# KEHS DAISEY Workflow Update

Improving Data Quality and Simplifying Reporting

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# Why are we making this change?

## Goals

- **Reduce confusion for data entry and review**
- **Eliminate duplicate records**
- **Simpler data entry workflow**
- **Improve data accuracy**

A simpler process means less time entering data and more reliable data for reporting.

# Current data entry workflow

Environment Profiles were intended to be created annually, but many organizations create multiple profiles per year.

This makes completed information harder to find, increases technical assistance needs and data maintenance time, and raises the risk of duplicate or incomplete records.



# One Environment Profile Per Grantee

**No need to ever create new profiles!**

Each organization will only have one Environment Profile, keeping all forms in one place.

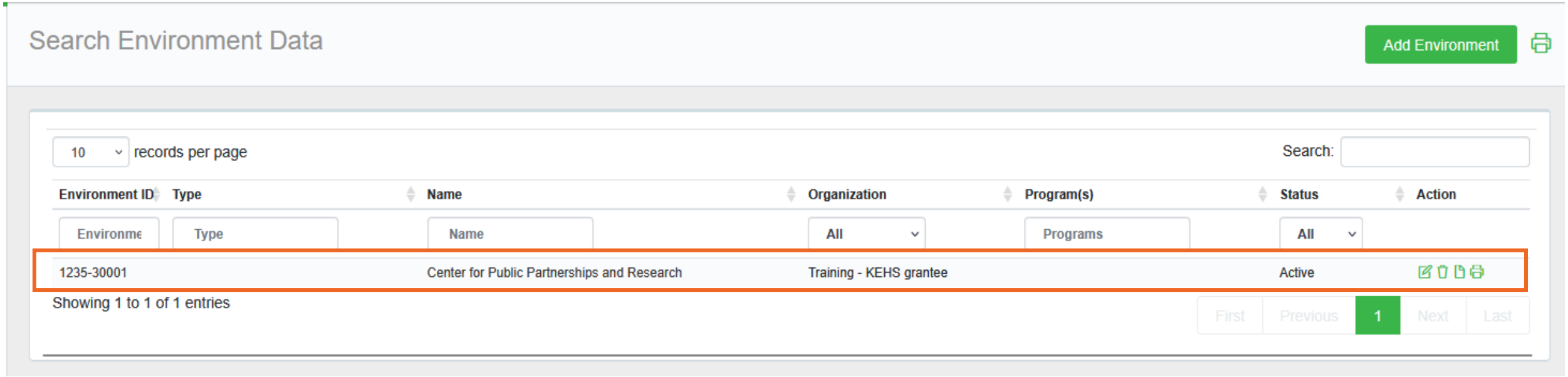
**This helps eliminate duplicates and confusion**

With only one profile, it’s easier to see which forms have already been entered for your program.

# Let’s look at the new process



# Click on your Environment Profile



# All activities are listed under one profile

Environment Activities for Environment : with ID : 1235-30001

10 records per page

Search:

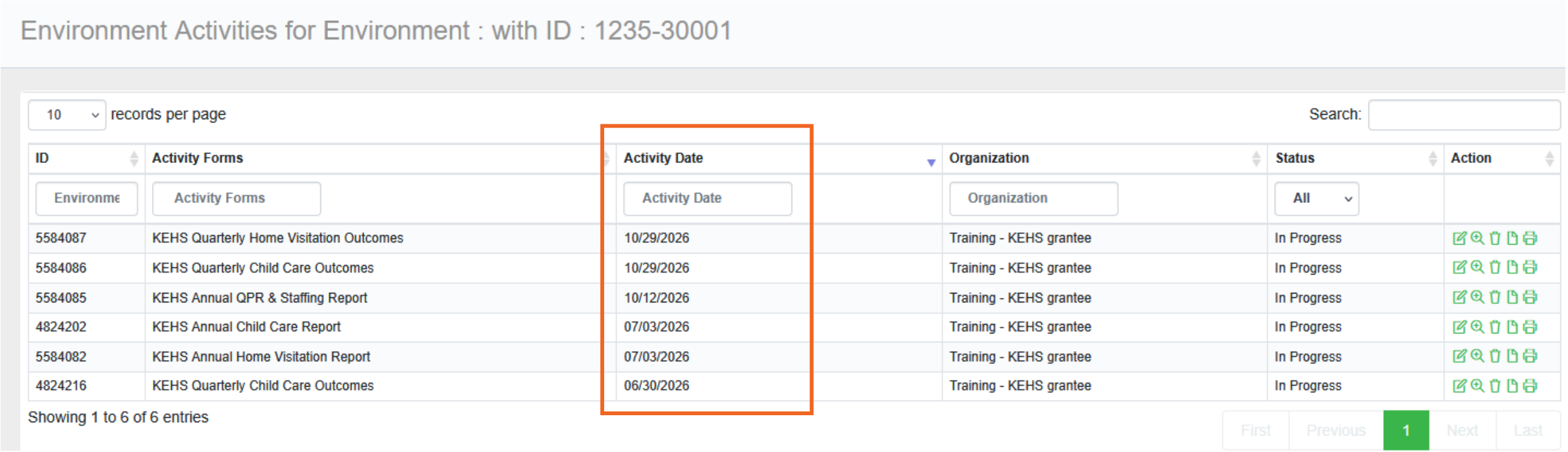
| ID | Activity Forms | Activity Date | Organization | Status | Action |
|---|---|---|---|---|---|
| Environme | Activity Forms | Activity Date | Organization | All | |
| 5584087 | KEHS Quarterly Home Visitation Outcomes | 10/29/2026 | Training - KEHS grantee | In Progress | |
| 5584086 | KEHS Quarterly Child Care Outcomes | 10/29/2026 | Training - KEHS grantee | In Progress | |
| 5584085 | KEHS Annual QPR & Staffing Report | 10/12/2026 | Training - KEHS grantee | In Progress | |
| 4824202 | KEHS Annual Child Care Report | 07/03/2026 | Training - KEHS grantee | In Progress | |
| 5584082 | KEHS Annual Home Visitation Report | 07/03/2026 | Training - KEHS grantee | In Progress | |
| 4824216 | KEHS Quarterly Child Care Outcomes | 06/30/2026 | Training - KEHS grantee | In Progress | |

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

# Use the activity date

**The activity date can be used to see if your organization has already entered a form for the reporting period.**



# Best Practices

**Before creating a form**

Check whether a form already exists for the reporting period.

**If multiple staff enter data**

You might consider collecting information in a shared spreadsheet and then assign one person to enter data into DAISEY.

**Data quality review**

Check your data often and well before the data entry deadline.

**Reach out for help**

If you have questions about your data, reach out to your KEHS program contact or the DAISEY help desk!

# Data Cleanup



**Good News!**

The first phase of cleanup has already been completed. All existing data has been consolidated under a single Environment Profile for your organization.



**Your Next Step**

Review forms for multiple versions of the same form within the same quarter and year. Verify records before deleting and remove only confirmed duplicates. Contact the DAISEY Team for assistance as needed.

When in doubt, don’t delete it.

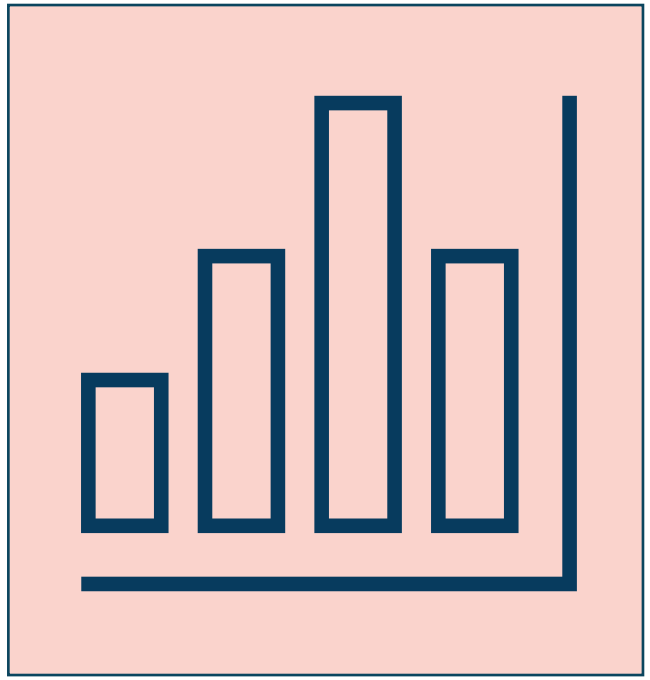
**Reach out** to the DAISEY help desk for help!

# Coming in 2027

## A new report will help organizations:

- Identify whether a form already exists for a reporting period
- Detect potential duplicates
- Improve data quality monitoring

*Additional training will be provided before the report launches*



# Reporting Deadlines

**KEHS Quarterly Home Visitation Outcomes**

Q1 – October 30th

Q2 – January 30th

Q3 – April 30th

Q4 – July 30th

**KEHS Quarterly Child Care Outcomes**

Q1 – October 30th

Q2 – January 30th

Q3 – April 30th

Q4 – July 30th

**KEHS Annual Home Visitation Report**

July 15

**KEHS Annual Child Care Report**

July 15

**KEHS Annual QPR & Staffing Report**

October 15

# Resources

**KEHS DAISEY Solutions**

All DAISEY Resources in one place

**Data Dictionary**

Outlines all KEHS data elements collected in DAISEY

**Coming Soon: DAISEY Report Guides**

Guides to help you understand KEHS DAISEY reports

# Questions about DAISEY?

Reach out to the DAISEY help desk

daisey.kehs@ku.edu

# THANK YOU!