

Data Coordinator Quarterly Call Notes

February 26, 2026



Meeting Agenda Overview

- Announcements and reporting updates
- Feedback from LEND, DBP, and PPC survey
- Mentorship program update
- Updates on NIRS reports and data collection
- AUCD data initiatives and requests
- Panel discussion with experienced data coordinators
- Q&A session

Announcements and Updates

Reporting Timeline Updates (LEND, LEAH, PPC, DBP Programs):

As a result of HHS adoption of [2 CFR 200](#), MCHB is required to change the due dates of DGIS reports. Changes include the following:

- **New Competing Performance Report (NCPR):** instead of being due 120 days after report creation, the NCPR will be due **90 days after creation**. As a reminder, this report type is created the first day of the project period and asks the grantee to set baseline information for their project.
- **Non-Competing Continuation Performance Report (NCCPR):** instead of being due 120 days after report creation, the NCCPR will be due **90 days after creation**. As a reminder, this report type is created the first day of the next budget period and looks back at the previous budget period.
- **Project Period End Performance Report (PPER):** instead of being due 90 days after report creation, the PPER will be due **120 days after creation**. As a reminder, this report type is created the day after the project period ends and looks back at the last budget period.

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AUCD Data Requests and Initiatives

- AUCD compiled a 76-page report for ACL highlighting activities related to Make American Healthy Again (MAHA):
 - Nutrition and fitness
 - Mental health
 - Research initiatives across the country.

LEND Program Impact Data

- In 2025, LEND programs trained:
 - Over 2,300 long-term trainees over 40+ professional disciplines
 - Over 6,000 medium-term trainees over 40+ professional disciplines.
- Since 1997, LEND programs have trained over 46,000 long-term trainees.

UCEDD and LEND Impact

- Combined UCEDD and co-located LEND centers have trained over 62,000 trainees to date.
- Technical assistance impact:
 - 5.1 million people served (2009–2012)
 - 6+ million people served (2013–2025).
- Continuing education and community training reached:
 - 2.5+ million people initially
 - Nearly 8 million people after 2013.
- Clinical services supported 3.7 million people with disabilities.

Product Outputs

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Centers have collectively produced:

- Nearly 30,000 conferences, presentations, and posters
- Over 17,000 web-based products
- Around 16,000 publications.

NIRS System Updates

Report Improvements

Several NIRS reports will be updated to improve accuracy and align with reporting requirements.

Partnership and Collaboration Report

- The current standard report counts duplicate partners.
- Future reports will count unduplicated agencies to meet federal reporting requirements.
- Temporary solution:
 - Download report into Excel
 - Identify duplicates manually.
- A redesigned data collection process is planned for the next NIRS update (August 2026).

Training and Workforce Development Report

Updates include:

- Adding **training topic areas** to reports.
- Ensuring all required questions are captured:
 - Training type
 - Trainee focus
 - Topic areas.

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Continuing Education and Community Training

- The education subject area question was placed incorrectly in the form.
- It will be moved to a more appropriate location within the form.

Technical Assistance Report

- Current report counts are not unduplicated.
- Report will be updated to reflect unique organizations served.

DGIS Export Tool Feedback

- Feedback ranged from:
 - Smooth and successful exports
 - To users needing to manually enter hundreds of records.
- AUCD will continue improving the import/export process if the DGIS reporting process remains the same.
- Known technical issue:
 - The family/parent/youth advocacy option did not map correctly for some trainees.
 - AUCD will work closely with MCHB to correct this the NIRS application.

AUCD Technical Assistance Trends

- AUCD tracked technical assistance requests from:
 - UCEDDs
 - LEND programs
 - PPC and DBP programs.
- Peak support months: June–August.

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- Lighter support months occur later in the fall reporting period.

NIRS Mentorship Program

Purpose

- Supports new data coordinators by pairing them with experienced coordinators.
- Mentors can troubleshoot:
 - Data collection processes
 - Data entry strategies
 - Standard and custom reports
 - Managing data in Excel
 - Maintaining institutional knowledge.

Matching Criteria

Matches are based on:

- Program affiliation (LEND, UCEDD, etc.)
- Program size
- Reporting structure
- Frequency of data entry
- Number of staff entering NIRS data.

Timeline

- Mentor/mentee matching occurs in March.
- Program runs through February 2027.

Data Coordinator Panel Discussion

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Data Accuracy Strategies

Panelists shared strategies for maintaining data accuracy:

- Conduct mid-year reviews of data entries.
- Generate reports and send them to directors for verification.
- Track which entries have already been reviewed to avoid rechecking everything.

Data Cleaning Practices

- Data coordinators often correct entries themselves rather than asking staff to re-enter data to avoid confusion and saves time.

Directory Management

- Some programs limit who can update directory information.
- Instead of allowing staff to edit their own profiles:
 - Data Coordinators gather updates directly from faculty/staff.
 - Directors and Data Coordinators review directory entries annually for accuracy.
 - Suggested timeframe: December – January after major reports are due.

Challenges Identified by Data Coordinators

Common challenges discussed:

- Frequent changes in reporting requirements.
- Difficulty tracking changes when federal mandates shift mid-year.
- State restrictions that prevent collecting certain demographic data.
- Changes in external systems used for collecting trainee data.

Closing

- Participants were encouraged to complete a post-meeting feedback survey.

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- Meeting notes will be shared after review and approval.



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