

**AUCD**

LEND Program Quality Improvement (LPQI) Network:  
Using the Early Annual Enrollment Module

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## 1. Introduction

**Goal:** The goal of the LEND Program Quality Improvement (LPQI) Early Annual Enrollment Module is to help programs to capture baseline (i.e. T1) data for trainees that start LEND before the new NIRS fiscal year opens in early August.

**Definition of "EARLY" = May 1 – July 31.**

## 2. Step-By-Step Instructions for Using Early Annual Enrollment Tool

### 2.1 Tool Location

Login to the LPQI portal to find and use the tool. Only users with ADMINISTRATIVE (as opposed to FACULTY) access will be able to see this feature.

Login to the NIRS Database

**Welcome to the NIRS Database**

LPQI, enter your center name, username, and password to login.

UCEDD's & LEND's, login [here](#).

PPCs, LEAHs, & DBPs, login [here](#).

CDC SDHGs, login [here](#).

Center Name

Login

Password

NIRS has been configured to automatically reconnect you if your session "times out." You may opt to disable this feature when you log in.

Do not automatically reconnect me.

**Submit**

[Forgot your password?](#)

To logout completely, please close your browser window.

Expand the "Trainee" tab in the left navigational area; find and click the "Early Annual Enrollment" subsection.

The screenshot shows the LPQIadmin dashboard for user Oksana Klimova. The left sidebar has the 'Trainees' tab expanded to show 'Early Annual Enrollment'. The main content area displays a 'Dashboard' with three data points: T1 Data Point (ACTIVE, March 1, 2018 - August 31, 2018), T2 Data Point (COMPLETE, September 1, 2017 - November 30, 2017), and T3 Data Point (INACTIVE). Below this, a section titled 'TRAINEE ACTIVITIES 2018 | TOTAL TRAINEES: 7' shows two donut charts: one for 'T1 Data Point: March 1 - August 31' which is 'Active' and shows a large blue circle, and another for 'T3 Data Point:' which is 'Inactive' and shows a grey circle with '100%' in the center.

Based on when you open the tool, you will see one of two different screens:

1. May 1 – July 31: Step 2 will display a list of trainees that have submitted surveys.

The screenshot shows the LPQI admin interface for 'Early Annual Enrollment'. The left sidebar contains navigation options: Dashboard, Reports, Data Archive, Trainees (selected), Annual Enrollment, Activities, Early Annual Enrollment, Faculty, Scheduler, and Email Template Manager. The main content area displays the following steps:

**Step 1: (For use before the fiscal year change-over)** Use the link below to invite trainees to take self-assessment survey before the start of the NIRS Fiscal Year

<https://www.aucd.org/nirs/db/LPQI/TraineeSelfAssessment.cfm?ECenterID=1&EYearID=2019>

**Step 2: (For use after the fiscal year change-over)** Select an early-submitted self-assessment survey on the left and the matching NIRS Trainee on the right. The Trainee will be enrolled in LPQI when the "Match" button is clicked.

**EARLY-SUBMITTED SELF-ASSESSMENT SURVEY FOR 2019**

|                          | Last Name, First Name     |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Klimovatest, Oksanatest   |
| <input type="checkbox"/> | Mishkimtest, Olegtest     |
| <input type="checkbox"/> | SecondTestOnLive, Douglas |

2. August 1 – May 1: Step 2 will display a list of trainees that have submitted surveys AND a list of trainees that have been entered in NIRS for the current fiscal year.

The screenshot shows the LPQI admin interface for 'Early Annual Enrollment'. The left sidebar is the same as in the previous screenshot. The main content area displays the following steps:

**Step 1:** Use the link below to invite trainees to take self-assessment survey before the start of the NIRS Fiscal Year 2019.

<http://aucd.dev2.modernsignal.net/nirs/db/LPQI/TraineeSelfAssessment.cfm?ECenterID=1&EYearID=2019>

**Step 2:** Select an early-submitted self-assessment survey on the left and the matching NIRS Trainee on the right. The Trainee will be enrolled in LPQI when the "Match" button is clicked.

**EARLY-SUBMITTED SELF-ASSESSMENT SURVEY FOR 2018**

|                          | Last Name, First Name |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Blocker, D1           |
| <input type="checkbox"/> | DeMaio, Sarah Test    |
| <input type="checkbox"/> | Klimova, aucdtest     |
| <input type="checkbox"/> | Liao, Christine       |
| <input type="checkbox"/> | test3, jen            |

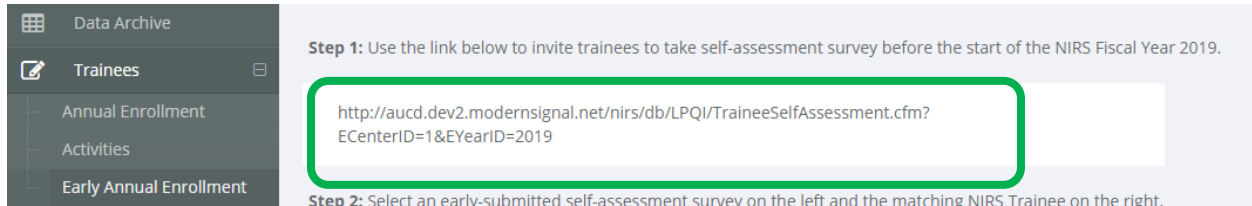
**2018 NIRS TRAINEES NOT YET ENROLLED IN LPQI**

|                          | Last Name, FirstName |
|--------------------------|----------------------|
| <input type="checkbox"/> | DeMaio, Sarah        |
| <input type="checkbox"/> | May, James           |

**Match**

## 2.2 Using the Tool to collect data from Early (i.e. before the new NIRS fiscal year opens) Enrolled Trainees

A link to the Trainee self-assessment survey is provided under “Step 1” on the tool page. The link is unique for each center/program.

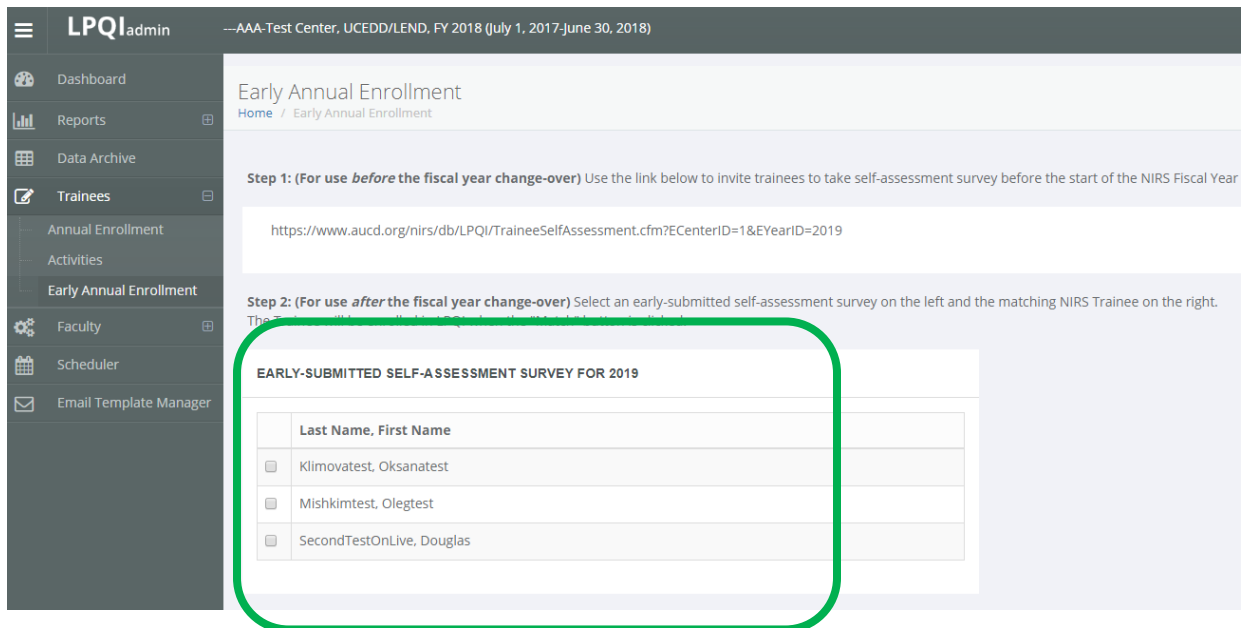


The screenshot shows a sidebar menu on the left with options: Data Archive, Trainees, Annual Enrollment, Activities, and Early Annual Enrollment. The main content area displays "Step 1: Use the link below to invite trainees to take self-assessment survey before the start of the NIRS Fiscal Year 2019." Below this, a URL is provided: `http://aucd.dev2.modernsignal.net/nirs/db/LPQI/TraineeSelfAssessment.cfm?ECenterID=1&EYearID=2019`. Below the URL, "Step 2: Select an early-submitted self-assessment survey on the left and the matching NIRS Trainee on the right." is visible.

Your center/program administrative user should e-mail that link to the Trainees that start their training before the new NIRS fiscal year opens (August 1). To do that, simply copy the invitation link from the tool page and paste it into the e-mail. The e-mail can be sent to multiple recipients.

Upon survey completion, Trainee responses will be captured in the database. The first screen of the survey includes required Trainee questions: first and last name. These will be used as identifiers for surveys completed during this early period.

On the tool page, the area on the left will display the first and last names of Trainee that have completed the self-assessment.



The screenshot shows the LPQI admin interface. The sidebar menu includes: Dashboard, Reports, Data Archive, Trainees, Annual Enrollment, Activities, Early Annual Enrollment, Faculty, Scheduler, and Email Template Manager. The main content area displays "Early Annual Enrollment" and "Step 1: (For use before the fiscal year change-over) Use the link below to invite trainees to take self-assessment survey before the start of the NIRS Fiscal Year". Below this, a URL is provided: `https://www.aucd.org/nirs/db/LPQI/TraineeSelfAssessment.cfm?ECenterID=1&EYearID=2019`. Below the URL, "Step 2: (For use after the fiscal year change-over) Select an early-submitted self-assessment survey on the left and the matching NIRS Trainee on the right." is visible. Below this, a table titled "EARLY-SUBMITTED SELF-ASSESSMENT SURVEY FOR 2019" is shown, listing three surveys with checkboxes:

|                          | Last Name, First Name     |
|--------------------------|---------------------------|
| <input type="checkbox"/> | Klimovatest, Oksanatest   |
| <input type="checkbox"/> | Mishkimtest, Olegtest     |
| <input type="checkbox"/> | SecondTestOnLive, Douglas |

That list of names should be used by the administrative user to track who has completed the self-assessment. The survey link can be re-sent as many times as needed to Trainees who still need to complete the self-assessment.

### 2.3 Using the Tool to transfer submitted Early Enrolled Trainee data into LPQI as baseline (i.e. T1) Data

Trainee data collected in this module (i.e. May – July) can be transferred into LPQI only **after** the administrative user has added Trainee information into NIRS for the new Fiscal Year (i.e. August and beyond). As an example, we are using a screenshot for FY 2018 (current year). For the upcoming year, it should be 2019.

**AUCD** {AUCD Central Office} Central Office ▼  
 ---AAA-Test Center, UCEDD/LEND  
 FY 2018 (07/01/2017 - 06/30/2018) National Information and Reporting System (NIRS)

NIRS ▼ **Trainees** ▼ Projects ▼ Activities ▼ Products ▼ Goals ▼ Directory ▼ Admin ▼ Modules ▼ Logout

**+Add Trainee** **+Add Short Term Trainee** [View Short Term Trainees](#) **6 Trainees**

[Back to Search](#) | Jump to  **1 to 6 of 6 Trainees**  
 FY = 2018

|             | Name ▲   | Trainee Types | City/State                       |
|-------------|--|---------------|----------------------------------|
|             | DOuglas AugustOneOne   |               | Washington, DC, United States    |
| <b>+Add</b> | 2017 , Undergraduate, Medicine-Other                               | UCEDD   LEND  |                                  |
|             | 2018 , Undergraduate, Medicine-Other                               | UCEDD   LEND  |                                  |
|             | BenTEST KaufmanTEST  |               | Silver Spring, MD, United States |
| <b>+Add</b> | 2018 , Post Doctoral, Medicine-Developmental-Behavioral Pediatrics | LEND          |                                  |
|             | BenTEST2 KaufmanTEST2  |               | Silver Spring, MD, United States |
| <b>+Add</b> | 2018 , Post Doctoral, Medicine-Developmental-Behavioral Pediatrics |               |                                  |
|             | Mara T Newaddition   |               | Silver Spring, MD, United States |
| <b>+Add</b> | 2018 , Non Degree Seeking, Biological Sciences                     | LEND          |                                  |
|             | Tamara V Quin  |               | Silver Spring, MD, United States |
| <b>+Add</b> | 2018 , Masters, Education: Administration                          | LEND          |                                  |
|             | sarah UCEDD TEST   |               | Silver Spring, MD, United States |
| <b>+Add</b> | 2018 , Post Doctoral, Education/Special Education                  | UCEDD         |                                  |

**1 to 6 of 6 Trainees**

To do this, first login into NIRS. The user should create Main and Annual trainee records for the current fiscal year, as is typically done. Reminder: please provide an e-mail address for each of your trainees (even though it is an optional field).

The administrative user should also login to LPQI and set up the T1 data collection period in the “Scheduler” tab.

You should see a list of trainees that have been added to NIRS in the right area of the tool page under “Step 2”: “[YEAR] NIRS TRAINEES NOT YET ENROLLED IN LPQI”.

LPQI admin —AAA-Test Center, UCEDD/LEND, FY 2018 (July 1, 2017-June 30, 2018)

### Early Annual Enrollment

Home / Early Annual Enrollment

**Step 1:** Use the link below to invite trainees to take self-assessment survey before the start of the NIRS Fiscal Year 2019.

<http://aucd.dev2.modernsignal.net/nirs/db/LPQI/TraineeSelfAssessment.cfm?ECenterID=1&EYearID=2019>

**Step 2:** Select an early-submitted self-assessment survey on the left and the matching NIRS Trainee on the right. The Trainee will be enrolled in LPQI when the "Match" button is clicked.

| EARLY-SUBMITTED SELF-ASSESSMENT SURVEY FOR 2018 |                       |
|---|-----------------------|
|   | Last Name, First Name |
| <input type="checkbox"/>                        | Blocker, D1           |
| <input type="checkbox"/>                        | DeMalo, Sarah Test    |
| <input type="checkbox"/>                        | Klimova, aucdtest     |
| <input type="checkbox"/>                        | Liao, Christine       |
| <input type="checkbox"/>                        | test3, jen            |

| 2018 NIRS TRAINEES NOT YET ENROLLED IN LPQI |                      |
|---|----------------------|
|   | Last Name, FirstName |
| <input type="checkbox"/>                    | DeMalo, Sarah        |
| <input type="checkbox"/>                    | May, James           |

Match

To transfer early-submitted survey data into LPQI, you need find a trainee in the left list and mark the checkbox next to their name. Next, select the same trainee from the list on the right (“[YEAR] Trainees Not Yet Enrolled in LPQI”) and mark the corresponding checkbox. To complete the transfer, click the blue “Match” button.

You can only do one match at a time; “batching is not possible.”

Early-submitted data will be copied from the list on the left to the trainee’s self-assessment data from the list on the right.

You can check if survey data was transferred correctly. If the process of copying survey data was successful, you should see a trainee record in the Trainees > Activities tab. T1 (baseline) for the selected Trainee should be marked as complete (✓).

- Dashboard
- Reports
- Data Archive
- Trainees
- Annual Enrollment
- Activities
- Early Annual Enrollment
- Faculty
- Scheduler
- Email Template Manager

## Trainee Activities

Home / Trainee Activities

### SELF-REPORT SUBMISSION STATUS | TOTAL TRAINEES: 7

View 15 per page

| Annual Trainee ID | Name                      | Email                 | Trainee Category (time in program) | T1<br>active | T3<br>inactive |
|-------------------|---------------------------|-----------------------|------------------------------------|--------------|----------------|
| 60849             | BlockerTrainee, Douglas § |                       | One-Year                           | ✓            | --             |
| 60850             | July24One, Dougals §      |                       | One-Year                           | ✓            | --             |
| 60854             | Rump, Travis §            |                       | One-Year                           | ✓            | --             |
| 60860             | Trainee, Suzie §          |                       | One-Year                           | ✓            | --             |
| 60851             | Joe, Mary §               | test12345@aucd.org    | One-Year                           | ✓            | --             |
| 60863             | Kaufmantest, Bentest §    | test12345@aucd.org    | One-Year                           | ✓            | --             |
| 60861             | Beesly, Pam §             | testTwice101@aucd.org | One-Year                           | ✓            | --             |

Showing 1 to 7 of 7 entries

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