



Tips for Successful Data Entry



In addition to careful direct entry of individual records, successful data entry involves verifying data imports, API data transfers, and conducting data quality checks well in advance of any data deadlines. The information below is intended to help DAISEY users monitor their data to ensure complete and accurate data entry.

Import Data

Each time a user imports profiles or activity forms, it is important to manually verify that the import was successful. This may be done by:

- Pulling a DAISEY export of the form that was imported and checking that the new or updated data is listed. The *Date & Time Last Modified* column for the imported records should match when the import was completed.
- Conducting a manual spot check of the data directly in DAISEY by navigating to a random selection of child or caregiver Family Activities pages to verify that data successfully imported.

For detailed instructions on importing, please refer to the DAISEY User Manual, located on the KCCTF DAISEY Solutions website - <http://kcctf.daiseysolutions.org/>

API Data

DAISEY has one API feature for importing myIGDI data. It is essential to verify that the API is pulling all relevant data into DAISEY.

API Data Transfer Reminders

- The **myIGDI API** completes the data transfer each Sunday morning, pulling over created or modified records from the previous week. Verifying data in DAISEY should take place the following Monday.

To review more detailed information about each API, please see the API Technical Briefs at <http://kcctf.daiseysolutions.org>

Preparing for Data Deadlines

Another step in ensuring complete and accurate data entry is verifying DAISEY data well before any major data deadlines, to allow sufficient time to fix errors or enter any missing data. Exports and DAISEY reports are two tools that can be used to complete data quality checks.

Helpful Hints

Exports are helpful for:

- Locating data entry errors such as mistyped activity dates (e.g., sorting by activity date and noticing an activity date for the future or an invalid date)
- Locating missing demographic data, that can then be updated in DAISEY

DAISEY Reports are helpful for:

- Noticing unintended outliers in the data, that can then be reviewed and updated as needed (e.g., the Child Demographics report shows a child in the 1-3 year age category, but your organization only serves 4 year old children)
- Identifying *In Progress* activity forms that need to be updated and submitted
- Providing an at-a-glance view of activity form data entered for a particular date range

Reminder: KCCTF reports will reflect the data as it is entered in DAISEY. Maintaining accurate and complete data in DAISEY will provide sites with the most useful reports. Completing entire forms, including questions that are not marked as system mandatory, is strongly encouraged.

Contacts



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