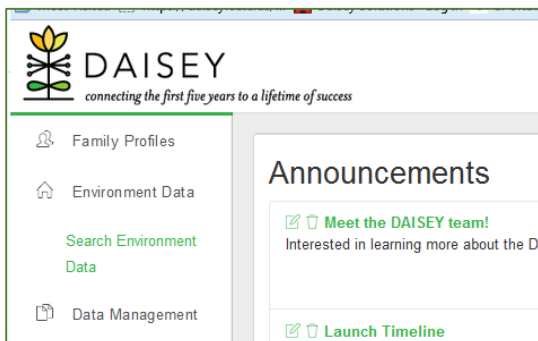


Submitting Data Using KDHE Aggregate Entry Forms

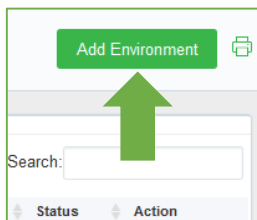
These are technical instructions. For information about data submission timelines, expectations, or specific data elements within the forms, please contact your KDHE program contact or kdhe.bfhadmin@ks.gov. If you have questions about the functionality of DAISEY or these forms, contact the DAISEY Support Team, daisey.kdhe@ku.edu.

Create an Environment

1. After logging in, click 'Environment Data' then 'Search Environment Data':



2. Click 'Add Environment'

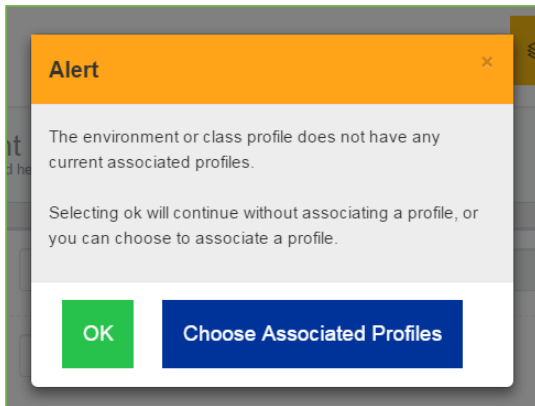


3. Select 'classroom' from the Environment Type dropdown menu, enter an Environment Name: Program Name (Family Planning, MCH, or TPTCM) and State Fiscal Year (FY2017), select 'Active' from the Active Status dropdown menu. Click save.

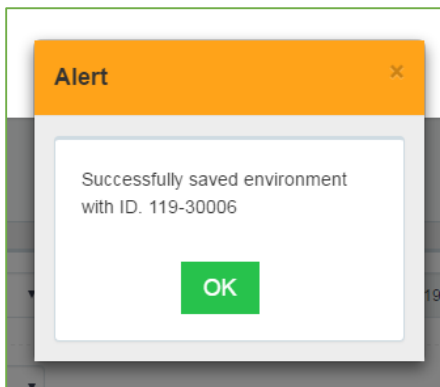
A screenshot of the DAISEY form for creating a new environment. The form is divided into two sections. The top section contains three fields: "Environment Type:" with a dropdown menu showing "Classroom", "Environment ID:" with a text input field containing "X#", and "Environment Name:" with a text input field containing "MCH FY2017". The bottom section contains one field: "Active Status" with a dropdown menu showing "Active".

Note: If you are entering data for multiple programs using aggregate entry forms, create an environment for EACH program.

4. Click 'ok' to the alert that pops up. DO NOT associate profiles!



5. DAISEY will alert you that you successfully saved a new environment. Click 'ok'.



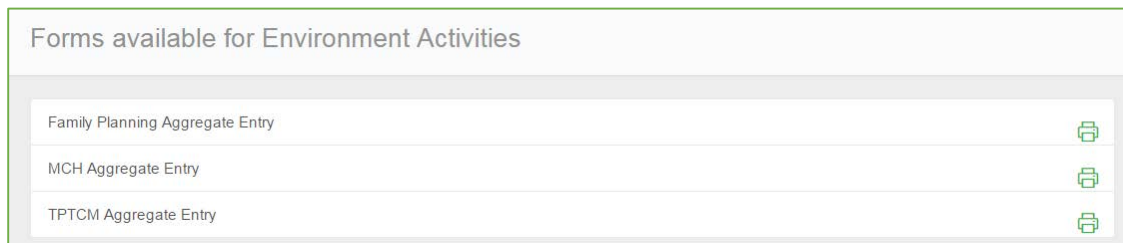
6. The environment you created will now appear in the Environment search grid.




A screenshot of a web application interface showing a table of environments. At the top, there is a search bar and a dropdown for "records per page" set to 10. The table has columns: Environment ID, Type, Name, Organization, Program(s), Status, and Action. Below the table, there are filters for each column: Environment ID (input field), Type (input field), Name (input field), Organization (dropdown menu set to "All"), Program(s) (input field), and Status (dropdown menu set to "All"). The table contains one row with the following data: Environment ID: 119-30007, Type: Classroom, Name: MCH FY2017, Organization: Training - KDHE, Status: Active. The Action column contains four icons: a pencil, a trash can, a plus sign, and a minus sign.

7. Repeat steps 1-6 for each program you're entering data for using aggregate entry forms.
8. Click on the environment name with the program you want to enter data for so you can add forms to this environment.

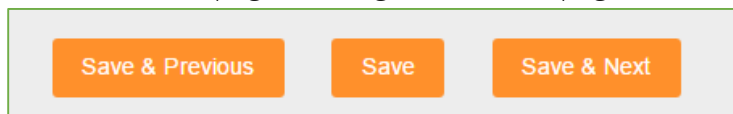
Select program aggregate entry form and enter data

9. After completing steps 1-8 above, select the aggregate entry form for the program you need to enter data for from the list under “Forms available for Environment Activities”



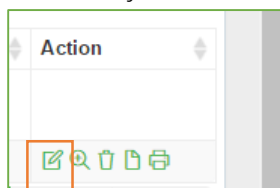
Forms available for Environment Activities	
Family Planning Aggregate Entry	
MCH Aggregate Entry	
TPTCM Aggregate Entry	





10. Enter data for all data elements, clicking ‘Save & Next’ and ‘Save & Previous’ at the bottom of each page to navigate between pages of the form.



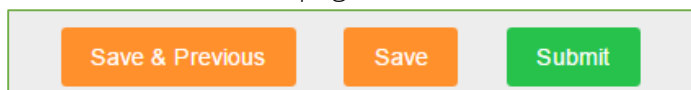
Save & PreviousSaveSave & Next

11. If you need to navigate away from the form before all data has been entered, simply click ‘Save’ at the bottom of the current page. This will save all data you entered. When you’re ready to enter additional data, navigate to the appropriate environment, locate the form you started, and click the ‘edit’ icon next to it in the Actions column.



Action
   

12. When you have entered all data for a form and are ready to submit, simply navigate to the bottom of the last page of the form and click ‘Submit’.



Save & PreviousSaveSubmit

13. Complete these steps for each program you need to enter data for using aggregate entry forms.
14. Complete steps 8-12 each month for each program using the appropriate environment (e.g. MCH FY2017). DO NOT create new environments each month.