



Becoming a Mom[®] DAISEY Form Completion Workflow

Timing

Enrollment / First Session

Participant Generated

May complete during pre-registration – dating and submitting upon first session attendance.

**KDHE Program Visit Form
BaM Initial Survey
SDOH Survey**

Staff Generated

Caregiver (Adult) Profile

Must be created before sending forms for participant completion via SMS/email or using Safety Mode.

BaM Service Form (“save”)

*Date of Activity on form must match Date of Activity on KDHE Program Visit Form and Initial Survey, which should all be the date of enrollment / first session attendance.

KDHE Program Referral Form (as needed)

*All participant completed paper forms will need to be entered into DAISEY by staff.

Successive BaM Sessions

**Edinburgh
(Sessions 2 & 6, postpartum
and as needed)**

KDHE Program Visit Form

Staff asks participant if any information has changed and updates any changes along with new Date of Activity for current session attendance and then submits form
(credit for contact is generated in the DAISEY system by this form being submitted for each session attendance)

BaM Service Form

(Update and “save”)
(*Do not change Date of Activity from enrollment date)

KDHE Program Referral Form (as needed)

Last Session

BaM Completion Survey

KDHE Program Visit Form

Staff asks participant if any information has changed and updates any changes along with new Date of Activity for current session attendance and then submits form
(credit for contact is generated in the DAISEY system by this form being submitted for each session attendance)

BaM Service Form

(Update and “save”)
(*Do not change Date of Activity from enrollment date)

KDHE Program Referral Form (as needed)

After Birth

**BaM Birth Outcome Card
(for each child if multiple births)
Edinburgh**

KDHE Program Visit Form (As stated in previous columns) BaM Service Form

Update with birth related data and “completion date”, then “submit” to close out participant file.
(*Do not change Date of Activity from enrollment date for Birth Outcome visit)

****Create new form, with current date, and submit after each Session 7 attendance
KDHE Program Referral
Form (as needed)**

*All electronic forms completed by participant via SMS/email must be reviewed/submitted by staff.