Data export from NIRS to the EHB

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# Purpose

This document aims to provide an overview of data exported from NIRS to the EHB, and what requirements it needs to meet. Any incomplete records (missing data in at least one required field) or with random, invalid data will be automatically excluded from the export file, per MCHB reporting requirements. Invalid data refers to any data that does not match the field name. For instance, if a Volume or Number is required, responses such as “xxx” or “NA” will be considered invalid.

**Note**: All NIRS fields referenced throughout the document are highlighted in **Bold**.

# Trainees dataset

## Long Term Trainees

### Criteria for data export

Trainee records are exported from NIRS if they meet the following criteria:

* **Fiscal Year** (in Trainee year record) = reporting year
* **Upon completing their training, will the trainee qualify as a:** = **Long-Term Trainee** (in Trainee year record)
* \*only for UCEDD/LEND Centers: **Is this a LEND trainee? = Yes** (in Trainee year record); for LEAH, PPC and DBP trainees, this question does not exist; by default, all records that meet the first two criteria qualify for the data export.

Trainee records are uploaded to the **Long Term Trainee Information** form in the EHB.

### Fields exported

| **Field** | **Location in NIRS** | **Comments** |
| --- | --- | --- |
| *ReportingYear* | *Unavailable to Centers; managed by AUCD* | |
| *mch\_grant\_number* | *Unavailable to Centers; managed by AUCD* | |
| FirstName | Trainee main record, field **First** | Required field > cannot be blank |
| MiddleInitial | Trainee main record, field **Middle** | Optional field > can be used if Trainee has middle name |
| LastName | Trainee main record, field **Last** | Required field > cannot be blank |
| race | Trainee main record, field **Race** | Required field > cannot be blank |
| ethnicity | Trainee main record, field **Ethnicity** | Required field > cannot be blank |
| Gender | Trainee main record, field **Gender** | Required field > cannot be blank |
| City | Trainee main record, field **City** under **Current Address** | Required field > cannot be blank |
| State | Trainee main record, field **State** under **Current Address** | Required field > cannot be blank |
| Country | Trainee main record, field **Country** under **Current Address** | Required field > cannot be blank |
| Discipline | Trainee year record, field **Discipline** | Required field > cannot be blank |
| discipline\_other | Trainee year record, field **Other Discipline - Please Specify:** | Required field if **Discipline = Other**; value must be a valid string, no “xxx”, etc. |
| Degrees | Trainee main record, field **Academic Degree/Credential Achieved** | Required field > cannot be blank |
| degree\_other | Trainee main record, field **Other** | Required field if **Academic Degree/Credential Achieved = Other**; value must be a valid string, no “xxx”, etc. |
| PositionTitle | Trainee main record, field **Position Title at Admission** | Required field > cannot be blank |
| PositionSetting | Trainee main record, field **Position Setting of Trainee at Admission** | Required field > cannot be blank |
| Program | Trainee year record, field **Degree Program** | Required field > cannot be blank |
| FinancialSupport | Trainee year record, field **Does the trainee have MCH support?** | Required field > cannot be blank |
| MCHSupportType | Trainee year record, no directly corresponding field | Value in export file depends on selection/entries for other fields:   * If **Does the trainee have MCH support? = No**, then **MCHSupportType** is blank. * If **Does the trainee have MCH support? = Yes**, then:   + If dollar amount is entered only for **Stipend**, then **MCHSupportType = Stipend.**   + If dollar amount is entered only for **Tuition & Fees**, then **MCHSupportType = Tuition.**   + If dollar amount is entered only for **Other**, then **MCHSupportType = Other.**   + If dollar amounts are entered for both **Stipend and Tuition & Fees**, then **MCHSupportType = Stipend and Tuition.**   + If dollar amounts are entered for both **Stipend and Other**, then **MCHSupportType = Stipend and Other.**   + If dollar amounts are entered for both **Tuition and Fees & Other**, then **MCHSupportTyle = Tuition and Other.** |
| MCHStipendAmt | Trainee year record, field **Stipend** | If **Does the trainee have MCH support? = Yes**, then at least one of the following fields is required and must contain a valid dollar value:   * **Stipend** * **Tuition & Fees** * **Other** |
| MCHTuitionAmt | Trainee year record, field **Tuition & Fees** | If **Does the trainee have MCH support? = Yes**, then at least one of the following fields is required and must contain a valid dollar value:   * **Stipend** * **Tuition & Fees** * **Other** |
| MCHOtherAmt | Trainee year record, field **Other** | If **Does the trainee have MCH support? = Yes**, then at least one of the following fields is required and must contain a valid dollar value:   * **Stipend** * **Tuition & Fees** * **Other** |
| TraineeType | Trainee year record, field **Academic Level** | Required field > cannot be blank |
| StudentType | Trainee year record, field **Enrollment Status** | Required field > cannot be blank |
| *Supportlength* | *Not available in NIRS; to be completed directly in the EHB if applicable* | |
| *ResearchTopic* | *Not available in NIRS; to be completed directly in the EHB if applicable* | |

## Former Trainee Survey Data

### Criteria for data export

Survey records are exported from NIRS if they meet the following criteria:

* **Year Graduated** (the **Fiscal Year** of the last trainee year record available for the trainee in NIRS) = reporting year -5
* **Upon completing their training, will the trainee qualify as a:** = **Long-Term Trainee** (in Trainee year record)
* \*only for UCEDD/LEND Centers: **Is this a LEND trainee? = Yes** (in Trainee year record); for LEAH, PPC and DBP trainees, this question does not exist; by default, all records that meet the first two criteria qualify for the data export.

Survey records are uploaded to the **Former Trainee Information** form in the EHB.

### Fields exported

|  |  |  |
| --- | --- | --- |
| **Field** | **Location in NIRS** | **Comments** |
| *ReportingYear* | *Unavailable to Centers; managed by AUCD* | *Unavailable to Centers; managed by AUCD* |
| *mch\_grant\_number* | *Unavailable to Centers; managed by AUCD* | *Unavailable to Centers; managed by AUCD* |
| FirstName | Trainee main record, field **First** | Required field > cannot be blank |
| MiddleInitial | Trainee main record, field **Middle** | Optional field > can be used if Trainee has middle name |
| LastName | Trainee main record, field **Last** | Required field > cannot be blank |
| YearGraduated | Trainee year record, field **Fiscal Year** | This is the **Fiscal Year** of the last year record available for the trainee in NIRS. |
| Degrees | Trainee main record, field **Academic Degree/Credential Achieved** | Required field > cannot be blank |
| degree\_other | Trainee main record, field **Other** | Required field if **Academic Degree/Credential Achieved = Other**; value must be a valid string, no “xxx”, etc. |
| CouldContact | Survey record, no directly corresponding field | If appropriate survey is completed (survey record available in NIRS), then **CouldContact = Yes**, otherwise **CouldContact = No**. |
| EmploymentSetting | Survey record, question **Select primary type/setting of employment:** | Required field > cannot be blank |
| OtherEmploymentSetting | Survey record, question **Select primary type/setting of employment:**, option **Other Please Specify:** | Required field if **Select primary type/setting of employment: = Other**; value must be a valid string, no “xxx”, etc. |
| City | Trainee main record, field **City** under **Current Address** | Required field > cannot be blank |
| State | Trainee main record, field **State** under **Current Address** | Required field > cannot be blank |
| Country | Trainee main record, field **Country** under **Current Address** | Required field > cannot be blank |
| WorkingInMCH | Survey record, question **Does your current work relate to Maternal and Child Health (MCH) populations (i.e. women, infants and children, adolescents, and their families including fathers and children or young adults with special health care needs)?** | Required field > cannot be blank |
| WorkingForPublicHealth | Survey record, question **Do you currently work in a public health organization or agency (including Title V)?** | Required field > cannot be blank |
| WorkingWithUnderservedPopulations | Survey record, question **Does your current work relate to underserved or vulnerable populations? (i.e. Immigrant Populations Tribal Populations, Migrant Populations, Uninsured Populations, Individuals Who Have Experienced Family Violence, Homeless, Foster Care, HIV/AIDS, people with disabilities, etc.)?** | Required field > cannot be blank |
| HasLeadershipByPM08 \*  \* This field corresponds with the Training 10 Performance Measure but the export field references the Measure’s former name | Survey record, question **If you checked any of the activities above, in which of the following settings or capacities would you say these activities occurred? (check all that apply)** | If answer to survey question is **None**, then **HasLeadershipByPM08** = **No**. Any other option(s) (**Academic**, **Clinical**, **Public Health**, **Public Policy & Advocacy**) selected, then **HasLeadershipByPM08** = **Yes**.  Required field > cannot be blank |

# Products dataset

## Criteria for data export

Product records are exported from NIRS if they meet the following criteria:

* **Include(d) into DGIS/EHB export for** = current reporting year
* \*only for UCEDD/LEND Centers: **Program Type = LEND** (or **LEND, UCEDD**); for LEAH, PPC and DBP records, by default, all records that meet the first criteria qualify for the data export.

Product records are uploaded to the **Products, Publications and Submissions Data Collection** Form in the EHB.

## Fields exported

The table on the next page lists all the fields exported. Below are important content requirements; if the data do not meet these requirements, then the records will be excluded from the data export. Note that these are MCHB content requirements, which is why records that do not meet them cannot be exported.

**Content requirements:**

* Title: Please provide appropriate titles for all Products. Entering the Product type for a title does not suffice; each record must have a specific title.
* Author: Please enter the author in an appropriate format (as it should appear on a website). Formats such as: “John Doe”, “Doe, John” or “Doe, J.” are totally fine, but “jdoe” is not, so please avoid such entries.
* Date of publication / presentation: Only new Products will be accepted into the EHB, per MCHB reporting requirements. So the Date of publication / presentation must be in the current or previous calendar year. For instance, for FY 2018, the Date of publication / presentation must be 2017 or 2018. Records with older dates will be considered invalid and eliminated from the export file. “In Press” Peer-reviewed publications in scholarly journals included in a prior year’s data should not be included as a “Published” Peer-reviewed publication in a scholarly journal in a subsequent year.
* To obtain copies (URL or email): Please enter a valid email or website link; anything else is considered invalid.
* Volume, Number, Supplement: Please provide valid Volume, Number and Supplement numbers. Doi numbers are accepted, but entries such as “NA”, “xxx”, etc. are invalid and will lead to the elimination of records from the export file.
* Pages: Please enter the journal pages where the articles can be found, not the number of pages of the article. Valid page numbers must be provided; doi numbers are accepted. “NA”, “xxx”, etc. are invalid entries.

The column headers in the table below contain the NIRS fields, while an “X” in the table indicates which Product types each field applies to.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Material Type** | **Type** | **Other: (Complete if Other is selected above); right after field Type** | **Title** | **Author(s)** | **Primary Author(s)** | **Contributing Author(s)** | **Date of Publication / Presentation** | **Dissemination Vehicles** | **To obtain copies (URL or email)** | **Brief Description for AUCD NIRS Public Search** | **Publisher** | **Chapter Title** | **Chapter Author(s)** | **Publication** | **Volume** | **Number** | **Supplement** | **Pages** | **Meeting / Conference Name** | **Frequency of distribution** | **Describe product, publication, or submission** | **Product** | **Target Audience** | **Keywords (1-5)** |
| **Academic Course Development** |  |  | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **Book** |  |  | **X** | **X** |  |  | **X** |  |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **Book Chapter** |  |  | **X** | **X** |  |  | **X** |  |  | **X** | **X** | **X** | **X** |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **Conference presentations and posters presented** | **X** |  | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  | **X** |  |  |  | **X** | **X** |
| **Distance learning modules** | **X** | **X** | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **Doctoral Dissertation or Master's Thesis** | **X** |  | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **Electronic Products** | **X** | **X** | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **Newsletters** | **X** |  | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  | **X** |  |  | **X** | **X** |
| **Other** |  |  | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  | **X** |  | **X** | **X** |
| **Pamphlets, Brochures, or Fact sheets** | **X** |  | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **Peer-reviewed publications in scholarly journals published / in press** |  |  | **X** |  | **X** | **X** | **X** | **X** | **X** | **X** |  |  |  | **X** | **X** | **X** | **X** | **X** |  |  |  |  | **X** | **X** |
| **Peer-reviewed publications in scholarly journals submitted** |  |  | **X** | **X** |  |  | **X** |  |  | **X** |  |  |  | **X** |  |  |  |  |  |  |  |  | **X** | **X** |
| **Press communications** | **X** | **X** | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **Reports and monographs** |  |  | **X** | **X** |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** |
| **Web-based products** | **X** | **X** |  |  |  |  | **X** |  | **X** | **X** |  |  |  |  |  |  |  |  |  |  |  | **X** | **X** | **X** |

**Color legend:**

|  |  |
| --- | --- |
|  | Field not applicable to this Product type |
| **X** | Field required for this Product type |
| **X** | Field optional (may be completed or left blank) for this Product type |



