



KDHE DAISEY Technical Assistance Brief

KDHE Program Encounter Form Data Entry Workflow

The KDHE Program Encounter Form

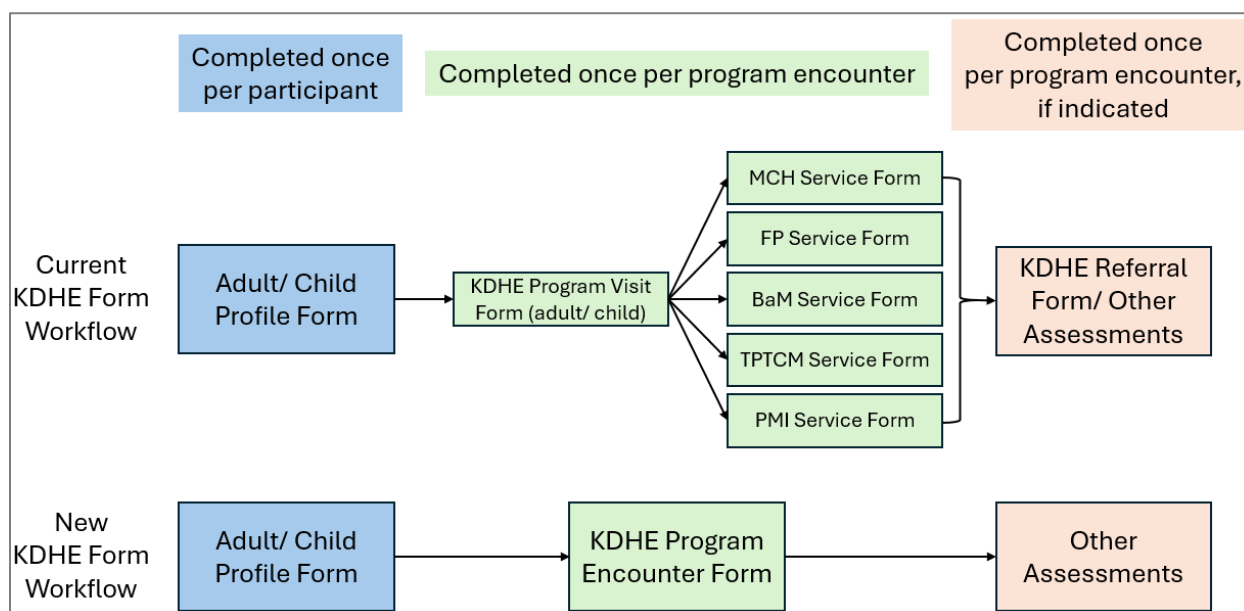
The KDHE Encounter Form is a new form launching in the KDHE DAISEY module on July 1, 2026.

This form will **replace** the following forms:

- ✱ KDHE Program Visit Form - Adult
- ✱ KDHE Program Visit Form – Infant Child Adolescent
- ✱ Maternal Child Health Service Form
- ✱ Family Planning Service Form
- ✱ Becoming a Mom™ Service Form
- ✱ TPTCM Service Form
- ✱ PMI Service Form
- ✱ KDHE Program Referral Form

This diagram (see figure 1) shows the KDHE Encounter Form workflow:

Figure 1: Diagram of KDHE Program Encounter Form Workflow



Data Entry and Navigation in the KDHE Program Encounter Form

Because the KDHE Program Encounter Form replaces all visit and program-specific service forms in the KDHE DAISEY module, it utilizes tabs and branching logic to help guide the user to the appropriate section of the form to complete. The form consists of 8 tabs:

- ✱ Client Info – Demographic information on the participant and their household
- ✱ Visit Info – Program affiliation and additional client information
- ✱ BaM - Becoming a Mom™ program enrollment info
- ✱ FP – Family Planning program encounter info
- ✱ MCH – Maternal Child Health program encounter info
- ✱ PMI – Pregnancy Maintenance Initiative program encounter info
- ✱ TPTCM – Teen Pregnancy Targeted Case Management program encounter info
- ✱ End of Visit – Referral and additional screener info

Users will only be prompted to complete the sections corresponding to their selection on the “Program” field on tab 2: Visit Info, and for tabs not indicated by the program selection, they’ll be advised to click “Save and Next” and proceed to the next tab.

Data Entry Example: Entering data for an adult receiving MCH services:

In this example, a postpartum mother is receiving some follow-up MCH services.

1. Confirm that this person has a DAISEY profile, and create one if she does not
2. Access the Family Activities Page for this profile by clicking the DAISEY ID or First/ Last Name for the profile in the Search Caregiver grid
3. Scroll down to the “Forms Available for Family Activities” section of the Family Activities page and click on “KDHE Program Encounter Form”
4. Select “Caregiver/Adult” for “Is this for a Caregiver/Adult or Child?” and then select the associated caregiver, and enter the date of the encounter (today’s date in this example) for the Date of Activity (see Figure 2)

Note: You must ensure you select an associated caregiver or child before saving the form, or you will not be able to recover or continue completing the form.

Figure 2: Entering the associated profile and date of activity on the KDHE Program Encounter Form

The screenshot shows a form with two rows. The first row contains two dropdown menus. The first dropdown is labeled "Is this for a Caregiver/ Adult or Child? *" and has "Caregiver/Adult" selected. The second dropdown is labeled "Which caregiver was involved?" and has "test test (1415-20042)" selected. The second row contains a date field labeled "Date of Activity *" with the date "06/01/2026" entered.

5. Complete the information on the first tab of the form, "Client Info", and then click "Save and Next" (see Figure 3)

Figure 3: Clicking "Save and Next" to advance to the next tab of the form

The screenshot shows a form with two tabs. The first tab is labeled "Client Info" and has a dropdown menu with "Caregiver/Adult" selected. The second tab is labeled "Visit Information" and has a dropdown menu with "Maternal Child Health" selected. The form has two orange buttons at the bottom: "Save" and "Save & Next".

6. On the "Visit Information" tab, select "Maternal Child Health" for "Program". This will make the corresponding MCH program questions load on the "MCH" tab of the form.
7. After completing the "Visit Information" tab, click "Save and Next"
8. From here, the form will provide prompts to advance to the indicated section of the form, in this case, Maternal Child Health (see Figure 4)

Figure 4: Users will see prompts to advance to the selected program's tab

The screenshot shows a form with a message: "This encounter has been designated as a MCH visit. Please click Save and Next." Below the message are three orange buttons: "Save & Previous", "Save", and "Save & Next".

9. Upon reaching the “MCH” tab, complete the questions on the tab, and when finished, click “Save and Next”
10. The form will again prompt you to click “Save and Next” until you advance to the last tab of the form, “End of Visit”
11. Complete the “End of Visit” tab and either “Save” the form (allowing you to make additional edits to the form) or “Submit” the form (meaning you believe the form is finalized)

If other screening forms are indicated, complete them after completing the KDHE Program Encounter form, otherwise the data entry for this program encounter is complete!

Note on mandatory fields: While many fields may not be marked mandatory (questions marked with a red asterisk) KDHE’s program guidance is to complete all fields that load on the KDHE Encounter form, if possible. For any questions about what data should be entered on the form, or other program questions, please contact your KDHE program contact.

Autofill functionality: Most of the questions on the first two tabs of the form, “Client Info” and “Visit Info”, will autofill after an initial form is completed for a given profile, meaning any subsequent KDHE Program Encounter form associated with that profile will load the responses from the most recent form on autofilled fields.

Note for Becoming a Mom™ Grantees: Just as before with the Becoming a Mom™ Service Form, only **one KDHE Program Encounter form is required per enrollment per participant in the Becoming a Mom™ program.**

Note for multiple program visits on the same day/ at the same site: Because the KDHE Program Encounter form is intended to only collect data related to a single program encounter per form, in cases where an individual receives program services from more than one KDHE program in the same visit, and additional KDHE Program Encounter Form must be completed for each additional program.

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