



KS MIECHV DAISEY Technical Assistance Brief

Scheduling & Incentives and Missing Data Reports

June 2025

Thank you all for your dedication to diving into the reports and addressing the missing data. Below are some common issues found when checking data in the Missing Data and Scheduling & Incentives Reports.

Data entered before 10/1/2024

- The new reports will not show data entered on the old quarterly Caregiver Activities or Child Activities.
- How to fix: enter the screener information on a Home Visit or Child Activity
 - Do not delete the original data
- Examples:
 - Caregiver Substance Abuse Screen shows as missing, even though UNCOPE date was entered on a Caregiver Activities form on 9/23/2024.
 - The Home Visitor can fix this by entering a Home Visit form for the date that the screener was completed with the caregiver.
 - 9-month ASQ-3 shows as missing, even though the ASQ-3 information was entered on a Child Activities form
 - The Home Visitor can fix this by entering a Child Activity form for the date the screener was completed with the child.

Scheduling & Incentives Report

- “Home Visitor as of End Date” will show as Null if there is no Home Visitor entered into a Home Visit form. This can happen if:
 - The family has not yet received a visit, so no Home Visit form is completed for the caregiver yet OR
 - The “First and Last Name of Home Visitor” field is left blank on the Home Visit form.

