



DAISEY Technical Assistance

ECBG Changes to Reporting Requirements for Program Year 2018-19



The Kansas Children's Cabinet and Trust Fund (KCCTF) requested updates to profiles, activity forms, and some grantee/organization programs for the 2018-19 ECBG program year. A comprehensive list of profile and activity form changes is provided in a separate document. The impact of these changes on completing data entry and reporting in DAISEY is outlined in the sections below.

New Reporting Requirements for Upcoming Year

Updating Profiles for Clients Continuing Services

All child and caregiver profiles for families receiving services in the 2018-19 program year must be updated. If a child or caregiver profile was created prior to 06/01/2018 and the client received services during this program year, please check that their profiles have been updated and resaved. Looking at the "Date & Time Last Modified" column of an export is a quick way to see when a record was last saved.

Additionally, please remember to **add discharge dates** to any child or caregiver who has discharged. This will ensure that the DAISEY reports provide you with the most accurate reflection of the data you have entered into the system.

Documenting Program Participation

Links to program participation will now be assigned directly on child, caregiver, and environment profiles. **Based on reporting guidelines provided by the Cabinet and WSU**, when updating or creating new profiles, DAISEY users will select the relevant program (or programs) from the *Program Affiliation* drop-down menu, located at the very top of the profile form.

NOTE: Most, but not all, grantees/organizations now have programs assigned to them. For those with no programs assigned in DAISEY, the Program Affiliation question will not appear on their profiles. If unsure whether you should see that question on your profiles, please contact the DAISEY help desk at daisey.kcctf@ku.edu.

Adding Zip Code to Child & Caregiver Profiles

All continuing and new client profiles now require a zip code to be entered before DAISEY will allow the profile to be saved.

If a child or caregiver has discharged and/or access to their zip code is not possible, please enter **99999** into the zip code field. This will alert the Cabinet and WSU that you do not have access to that piece of data. Do not use this code as a substitute to gathering accurate data on the client whenever possible.

How to Document New Reporting Requirements in DAISEY

Documenting Program Participation

Example of Program Affiliation drop-down

The screenshot shows the 'Add Child' form with a 'Program Affiliation' section. A dropdown menu is open, showing the following options:

- Check all/ Uncheck all
- CSI - Early Head Start
- KCSL - Healthy Families
- KCSL - Parent Engagement
- RUI - Classroom Consultation
- RUI - Screen for Success
- YMCA - Scholarships
- RUI - Early Childhood Mental Health Intervention

The form also includes fields for Child Information, Child ID, Alternate ID, Date of Birth, Child System ID, First Name, and Enrollment Date.

Programs selected on profiles will appear in the DAISEY child, caregiver, and environment search grids, on profile and activity form exports, and in DAISEY Report filters.

Documenting Zip Code

Zip Code question on Profile Form

The screenshot shows the 'Contact Information' section of the profile form. It includes the following fields:

- Address 1:
- Address 2:
- State:
- Zip:

The Zip field has a red asterisk, indicating it is a required field.

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Data Reporting General Reminder

KCCTF ECBG DAISEY 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, ECBG 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. View the Environment-Child Associations Report, located on the Reports tab of the left navigation menu in DAISEY, to review current associations.
- New environment profiles are to be created each program year. Previous year environment profiles should not be reused and revised (e.g., child removed or added, environment name updated for new program year).
- 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 the new program year, simply add that child to the new environment. Children may be associated with multiple environments.

