

## Compendium of FY11 NIRS & Directory Changes

### Contents

#### Page

Section I: Trainee Dataset.....	1
Section II: Activities Dataset.....	1-2
Section III: Products Dataset.....	2
Section IV: Projects Dataset.....	2
Section V: Directory .....	2-3
Section VI: CAAI Module.....	3

### Section I: Trainee Dataset

#### **1. Addition to Academic Degree/Credential Achieved (main record)**

“PharmD” has been added.

#### **2. Addition to Discipline (year record)**

Pharmacy has been added to the pull down menu of disciplines.

#### **3. Questions Removed for LEAH/PPC/DBP**

These questions have been removed from the view of LEAH/PPD/DBP:

- i Is this a LEND Trainee?
- i Trainee Type (note-these questions will be used to query trainees for Progress Report, Performance Measures and similar functions. If you will report a trainee as both a LEND and UCEDD trainee, answer yes to both questions).
- i Is this a UCEDD Pre-service Prep and Continuing Education?

#### **4. MCH Support Clarification**

To better guide data entry on which trainees have MCH support, a new question has been added to the year record for UCEDDs and LENDs, and LEAH/PPC/DBP trainees. This question will read: “Does the trainee have MCH support?”

- i UCEDD/LEND: If the answer is “yes” to “Is this a LEND trainee” the user will then be able to select “yes” or “no” to the question “Does the trainee have MCH support”
- i LEAH/PPC/DBP: The user will then be able to select “yes” or “no” to the question “Does the trainee have MCH support?”

#### **5. MCH Support Amount**

For UCEDD/LEND/LEAH/PPC/DBP, the order of “support types” and “support amounts” modules has been reversed on the data entry form and logic added to the fields for cash (or cash-like) support. If “yes” is checked to indicate the trainee has MCH support question (“Does the trainee have MCH support?”), users will be required to provide information on stipend or tuition/fees.

#### **6. Error Report Modification**

If the user selects “yes” to MCH support (question “Does the trainee have MCH support?”) and indicates that the stipend and/or tuition is less than \$101, they will get an error message that indicates they are an “MCHB trainee without fiscal support”.

### **7. Change in Support Type requirement**

The support type check boxes continue to be provided but are no longer required fields.

### **8. PPC Long Term Follow Up Survey**

The option for trainees to indicate their year of completion has been removed.

ADD-specific questions have been removed:

- i Are you in a leadership position in the field of developmental disabilities?

## **Section II: Activities Dataset**

### **9. Addition to Discipline**

Pharmacy has been added to the menu of disciplines.

### **10. Expansion of Geography for Training Target Audience**

Under Core Function when you select “Performing TA and/or Training” and the subcategory “Training” is selected, “National” has been added as an additional category to the “Primary Target Audience” pull down list.

### **11. Addition to Standard Report**

Based on the above change, you will see “national” in the “Continuing Education/Distance Learning: MCH Collection” section under “Primary Target Audience Geography” in the standard report.

## **Section III: Products Dataset**

### **12. Two Previously Non-required Fields are now Required for All Products**

In response to a clarification on reporting requirements for MCHB, the “date of publication” and “author” fields are now required for all products.

### **13. New Requirements for “Refereed Articles” and “Non-Refereed Publications”**

In response to a clarification on the detail necessary for “refereed articles” and “non-refereed publications” for MCH reporting, users must supply as much relevant information as possible for volume, number, supplement, or pages for the product. Users must supply data in at least one of the four fields (volume, number, supplement, or pages) in order to save “refereed articles” and “non-refereed publications” records.

### **14. Publisher Location Required for Books and Book Chapters**

In response to a clarification on reporting requirements for MCHB, “publisher location” (i.e. city or city, state) is now required for “book” and “book chapter” product records.

## **Section IV: Projects Dataset**

### **15. Previously Non-required Field, now Required**

When you add a new project, please note that “Contact person” is now a required field in the projects dataset.

### **16. New Report Added**

Under standard reports, there is a new report called “Project Abstracts and Contacts”. This report provides the project title, abstract, and contact information.

## **Section V: Directory**

### ***17. New Category Added to “Discipline Coordinator” Section***

“Family Faculty” is now provided as an option within the “Discipline Coordinator” section.

### ***18. Center Staff or Center Administrator Can Manage AUCD Listserve Subscriptions from their Directory Profile***

Once the user has selected their profile for editing they will find a new area called “Subscriptions to AUCD Listserves” in the “Additional Information” section which will NOT be available for public search or display.” Checkboxes display for each listserv—any lists for which a person is currently subscribed to is checked. To subscribe, check the box. To unsubscribe, uncheck the box. (Note: Council listserv subscription is automatic with the selection of a Council membership). Additionally, if a member wants to receive the Funding Opportunities, Announcements, and Resources emails from AUCD, and they are NOT council members or included in other AUCD listserves, the center administrator can select “Email Blasts” from the subscription list.

### ***19. Directory Member Can Manage AUCD Listserv Subscriptions from their Directory Profile***

When user logs into their Directory profile online, they will see new addition to their profile page, “You are subscribing to the following AUCD Listservs”. The profile page will display the list of AUCD listservs of which this user is a member. Additionally, if a member wants to receive the Funding Opportunities, Announcements, and Resources emails from AUCD, and they are NOT council members or included in other AUCD listserves, the center administrator can select “Email Blasts” from the subscription list.

### ***20. AUCD Listserves Quick Reference***

A page on the AUCD website provides a listing of all “subscribe-able” AUCD listserves (<http://www.aucd.org/template/listserv.cfm>). A new feature has been added to allow users to quickly determine what lists they are subscribed to by entering in their email address.

## **Section VI: CAAI Module**

### ***21. Instructions Added to LEND and DBP Evaluations***

Both the LEND and DBP evaluations now include brief instructions at the beginning of the evaluations.

### ***22. LEND Evaluation Revised***

The wording of LEND evaluation questions has been slightly modified to reflect changes in the reporting, new questions have been added, and sections removed.

- i “Short Term Trainee” has been added to Question # 1 in the LEND evaluation. Short Term Trainees are defined as those with less than 40 contact hours in the past 12 month grant period.
- i Two questions were added under Topic Area II: Training Activities
  - i 10. Number of university courses that included specific training on advocacy, counseling, and coordination of care, and
  - i 11. Total number of professionals trained through courses reported in #10.

- i Topic Area III: Training Outcomes, has been removed from the evaluation.

**23. DBP Evaluation Revised**

The wording of DBP evaluation questions has been slightly modified to reflect changes in the reporting, new questions have been added, and sections removed.

- i “Short Term Trainee” was removed from questions #2 and #3.
- i The question “4.Number of trainees who received training on advocacy, counseling, and coordination of care” has been removed.
- i Topic Area III: Training Outcomes, has been removed from the evaluation.
- i Topic Area V: Educational Products, the total number of products has been removed from the evaluation.