



KS MIECHV

Frequently Asked Questions

Q: I entered discharge dates for a child/caregiver on an Enrollment-Discharge form, why are they still showing up in reports after the discharge date?

A: The most common answer to this is that a duplicate Enrollment-Discharge form exists. There should only be one Enrollment-Discharge form per person for each enrollment in your program. In these instances, we suggest [updating the original form](#) to include the discharge date and [deleting the “duplicate” form](#).

Q: Why is a child/caregiver not appearing in a report?

A: Sometimes participants don't show up in a report because their enrollment or discharge date in the Enrollment-Discharge form is incorrect.

Examples:

- Child enrollment date in Enrollment-Discharge form is before their birthdate in their profile.
 - Screener date happened outside of the enrollment/discharge dates. Activities cannot occur before someone enrolls or after they discharge. If the activity happened because of a new enrollment, each participant needs a new Enrollment/Discharge form.
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Q: I marked my client as “Inactive,” because they're no longer receiving services, why are they still showing up in reports?

A: The Active/Inactive status field is optional and only affects how profiles appear in the DAISEY search grids – it does not affect DAISEY reports. If your program uses this field, you may want to keep it organized by marking profiles as Inactive (or leaving the field blank) when you enter the discharge date. To discharge a Caregiver or Child, update the Enrollment-Discharge form and add a discharge date.

Q: How long do I have to complete a screener or activity with a family?

A: The best way to find out your timeframe for completing screeners is on the Scheduling and Incentives report. Screeners are on-time when they are completed between the “Date Eligible” and “Date Due”.

Note: The ASQ-3 screeners are based off of the [Brooks Publishing ASQ-3 guidelines](#). The 9-month window is shorter than the 18 and 24 month windows.

Q: How do I download a list of caregivers and/or children included in a report?

A: Each table provides an aggregated overview of program capacity and place-based services data. To determine who is counted in a table, it is necessary to access the underlying data. Instructions on how to access underlying data can be found in the [Accessing Underlying Client-Level Data guide](#).

For additional questions, please visit [DAISEY Solutions](#). If you still have questions, please contact the DAISEY helpdesk: daisey.kshv@ku.edu