



DAISEY

*connecting the first five years to a lifetime of success*

Technical  
Assistance Brief



## DAISEY Form Changes December 2016



The Kansas Children's Cabinet and Trust Fund (KCCTF) requested a few minor changes on the child and caregiver profile forms in the DAISEY system. These changes took effect on December 14, 2016. Changes included:

- Removed "Other" as "Funding Source" response option
- Data entry validation for "# of people in household"

Details of these changes are provided in the following sections.

### Changes to the Child Profile Form

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

- The response options for "Funding Source" have changed.
  - Organizations can select "ECBG" and/or "CBCAP". "Other" has been removed as an option. Users will no longer see "Other" as a response option when adding or updating profiles in DAISEY.
  - For profiles created before this change was implemented, if "Other" was selected, this data will still be visible in an export. For any profile updated and saved after December 14, 2016, "Other" will no longer appear in DAISEY exports.

### Changes to the Caregiver Profile Form

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

- The response options for "Funding Source" have changed.
  - Organizations can select "ECBG" and/or "CBCAP". "Other" has been removed as an option. Users will no longer see "Other" as a response option when adding or updating profiles in DAISEY.
  - For profiles created before this change was implemented, if "Other" was selected, this data will still be visible in an export. For any profile updated

and saved after December 14, 2016, "Other" will no longer appear in DAISEY exports.

- Reporting "# of people in the household" has received clarification.
  - To align with federal guidelines and definitions, users must enter a number greater than 1. If single and pregnant and no other people live in the household, "2" should be entered into the textbox.
  - For situations where the caregiver's child(ren) are in foster care, please include those children in the number reported.
  - For profiles created before this change was implemented, if "0" or "1" is entered, this data will still be visible in an export and in the DAISEY profile. For any profile updated and saved after December 14, 2016, the system will require a number greater than 1 for this question before it will save.
  - For newly created profiles, if "0" or "1" is entered for this question, the DAISEY system will not allow the profile to be saved.

## Data Collection General Reminder

If not already completed, please remember that all profiles for the 2016-2017 program year must be updated prior to the next KCCTF data deadline. If a child or caregiver profile was created prior to 06/01/2016 and they received services during this program year, please check that their profiles have been updated and saved. Looking at the "Date & Time Last Modified" column of an export is a quick way to see when a record was last saved.

Users may wish to review a recent export (run after December 14, 2016) of child and caregiver profiles for their organization, to ensure that funding source and number of people in the household (along with all other questions) are reported accurately for the current program year. If unsure how to run and review an export, please contact the DAISEY help desk.

## Contacts



For questions regarding ECBG programming and requirements, please contact Amy Blosser: [Amy.Blosser@dcf.ks.gov](mailto:Amy.Blosser@dcf.ks.gov).



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