any past years, the online form will ask you to provide the "Primary Email".

**Note:** All online survey forms have been updated to require entry in the Primary Email field.



# NIRS Change: Trainee Profiles (pt 4)

**Trainees dataset:** Main Profile > Field 'Primary Email' required

**NIRS Status:** COMPLETED

**How can I find out which Trainee Main record is missing Primary Email information?**

- Find the Standard report "Trainee Data Entry Errors" in the list of Standard Reports in the Trainee dataset; run the report for the selected Fiscal Year.
- In the error report, look for the error "'Trainee Main Record': 'Primary Email'" in the column "Missing or Other Error".
- Click on the Trainee's name in the "Name" column and click the "EDIT" button to make the update.



# Update on NIRS Data Import to DGIS

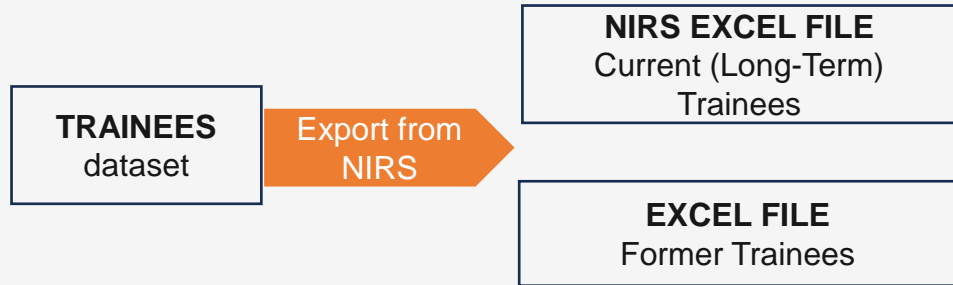
- Historically, AUCD has been able to assist those of you who opted in with DGIS reporting by importing data from NIRS directly into HRSA's DGIS performance reports for the Trainee forms and Products/Publications forms. To ensure the accuracy of data systems in light of recent changes to DGIS forms, MCHB will not upload NIRS data for the Trainee forms or Products/Publications forms this year.
- DGIS now uses its own generated Excel templates for data import. Each program is responsible for uploading their data into DGIS.

## What's Next?

- In collaboration with MCHB, AUCD developed the "DGIS Export 2025+ Tool" to assist every program with entering data into HRSA's DGIS. The tool allows each program to export data from NIRS into separate spreadsheets. These spreadsheets can be imported into DGIS with minimal effort.
- Oksana will be set up TA hours dedicated to answering questions about this tool.

# DGIS Export 2025+ Tool (NIRS) > DGIS

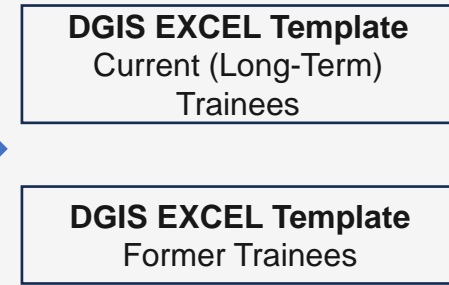
## NIRS



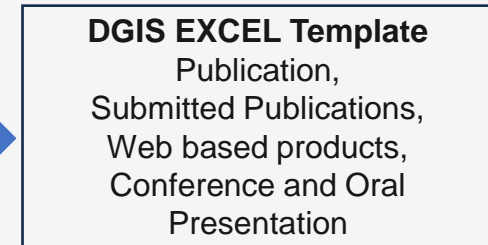
TAB 1	Publications
TAB 2	Submitted Publications
TAB 3	Web-based Products
TAB 4	Conference Oral Presentations

## DGIS

copy/paste



copy/paste



# DGIS Export 2025 + Tools (NIRS)





# DGIS Export 2025+ Tool in NIRS (pt I)

**Admin**

**MANAGE USER RECORDS**

- Manage Activity Staff
- Manage NIRS Users Login
- Ownership Transfer

**MANAGE DATA**

- Program Performance Reports (PPRs)
- Five Year Closeout Report Reports
- DGIS Export, Data Review 1998-2018
- DGIS Export, Data Review 2019-2024
- DGIS Export 2025 +**
- Import

Dashboard Trainees Projects Activities Products Goals Directory Admin

## DGIS Export 2025+

---AAA-Test Center, UCEDD/LEND

\* Fiscal Year(s) 2025

Added on or after (optional)

AND

Updated on or after(optional)

Include only

- Trainees (Excel upload option)
- Publications, Conference, and Web-Based Products (Excel upload option)
- Products and Submissions Data (Manual Entry)

Export



# DGIS Export 2025+ Tool in NIRS (pt 2)

## For LEND and DBP Programs:

Publications, Conference, and Web-Based Products Form (Excel upload or manual entry)

Products and Submissions Data Form (Manual entry only)

Long-Term Trainee (Excel upload or manual entry)

Former Long-Term Trainee (Excel upload or manual entry)

## For LEAH Programs:

Long-Term Trainee (Excel upload or manual entry)

Former Long-Term Trainee (Excel upload or manual entry)

## For PPC Programs:

Publications, Conference, and Web-Based Products Form (Excel upload or manual entry)

Products and Submissions Data Form (Manual entry only)

Long-Term Trainee (Manual entry only)

Former Long-Term Trainee (Manual entry only)



# DGIS Export 2025+ Tool in NIRS (pt 3)

## Product and Submission data:

- Academic\_Course\_Development.csv
- Distance\_Learning\_Modules.csv
- Doctoral\_Dissertations\_Masters\_Theses.csv
- Other.csv
- Book\_Chapters.csv
- Books.csv
- Reports\_And\_Monographs.csv
- Newsletters.csv
- Pamphlets\_Borchures\_Or\_Fact\_Sheets.csv
- Electronic\_Products.csv
- Press\_Communications.csv
- Tool\_Toolkits.csv





# Long-Term Current Trainees Data Process (Example)

**Step 1:** Open NIRS > Admin > DGIS Export 2025+ > generated Trainee files (Long-Term and Former Trainees) > save those files to your local drive

**Step 2:** Download the DGIS template / file has 2 tabs (Instructions & Long-Term Trainee) > copy from NIRS and paste to DGIS file (all format and validations are match between two files)

The screenshot shows an Excel spreadsheet with the following content:

**Long-Term Trainees**

This Long-Term Trainees Excel Template provides a mechanism for Grantees to upload report information related to Long-Term Trainees directly into MCHB's Discretionary Grants Information System (DGIS) in the HRSA Electronic Handbooks (EHB). To ensure that the information you provide is properly imported into DGIS, please follow the instructions below.

**General Instructions**

• Determine which worksheets are relevant to your grant. Complete all required worksheets. • Follow the worksheet instructions (below) to ensure that the information you enter is complete and correct. • Enter the information in the column as specified in the worksheet instructions. • If a list of valid values is provided, select only from these values. Do not add or change any values. • If multiple values are allowed, select one option at a time from the dropdown. Selected values will be displayed separated by '|'. • Do not add or delete any columns in the worksheet. • Do not change the sequence of the columns. • Do not delete worksheets, even if they do not apply to your grant. • Direct any questions related to the completion of this workbook to your Project Officer (PO).

**Worksheet Instructions**

Type of Product	Field Name	Required	System Validations
Long-Term Trainee	Name	Yes	Fields accept a combination of numbers/special characters up to 100 characters
Long-Term Trainee	Email address	Yes	Fields accept a combination of numbers/special characters up to 100 characters
Long-Term Trainee	Ethnicity	Yes	Select one option from the dropdown menu
Long-Term Trainee	Race	Yes	Select one option from the dropdown menu
Long-Term Trainee	First-generation college student?	Yes	Select one option from the dropdown menu
Long-Term Trainee	Zip Code where trainee lives	No	Field accepts a 5 digit zip code
Long-Term Trainee	Primary discipline of study	Yes	Select one option from the dropdown menu
Long-Term Trainee	Other Discipline Description	No	Fields accept a combination of numbers/special characters up to 100 characters
Long-Term Trainee	Level of training currently being completed through MCHB Training Program	Yes	Select one option from the dropdown menu
Long-Term Trainee	Is the trainee currently enrolled in a degree program	Yes	Select one option from the dropdown menu
Long-Term Trainee	Did the trainee complete the MCHB Training Program?	Yes	Select one option from the dropdown menu
Long-Term Trainee	If yes, what year did the trainee complete MCHB Training Program?	No	Field accepts a 4 digit year in the range from 1901 to the current year
Long-Term Trainee	Did the trainee receive financial support through the MCH Training Program	Yes	User is required to provide a Yes or No response.

Trainee\_Former\_LEND.csv  
Trainee\_Longterm\_LEND.csv



# Long-Term Current Trainees Data Process (Example – pt 2)

**Step 3:** Document with alignment of fields in NIRS and columns in the DGIS template.

## Long-Term Trainees

DGIS field	NIRS field	NIRS
Name	* <u>Firstname</u> *Lastname	Trainee Main record
Email address	*Primary Email	Trainee Main record
Ethnicity	*Ethnicity	Trainee Main record
Race	*Race	Trainee Main record
First-generation college student?	*First-generation college student	Trainee Main record
Zip Code where trainee lives	Current Address > *Zip/Postal Code	Trainee Main record
Primary discipline of study	*Discipline	Trainee Annual record
Other Discipline Description	If Discipline= <u>Other</u> then Other Discipline - Please Specify:	Trainee Annual record
Level of training currently being completed through MCHP Training Program	*Academic Level	Trainee Annual record



# Former Trainees: Data Process (pt I)

**Step 1:** Open NIRS > Admin section > DGIS Export 2025+ > generated Trainee files (Long-Term and Former Trainees) > save those files to your local drive

**Step 2:** Download the DGIS template / file has 2 tabs (Instructions & Former Trainee)> copy from NIRS and paste to DGIS file (all format and validations are match between two files)

**Former Long-Term Trainees**

This Former Long-Term Trainees Excel Template provides a mechanism for Grantees to upload report information related to Former Long-Term Trainees directly into MCHB's Discretionary Grants Information System (DGIS) in the HRSA Electronic Handbooks (EHB). To ensure that the information you provide is properly imported into DGIS, please follow the instructions below.

**General Instructions**

• Determine which worksheets are relevant to your grant. Complete all required worksheets. • Follow the worksheet instructions (below) to ensure that the information you enter is complete and correct. • Enter the information in the column as specified in the worksheet instructions. • If a list of valid values is provided, select only from these values. Do not add or change any values. • If multiple values are allowed, select one option at a time from the dropdown. Selected values will be displayed separated by ". • Do not add or delete any columns in the worksheet. • Do not change the sequence of the columns. • Do not delete worksheets, even if they do not apply to your grant. • Direct any questions related to the completion of this workbook to your Project Officer (PO).

**Worksheet Instructions**

Type of Product	Field Name	Required	System Validations
Former Long-Term Trainee	Name	Yes	Fields accept a combination of number/texts/special characters up to 100 characters
Former Long-Term Trainee	Email address	Yes	Fields accept a combination of number/texts/special characters up to 100 characters
Former Long-Term Trainee	When did the trainee complete their MCHB Training Program?	Yes	Select one option from the dropdown menu
Former Long-Term Trainee	Primary discipline of study	Yes	Select one option from the dropdown menu
Former Long-Term Trainee	Other Discipline Description	No	Fields accept a combination of number/texts/special characters up to 100 characters
Former Long-Term Trainee	Year Graduated	Yes	Field accepts a 4 digit year in the range from 1900 to the current year
Former Long-Term Trainee	Ethnicity	Yes	Select one option from the dropdown menu
Former Long-Term Trainee	Race	Yes	Select one option from the dropdown menu
Former Long-Term Trainee	First-generation college student?	Yes	Select one option from the dropdown menu
Former Long-Term Trainee	Do you have follow-up data to report on the trainee (e.g. former trainee surveys)?	Yes	Select one option from the dropdown menu
Former Long-Term Trainee	What is the trainee's current employment setting?	No (Required if entered "Yes" for "Do you have follow-up data to report on the trainee's question")	Select one option from the dropdown menu
Former Long-Term Trainee	Other Employment Description	No	Fields accept a combination of number/texts/special characters up to 100 characters
Former Long-Term Trainee	Zip code of employment setting selected	No (Required if entered "Yes" for "Do you have follow-up data to report on the trainee's question")	Field accepts a 5 digit zip code

Instructions | Former Long-Term Trainee

Trainee\_\_Former\_LENDCSV  
 Trainee\_\_Longterm\_LENDCSV



# Former Trainees: Data Process (pt 2)

**Step 3:** Document with alignment of fields in NIRS and columns in the DGIS template

Former Trainees		
DGIS field	NIRS field	NIRS
Name	* <u>Firstname</u> *Lastname	Trainee Main record
Email address	*Primary Email	Trainee Main record
When did the <u>trainee</u> complete their MCHB Training Program?	<u>Calculate</u> based on the terminal year	Trainee Annual record (*Year Completion Date)
Primary discipline of study	*Discipline	Trainee Annual record
Other Discipline Description	If Discipline= <u>Other then</u> Other Discipline - Please Specify:	Trainee Annual record
Year Graduated	terminal year/ calculation	Trainee Annual record (*Year Completion Date)
Race	*Race	Trainee Main record
First-generation college student?	*First-generation college student	Trainee Main record
Do you have follow-up data to report on the trainee (e.g. former trainee survey)?	If trainee submitted NIRS survey online form	Trainee survey
What is the trainee's current employment setting?	*What is the trainee's current employment setting? (select one)	Trainee survey



# Products/Publications: Data Process (pt I)

**Step 1:** Open NIRS > Admin section > DGIS Export 2025+ > generate Products > save the file to your local drive

**Step 2:** Download the DGIS template / file has 5 tabs > copy from NIRS and paste to DGIS file (all format and validations are match between two files)

**Publications, Conference and Web-Based Products (Excel upload option)**  
This Products and Publications Excel Template provides a mechanism for Grantees to upload report information related to Publications, Conferences, and Web-Based Products directly

General Instructions			
<ul style="list-style-type: none"> <li>Determine which worksheets are relevant to your grant. Complete all required worksheets.</li> <li>Follow the Worksheet instructions (below) to ensure that the information you enter is complete and correct.</li> <li>Enter the information in the column as</li> </ul>			
Worksheet Instructions			
Type of Product	Field Name	Required	System Validations
	Article DOI	Yes	Fields accept a combination of number/
	Article Title Author(s)		
			Fields accept a combination of

Instructions | Publications | Submitted Publications | Web-based Products | Conference Oral Presentations

## DGIS Export Data

Below are links to the current DGIS export data. Right-click each

WARNING: To ensure that you're seeing the most recently gener

- If you are using INTERNET EXPLORER, from your menu b "Delete Files"
- If you are using MOZILLA FIREFOX, select Tools>Options

[Publication conference and web based products.xlsx](#)



# Products/Publications: Data Process (pt 2)

**Step 3:** Document with alignment of fields in NIRS and columns in the DGIS template

## Products

### Publications: Peer-reviewed publications in scholarly journals Published/In Press

DGIS field	NIRS field	NIRS
Article DOI	* Article DOI	Products
Article Title	* Title	
Author(s)	* Primary Author(s) + * Contributing Author(s)	
Journal Title	* Publication	

### Submitted Publications: Peer-reviewed publications in scholarly journals submitted

DGIS field	NIRS field	NIRS
Article Title	* Title	
Author(s)	* Author(s)	
Journal Title	* Publication	

## Web-based Products

DGIS field	NIRS field	NIRS
Product Title	* Product Title	
Year	* Date the product was developed	
Type (Blogs, Podcasts, Web-based video clips, Wikis, RSS feeds, News aggregators, Social Networking Sites, Other (Specify))	* Type	

## Conference Oral Presentations

DGIS field	NIRS field	NIRS
Presentation/Poster Title	* Title	
Author(s)/Organization(s)	* Author(s) /Organization(s)	
Meeting/Conference Name	* Meeting/Conference Name	
Type (Oral Presentation, Poster)	* Type	

# Data Review





# Data Review and Cleaning Tips for Trainees (Long-Term and Former)

1. **Check Email Address** (column Email address for Long and Former trainees)
  - There is a report to help find the trainee profiles without emails
2. **Check for Duplicates:** name + email combination
3. **Primary Discipline/ Other Discipline**
  - Other should have value ONLY if the Primary Discipline value = Other (specify)

## Notes:

- There is a verification process that will allow to correct data during the import process, without going back to regenerate data.
- Please be sure to update data in NIRS if you update data during the import process.





# Data Review and Cleaning Tips for Products/Publications

## 1) **Standard Report:** Product Data Entry Errors

- The Products Standard Report can be found in the Products dataset > View Data: Standard Reports > All; Open and run the report for the current Program Year. The report displays records with missing information; Click on the title of reported products to open the online edit form and correct errors or add the missing information.
- For all tabs: Year Submitted – current and previous (MCHB wants to see the two most recent years)

## 2) **Product Material Type:** Published articles in peer-reviewed scholarly journals

- \*To obtain copies (URL) – in NIRS \*To obtain copies (URL or Email)

## 3) **Product Material Type:** Web-based products

- \*To obtain copies (URL) – in NIRS \*To obtain copies (URL or Email)

## 4) **Product Material Type:** Conference oral presentations and posters

- Oral Presentation



# Questions & Answers





# Feedback Survey

**Survey:**

[https://www.surveymonkey.com/r/DCQC\\_May2025](https://www.surveymonkey.com/r/DCQC_May2025)



**Materials are provided here:**

<https://www.aucd.org/event/data-coordinator-quarterly-call-6122025>



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