



NIRS

AUCD's National Information Reporting System

February 2024 Data Coordinator Quarterly Call

Wednesday, February 28th, 2024

4:00 p.m. – 5:30 p.m. EST



Staff Introductions



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Agenda

- Welcome and Introductions
- Updating the AUCD Online Directory
- NIRS Demonstration: Surveying Former Trainees
- Breakout Session
 - Community Best Practices



Updating the AUCD Online Directory

- Please ask faculty/staff to update their directory profile.
- There are two ways to update profiles:
 - Faculty/staff can manage their individual profile on the AUCD Online Directory
 - Managing Directory profiles in NIRS for all faculty/staff (NIRS admins only)



Updating the Online AUCD Directory – Q&A

Q: Where can existing faculty/staff update their directory profiles?

- A: Each faculty/staff person can log in from your online directory page. When viewing their specific profile page, there is a login/edit option on the top right-hand side of the screen.

TEST PERSON

[Login to Update Your Profile](#)
Last Updated: February 20, 2024



Updating the Online AUCD Directory – Q&A

Q: An existing faculty/staff person has forgotten their login information to their directory profile. Where can I find their login and password?

A: Option 1:

NIRS administrations who are directory managers have access to all faculty/staff profile data in NIRS.

Directory dataset > Manage
faculty/staff profiles

Each person's email, username, and password are listed under the "Account" column.

A: Option 2:

Faculty/Staff can use the option:

[Forgot your password?](#)

If they are in the directory but do not have a password for their profile, the application will send it to them.



Updating the Online AUCD Directory – Q&A

Q: We have a new faculty/staff person at our center/program. How do they create a directory profile?

- A: Find your program/center in the directory on the AUCD website. There is a registration link near the top of the page:

“Not yet in the directory? [Register to manage your profile online.](#)”



Updating the Online AUCD Directory – Q&A

Q: What does each “status” option in the Directory do?

– A: The “status” option controls how the profile is listed in three locations:

1) The public-facing AUCD Online Directory

2) Directory profiles can be linked with federal reporting in:

a) The projects dataset ('Contacts' list field), &

b) The products dataset ('Ordering Information Name' field).

– Status options and their effects are listed on the next slide.



Updating the Online AUCD Directory – Status Options

“Status” Option	Details	Is a manual administrative review process required?
Display	The profile is approved and will be listed in all 3 locations (AUCD Online Directory, Projects, and Products Datasets).	NO
Do not display	The account is approved and will not be displayed in the AUCD Directory. The profile name is maintained in the ‘contacts’ list in the projects dataset and the ‘ordering information name’ field in the products dataset.	NO
Inactive	The account is approved but will not be displayed on the AUCD Directory or products/projects dataset fields.	NO
Pending Submission	The user is in the process of submitting the profile.	YES
Waiting for Approval	The profile is waiting for the administrator to review it.	YES
Rejected	The profile is not accepted by the center/program and will not be displayed in any of the three locations.	YES



Updating the Online AUCD Directory – Q&A

Q: A faculty/staff person has left our program/center.
What do I do with their directory profile?

- A: A solution is to change their status option to “do not display”.
- This will ensure that any records linked with federal reporting are maintained, but their profile will not appear on your public-facing directory page.



Updating the Online AUCD Directory – Q&A

Q: I want to delete a faculty/staff profile, but there is no option. What do I do?

- A: From the Directory dataset > Manage Faculty/staff options select the “View Linked Products and Projects” option under the manage column. Click on each record and select a new faculty/staff person from the drop-down menu.

Linked Projects

2016: Test funding for NIDRR

2021: Test Project for Tuesday

2021: Trying

Linked Products

2016: Newsletters

- Once all records are transitioned to a new faculty/staff person, the record can be deleted under the manage column.



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NIRS Demonstration – Sending Former Trainee Surveys



Former Trainee Survey Reminder

- Former trainee surveys are due in NIRS by **June 30th, 2024**.
- The Guidebook on Surveying Former Trainees will contain detailed information on who should be surveyed for OIDD and MCHB reporting and how to manage former trainee surveys in NIRS.
 - Former trainee surveys should be initiated between January and March.
 - Former trainees should be surveyed every 2-, 5-, and 10-years after graduating from your training program.

Former Trainee Survey Requirements by Federal Funder (PY2023 / FY2024)		
Federal Funder	Trainee Program Type	Survey Requirements
MCHB	LEND, LEAH, or DBP	Long-term trainees should be surveyed.
MCHB	PPC	Medium-term and long-term trainees should be surveyed separately as survey questions vary.
ACL	UCEDD	Long-term and medium-term trainees may be surveyed.



Questions & Answers





Breakout Session

- Community Best Practices
 - What's going well?
 - What are the challenges you are experiencing?
 - Is there any TA you need from AUCD?
 - What kind of collaborations with other centers/programs will be helpful in the future?



Evaluation and Closing Remarks

Please give us feedback on today's event:

https://www.surveymonkey.com/r/DataCoordinatorQ3_Feb2024



Archived materials will be made available here:

https://www.aucd.org/template/event.cfm?event_id=9771



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