NIRS Kickoff Webinar PY 2025 / FY 2026

August 19, 2025

NIRS
AUCD's National Information Reporting System

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Overview

- Welcome and Introduction
- Celebrations
- Announcements
- PY 2025 Autism CARES Module Changes (LEND and DBP Programs)
- Helpful Reminders
  - Updating the Network Member Directory
  - Surveying Former Trainees for 2026
  - Process of DGIS Export PY 2024 / FY 2025
- 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

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Celebrations

A warm welcome to new Data Coordinators!

Reporting in 2025:

- UCEDD Annual Program Performance Reports (PPRs) complete!
- Autism CARES Module for LEND and DBP Programs complete!

Commendations:

- NJ Boggs UCEDD/LEND
  Robyn Carroll, Ziba Arjmand
- WA UCEDD/LEND
  Nga Nguyen, Richard Masse
- OH Nisonger UCEDD/LEND
  Jordan Wagner
- WV UCEDD/LEND
  Shannon Zimmerman
- Lead Data Coordinator Cohort

Announcements

- NIRS testing completed. You may begin data entry for the current year of data collection.
- Paper Forms will be available soon.
    - Message NIRS@aucd.org to access Trainee, Former Trainee Survey, and Directory paper forms.
- Resource: PY 2025 / FY 2026 NIRS Calendar
- Data Coordinator Quarterly Call Schedule for Fiscal Year 2026, July 1, 2025 – June 30, 2026
    - August 19, 2025: NIRS Kickoff Webinar (11:00 AM – 12:30 PM EST, Zoom)
    - November 6, 2025: Quarterly Call (3:00 PM – 4:30 PM EST, Zoom)
    - February 26, 2026: Quarterly Call (3:00 – 4:30 PM EST, Zoom)
    - May 14, 2026: Quarterly Call (3:00 – 4:30 PM EST, Zoom)
- New Environment (W2021, CF2023)

PY 2025 Autism CARES Module Updates

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PY 2025 Autism CARES Module Updates (July 1, 2025 – June 30, 2026)

The Data Dictionary in NIRS has been updated for the Autism CARES Module to reflect changes requested by MCHB.

Changes in language in the Module questions will include:

- “Infants/children” will be changed to “individuals” due to the lifespan approach in the legislation.
- “AS/DD” will be changed to “autism/DD” for more clarity.
- Some inconsistencies in language will be fixed, and some definitions will be clarified based on ongoing grantee questions.

PY 2025 Autism CARES Module Updates Continued

Updated Question #8

- Previous Version:
  “Number of infants/children who received interdisciplinary diagnostic services to confirm or rule out AS/DD.”
- New Version:
  “Number of individuals who received diagnostic services from a current LEND/DBP faculty member or trainee to confirm or rule out Autism/DD.”
- Grantees will report data in NIRS via the CARES module with these changes in summer 2026 to reflect data collected July 1, 2025 - June 30, 2026.

Helpful Reminders

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Updating the Network Member Directory

Please review your Network Member Directory

Tasks for August 2026:

- Update your Center Information. Message changes to NIRS@aucd.org.
- Ask Faculty/staff to update their profiles by navigating to their profile. There is an option to “Login” under their name.
- Ask new faculty/staff to create new profiles.
- Review/approve submissions in the Directory dataset in NIRS. The “status” option controls the public display of profiles on the directory.

Questions?

- Review the notes from the Data Coordinator Quarterly Call (3/20) (starting on page four).
- Message NIRS@aucd.org.

Surveying Former Trainees for PY 2025 / FY 2026

You can begin surveying your former trainees who graduated in:

- PY 2023 / FY 2024 (2-years ago)
- PY 2020 / FY 2021 (5-years ago)
- PY 2015 / FY 2016 (10-years ago)

- The Guidebook on Surveying Former Trainees contains instructions on how to survey former trainees.

Process of DGIS Export

PY 2024 / FY 2025

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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.

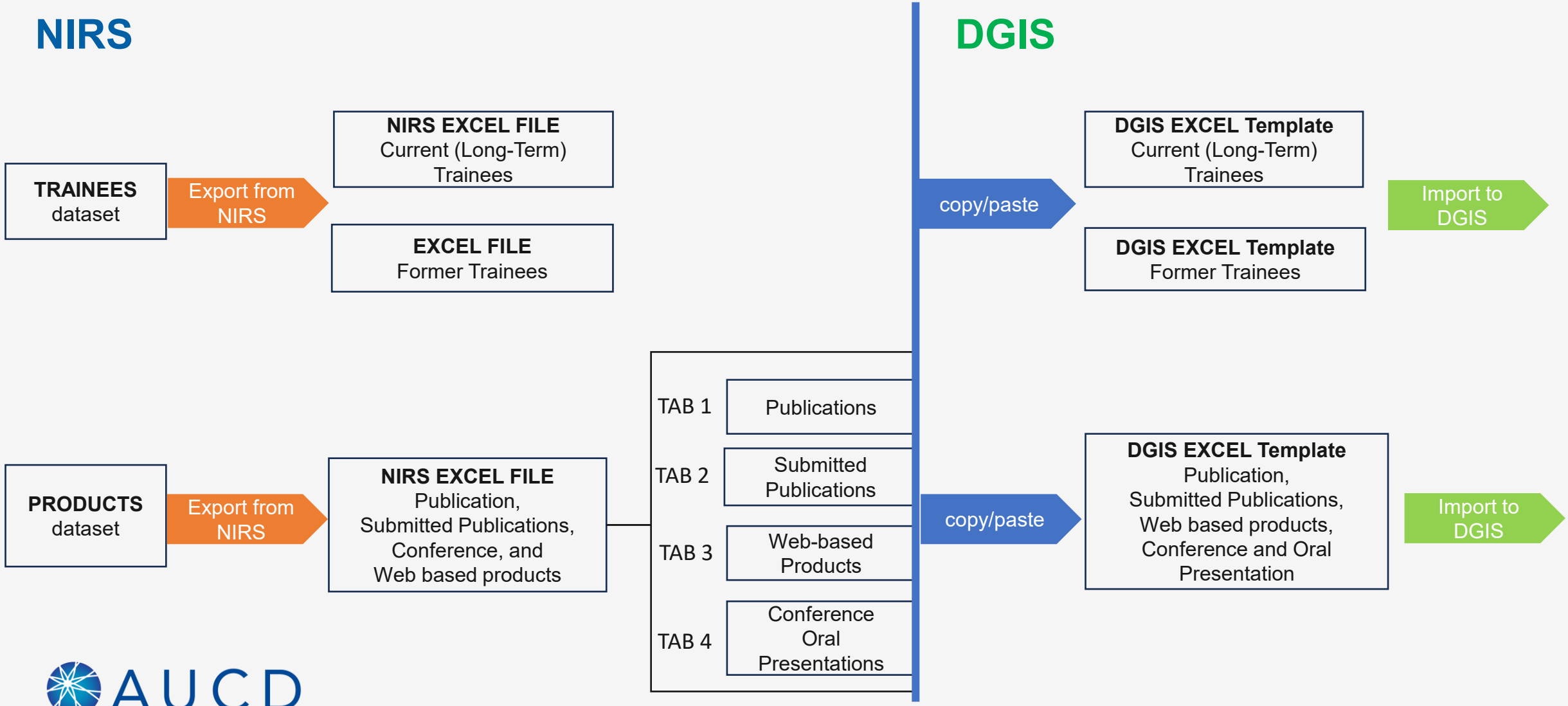
Update on NIRS Data Import to DGIS

- 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 hosts TA hours dedicated to answering questions about this tool every Monday at 1:00 pm EST.

DGIS Export 2025+ Tool (NIRS) > DGIS



DGIS Export 2025 + Tools (NIRS)

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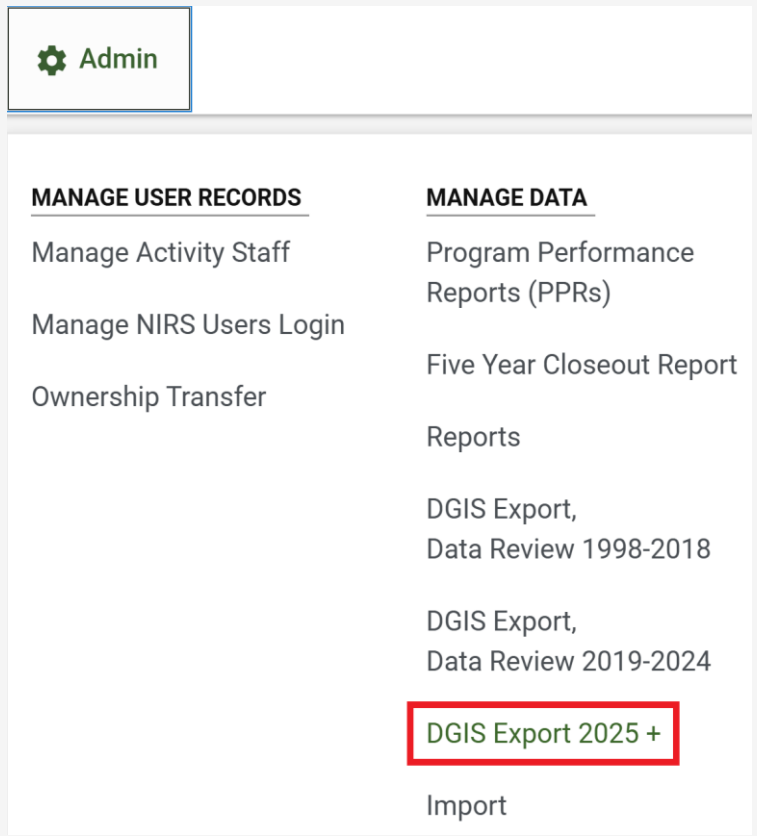
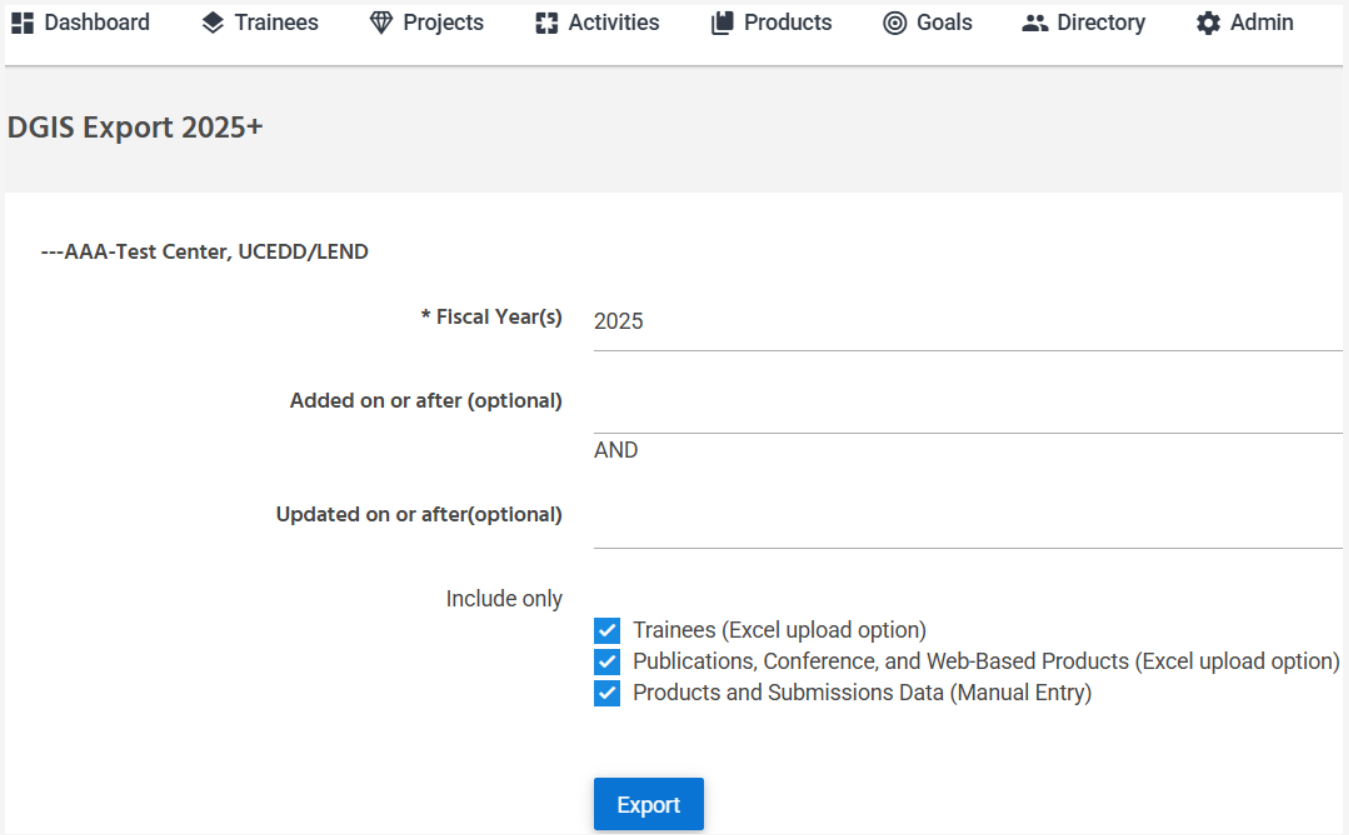
DGIS Export 2025+ Tool in NIRS (pt I)





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)

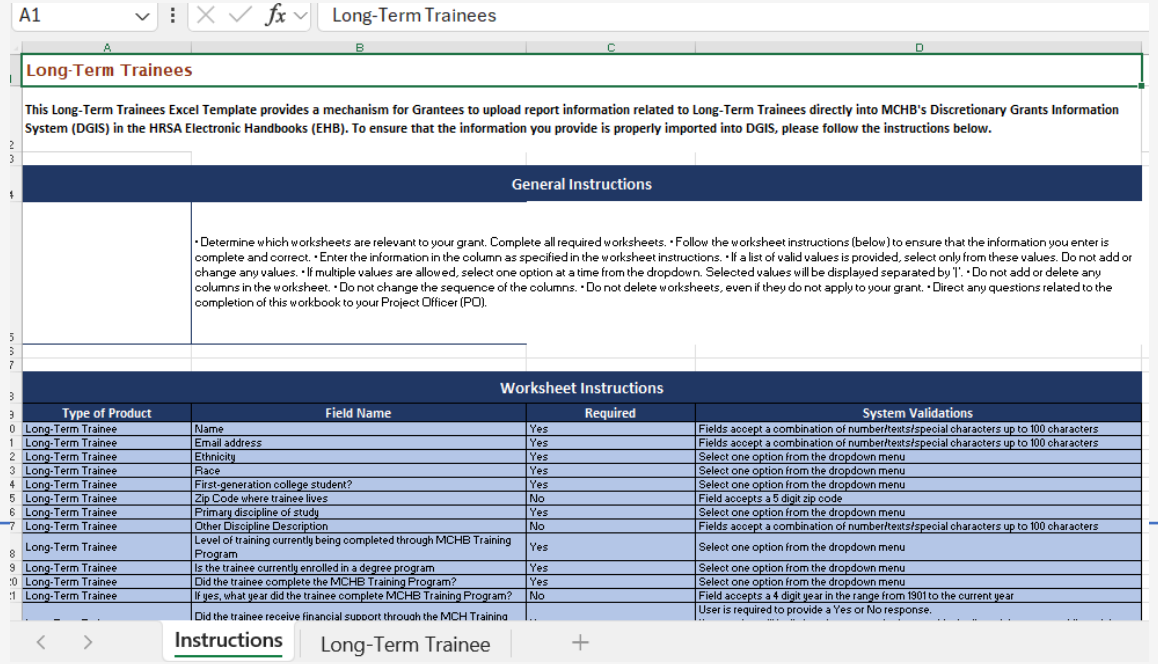
Product and Submission data:

- 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)



A1 | Long-Term Trainees

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 number/tests/special characters up to 100 characters
Long-Term Trainee	Email address	Yes	Fields accept a combination of number/tests/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 number/tests/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
	Did the trainee receive financial support through the MCH Training		User is required to provide a Yes or No response.

Instructions | Long-Term Trainee

Trainee__Former_LEND.csv
Trainee__Longterm_LEND.csv

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

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

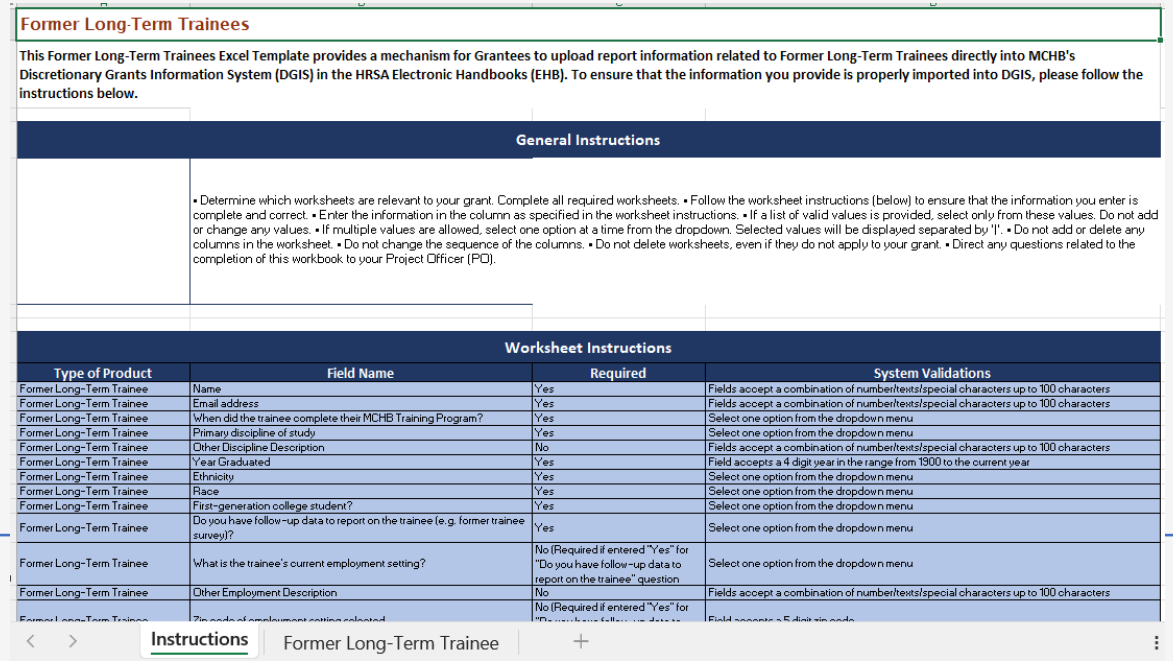
Long-Term Trainees

DGIS field	NIRS field	NIRS
Name	*Firstname *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=Other then Other Discipline - Please Specify:	Trainee Annual record
Level of training currently being completed through MCHB Training Program	*Academic Level	Trainee Annual record

Former Trainees: Data Process (pt 1)

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 survey)?	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" 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	Field accepts a 5 digit zip code

Instructions | Former Long-Term Trainee

Trainee__Former_LEND.csv
Trainee__Longterm_LEND.csv

Former Trainees: Data Process (pt 2)

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

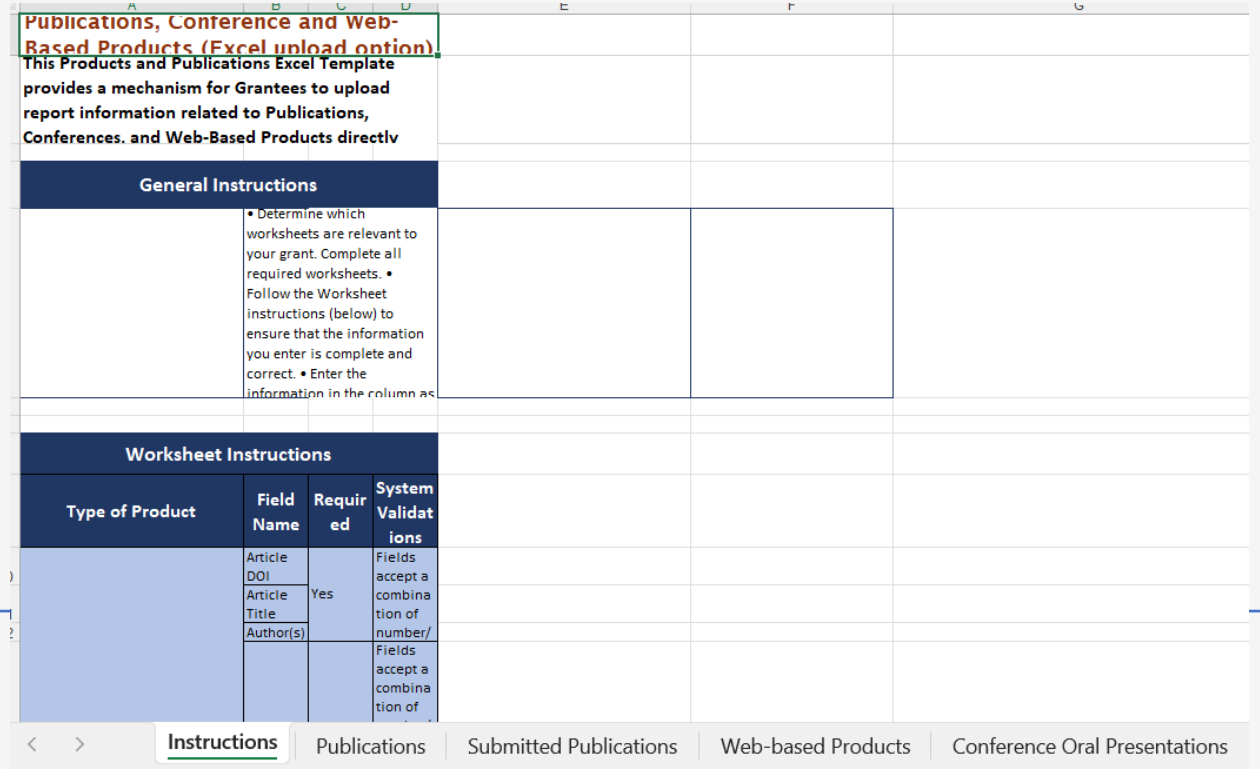
Former Trainees

DGIS field	NIRS field	NIRS
Name	*Firstname *Lastname	Trainee Main record
Email address	*Primary Email	Trainee Main record
When did the trainee complete their MCHB Training Program?	Calculate based on the terminal year	Trainee Annual record (*Year Completion Date)
Primary discipline of study	*Discipline	Trainee Annual record
Other Discipline Description	If Discipline=Other then 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)



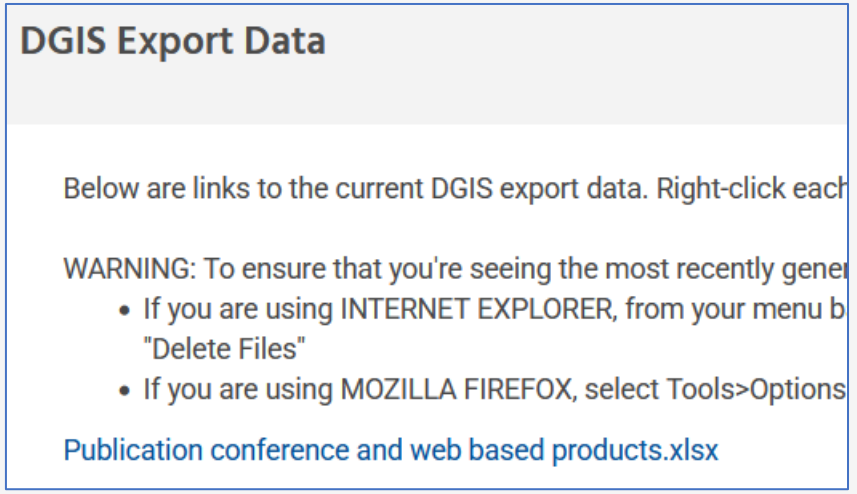
Publications, Conference and Web-Based Products (Excel upload option)

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			
	• 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		

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

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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

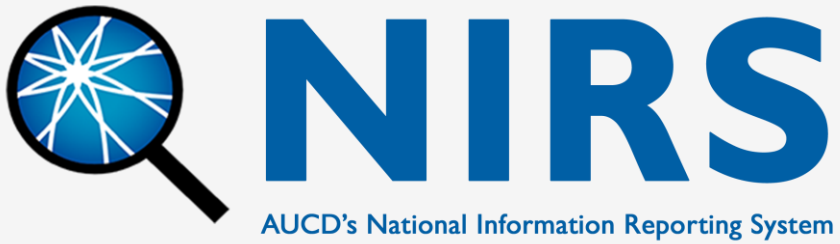
DGIS field	NIRS field	NIRS
Presentation/Poster Title	* Title	
Author(s)/Organization(s)	* Author(s) /Organization(s)	
Meeting/Conference Name	* Meeting/Conference Name	
Type (Oral Presentation, Poster)	* Type	

Questions & Answers

Feedback Survey

Survey:
https://www.surveymonkey.com/r/NIRS_Kickoff_2025

Materials are provided here:
https://www.aucd.org/event/nirs-rollout-webinar-py-2025--fy-2026



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