

KS MIECHV Scheduling and Incentives Report Guide



This guide provides technical information and additional program instructions for users accessing the KS MIECHV Scheduling Report.

Report purpose:

The KS MIECHV Scheduling Report allows family support professionals and program managers to determine what activities are ahead as well as review the overall completion status of each activity.

Activities will show up when an activity is first eligible to be completed for actively enrolled primary caregivers and their children during the selected date range. Due dates for activities are defined by KS MIECHV program guidelines. <http://kshv.daiseysolutions.org/articles/benchmark-timetable/>

DAISEY reports update on a nightly basis. Data entered into DAISEY will be available in reports the next day.

Definitions:

Date Eligible: The first day an activity can be completed. For example, clients will be eligible for an EPDS within 3 months of birth if enrolled prenatally, or within 3 months of enrollment if enrolled postnatally.

Due Date: The last day an activity can be completed. For example, a client's due date for an EPDS would be birth + 3 months or enrollment + 3 months. If a client discharges before the EPDS due date, then the client's date of discharge will become the new due date for the EPDS.

Completion Status Categories:

Activities are listed by the following categories:

Not Yet Eligible: Today is before *Date Eligible* for the activity.

Not Yet Completed: Today is between *Date Eligible* and *Due Date* and no activity has been completed during this window.

Completed on Time: The activity has been completed between its *Date Eligible* and *Due Date* window.

Completed Late: Today is after the *Due Date* and an activity has been completed after the *Due Date*.

Completed Early: Today is after the *Due Date* and an activity has been completed before the *Date Eligible*. Furthermore, activities completed before their *Date Eligible* are counted as “Not Yet Completed” between their *Date Eligible* and *Date Due*, and then “Completed Early” after the *Date Due* has passed.

Missing: Today is after the *Due Date* and no activity has been completed.

What is counted:

All activities of caregivers and their associated children who are actively enrolled and have an activity eligible for completion during the date range selected.

- ASQ-3
- Child Demographics Form
- Caregiver Demographics Form
- Edinburgh Postnatal Depression Screening (EPDS)
- Intimate Partner Violence Screening (Relationship Assessment Tool)
- Parent-Child Interaction Tool (PICCOLO or CHEERS)
- Substance Abuse Screening (UNCOPE)
- Tobacco Cessation Referral

Caseload Activities

Dashboard overview:

The Caseload Tasks dashboard is designed to provide DAISEY users with a snapshot of activities that are coming due during the selected range. This table lists when a activity is first eligible, the date the activity was completed (NULL if not yet completed), when the activity is due, name of the person who is eligible, name of the activity, which timing of the activity is due, and the status of the activity, i.e. NYC (Not Yet Completed) or CoT (Completed on Time).

The header of this report indicates the date range selected in the report filter.

[Caseload Tasks](#) [Completion Status](#) [Home Visitor Incentives](#) [Supervisor Incentives](#)

Caseload Tasks

Use this dashboard for the status of upcoming tasks. Tasks eligible to complete during 10/1/2024 – 9/30/2025

Caseload Activities Dashboard Filters

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 ▼

Once the filters are selected, the report will show a stacked bar graph displaying the count of activities by completion status, as well as a table providing details on each activity eligible for completion.

Example: A home visitor would like to see the status of activities coming due in the next two weeks for all of the families they work with.

First, select the appropriate date range:

Start Date	End Date	Organization
10/1/2024	9/30/2025	(All)

< September 2025 >						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Today: 6/17/2025

Figure 1

Next, use the Home Visitor filter to select the appropriate Home Visitor (Figure 2).

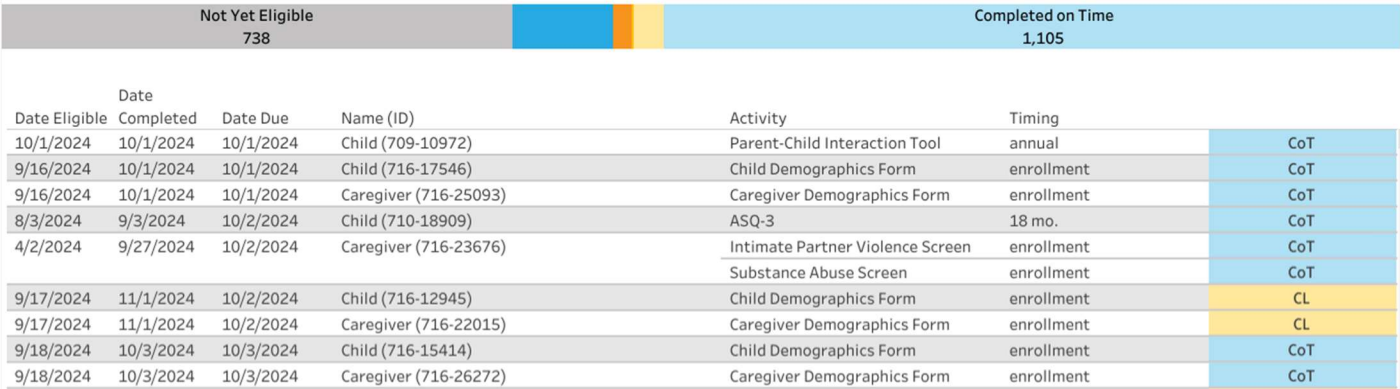
Home Visitor as of End Date	
(All)	
☒	(All)
☒	Home Visitor 000
☒	Home Visitor 001
☒	Home Visitor 002
☒	Home Visitor 003
☒	Home Visitor 004
☒	Home Visitor 005

Figure 2

NOTE: Home Visitors may have entered their name more than one way on the primary caregiver profile (Sally, Sally Smith, Sally S.). All of those versions will appear in the report despite being the same person. By selecting the HV name on the Caseload Tasks dashboard, it will list all families with that HV name listed. They can note the families where the name is listed incorrectly and make the change in DAISEY. The home visitor name should be consistent in DAISEY for the most accurate data.

Figure 3

Home Visitor: All
Primary Caregiver: All



The total number of activities eligible for completion in the range for the selected home visitor are represented in the top bar, while the table below provides a detailed breakdown of those activities by associated DAISEY Name and ID (Figure 3).

To select activities due for a specific family, deselect "All" and select the specific DAISEY ID or name in the *Primary Caregiver Name* drop-down menu of the client you would like to see.

To see a specific completion status category (i.e. Not Yet Completed), click on that specific section of the bar and select "Keep Only" or "Exclude" to individualize the report.

☒ Keep Only ☐ Exclude

Completion Status: **Completed on Time**
The task has been completed between its Date Eligible and Due Date window.

Tasks: **1,105**
Total Tasks: **2,062**
Percent of Tasks: **54%**

Completion Status

Dashboard overview:

The Completion Status dashboard is designed to provide DAISEY users with an overview of activities eligible for completion. The dashboard is intended to allow organizations to review their activity completion for a selected date range and assess their success rate with completing activities in a timely manner. The dashboard displays Completion Status labels above completion status bars for each activity represented in the date range and organization, and a list on the right displays the breakdown of activity completion status by Name and DAISEY ID.

Supervisors should review the Completion Status dashboard during supervision with home visitors to monitor activity completion.

Programs may use this dashboard to track progress related to data quality improvement plans or other quality improvement projects focused on activity completion.

The header of this report indicates the date range selected.

Completion Status by Activity

Tasks eligible to complete during 10/1/2024 – 9/30/2025

Completion Status Dashboard Filters

Start Date	End Date	Organization	County	Home Visitor as of End Date	Activity
10/1/2024	9/30/2025	(All)	(All)	(All)	(All)

Example: A supervisor would like to review program activity completion for the previous calendar year and determine whether any activities are frequently showing as “Missing” or “Completed Late.”

Note: Some filters applied to the Caseload Activities dashboard so you may want to select new filters on this dashboard. Once the filters are selected, stacked bars will display each activity selected in the filter.

Start Date	End Date
10/1/2024	9/30/2025

First, select the appropriate range (Figure 4).

Figure 1

The report will show each activity that was eligible for completion within the selected range, as well as a breakdown by DAISEY ID and participant name on the right side of the dashboard (Figure 5) for those that were eligible for an activity.

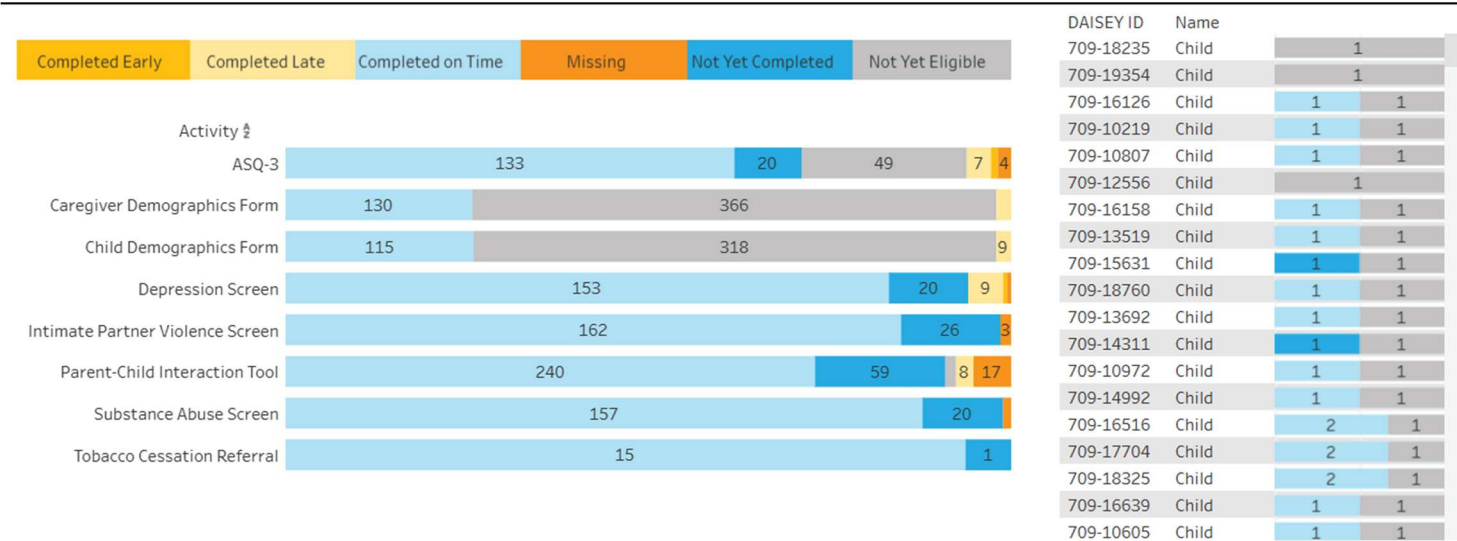


Figure 2

To see the “Missing” ASQ-3’s, select the orange section of the ASQ-3 bar and the list on the right will reflect clients missing the ASQ-3 (Figure 6). This function applies to all Completion Status categories.

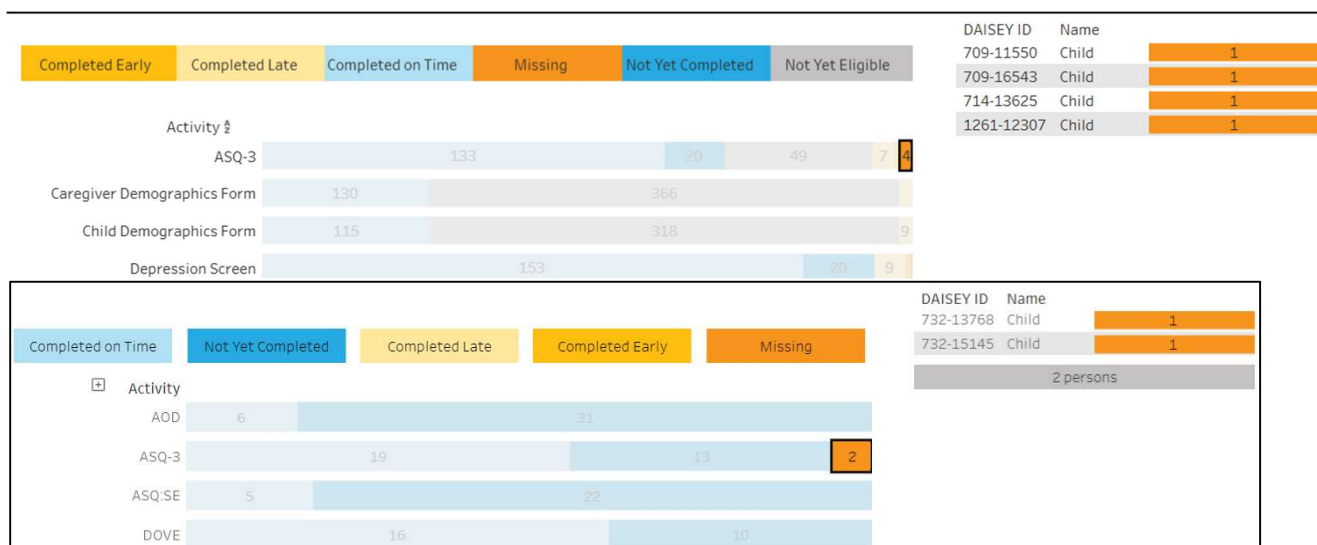


Figure 3

To determine which ASQ-3 timing is missing, select the “+” symbol to the left of the *Activity* heading as shown in Table 6. Each activity will have the required timings listed. Find the missing items and select them, and the list on the right will provide the DAISEY ID of the client missing that assessment (Figure 7).

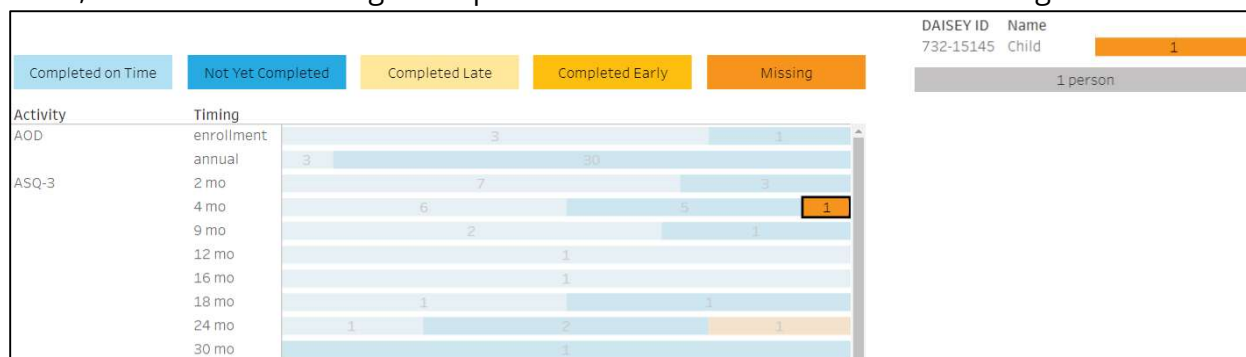


Figure 7

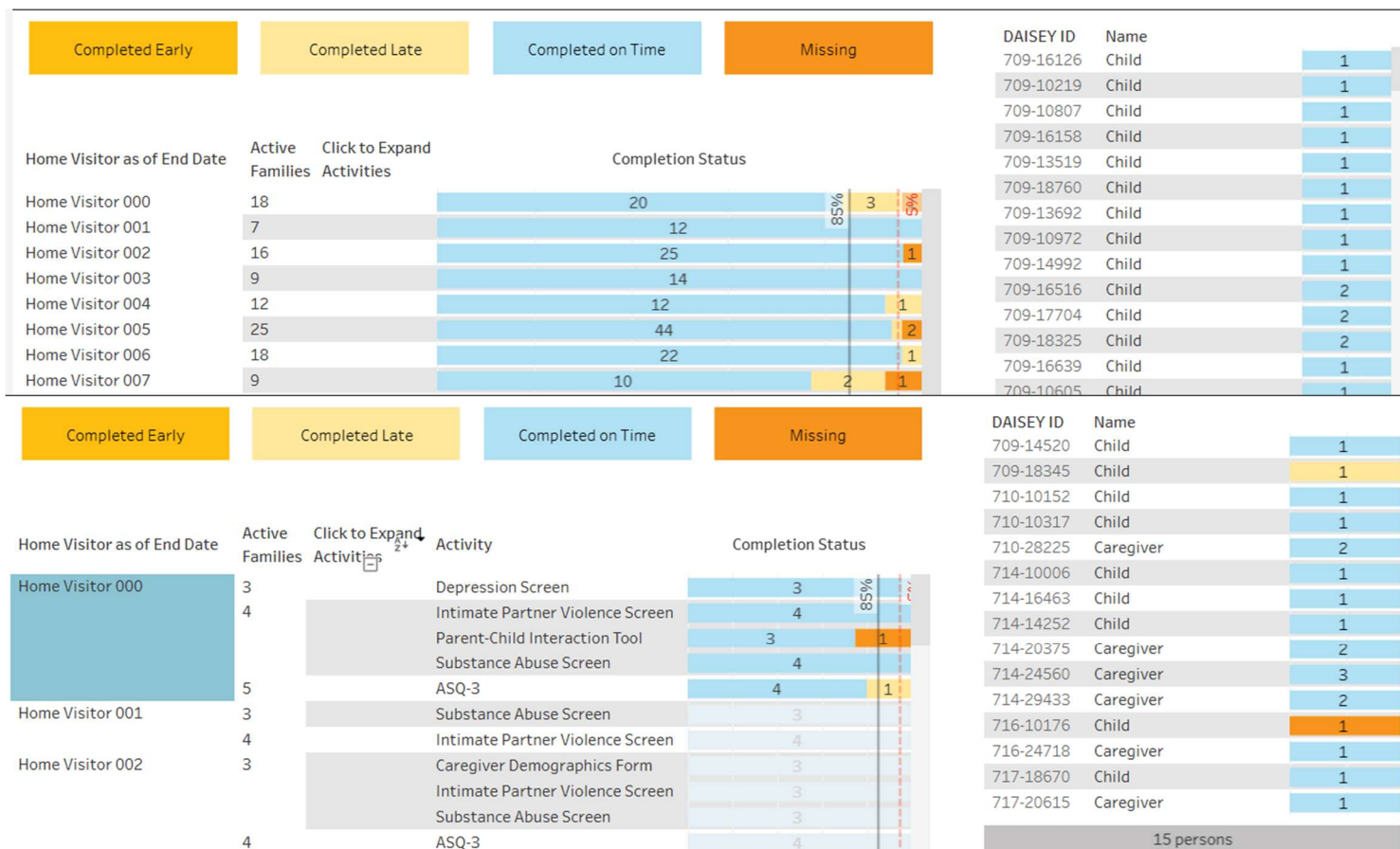
To Print: Data on either dashboard can be exported to an Excel spreadsheet by selecting a heading in the table (i.e. Date Due, Name, Activity, etc.). Select “Download” in the bottom right of the report dashboard and choose “Data”. Next, select “Download all rows as text file” link and the data will be populated in an Excel spreadsheet. To save the data in a spreadsheet format, use the “Save As” feature to select the *save as type*. Because report data exports contain all of the form data used by the report, we recommend deleting any columns from the file that are unnecessary for your review.

Home Visitor Incentives

Dashboard Overview

The Home Visitor Incentives dashboard is designed to provide staff enrolled in the KDHE MIECHV Incentives program with an overview of activity completion rates compared with a benchmark of 85% of activities completed on time. The dashboard is intended to allow organizations to review their activity completion for a selected date range and assess their success rate with completing activities in a timely

The header of this report indicates who to contact with questions about the Incentives program.



Supervisor Incentives

Dashboard Overview

The Supervisor Incentives dashboard is designed to provide supervisors involved with the KDHE MIECHV Incentives program with an overview of completion status by activity, compared to a benchmark of 85% of activities completed on time. The dashboard is intended to allow supervisors to review their activity completion for a selected date range and assess their success rate with completing activities in a timely manner. The dashboard displays Completion Status labels above completion status bars for each activity represented in the date range and organization, and a list on the right displays the breakdown of activity completion status by Name and DAISEY ID.

Program managers or supervisors should run the Supervisor Incentives dashboard often to monitor incentive program eligibility.

Programs may use this dashboard to track progress related to the Incentives program or other quality improvement projects focused on activity completion.

The header of this report indicates the primary contact for questions about the Incentives program.

MIECHV Incentives Status - Supervisor

This dashboard is intended for MIECHV staff enrolled in the KDHE MIECHV Incentives program. Email kdhe.miechv@ks.gov with questions about the Incentives program.

Supervisor Incentives Dashboard Filters

Start Date

10/1/2024

End Date

9/30/2025

Organization

(All)

Home Visitor as of End Date

(All)

Activity

(All)

Completion Status

(Multiple values)

Example:

Start Date

10/1/2024

End Date

9/30/2025

Organization

(All)

Home Visitor as of End Date

(All)

Completed Early

Completed Late

Completed on Time

Missing

Click to Expand

Activity

Completion Status

ASQ-3

133

7

4

Caregiver Demographics Form

130

10

Child Demographics Form

115

9

Depression Screen

153

9

Intimate Partner Violence Screen

162

3

Parent-Child Interaction Tool

240

8

17

Substance Abuse Screen

157

Tobacco Cessation Referral

15

85%

5%

DAISEY ID

Name

709-16126

Child

1

709-10219

Child

1

709-10807

Child

1

709-16158

Child

1

709-13519

Child

1

709-18760

Child

1

709-13692

Child

1

709-10972

Child

1

709-14992

Child

1

709-16516

Child

2

709-17704

Child

2

709-18325

Child

2

709-16639

Child

1

709-10605

Child

1

709-18678

Child

2

709-14506

Child

1

709-19456

Child

2

709-14466

Child

1

709-19092

Child

2

709-10810

Child

2

Missing

Click to Expand

Activity

Completion Status

ASQ-3

133

7

4

Caregiver Demographics Form

130

10

Child Demographics Form

115

9

Depression Screen

153

9

Intimate Partner Violence Screen

162

3

Parent-Child Interaction Tool

240

8

17

Substance Abuse Screen

157

Tobacco Cessation Referral

15

85%

5%

DAISEY ID

Name

709-11550

Child

1

709-16543

Child

1

714-13625

Child

1

1261-12307

Child

1

4 persons

KSHV Scheduling Report Activity Timelines

For more information on Scheduling Report activity timelines, please visit the [DAISEY Solutions website](#).