

NIRS Data Coordinator Quarterly Call

May 14, 2026



Agenda

Time	Topic
3:00pm to 3:40pm	Welcome and Introductions from AUCD Staff Announcements, Importance of Reporting Data, NIRS Reporting Timeline, End of Year Process, and Data Cleaning
3:40pm to 4:00pm	Breakout Discussions
4:00pm to 4:30pm	Report out Breakout Discussions & Q&A

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AUCD Staff Introductions

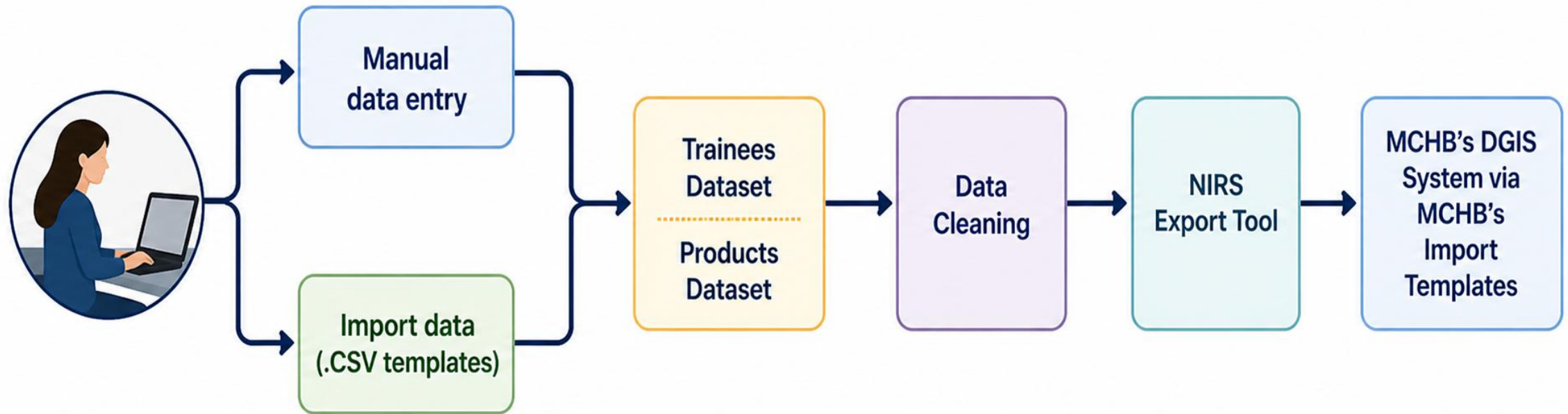
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Announcements

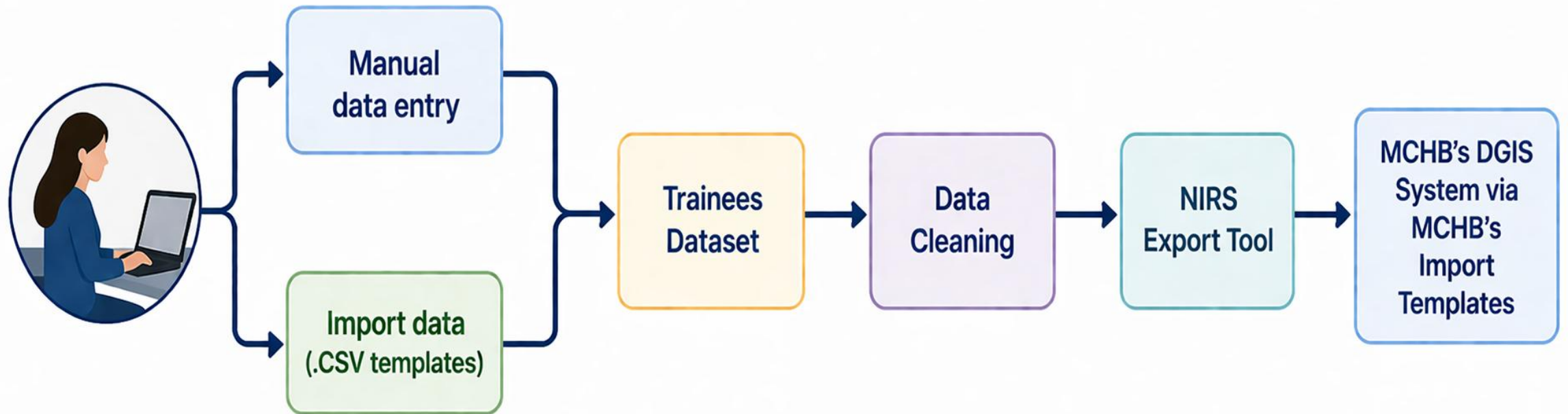
Report Season Is Upon Us: What reports are coming up

- Autism CARES Module (completed in NIRS)
- LEND, LEAH, PPC, and DBP performance report (completed in MCHB's DGIS)
- UCEDD Annual Program Performance Reports (PPRs)
(Completed in NIRS)

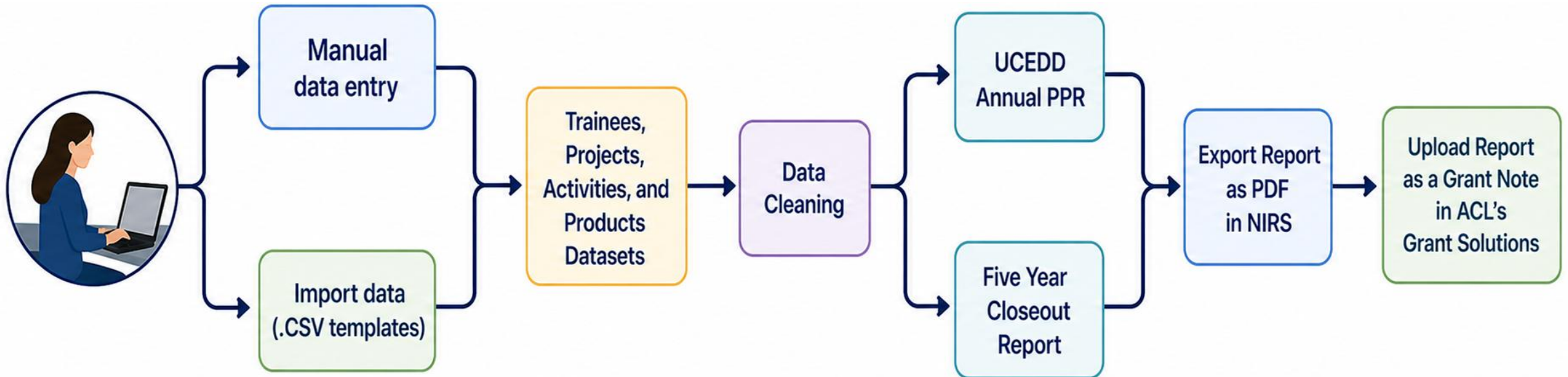
Relationship Between NIRS and Reporting (LEND and DBP Programs)



Relationship Between NIRS and Reporting (LEAH and PPC Programs)



Relationship Between NIRS and Reporting (UCEDD Centers)



NIRS Reporting Timeline, CARES Evaluation: Autism CARES (Autism Reauthorization Act)

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 Reporting Timeline: UCEDD Annual Program Performance Reports

July 30

- The UCEDD Annual Performance Report is due in NIRS. The completed report must then be submitted in ACL's Grant Solutions.

July 31

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

August 1

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

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End-of-Year Process and Data Cleaning for Accurate Reporting

End of Year Process: Data Quality Checks Prior to Reporting

1. Complete data entry for each Dataset in NIRS and survey your trainees.
2. Steps for Cleaning Data Before Reporting:
 - Clean Data.
 - Run Standard Reports.
3. Review data by using Admin Tools:
 - For LEND, LEAH, DBP, and PPC: Admin > DGIS 2025 +
 - For UCEDD and UCEDD/LEND: Admin > Program Performance Reports (PPRs)

Data Cleaning: NIRS Standard Reports

- Standard reports in NIRS provide easy access to commonly requested information.
- All NIRS Datasets (Trainees, Projects, Activities, Products, Directory) contain a link to Standard Reports, under the “VIEW DATA” column.

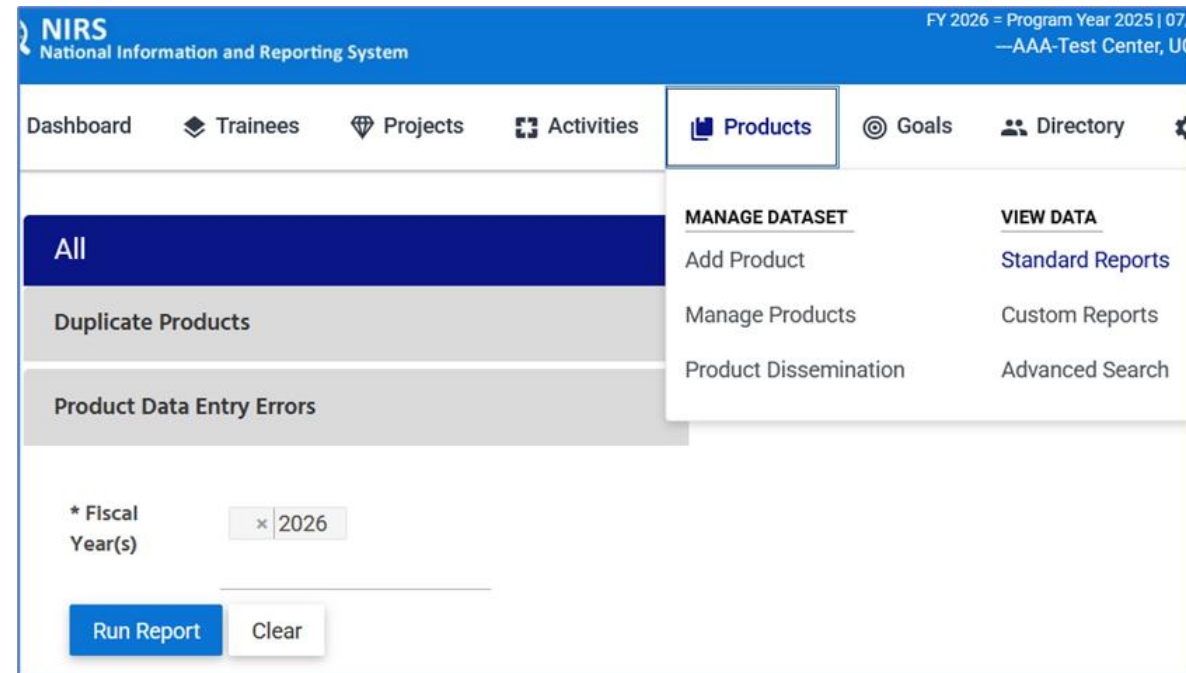
The screenshot shows the NIRS Trainees menu. The 'Trainees' tab is selected. Under the 'VIEW DATA' column, the 'Standard Reports' option is highlighted with a red box. Other options include 'Add Long/Med Term Trainee', 'Add Short Term Trainee', 'Manage Long/Med Term Trainees', 'Manage Short Term Trainees', and 'Email Template Manager'. Below the menu, there are sections for 'Trainee Data Entry Errors', 'Trainee Duplicates', 'Governme Measures', and 'Governme'.

Data Cleaning: NIRS Error Reports

All NIRS Datasets include Data Entry Error Reports within the Standard Reports section.

Error Reports help you resolve Data Entry Errors:

- a) Location: Category ALL, at the top of the screen.
- b) Run report; to resolve the issue, read the “Missing” column and then click on the record listed in blue under the “total” column. This will take you to the record to edit. Save the page once all corrections have been made. Rerun the “Data Entry Error” standard. If successful, the record will no longer be listed.



Preparing Data for Accurate Reporting

- Trainees and Products Datasets: reports to MCHB and ACL do not allow duplicate records for Trainee and Products.
 - Standard Report for Trainees: Trainee Duplicates. There is also a Standard Report for Products: Duplicate Products.
 - All Datasets: Run a report to check if there are duplicate entries in those datasets.
- All Datasets: Check placeholders for common fields e.g., “N/A”, “TBD”, “Update Later”, “Unknown”, “None”.
- All Datasets: dates should be correctly listed for accuracy and in the correct format e.g., MM/YYYY or YYYY.

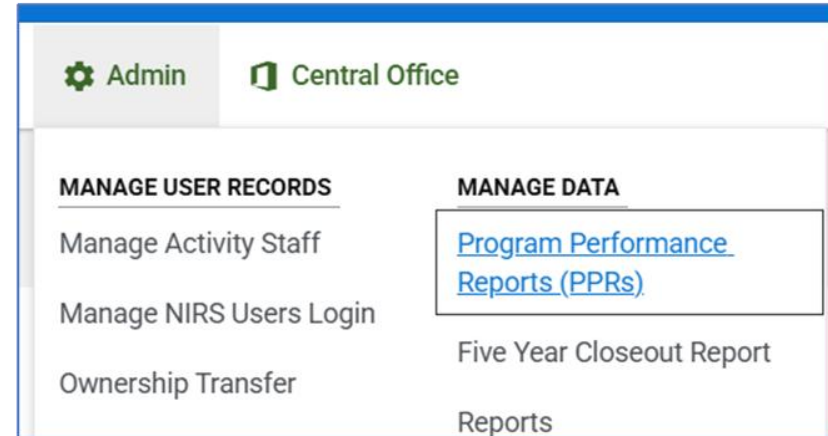
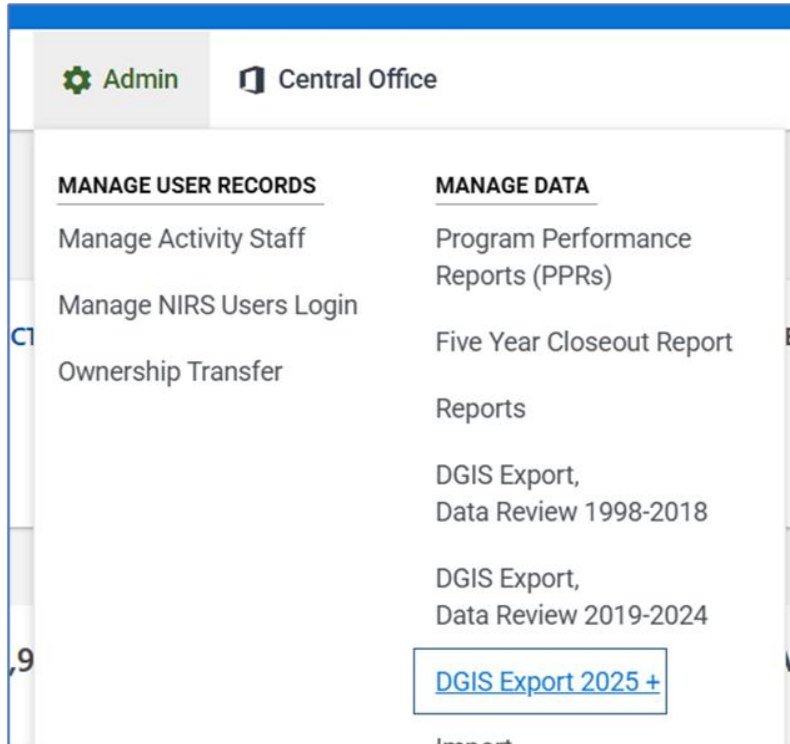
Preparing Data for Accurate Reporting continued...

- All Datasets: For co-located UCEDD/LEND Programs/Centers: select the appropriate program type for the record e.g., UCEDD if UCEDD; LEND if LEND; UCEDD + LEND if both).
- Trainee dataset: trainees' participation should be accurately reflected in the record. Use the Standard report in the Trainees Dataset, "Manage Long/Medium Term Trainees", "Type(s)" column.
- Projects Dataset: records should have the accurate funding amounts listed. Cost share must be included in the applicable category ("Current FY Funding" field) where applicable.

No Surprises at Submission Time

MCHB: NIRS > Admin > DGIS 2025 +

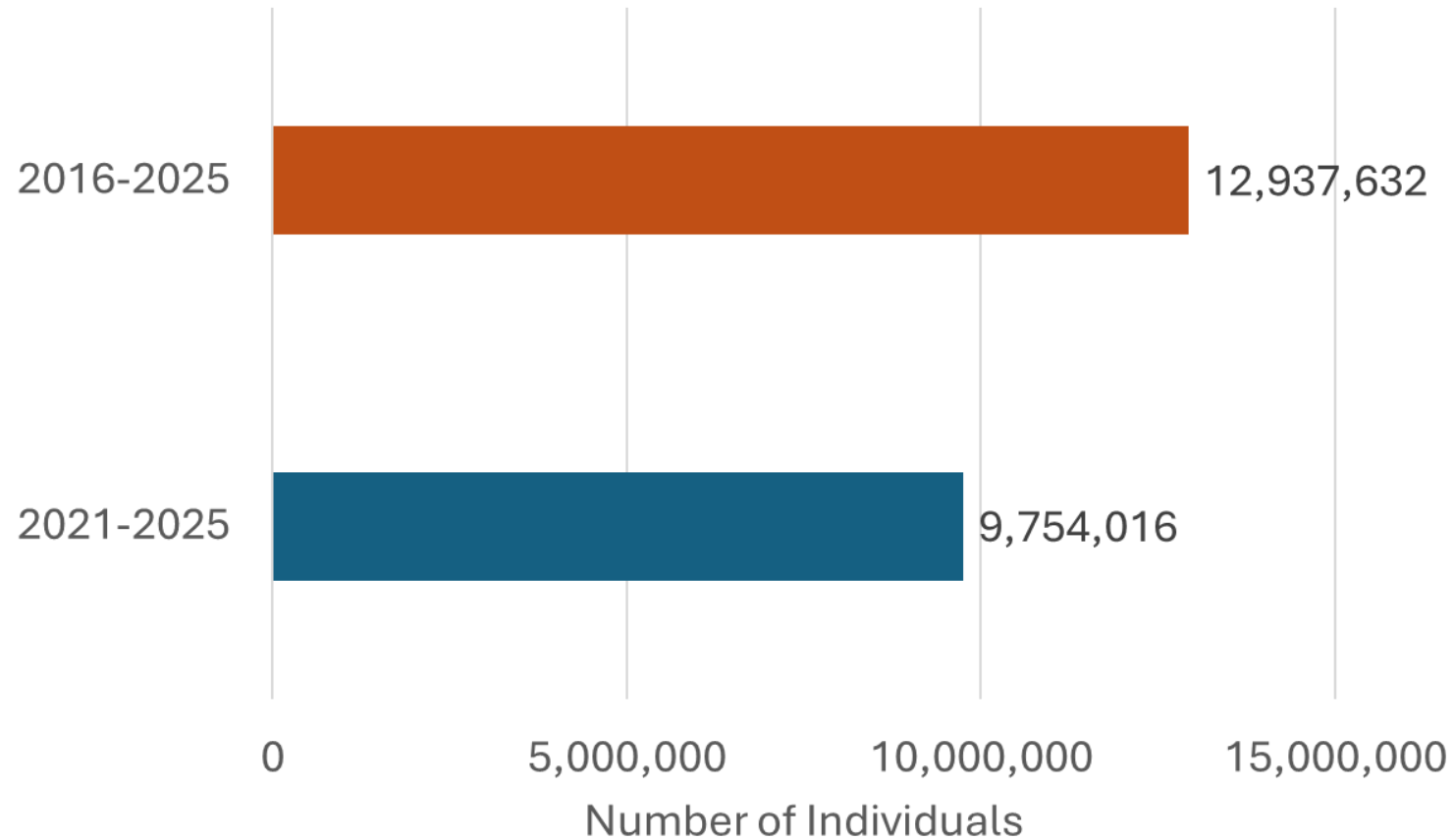
ACL: NIRS > Admin > PPR



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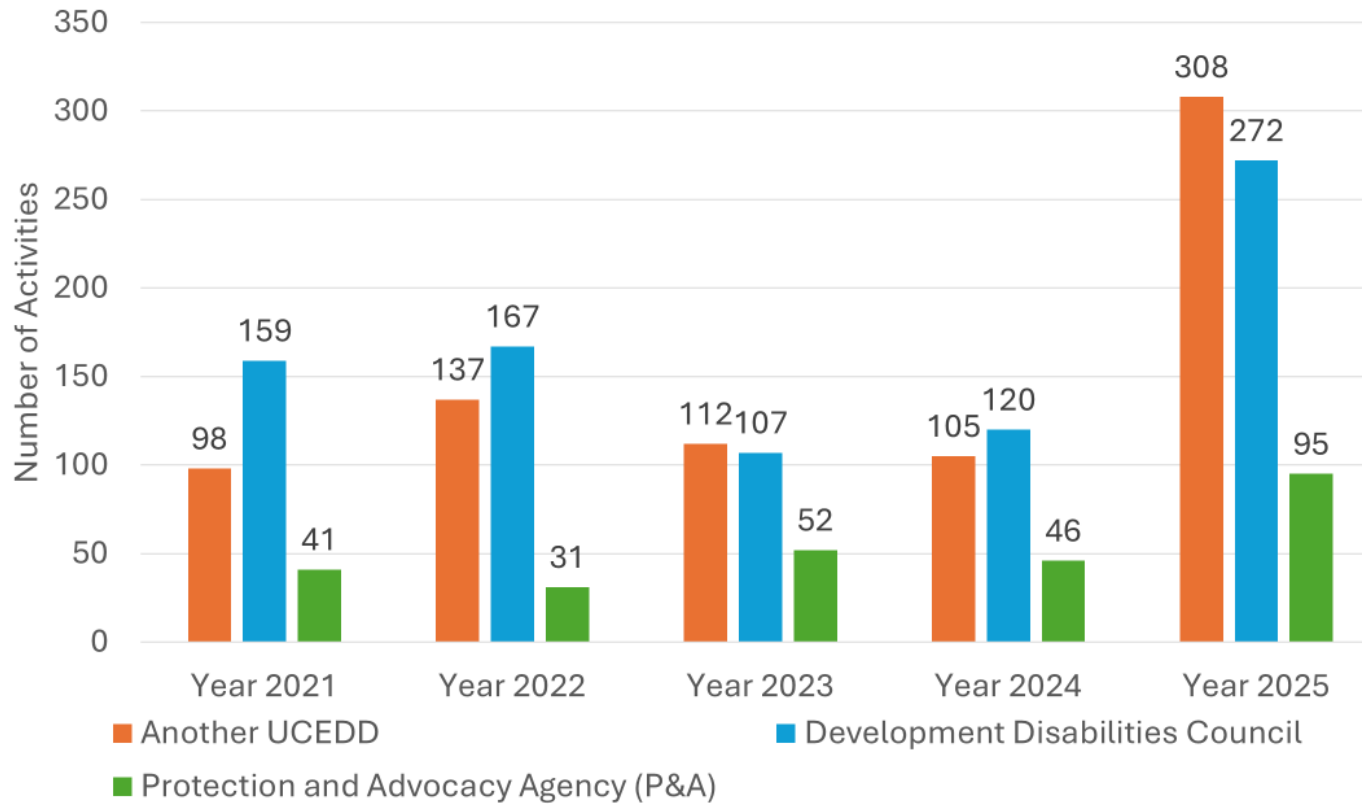
Breakout Sessions

Data Matters – Thank you for everything that you do!

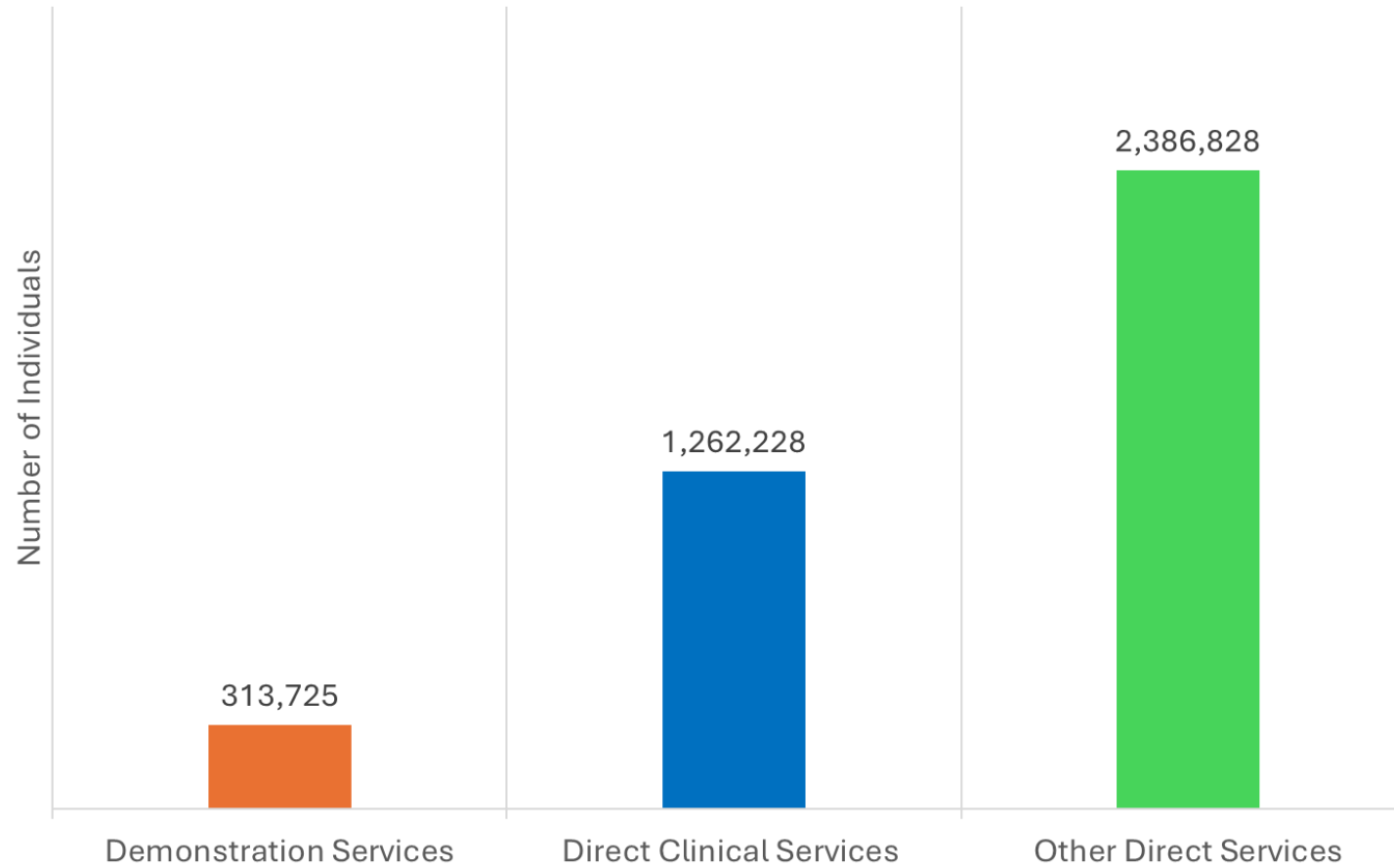


Data Matters continued...

Number of Activities with Other DD Partners Over Last 5 Years (2021-2025).



Data Matters continued...



Breakout Discussion Questions / Topics

Data Coordinators will be placed into groups of 10 people for a 20-minute discussion on the following questions:

1. How does your center use NIRS data outside of federally required reports?
2. Are there ways your Center/Program could benefit from this use of NIRS data?

Groups must identify a notetaker. One person from each group will report back after the breakout discussion (1-2 minutes each group).

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Questions and Answers (Q&A)

Provide us feedback on today's event!



<https://www.surveymonkey.com/r/DCQCMay2026>

**Thank you for participating in the
Data Coordinator Quarterly Call!**



Association of University Centers On Disabilities



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