



DAISEY

Technical Assistance

KS MIECHV Frequently Asked Questions

Question: I entered discharge date for a child/caregiver on an Enrollment-Discharge form, why are they still showing up in reports after the discharge date?

Answer: The most common answer to this is that a duplicate Enrollment-Discharge form exists. There should only be **one** Enrollment-Discharge form per person for each enrollment in your program. In these instances, we suggest [updating the original form](#) to include the discharge date and [deleting the “duplicate” form](#).

Q: Why is a child/caregiver not appearing in a report?

A: Sometimes participants don't show up in a report because their enrollment or discharge date in the Enrollment-Discharge form is incorrect. Examples:

- ✱ Child enrollment date in Enrollment-Discharge form is before their birthdate in their profile.
 - ✱ Screener date happened outside of the enrollment/discharge dates. Activities cannot occur before someone enrolls or after they discharge. If the activity happened because of a new enrollment, each participant needs a new Enrollment/Discharge form.
-

Q: I marked my client as “Inactive,” because they’re no longer receiving services, why are they still showing up in reports?

A: The Active/Inactive status field is optional and only affects how profiles appear in the DAISEY search grids and does not affect DAISEY reports. If your program uses this field, you may want to keep it organized by marking profiles as Inactive (or leaving the field blank) when you enter the discharge date. To discharge a Caregiver or Child, update the Enrollment-Discharge form and add a discharge date.

Q: How long do I have to complete a screener or activity with a family?

A: The best way to find out your timeframe for completing screeners is on the Scheduling and Incentives report. Screeners are on-time when they are completed between the “Date Eligible” and “Date Due”.

Note: The ASQ-3 screeners are based off of the [Brooks Publishing ASQ-3 guidelines](#). The 9-month window is shorter than the 18- and 24-month windows.

Q: How do I download a list of caregivers and/or children included in a report?

A: Each table provides an aggregated overview of program capacity and place-based services data. To determine who is counted in a table, it is necessary to access the underlying data. Instructions on how to access underlying data can be found in the [Accessing Underlying Client-Level Data guide](#).

Q: Why does the Home Visitor name show as “Null” in the Scheduling & Incentives Report?

A: Home Visitor as of End Date will show as Null if there is no home visitor entered into a Home Visit form. This can happen if the family has not yet received a visit, so no Home Visit form is completed for the caregiver yet or the “First and Last Name of Home Visitor” field is left blank on the Home Visit form.

Q: When entering in the information when a child is born, after the enrollment, what is the date of activity for the child enrollment? Is it the date the information is collected or the first home visit after the child has been born?

A: The Date of Activity for the Caregiver/Child Demographics does not have to match up with a Home Visit/Child Activity. You’ll just want to make sure the Demographics forms occur after the enrollment date for caregiver/child (depending on which form).

The basics of how DAISEY uses Date of Activity for KS MIECHV forms:

- ✱ Caregiver/Child Enrollment-Discharge forms - Date of Activity is not used in reports and can be whatever date makes sense for your program (date of data entry, date of enrollment, date updated, date discharged are some options). The important dates on this form are date of referral, date of enrollment, and date of discharge.

- * Caregiver Child Demographics - Date of Activity is used in reports and will be considered early, on time, or late based on the Date of Activity on the form. The Date of Activity should be when the data was collected (can be at a home visit or other the phone).
- * Home Visit/Child Activity - Date of Activity should match the date a home visit occurred. Every Home Visit should have a corresponding Child Activity (for postnatal caregivers).

kshv.daiseysolutions.org

Direct questions to the DAISEY help desk: daisey.kshv@ku.edu