# DAISEY Form Changes
# June 2016

The Kansas Children's Cabinet and Trust Fund (KCCTF) has requested changes to the data collected in the DAISEY system, to take effect on June 1st, 2016. These changes include:

- Changes to child, caregiver, and environment profiles
- "Program type" questions in each activity form will be removed
- New ASQ:SE-2 form
- New form for tracking child & caregiver programs

Details of these changes are provided in the following sections.

## Data Collection General Reminders and Updates

Before detailing the changes made in DAISEY on June 1st, here are a few data collection reminders:

- All profiles for the 2016-2017 program year must be updated after these profile changes have been made. Therefore, if a child or caregiver was created prior to 06/01/2016 and will be continuing with your program, please edit and save these profiles again.
- Use the new PDF copies of the intake forms. These will match the updated profiles, and help make sure you are not missing any necessary data. You can find these on the new DAISEY Solutions website. http://www.daiseysolutions.org/kcctf/
- If environment data is collected (e.g. CLASS forms), child profiles must be associated to the environment (e.g. classroom or child care) profile in DAISEY.
- If child profiles are associated with environment profiles in DAISEY, do not remove them when the children move to a new classroom or child care for the new program year. Instead, create a new environment profile for the new year and deactivate the old environment profile.

Reports update: The DAISEY team is still working on the new reports for KCCTF users, but no information on that will be contained in this technical brief. When reports are ready, we will be emailing that information out to users separately.

## Changes to the Child Profile Form

The following changes have been made to the child profile form:

- The question "Does this child qualify for free and reduced lunch?" has been removed from the profile.

o Family income level will instead be indicated only through the income question on the associated caregiver profile.
- The child's language questions will now match the caregiver's:
  o The question "Is the child's primary language English?" has been removed.
  o The question "Does this child speak a language other than English at home?" has been added.

## Changes to the Caregiver Profile Form

The following change has been made to the caregiver profile form:

- The "Not Collected" option has been removed for the question "Total Yearly Household Income".
  o This data must be gathered for all households.

## Changes to the Environment Profile Form

A new question has been added to this form: "Number of hours per week". There are dropdown options for this question. Pick the time range that is the maximum scheduled hours that this group of children meets weekly (in class or at child care).

Example 1: A preschool class runs from 8am – 12 pm, Monday – Friday, but some children in this group only attend on Tuesday and Thursday. Still select the "16.25 – 20 hours" answer, because this class is in session 20 hours per week.

Example 2: A teacher has class from 8am – 3pm M-F, but has two different groups of students. One group attends on MWF and one group attends on TR. These would be two different environment profiles. The profile for the MWF kids should be marked as "20.25 – 30 hours". The profile for the TR kids should be marked as "12.25 – 16 hours".

Reminder: Create an environment name that identifies a unique group of children that you can easily identify at a later date (e.g., "Butterfly Room 2015-2016" for an all-day class or "Ladybug Room AM 2016-2017" for a half-day class)."

## Removal of "Program Type" Questions

Last fall, new questions were added to each activity form to mark which "Program Type" is associated with this activity. These questions have been removed from these forms. The "Program Type" will now be captured on a new program form instead (see New KCCTF Program Form section below).

## New ASQ:SE-2 Form

ECBG DAISEY users are making the switch to the Ages and Stages Questionnaire: Social-Emotional, Second Edition (ASQ:SE-2) on 06/01/2016. Therefore, this form has been built in DAISEY. It is very similar to the DAISEY form for the original ASQ:SE. The main difference is that "2" is an answer option for "ASQ:SE-2 Screening Month".

Note: The ASQ API does NOT work for ASQ:SE-2. At this time, ASQ:SE-2 data must be directly entered into DAISEY.

**Figure 1: ASQ:SE-2 form**



## New KCCTF Program Form

Previously, programs were only marked within the child and caregiver profiles. Unfortunately, this did not provide a history of how long a child or caregiver was in a program; that is, the date of enrollment and the date of discharge for each program a child or caregiver participated in. The solution to this for the 2016-2017 program year is the new "KCCTF Program Form". Details of this new form will be released in the next few weeks.

## Contacts

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