



## KCCTF Reporting & DAISEY Form Changes June 2017



The Kansas Children's Cabinet and Trust Fund (KCCTF) requested a few minor changes to the data collected in the DAISEY system, to take effect on June 1, 2017. These changes include:

- Additional questions marked as mandatory
- New questions added
- Removal of section from IGDI form

Details of these changes are provided in the following sections.

### Existing Questions: "Optional" to "Mandatory" Change

The following previously "optional" form questions are now **"mandatory"**.

- **Child Profile Form:** "Child Relationship to Primary Caregiver" question
- **CLASS-Pre-K Form:** "Observer" question
- **CLASS-T Form:** "Observer" question
- **KIPS Form:** "Relationship to child" question

### Changes to ASQ-3 and ASQ:SE-2 Forms

A **new question** has been added to the bottom of the ASQ-3 and ASQ:SE-2 forms: "Was a referral made as a result of this screening?", with response options "yes" or "no". This question will be marked as **mandatory**.

- Response should reflect whether a referral was made, and does not consider whether the referral was acted upon or completed.
- Any ASQ-3 records pulled through the API after June 1, 2017 will need to be manually updated to include a response to this question.
- Any ASQ-3 records created prior to June 1, 2017 (manual data entry or via API) will not need to be manually updated to include a response to the referral question.

**REMINDER:** the ASQ API does not work with the ASQ:SE-2. At this time, ASQ:SE-2 data must be directly entered into DASIEY.

## Changes to myIGDI Early Literacy+ Form

A new question has been added to the myIGDI Early Literacy+ (EL+) form: “Is this a P3?”, with response options “yes” or “no”. This question will be marked as **mandatory**.

- Any myIGDI P3 assessments will need to be manually entered into DAISEY. They will not be entered into the myIGDI portal (Early Learning Labs) nor pulled through the API into DAISEY.
- The following records will not need to be manually updated to include a response to the P3 question:
  - Any myIGDI EL+ records created in DAISEY after June 1, 2017 by using the myIGDI API.
  - Any myIGDI EL+ records created in DAISEY prior to June 1, 2017 through manual data entry or via the API.

**NOTE:** For each form with a newly added or revised question marked as “**mandatory**”, when updating existing records or creating new forms, DAISEY will require a response to be entered for these questions before they can be saved (child profiles) or submitted (listed activity forms).

## Changes to KIPS Form

The question “If someone other than a caregiver completed the screen, please list their name” has been removed from the form. Data from this item will no longer be visible in DAISEY exports.

## Changes to IGDl Form

Grantees were notified in April 2017 that the IGDl Early Problem Solving Indicator (EPSI) assessment will not be administered in the 2017-18 program year. As a result, the EPSI section of the IGDl form in DAISEY was removed as of June 1, 2017.

- Users will no longer see the EPSI section of the IGDl form when adding new IGDl records or reviewing/updating previously created IGDls in DAISEY.
- With this form change, you will no longer have access to any EPSI data (in exports) that was previously entered.
- Users will continue to have access to the Early Communication Indicator (ECI) section of the IGDl form in DAISEY, as well as all ECI historical data.

## Data Collection General Reminder

Please remember that all child and caregiver profiles for families receiving services in the 2017-2018 program year must be updated throughout the year. I.e., if a child or caregiver profile was created prior to 06/01/2017 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 are encouraged to visit the KCCTF DAISEY Solutions website (<http://kcctf.daiseysolutions.org/>) for the most up-to-date documents (e.g., PDF versions of profile or activity forms, KCCTF administration guidelines) and training materials (e.g., DAISEY data entry tutorials, DAISEY reports training webinars, and technical briefs).

Other important reminders regarding Environment Profiles:

- 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.
- Unless done in error, do not remove child associations from an environment profile. If a child moves into a new classroom mid-year or in a new program, simply add that child to the new environment. Children may be associated with multiple environments.

## Contacts



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