



DAISEY

Technical Assistance

ECBG DAISEY Report Guide

Common Measures Report: Common Measures Dashboard

Purpose of This Report

The Common Measures Report provides an overview of activity completion for actively enrolled children (and associated caregivers). 'Enrolled' is defined as:

- ✱ Enrolled:
 - The profile has an enrollment date that is prior to the End Date selected on the report, and
 - The profile either does not have a discharge date, or the discharge date is after the Start Date selected on the report

The dashboard is comprised of the following tables:

- ✱ Activities: Provides counts of the following forms completed in the reporting period, as well as an overall count of forms ("Activities"):
 - ASQ-3
 - ASQ:SE-2
 - Caregiver Enrollment & Discharge Form
 - Child Enrollment & Discharge Form
 - DECA-Infant
 - DECA-P2
 - DECA-Toddler
 - Demographics & Risk Factors Form
 - IGDI-ECI
 - KIPS
 - PSI (note that this is a caregiver activity, but the child associated with the caregiver completing the activity is listed in the 'Children with Selected Activities in Date Range' table)
- ✱ Children with Selected Activities in Date Range: Provides a list of all enrolled children with at least one associated activity in the selected date range, with the following columns:

- DAISEY ID, Child Name, Date of Birth: pulled from the Child Profile
- Activity: The activity form associated with the child
- Date of Activity: the Date of Activity entered on the activity form
- Submission status: whether the form is 'Saved' in progress/ incomplete or 'Submitted' and finalized
- Age (yrs) on 8/31: Calculated as the child's age in years as of 8/31 within the reporting period in which the activity is completed. This means the following:
 - The reporting period is 6/1 – 5/31, so the date of activity on a given activity form determines which reporting period it resides in, for example:
 - A date of activity of 4/15/2026 falls within the 6/1/2025 – 5/31/26 reporting period
 - 8/31 is established for that reporting period, meaning in the above example, 8/31/25 is the specific date being used for calculating the child's age in the 6/1/25-5/31/26 reporting period
 - The child's age is calculated in years as of 8/31 within that corresponding reporting period. This may mean the child's age differs on the actual Date of Activity, but again, the Date of Activity determines the reporting period in question
- Age (mos) on Activity Date: Calculated as the child's age in months as of the Date of Activity
- ✱ Children Without Any Activities in Date Range: Provides a list of children without any associated activity forms in the selected date range, with the following columns:
 - DAISEY ID, Child Name, Date of Birth, Enrollment Date, Discharge Date: pulled from the Child Profile

Filters used in this report

The Caregiver and Child Demographics reports utilize the following filters to allow users to modify the data displayed on the reports (see figure 1):

- ✱ Start and End Date: This will limit data displayed in the report to only show profiles who are 'enrolled' in the date range
- ✱ Grantee, Organization, and Program Affiliation: This is for users with access to more than one Grantee, Organization, or Program in DAISEY to allow them to filter down to the specific data they wish to see

- ✳ Child: Allows users to filter by one or more specific children (listed by child name and DAISEY ID)
- ✳ Activity: Allows users to filter by one or more activity forms
- ✳ Submission Status: Allows users to filter by whether the form is 'Saved (in progress/incomplete)' or 'Submitted'
- ✳ Sort Child List by: Allows users to sort the "Children with Selected Activities in Date Range" by any of the columns in the table

Figure 1: Filter Menu for Common Measures Report

Start Date	End Date	Grantee	Organization	Program Affiliation	Child	Activity	Submission Status	Sort Child List By
6/1/2026	5/31/2027	(All) ▼	(All) ▼	(All) ▼	(All) ▼	(All) ▼	(All) ▼	Date of Activity ▼

Data Quality Check: If information displayed in the tables seems inaccurate, review the relevant profiles and/or activity forms in DAISEY to ensure data has been entered correctly (e.g., accurate date of activity, correct enrollment and/or discharge date). If you believe data is not displaying correctly in the report, send an inquiry to [DAISEY Support](#).

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Direct questions to the DAISEY help desk: daisey.kcctf@ku.edu