



# NIRS

AUCD's National Information Reporting System

# Program Year '23 / Fiscal Year '24 Kick-Off Webinar

August 8, 2023



# Staff Introductions



**Danielle Webber, MSW**  
Director of Community Inclusion



**Oksana Klimova, M.Sc. Appl. Math**  
Director of Web Services



**Brandon Lewis, MPH, CPH**  
Data Support Manager



**Rachel Miller, BS**  
Program Specialist



# Introductions - In Chat

- What program type are you affiliated with?
- How many years have you worked with NIRS?
- What fun thing did you do this summer?



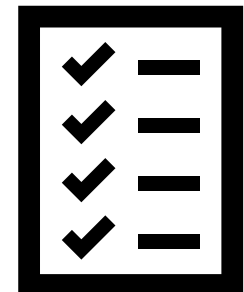
# Poll

- Which roundtable discussion would you prefer?
  - Tracking Dissemination of Products Across Years
  - Data Coordinators In-Person Meeting at AUCD 2023 Conference
  - Using Data to Inform Impact Statements and Narratives
  - Training/Onboarding for New Data Coordinators
  - Feedback on the PY2022/FY2023 Reporting Season



# Agenda

- Celebrations
- Announcements
- Demonstration of new NIRS features
- Reminders
  - Updating the AUCD Online Directory
  - LEND, LEAH, PPC, DBPs
  - UCEDDs
- Q&A
- Roundtables





# Celebrations

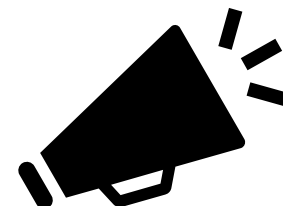
- A warm welcome to new Data Coordinators
- 2023 Reports Completed!
  - Autism CARES Module
  - UCEDD Annual 2023 PPR
- TN UCEDD
  - Bruce Keisling, Adele Dunkin
- CO UCEDD
  - Gerri Steinke, Dina Johnson
- NJ UCEDD
  - Robyn Carroll
- Any additional celebrations?





# Announcements

- NIRS testing completed. You may begin data entry for the current program year.
- Paper Forms will be available soon.
- Resource: [PY 2023 / FY 2024 NIRS Calendar](#)
- Data Coordinator Quarterly Call Schedule for Fiscal Year 2024, August 1, 2023 – July 30<sup>th</sup>, 2024
  - August 8<sup>th</sup>, 2023: NIRS Kickoff Webinar (4:00 – 5:30 PM EST, zoom)
  - November: Annual Meeting (TBD, in-person, Washington DC)
  - February 28<sup>th</sup>, 2024: Quarterly Call (4:00 – 5:30 PM EST, zoom)
  - May 30<sup>th</sup>, 2024: Quarterly Call (4:00 – 5:30 PM EST, zoom)





# Demonstration

- Removed option “other” in the Academic Level field to bring the form in line with [MCHB’s DGIS forms](#) (see Attachment D, page 15)
- Trainee Dataset > Annual Record (all program types)
- Reports for years prior to PY2022 / FY2023 are preserved for those data

*Fiscal Year	2024
*Academic Level	Masters
*Degree Program	Non Degree Seeking Undergraduate Masters Doctoral Post Doctoral Pre Doctoral







# Demonstration – cont.

- Added the “Product Duplicates” standard report in the products dataset, under “ALL”

[Dashboard](#) [Trainees](#) [Projects](#) [Activities](#) [Products](#) [Goals](#) [Directory](#)

Due to the changes in core function categories (implemented in FY 2013), multi-year reports using the core function old core function(s) (up to FY 2012) and one with the new core function(s) (FY 2013 and later). For instance, for a 2012 and one for 2013-2014. Results can then be combined and analyzed in an Excel file.

All

Duplicate Products

UCEDD

Products -- # by Area of Emphasis (2003 - 201

\* Fiscal Year(s) 2023

Run Report Clear



## Demonstration – cont.

- Updated the [directory profile submission form](#) to match MCHB's DGIS forms for the gender field
- Changes reflected in the Directory dataset in

NIRS

\*Gender

- Male
- Female
- Transgender Man
- Transgender Woman
- Other
- Choose not to disclose/unknown

Other Gender  
Description



# Updating the Online AUCD Directory

- Please ask faculty/staff to update their directory profile.
- 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)



# Leveraged Funds: Background Information

The idea of core funding is relevant only for UCEDDs, as it is a requirement for UCEDDs to leverage their core funds. LEND funding varies across programs, so there is not one funding amount that every LEND has. There are also lots of other MCHB funding sources that AUCD network members might access.



# Leveraged Funds: Background Information (cont.)

Since NIRS is reporting to MCHB for LEND/DBP/PPC/LEAH and to OIDD for UCEDDs, then:

- 1) Any UCEDD-only Center should report all its projects, core funding, and all leveraged projects.
- 2) UCEDD/LEND center/programs should report UCEDD core funding and all leveraged projects, which should include their UCEDD core project, LEND core funding as a leveraged project of the UCEDD, and any other leveraged projects.
- 3) Any LEND-only program only needs to report to MCHB on that LEND program and nothing else needs to be entered in NIRS.



# Leveraged Funds: Q&A

**Question #1:** Should a center enter one project with a core value for UCEDD (project type is UCEDD-only or UCEDD/LEND)?

**Answer: Yes!**

The UCEDD core funding must be added as a separate project, as the back-end logic in NIRS will subtract core funding to determine the leveraged funding amount. If there is not a project with core UCEDD funding entered in NIRS, then the math will be wrong when the logic subtracts the core amount.

AUCD and the center know what \$\$ amount they should enter as core funding because that is the number AUCD (and they) get from OIDD.



## Leveraged Funds: Q&A (cont.)

**Question #2:** When a center is UCEDD/LEND, when should projects have a "LEND-only" project type? And is it reported to OIDD?

**Answer:**

There are occasional cases at a UCEDD/LEND center where a LEND-only project has zero affiliation with the UCEDD, and the center doesn't want to count it as leverage. A project can be entered in NIRS, but once the project is entered in NIRS, it should be marked as a "LEND-only" project type. That will exclude it from OIDD reporting.



# NIRS Data Export Schedule to MCHB EHB

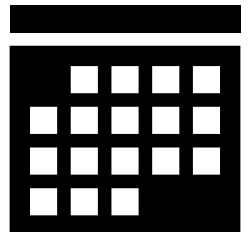
- If you are participating in the export:
  - The export is planned for August, and your NIRS data is uploaded into MCHB’s Electronic Handbook (EHB) in early September.
  - MCHB will ensure all grantees participating in the export have performance reports in an “In Progress” status in the EHB before the import begins.
  - After the import is completed, MCHB will notify grantees that the data transfer is completed.
  - You should then log into the EHB, review your data, and complete additional sections of the report in EHB.





# UCEDD Five-Year Closeout Report Schedule

- Five-Year Final Closeout Report due October 28<sup>th</sup>, 2023
  - 11 centers + 16 centers with NCE from last year





# Questions & Answers





# Roundtables

- Using Data to Inform Impact Statements and Narratives
- Training/Onboarding for New Data Coordinators
- Feedback on the PY2022/FY2023 Reporting Season



**Survey:**

<https://www.surveymonkey.com/r/NIRS-Kickoff2024>

**Event Page:**

[https://www.aucd.org/template/event.cfm?event\\_id=9696&id=965&parent=965](https://www.aucd.org/template/event.cfm?event_id=9696&id=965&parent=965)



# NIRS

AUCD's National Information Reporting System

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