



KS MIECHV DAISEY Technical Assistance Brief

How to use DAISEY Reports



What are Reports?

Tableau is a data visualization software system integrated into DAISEY that is used to develop, design, and house reports. Reports pull client-level data that has been entered into DAISEY.

DAISEY reports are updated nightly, beginning at 9pm. Edits made to client data in DAISEY will be reflected the following morning.

Accessing Reports in DAISEY

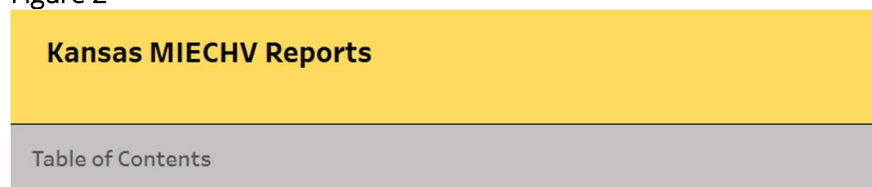
To access DAISEY reports, click the “Reports” link in the left navigation menu (Figure 1).

Figure 1



A “Reports Table of Contents” will be displayed (Figure 2). Available reports are displayed in the “Table of Contents”. Click the name of the report to view. The report will open in a new browser tab. Users can keep reports open while navigating in DAISEY to update client information or correct errors.

Figure 2



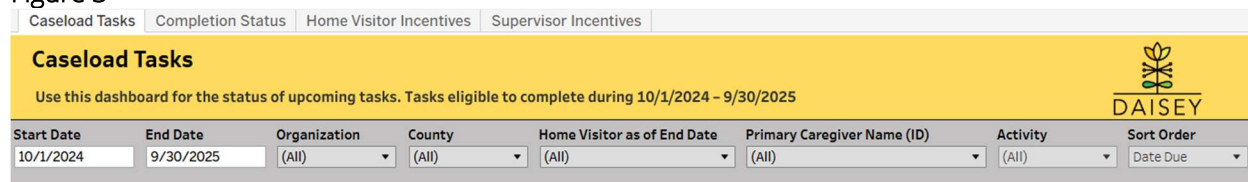
DAISEY User Audit

- 1 - Quarterly Performance Report (MIECHV Form 4)
- 2 - Missing Data Report
- 3 - Scheduling & Incentives Report
- 4 - Workforce Report

Header, Footer, and Tabs

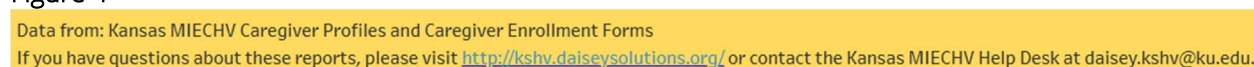
Each report has tabs at the top that represent unique data to that report (Figure 3). Click the tabs to navigate to a different dashboard. The yellow box under the tabs is the dashboard header which contains the name of the current view along with the selected reporting period.

Figure 3



The footer of each dashboard will include information on the source(s) of the report data as well as resources and contacts for report or data questions (Figure 4).

Figure 4



Using Filters

Reports can be filtered by Start and End Dates, Organization, County, Home Visitor as of End Date, Primary Caregiver Name (ID), and Activity which can be selected in a drop-down menu. The Organization must match your assignment in DAISEY.

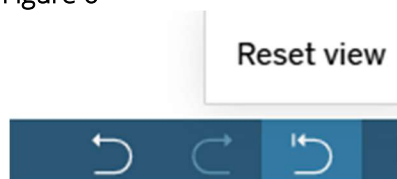
Figure 5

Start Date	End Date	Organization	County	Home Visitor as of End Date	Primary Caregiver Name (ID)	Activity	Sort Order
10/1/2024	9/30/2025	(All)	(All)	(All)	(All)	(All)	Date Due

* Users will have access to the same data as DAISEY.

When a drop-down filter is applied, the report will automatically refresh to reflect the filter. To clear all filters, select **Reset View** on the bottom of the screen (Figure 5) OR be sure all filters read "All". That will reset the report to show all the data assigned to you in DAISEY.

Figure 6



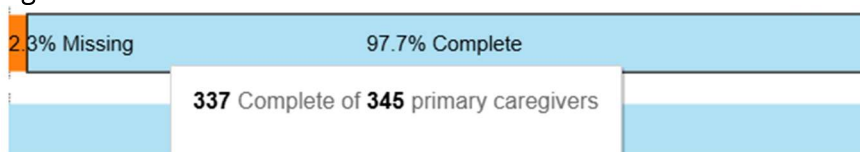
Blank displays

Users will only have access to the organization in which they are assigned in DAISEY. **Selections** other than what the user is assigned in DAISEY will issue a blank report.

Tooltips

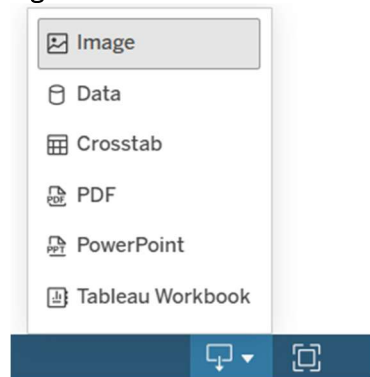
Tooltips are provided for each bar/visual to offer information on what data is being presented (Figure 7). To read the tooltip, click the bar/visual and a box will pop up providing details about the data. The data in each tooltip will vary.

Figure 7



Downloading Reports

Figure 8



Users can download a PDF of reports. Select the “**Download**” icon in the lower right-hand corner of the report screen. Select “PDF” from the pop-up menu that will appear (Figure 8). Users can print or save the report PDF after downloading the file.

PDF versions of reports can be used to disseminate program and service information within or beyond an organization. Reviewing reports provides an opportunity to improve data quality. While reviewing reports, users may identify data errors or inconsistencies and wish to review client-level data to make corrections in DAISEY. To review client-level records, the user must access underlying data.

Accessing Underlying Client-level Data

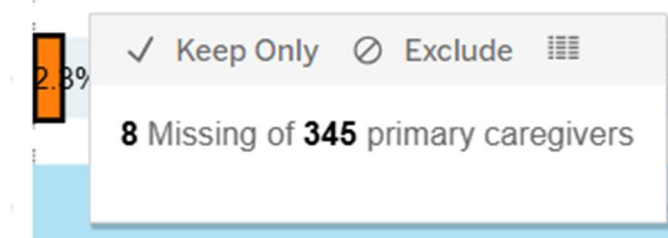
There are two ways to access client-level data, depending on the type of report. The **Missing Data Report** has a column on the right side of the report which allows quick access to the Primary Caregiver or Child name and DAISEY ID. By clicking on the bar, the clients in that category (Missing/Completed) will be listed (Figure 9) in ascending order based on the client DAISEY ID. To unsort the data, click on the same bar again. Multiple bars can be selected – the data will be filtered in the order in which the bars were selected.

Figure 9

Caregiver	
DAISEY ID	Caregiver Name
000-20000	First Last
000-20000	First Last
000-20000	First Last
000-20000	First Last

Other KS MIECHV Reports require a different method to explore client-level data. Click on the category bar for the data you want to examine further. A pop-up box will appear (Figure 10).

Figure 10



Three options are displayed along the top of the pop-up box: “Keep Only”, “Exclude”, and “View Data”. Click “View Data” (Figure 10, red circle) to access underlying data for that bar.

NOTE: Grantee Reviewers will not have access to underlying data.

A new window opens with two tabs at the top: “Summary” and “Full Data”. To review client-level data, select the “Full Data” tab (Figure 11).

Figure 11

Tabs		Full Data 11 rows 30 fields				Show Fields	Download
Summary		KS MIECHV Missing Data	KS MIECHV Missing Data	KS MIECHV Missing Data	KS MIECHV Missing Data		
Full Data		CgQD - Annual Income	_Caregiver Active in Ran...	_Program Model	Filter Most I		
		Missing	True	Parents As Teachers	Wyandott		
		Missing	True	Parents As Teachers	Wyandott		
		Missing	True	Parents As Teachers	Wyandott		
		Missing	True	Parents As Teachers	Wyandott		
		Missing	True	Parents As Teachers	Wyandott		
		Missing	True	Parents As Teachers	Wyandott		
		Missing	True	Parents As Teachers	Wyandott		
		Missing	True	Parents As Teachers	Wyandott		
		Missing	True	Parents As Teachers	Wyandott		

The data elements involved in creating that specific chart will be displayed.

Exporting Data and Correcting Data Errors

To Export the underlying data, select “Download all rows as a text file” from the “Underlying” tab(Figure 12). A CSV file of the entire data set will download. Users can use an application such as Excel to sort and filter this data set and identify the client ID for any client with data errors. The user can then navigate to DAISEY, look up the client, and correct data errors.

Figure 12

https://daiseyreports.cete.us/vizql/v_202422412131118/javascripts/hybrid-window/min/index.html?id=1iu...

Full Data 11 rows 30 fields		Show Fields	Download
Summary	KS MIECHV Missing Data	KS MIECHV Missing Data	KS MIECHV Missing Data
Full Data	CgQD - Annual Income	_Caregiver Active in Ran...	_Program Model
	Missing	True	Parents As Teachers
	Missing	True	Parents As Teachers
	Missing	True	Parents As Teachers
	Missing	True	Parents As Teachers
	Missing	True	Parents As Teachers
	Missing	True	Parents As Teachers
	Missing	True	Parents As Teachers
	Missing	True	Parents As Teachers
	Missing	True	Parents As Teachers
	Missing	True	Parents As Teachers

200 rows

REMINDER: Users will only have access to data they have been assigned to in DAISEY.