NIRS Data Entry Guidelines for DBP Programs

Contents

NIRS Fiscal Years

NIRS Fiscal Years (FY) run July 1, Year N – June 30, Year N+1:

- FY 2013: July 1, 2012 – June 30, 2013
- FY 2014: July 1, 2013 – June 30, 2014

Note: MCHB Fiscal Years have the same timeframe, but the FY designation is one year behind:

- July 1, 2012 – June 30, 2013 is:

NIRS FY 2013	MCHB FY 2012

- July 1, 2013 – June 30, 2014

NIRS FY 2014	MCHB FY 2013

Data can be entered in NIRS throughout the year, with the appropriate current NIRS Fiscal Year. When data are exported to MCHB, the year will be adjusted in the records to match the MCHB Fiscal Year. However, if you run a report in NIRS to complete a Performance Measure in the EHB, you need to be sure to select the correct year. For instance, when completing the Performance Report this fall:

- the Fiscal Year in the EHB will be FY 2012
- in NIRS, any report must be run for FY 2013

All data must be entered in NIRS by June 30th of each year. During the following month of July, the data entered can be reviewed and updated. If anything was missed previously, new records can still be entered. The only exception to this are former trainee surveys – they must be completed and submitted in NIRS by the end of the fiscal year, June 30th.

NIRS Datasets (to be used by DBP Programs)

The datasets are listed below in order of usefulness to DBP Programs, with the first three ones (Trainees, Products and Directory) being most helpful. This is just a brief overview, but more information and complete definitions can be found in the [Data Dictionary](.).

Trainees dataset

Long Term Trainees are those with equal to or greater than 300 or more contact hours with your training program, benefiting from the training grant (both supported and non-supported trainees). These individuals will be surveyed at 1, 5 and 10 years post-training to assist the Program in responding to a number of MCHB performance measures, such as those focusing on field leadership.

Long-term trainee data are included in the data export to MCHB, and are uploaded to the Long Term Trainee Information form in the EHB. To be sure that the appropriate trainees will be included in the export, please make sure that the the answer to **Upon completing their training, will the trainee qualify as a:** is **Long-Term Trainee** (in the trainee year record).

Former trainee survey data are also included in the data export to MCHB, and are uploaded to the Former Trainee Information form in the EHB. While the data export includes only 5-year surveys (required in the Former Trainee Information Form in the EHB), Programs are encouraged to also survey 1 and 10-year former trainees via NIRS because these surveys are required for other Performance Measures (PMs) in the EHB. For this purpose, there are several standard reports in NIRS that mirror the PMs and provide aggregate data to be entered directly in the PMs in the EHB, so Programs do not have to make any calculations if the surveys are saved in NIRS.

Intermediate (Medium Term) Term Trainees are those with 40 or more but less than 300 contact hours with the training program. Even though Intermediate trainees are not included in the data export, Programs are strongly encouraged to also record Intermediate Term Trainees in NIRS to accurately capture the number of trainees trained each year. Programs may also survey Intermediate Term Trainees using the Trainee Follow-up Survey, although MCH does not currently collect survey data on LEND, DBP or LEAH Intermediate Term Trainees.

Short Term Trainees are defined by MCHB as trainees who receive less than 40 hours of training. Centers may capture records on these individuals in the Short Term Trainee dataset in NIRS. While these records are not exported, it can be helpful to enter them for tracking purposes.

Products dataset

The Products Dataset is intended to capture information on various materials produced by your Program.

Products may include:

- Academic Course Development
- Book Chapters
- Books
- Conference presentations and posters presented
- Distance learning modules
- Doctoral Dissertation or Master's Thesis
- Electronic Products
- Newsletters
- Pamphlets, Brochures, or Fact sheets
- Peer-reviewed publications in scholarly journals published
- Peer-reviewed publications in scholarly journals submitted
- Press communications
- Reports and monographs
- Web-based products
- Other

Product records are included in the data export to MCHB, and are uploaded to the Products & Publications form in the EHB. For records to be exported, the value for **Include(d) into DGIS/EHB export for** must be that of the current fiscal year (this year: **FY2013 (July 1, 2012 – June 30, 2013)**). Also, per MCHB guidelines, all Products must be recent, developed/published in the current or previous year. If, for tracking purposes, you enter in NIRS any older Products, please make sure that for **Include(d) into DGIS/EHB export for**, you select a previous year (when the Product was produced/published). Even if you select the current year for an older Product, it will automatically be excluded from the data export.

Directory dataset

The Directory dataset is designed to capture information on your Program's faculty and staff. The main advantage of this dataset is that once records area created, they only need to be reviewed and updated in subsequent years. In this dataset, you can enter all faculty and staff who you would like reported to MCHB.

Note: If the option selected for **Primary Discipline** is **Other**, please be sure to specify the discipline in the textbox provided at the end of field **Discipline** (with the list of checkboxes).

Directory records are included in the data export to MCHB, and are uploaded to the Faculty & Staff form in the EHB. For records to be exported, the response to **Include this person in EHB upload**, must be **Yes**. Each year, it is recommended that you review records and make sure that the correct selection is made for all faculty & staff.

Activities dataset

You may use this dataset to capture data on your Continuing Education activities, Technical Assistance/Collaboration activities and Direct Clinical services. Activity records are not included in the data export, so the use of this dataset is entirely up to you. However, we do encourage Programs to enter their Activities in NIRS though, for a couple reasons:

- records are searchable and available in subsequent years if you ever need the data for any reporting purposes;

- standard reports in NIRS mirror the PMs in the EHB, and provide aggregate data that you can just enter in the EHB. Note that reports for Activities dataset are currently under review and development, so they might not be helpful this year, but they will be fully updated for next year's reporting.

Projects dataset

You may use this dataset to capture information on your Program's main Projects, if this is helpful to you. Project records are not included in the data export, nor are they directly helpful for your Performance Report. But records will be available and searchable in the future, if you think you might need them for any reporting purposes. So this is an aspect you may consider in deciding whether to use this dataset or not.

Data export from NIRS to MCHB (DGIS/EHB)

At the end of each fiscal year, data are exported from NIRS and uploaded into DGIS/EHB, to assist Programs with completing their Performance Reports. This information has already been included in the previous section, but below is the summary of data that are exported, as well as where they are uploaded.

Data exported from NIRS	Form where data will be uploaded in the EHB
Trainees dataset – long-term trainees	Long Term Trainees
Trainees dataset – 5-year follow-up surveys (for trainees who completed their training in NIRS FY 2008)	Former Trainees
Products dataset	Products & Publications
Directory dataset	Faculty & Staff

Timeline for data export for NIRS FY 2013 (MCHB FY 2012)

- August 12th – August 23rd: AUCD will download and check/clean all data files that will be exported from NIRS to EHB: this will involve reviewing all the export files to eliminate any incomplete records.
- August 26th: AUCD will send final export files to HRSA
- September 30th: Data will be uploaded into EHB; as a friendly reminder, for your Center's data to be uploaded to your Performance Report, you must first start your Performance Report, otherwise the upload cannot take place.

- October 31st: Tentative date that Performance Reports will be due in the EHB for programs that use a NIRS upload. We are working with MCHB to extend the deadline for reporting to give you at least one month to complete your Performance Report in EHB after the data is uploaded.

Note: the general timeline applies every year, but the specific dates are announced each year.