Data Entry Best Practices: Products Dataset

The guidelines below help Centers enter and clean their data in NIRS (National Information Reporting System) in the **PRODUCT Dataset.**

Centers use this data for federal reporting purposes. UCEDDs submit the Program Performance Report (PPR) to OIDD (Office of Intellectual and Developmental Disabilities) on July 30 through Grant Solutions. MCHB (Maternal and Child Health Bureau) programs send the performance report to HRSA (Health Resources and Services Administration) through the Electronic Handbook (EHB) each year in October. The dates for these deadlines to MCHB are subject to change yearly. Guidance on these changes are sent from the Project Officer in the late September to late October timeframe. The guidelines below help Centers supply clean and correct data to the federal funders.

Products Dataset

Data in the Product dataset can be reported for the following material types:

1. Book
2. Conference presentations and posters presented
3. Distance learning modules
4. Electronic Products
5. Newsletters
6. Press communications
7. Reports and monographs
8. Web-based products
9. Academic Course Development
10. Book Chapter
11. Doctoral Dissertation or Master's Thesis
12. Other
13. Pamphlets, Brochures, or Fact sheets
14. Peer-reviewed publications in scholarly journals Published/In Press
15. Peer-reviewed publications in scholarly journals submitted

1.0 Standard Report: Product Data Entry Errors

The Products Standard Report can be found in the Products dataset > View Data: Standard Reports > All

Open and run report for the current Program Year. The report displays records with missing information. Click on the title of reported products to open the online edit form and correct errors or add the missing information.

2.0 Title

The "Title" field is used in all material types. The title should be unique. Data coordinators should avoid identical titles for different entries. "N/A" is not recommended as a title for any products. Products with non-unique titles may contribute to data entry errors and make it difficult to locate or edit when reporting this information to MCHB or OIDD.

3.0 Primary Author field

If the product type includes the "Author" field, please enter the name(s) of the author. This data should be a person's name.

Below are examples of <u>incorrect</u> entries:
   a. "N/A" (and different forms, such as "no," "NA")
   b. "none"
   c. Center/program name as an Author

4.0 *To obtain copies (URL or email) field

The "*To obtain copies (URL or email)" field is used in the material types:
- Academic Course Development
- Conference presentations and posters presented
- Distance Learning,
- Doctoral Dissertation,
- Electronic Products
- Newsletters
- Other
- Pamphlets, Brochures, or Fact sheets
- Peer-reviewed publications in scholarly journals Published/In Press
- Peer-reviewed publications in scholarly journals submitted
- Press communications
- Reports and monographs
- Web-based products

The data field "*To obtain copies (URL or email)" MUST BE a valid email address or URL.
Below are examples of incorrect entries:
   d. "N/A" (and different forms, such as "no," "NA")
   e. "none"
   f. "see the author(s)"
   g. "first/last name"
   h. any text other than valid email address or URL (examples, "[Epub ahead of print]")
   i. "TBD"
   j. "Unknown"

5.0 "Publisher" field

The "Publisher" field is used in "Book and Book Chapter" product type. Publisher's name should be noted.

Below are examples of incorrect entries:
   a. "In press"
   b. "N/A" (and different forms, such as "no," "NA")
   c. "Unknown"
   d. "Under review"
   e. "Peer-reviewed article"
   f. "Preparation for Submission"

6.0 Brief Description field

The "Brief Description" field is used in ALL material types in the Product dataset. The NIRS Public Search on the AUCD website displays the "Brief Description" field of each product and project listed on the search result page. Public and government agencies also use the NIRS Public Search feature, and it is how others find projects and products that are ongoing or completed across the network, and experts for collaboration. We recommend entering plain language that helps users better understand your products and projects and contain common keywords that help others find information about your specific product topic.

7.0 Years

MCHB PROGRAMS ONLY- For exported data in the current Program Year, MCHB (Maternal and Child Health Bureau) **expects to see products created only in the previous and current Fiscal Year (FY)/Program Year (PY)**.

For example, this means that only products from FY22/PY21 and the previous FY21/PY20, will be exported. MCHB will not view products that were created earlier. Only products from the previous and current year will be imported into the EHB. In the Products form, attend carefully to the following fields (differing by product type):

- Date of publication
- Date the product was presented
- Date the course was created
- Date of presentation
- Date the module was developed
- Date the product was developed

8.0 COVID-19 field

The "COVID-19" field is used in ALL material types in the Product dataset. The checkbox, "Covid-19 Related", should be used for anything redesigned/adapted or new that was added to respond to emergent needs due to COVID-19.