



KS MIECHV Workforce Report Guide



PURPOSE OF THIS REPORT

This guide provides an overview of information present on the MIECHV Staff Profile environments in DAISEY. The KS MIECHV Workforce Report allows family support professionals and program managers to view the workforce demographics pulled from the MIECHV Staff Profile environments in DAISEY. The report provides a list of employees funded under the home visiting grant along with their position category, full-time equivalent (FTE), planned caseload capacity, email address, months employed, and position hire date. Also included in the Position Category dashboard of the report is the total FTEs and a breakdown of the workforce by position category with number and percentage.

The Workforce Report is used to report quarterly staff recruitment and retention data to HRSA. Additional quarterly data reported to HRSA can be found in the Quarterly Performance Report (MIECHV Form 4).

WHAT THIS REPORT REPRESENTS

This report reflects individual level data entered on MIECHV Staff Profiles.

USING FILTERS

Use the following filters to determine the data to review:

Start and end date, Organization, Position Category, Model, Race, and Ethnicity. All filter data points are taken from the data entered on the MIECHV Staff Profile.

Workforce Report			
This report reflects information provided in Staff Profiles. Staff assigned to multiple roles should have one Staff Profile per role. All staffing changes must be updated within 10 calendar days. Please reach out to KDHE with questions about the Staff Profile. DAISEY reports update on a nightly basis. Data entered into DAISEY will be available in reports the next day.			
Start Date	End Date	Organization	Position Category
10/1/2024	9/30/2025	(All)	(All)
Model	Race	Ethnicity	
(All)	(All)	(All)	

***Reports will only display if the correct Grantee – Organization is selected and matches the user's access in DAISEY.**

Date Parameters are based on the MIECHV hire date and employment end date entered on the KS MIECHV Staff Profile. This report does not include consideration of the organization hire date

from the Staff Profile. The date range will show anyone who was employed during the range. Dates will default to the current fiscal year.

To see everyone who was employed as of a specific date, the start and end dates should both reflect the desired date. The organization filter allows selection of one or more DAISEY organizations, with access limited to only organizations assigned to the DAISEY user.

Report Table Definitions

Name reflects what was entered into the MIECHV Staff Profile.

Position Category has three options: Supervisor, Home Visitor, and Other. These options are determined by HRSA.

FTE represents the full-time equivalent of the employee. This entry should reflect the FTE stated in the organization's contract. Full-time employees would be represented by 1.0. Part-time employees should be reflected by an appropriate decimal number of less than 1.0 based on the number of hours worked. When an employee serves an organization in multiple roles, they should have a separate entry for each role. For example, if an employee is .5 FTE home visitor and .5 FTE supervisor, that would indicate the need for two environment forms to be created for that employee.

Planned caseload capacity reflects the planned caseload capacity in accordance with the grant.

Months employed is calculated from the position hire date entered on the profile, which should reflect the employee's first day in the position.

Email address represents the employee's email address as entered in their staff profile.

Position Category Dashboard

This dashboard reflects the position category breakdown by number and percentage. It also displays the total number of FTEs as well as a breakdown of the "Other" category selections.

Report Filters

Report filters allow the report to be refined based on the following categories: Start and end date, Organization, and Position Category. Users will only be able to access data according to their access assignment(s) in DAISEY.

Workforce		Position Category	
Workforce Report			
Start Date	End Date	Organization	Position Category
10/1/2024	9/30/2025	(All)	(All)

The Position Category dashboard represents total FTE based on the filters selected as well as total workforce numbers based on Position Category field selection and a breakdown of the "Other" category selections (see below).

