

KDHE DAISEY Technical Assistance Brief

Entering De-identified Client Data

May 2016



This Technical Assistance Brief contains information for grantees entering client level data into DAISEY (through direct entry or import) who wish to avoid entering client names. This option is available to grantees using another system (an electronic health record system or KIPHS) as their system of record. This option requires users to enter an Alternate ID for each client which can be matched to their record in another system. This is not an option for grantees using DAISEY as their system of record.

Criteria for using this option

1. Client names must be captured in your system of record, along with an alternate ID that can be matched to the record in DAISEY.
2. Grantees must be able to guarantee that clients will not be duplicated within or across programs within the organization. Each client should only appear in DAISEY one time, regardless of the number of visits or programs they are involved in. E.g.: a client receiving MCH and Family Planning services at your organization should only have one DAISEY profile with both Family Planning and MCH activities attached.
Note: KDHE would use client identifiers including name to identify potential duplicates, so grantees who opt not to provide client name, accept responsibility for ensuring that clients are not duplicated in the system.

How it works – creating a profile

On the profile form (child and/or caregiver (adult)) enter the ID associated with the client in your system of record into the Alternate ID field in DAISEY. Double check that you entered the ID correctly. You will use this ID to search for the client next time you need to enter data for them since you will not be able to search by their name.

Since first and last names are required fields on the child and caregiver (adult) profile forms, users must enter *something* in these fields. We recommend using client first initial and last initial. This way you have some confirmation next time you pull up the client's record using their ID that you are accessing the correct client.

Add Caregiver
Create a new Caregiver record here

Caregiver ID Caregiver System ID **Alternate ID**

First Name * **Last Name *** Enrollment Date

How it works – locating a previously created client

Use the Alternate ID field in the Child or Caregiver search grid to locate the client.

Search Caregiver [Add Caregiver](#)

10 records per page Search:

Caregiver ID	Alternative ID	Caregiver First Name	Caregiver Last Name	Caregiver Date of Birth	Caregiver Status	Status	Program(s)	Action
Caregiver ID	16-123H	First Name	Last Name	Date	All	All	Programs	
119-20071	16-123H	R	H	05/19/2016	Yes			

Showing 1 to 1 of 1 entries (filtered from 280 total entries) First Previous **1** Next Last