



KS MIECHV DAISEY Report guide

Scheduling & Incentives Report

Purpose of This Report

This guide provides technical information and additional program instructions for users accessing the KS MIECHV Scheduling & Incentives Report.

The KS MIECHV Scheduling Report allows family support professionals and program managers to determine what activities are ahead as well as review the overall completion status of each activity.

Activities will show up when an activity is first eligible to be completed for actively enrolled primary caregivers and their children during the selected date range. Due dates for activities are defined by KS MIECHV program guidelines.

DAISEY reports update on a nightly basis. Data entered into DAISEY will be available in reports the next day.

Definitions

Date Eligible: The first day an activity can be completed. For example, clients will be eligible for an EPDS within 3 months of birth if enrolled prenatally, or within 3 months of enrollment if enrolled postnatally.

Due Date: The last day an activity can be completed. For example, a client's due date for an EPDS would be birth + 3 months or enrollment + 3 months. If a client discharges before the EPDS due date, then the client's date of discharge will become the new due date for the EPDS.

Completion Status Categories

- ✱ **Not Yet Eligible:** Today is before Date Eligible for the activity.
- ✱ **Not Yet Completed:** Today is between Date Eligible and Due Date and no activity has been completed during this window.

- ✱ **Completed on Time:** The activity has been completed between its Date Eligible and Due Date window.
- ✱ **Completed Late:** Today is after the Due Date and an activity has been completed after the Due Date.
- ✱ **Completed Early:** Today is after the Due Date and an activity has been completed before the Date Eligible.
- ✱ **Missing:** Today is after the Due Date and no activity has been completed.

Furthermore, activities completed before their Date Eligible are counted as “Not Yet Completed” between their Date Eligible and Due Date, and then “Completed Early” after the Due Date has passed.

What is counted

All activities of caregivers and their associated children who are actively enrolled and have an activity eligible for completion during the date range selected.

- ASQ-3
- Child Demographics Form
- Caregiver Demographics Form
- Edinburgh Postnatal Depression Screening (EPDS)
- Intimate Partner Violence Screening (Relationship Assessment Tool)
- Parent-Child Interaction Tool (PICCOLO or CHEERS)
- Substance Abuse Screening (UNCOPE)
- Tobacco Cessation Referral

Caseload Activities Dashboard

The Caseload Tasks dashboard is designed to provide DAISEY users with a snapshot of activities that are coming due during the selected range. This table lists when an activity is first eligible, the date the activity was completed (NULL if not yet completed), when the activity is due, name of the person who is eligible, name of the activity, which timing of the activity is due, and the status of the activity, i.e. NYC (Not Yet Completed) or CoT (Completed on Time).

The header of this report indicates the date range selected in the report filter.

Figure 1: Dashboards on Scheduling and Incentives Report

The screenshot shows the 'Caseload Tasks' dashboard header. It features a navigation bar with tabs: 'Caseload Tasks' (selected), 'Completion Status', 'Home Visitor Incentives', and 'Supervisor Incentives'. Below the tabs is a yellow banner with the text: 'Caseload Tasks' and 'Use this dashboard for the status of upcoming tasks. Tasks eligible to complete during 10/1/2024 – 9/30/2025'.

Figure 2: Available filters on the Scheduling and Incentives Report

The screenshot shows the filter section of the report. It includes fields for 'Start Date' (10/1/2024), 'End Date' (9/30/2025), 'Organization' (All), 'County' (All), 'Home Visitor as of End Date' (All), 'Primary Caregiver Name (ID)' (All), 'Activity' (All), and 'Sort Order' (Date Due).

Basic Navigation: Using Filters

Once the filters are selected, the report will show a stacked bar graph displaying the count of activities by completion status, as well as a table providing details on each activity eligible for completion.

Example: A home visitor would like to see the status of activities coming due in the next two weeks for all of the families they work with.

First, select the appropriate date range (Figure 3).

Figure 3: Date filters on the Scheduling and Incentives Report

The screenshot shows the date filter section of the report. It includes fields for 'Start Date' (10/1/2024), 'End Date' (9/30/2025), and 'Organization' (All). A calendar dropdown is open for the 'End Date' field, showing the month of September 2025. The calendar displays days from 1 to 30, with the 30th highlighted. Below the calendar, it says 'Today: 6/17/2025'.

Next, use the Home Visitor filter to select the appropriate Home Visitor (Figure 4).

Figure 4: Home Visitor as of End Date filter on Scheduling and Incentives Report

Home Visitor as of End Date

(All) ▼

☒ (All)

☒ Home Visitor 000

☒ Home Visitor 001

☒ Home Visitor 002

☒ Home Visitor 003

☒ Home Visitor 004

☒ Home Visitor 005

Note: Home Visitors may have entered their name more than one way on the Home Visit form (Sally, Sally Smith, Sally S.). All of those versions will appear in the report despite being the same person. By selecting the home visitor name on the Caseload Activities Tasks dashboard, it will list all families with that HV name. They can note the families where the name is listed incorrectly and make the change on Home Visit forms in DAISEY. The home visitor name should be consistent in DAISEY for the most accurate data.

The total number of activities eligible for completion in the range for the selected home visitor are represented in the top bar, while the table below provides a detailed breakdown of those activities by associated DAISEY Name and ID (Figure 5).

Figure 5: Caseload Tasks on Scheduling and Incentives Report

Home Visitor: All

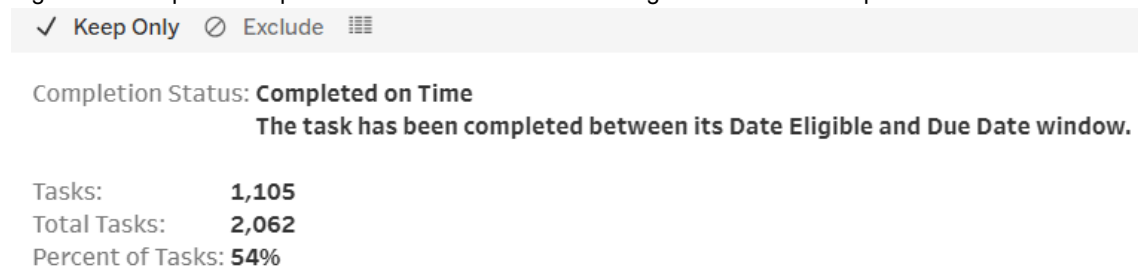
Primary Caregiver: All

Not Yet Eligible 738				Completed on Time 1,105		
Date						
Date Eligible	Completed	Date Due	Name (ID)	Activity	Timing	
10/1/2024	10/1/2024	10/1/2024	Child (709-10972)	Parent-Child Interaction Tool	annual	CoT
9/16/2024	10/1/2024	10/1/2024	Child (716-17546)	Child Demographics Form	enrollment	CoT
9/16/2024	10/1/2024	10/1/2024	Caregiver (716-25093)	Caregiver Demographics Form	enrollment	CoT
8/3/2024	9/3/2024	10/2/2024	Child (710-18909)	ASQ-3	18 mo.	CoT
4/2/2024	9/27/2024	10/2/2024	Caregiver (716-23676)	Intimate Partner Violence Screen	enrollment	CoT
				Substance Abuse Screen	enrollment	CoT
9/17/2024	11/1/2024	10/2/2024	Child (716-12945)	Child Demographics Form	enrollment	CL
9/17/2024	11/1/2024	10/2/2024	Caregiver (716-22015)	Caregiver Demographics Form	enrollment	CL
9/18/2024	10/3/2024	10/3/2024	Child (716-15414)	Child Demographics Form	enrollment	CoT
9/18/2024	10/3/2024	10/3/2024	Caregiver (716-26272)	Caregiver Demographics Form	enrollment	CoT

To select activities due for a specific family, deselect “All” and select the specific DAISEY ID or name in the Primary Caregiver Name drop-down menu of the client you would like to see.

To see a specific completion status category (i.e. Not Yet Completed), click on that specific section of the bar and select “Keep Only” or “Exclude” to individualize the report.

Figure 6: Tooltip for Completed on Time tasks in Scheduling and Incentives Report



Completion Status Dashboard

The Completion Status dashboard is designed to provide DAISEY users with an overview of activities eligible for completion. The dashboard is intended to allow organizations to review their activity completion for a selected date range and assess their success rate with completing activities in a timely manner. The dashboard displays Completion Status labels above completion status bars for each activity represented in the date range and organization, and a list on the right displays the breakdown of activity completion status by Name and DAISEY ID.

Program managers or supervisors should review the Completion Status dashboard at least quarterly during supervision with home visitors to monitor activity completion.

Programs may use this dashboard to track progress related to data quality improvement plans or other quality improvement projects focused on activity completion.

Example: A supervisor would like to review program activity completion for the previous month, and determine whether any activities are frequently showing as “Missing” or “Completed Late.”

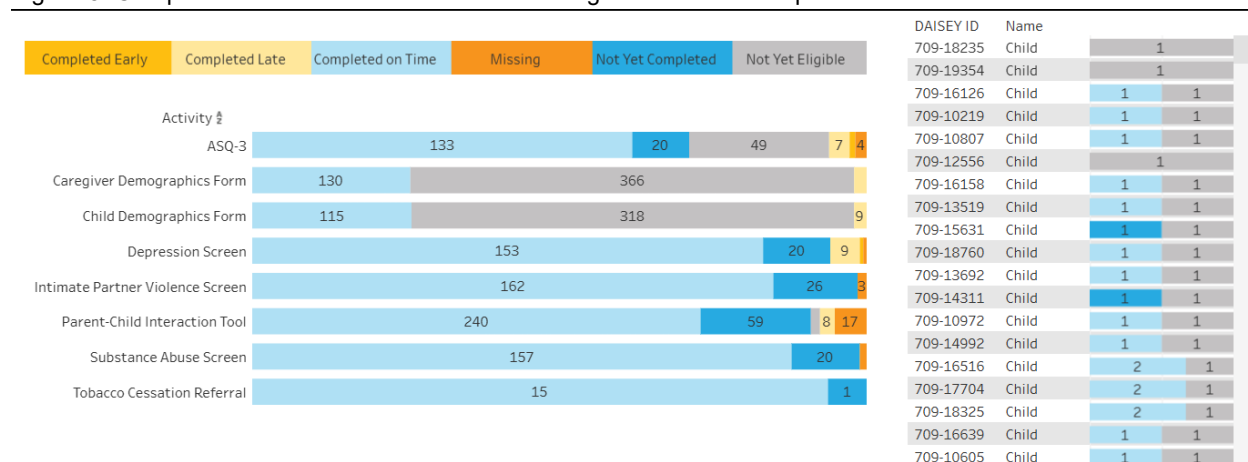
Note: Some filters applied to the Caseload Activities dashboard may carry over, so you may want to select new filters on this dashboard. Once the filters are selected, stacked bars will display each activity selected in the filter.

First, select the appropriate range (Figure 7).

Figure 7: Date filters on the Scheduling and Incentives Report

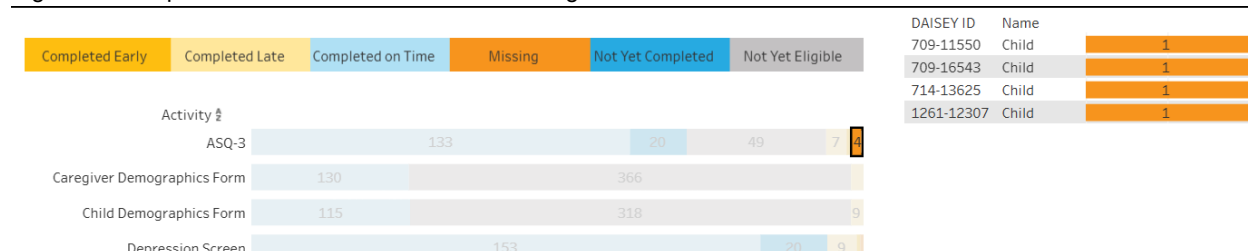
The report will show each activity that was eligible for completion within the selected range, as well as a breakdown by DAISEY ID and participant name on the right side of the dashboard (Figure 8) for those that were eligible for an activity.

Figure 8: Completion Status dashboard on Scheduling and Incentives report



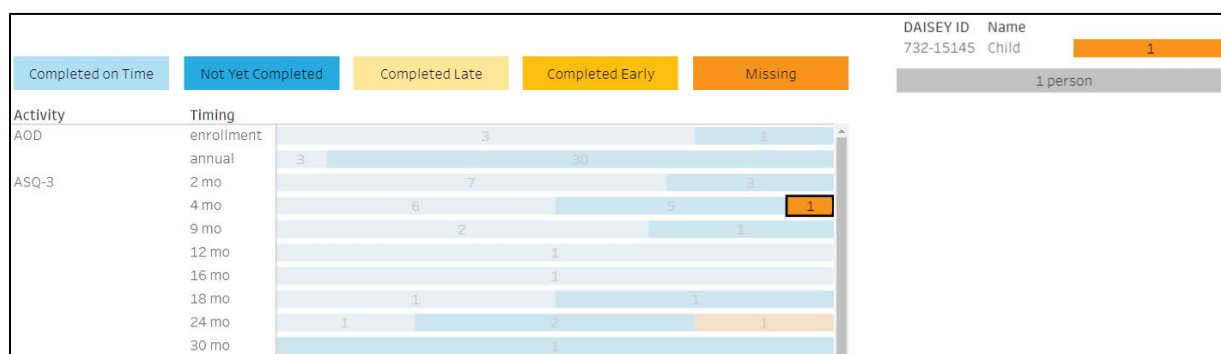
To see the “Missing” ASQ-3s, select the orange section of the ASQ-3 bar and the list on the right will reflect clients missing the ASQ-3 (Figure 9). This function applies to all Completion Status categories.

Figure 9: Completion Status dashboard with Missing ASQ-3 selected as filter



To determine which ASQ-3 timing is missing, select the “+” symbol to the left of the Activity heading as shown in Table 6. Each activity will have the required timings listed. Find the missing items and select them, and the list on the right will provide the DAISEY ID of the client missing that assessment (Figure 10).

Figure 10: Completion Status dashboard with specific missing ASQ-3 for a child selected



Home Visitor Incentives Dashboard

The Home Visitor Incentives dashboard is designed to provide staff enrolled in the KDHE MIECHV Incentives program with an overview of activity completion rates compared with a benchmark of 85% of activities completed on time. The dashboard is intended to allow organizations to review their activity completion for a selected date range and assess their success rate with completing activities in a timely manner.

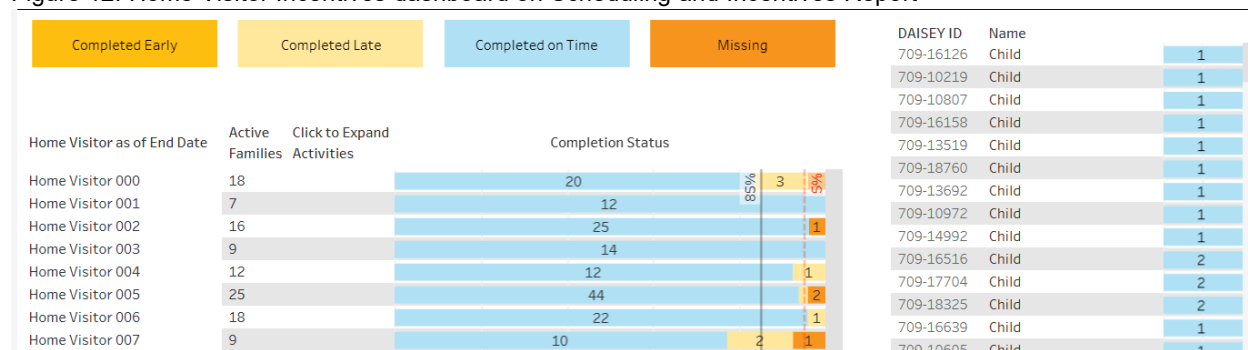
The Caseload Size Minimum is automatically set to 3 to align with KS MIECHV Incentives caseload requirements, but can be filtered to any number.

Figure 11: Filters available on the Home Visitor Incentives dashboard on the Scheduling and Incentives Report

Start Date	End Date	Organization	Home Visitor as of End Date	Sort Order	Activity	Completion Status	Caseload Size: Minimum
10/1/2024	9/30/2025	(All)	(All)	Home Visitor	(All)	(Multiple values)	3

The dashboard displays Completion Status labels above completion status bars for each activity represented in the date range and organization, and a list below displays a breakdown of completion rates and active family counts by home visitor name. The table on the right displays the breakdown of activity completion status by Name and DAISEY ID.

Figure 12: Home Visitor Incentives dashboard on Scheduling and Incentives Report



Program managers or supervisors should review the Home Visitor Incentives dashboard during supervision with home visitors to help them monitor incentive eligibility.

Programs may use this dashboard to track progress related to data quality improvement plans or other quality improvement projects focused on activity completion.

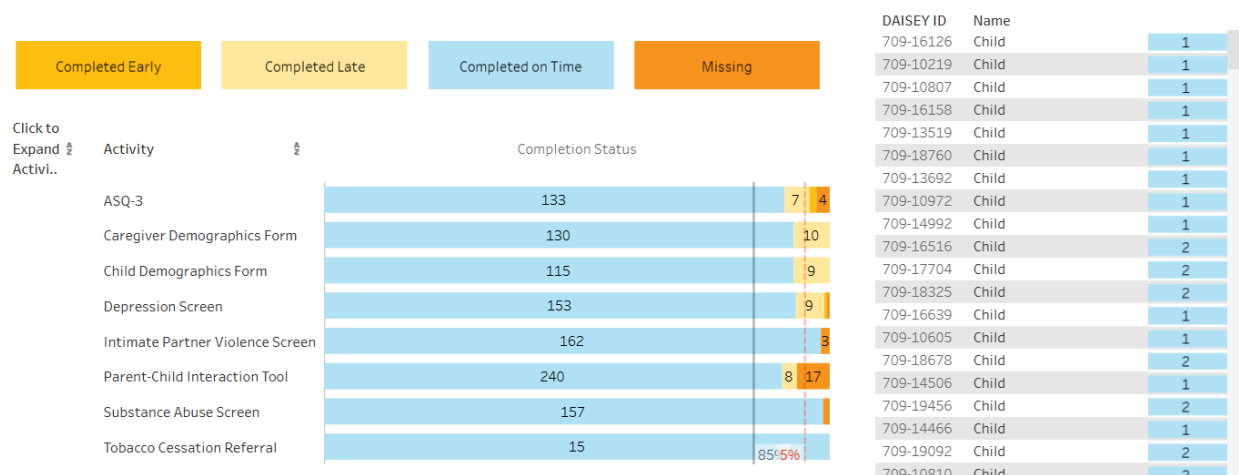
Active families: Families with at least 1 activity due during the selected date range (between the Start Date and End Date).

Supervisor Incentives Dashboard

The Supervisor Incentives dashboard is designed to provide supervisors involved with the KDHE MIECHV Incentives program with an overview of completion status by activity, compared to a benchmark of 85% of activities completed on time. The dashboard is intended to allow supervisors to review their activity completion for a selected date range and assess their success rate with completing activities in a timely manner.

The dashboard displays Completion Status labels above completion status bars for each activity represented in the date range and organization, and a list on the right displays the breakdown of activity completion status by Name and DAISEY ID.

Figure 13: Supervisor Incentives dashboard on Scheduling and Incentives Report



Program managers or supervisors should run the Supervisor Incentives dashboard often to monitor incentive program eligibility.

Programs may use this dashboard to track progress related to the Incentives program or other quality improvement projects focused on activity completion.

Additional Information

For more information on Scheduling Report activity timelines, please review the [KS MIECHV Forms Checklist and Benchmark Timetable](#).

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