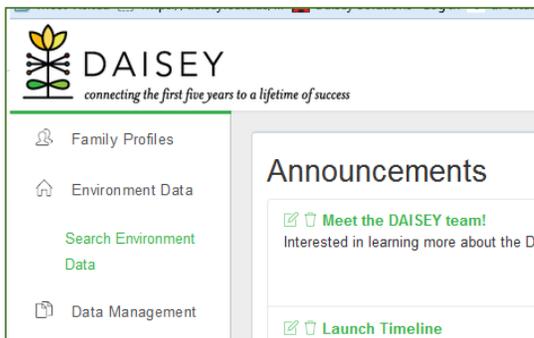


Submitting Data Using KDHE Aggregate Entry Forms

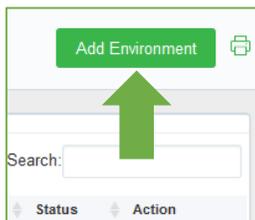
These are technical instructions. For information about data submission timelines, expectations, or specific data elements within the forms, please contact your KDHE program contact or kdhe.bfhadmin@ks.gov. If you have questions about the functionality of DAISEY or these forms, contact the DAISEY Support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

Create an Environment

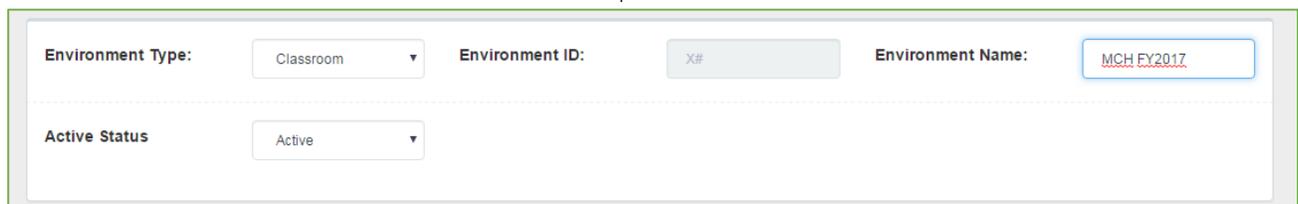
1. After logging in, click 'Environment Data' then 'Search Environment Data':



2. Click 'Add Environment'

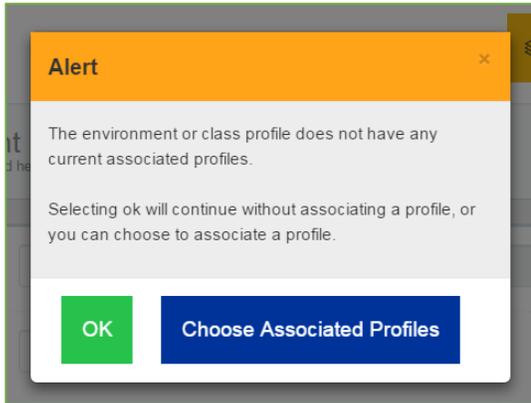


3. Select 'classroom' from the Environment Type dropdown menu, enter an Environment Name: Program Name (Family Planning, MCH, or TPTCM) and State Fiscal Year (FY2017), select 'Active' from the Active Status dropdown menu. Click save.

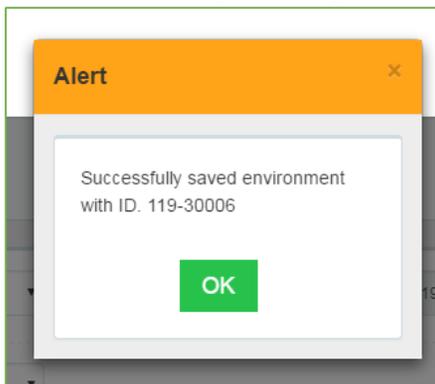
A screenshot of the environment creation form. It contains four main fields: "Environment Type" with a dropdown menu set to "Classroom", "Environment ID" with a text input field containing "X#", "Environment Name" with a text input field containing "MCH FY2017", and "Active Status" with a dropdown menu set to "Active". The form is enclosed in a light gray border.

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

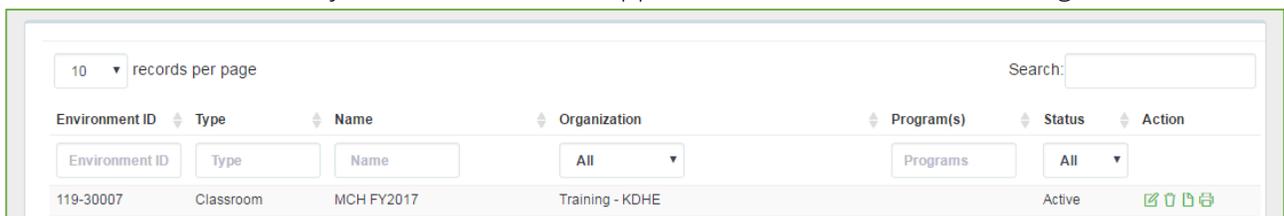
- Click 'ok' to the alert that pops up. DO NOT associate profiles!



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



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



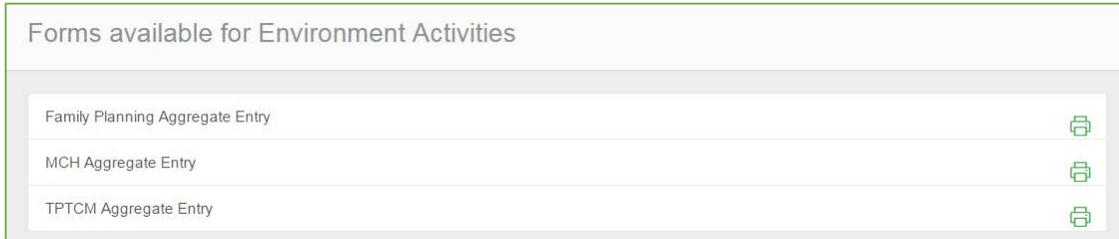
A screenshot of a web application interface showing a table of environments. The table has columns for Environment ID, Type, Name, Organization, Program(s), Status, and Action. The first row of data shows Environment ID 119-30007, Type Classroom, Name MCH FY2017, Organization Training - KDHE, Status Active, and Action icons for edit, delete, and refresh.

| Environment ID | Type | Name | Organization | Program(s) | Status | Action |
|----------------|-----------|------------|-----------------|------------|--------|---|
| 119-30007 | Classroom | MCH FY2017 | Training - KDHE | | Active |    |

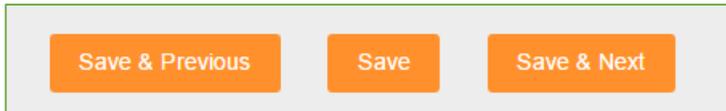
- Repeat steps 1-6 for each program you're entering data for using aggregate entry forms.
- Click on the environment name with the program you want to enter data for so you can add forms to this environment.

Select program aggregate entry form and enter data

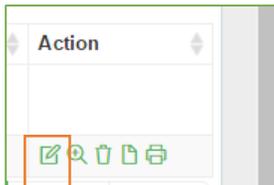
9. After completing steps 1-8 above, select the aggregate entry form for the program you need to enter data for from the list under “Forms available for Environment Activities”



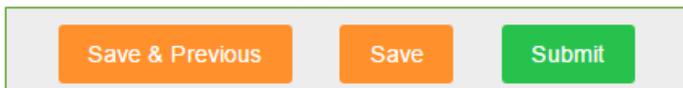
10. Enter data for all data elements, clicking 'Save & Next' and 'Save & Previous' at the bottom of each page to navigate between pages of the form.



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.



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'.



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.