



KSHV DAISEY Technical Assistance Brief

Recommended Workflow for Checking Your Data

Purpose

This technical brief provides KS MIECHV home visitors and supervisors with a step-by-step workflow to review and verify data in DAISEY. It outlines key reports and tools used to identify missing or inaccurate information, improve data quality, and ensure accurate program tracking and reporting.

Start with the data entry workflow

To make sure your data is as complete as possible, use the form checklist in the [Benchmark Timetable](#) document as a to-do list for when to complete forms for new enrollees, continuing families, and families discharging from the program. Reminder: data entered in DAISEY will be available in reports the following day. be available in reports the following day.

Plan out your visits with the Scheduling & Incentives Report

This report provides lists caregivers and children with an upcoming due in the reporting period, helping you plan, track required screeners and forms, and identify missing screener data. Only those actively enrolled during AND with activities due during the date are included.

Check for missing data

Use the Missing Data Report to check missing data for all caregivers and children who are actively enrolled within the date range. Each dashboard outlines missing data for enrollees by form.

Examples include:

- * Profile information, such as name and date of birth
 - * Priority population information from the Caregiver Demographics form
 - * Postpartum medical visit information from the Home Visit form
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Visit the Data Quality Report

Is a caregiver or child not appearing in other reports the way that you would expect? Sometimes participants don't show up in a report because their enrollment or discharge date in the Enrollment-Discharge form is incorrect or they are missing an Enrollment-Discharge form. The Data Quality Report highlights issues that may be affecting how data appears in other reports.

Examples:

- ✱ Child enrollment date in Enrollment-Discharge form is before their birthdate in their profile.
- ✱ Caregiver has the same enrollment date on multiple enrollment forms.

Engagement Report

Curious to compare referral and enrollment numbers for your program with the rest of KS MIECHV? The Engagement Report provides an overview of your organization's engagement outcomes for those referred to the program as well as an overview of engagement outcomes for all of KS MIECHV. This report also has dashboards that show duration of services, and in which trimester prenatal caregivers enrolled.

Differences Between Reports

Each of these reports have different purposes but often contain "missing" data. See below for brief explanations of each. If you're interested in digging further into report functionality and learning about all KS MIECHV DAISEY reports, visit the [Report Guides](#) section of DAISEY Solutions

- ✱ The **Scheduling & Incentives Report** pulls in clients who are eligible to complete an activity during the reporting period. This report drills down into all completion statuses of activities: what is upcoming, what is completed (on time, early, or late), and what is missing. Data that is completed late or early may not appear in other reports, such as the Benchmarks Report. Sometimes, if data is completed too early or too late, it may be considered *missing* because it is too far outside of the logical range built into reports.
- ✱ The **Missing Data Report** does not consider *if* a caregiver or child needs a form; rather, it is geared to help you spot-check missing data on specific DAISEY forms. For example, the Missing Data Report will check to ensure all your families have Priority Population questions completed on the Caregiver Demographics form.

- ✱ The **Data Quality Report** is intended to show you combinations of data that do not really make sense and could exclude caregivers and children from appearing in other reports. An example of “bad data” may be a child’s date of birth being after their enrollment date or a caregiver without an Enrollment-Discharge form.
- ✱ The **Engagement Report** pulls in caregivers with Enrollment-Discharge form during the date range and shows missing engagement outcomes *if* a caregiver has a referral date entered on their Enrollment-Discharge form and “Engagement Outcome” is not completed. Please note that this data might not always be “missing,” it may be that the caregiver has not yet enrolled.