



# KDHE DAISEY Technical Assistance Brief

## Using Reports for Quality Assurance

### August 2016



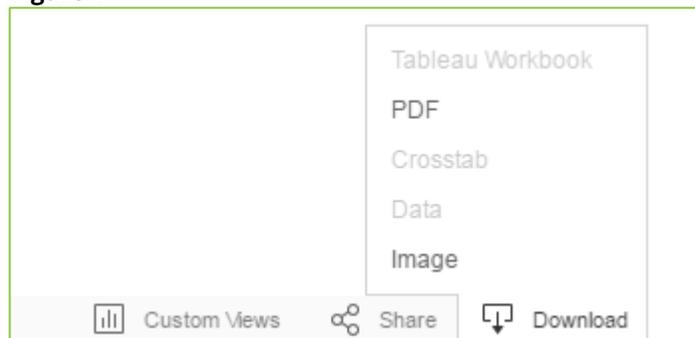
PDF versions of reports can be used to disseminate program and service information within or beyond an organization. Reviewing reports provides an opportunity to improve data quality. While reviewing reports users may identify data errors and inconsistencies and wish to review client-level data and make corrections to the data in DAISEY.

This Technical Assistance Brief contains information about downloading PDF versions of reports and conducting quality assurance activities by accessing underlying client level data.

### Downloading Reports

Users can download a PDF of reports. Select the “Download” icon in the lower right-hand corner of the report screen. Select “PDF” from the pop-up menu that will appear (Figure 1). Users can print or save the report PDF after downloading the file.

**Figure 1**



### Accessing Underlying Client Level Data

Click on the category title for the data you want to examine further. A pop-up box will appear (Figure 2).

Three options are displayed along the top of the pop-up box: “Keep Only”, “Exclude”, and “View Data”. Click “View Data” (Figure 2) to access underlying data.

A new window opens with two option tabs at the top: “Summary” and “Underlying”.

**Figure 2**



Select the “Underlying” tab (Figure 3). The data elements involved in creating the chart will be displayed. This should usually give you what you need to complete data clean-up or quality assurance work.

If you need to see the full data set, not just the data elements used to make the chart, click the checkbox next to “Show All Columns” (Figure 4).

**Note: Users with the Reviewer role do not have access to underlying data.** If the option is grayed out, you do not have access to underlying data.

**Figure 3**

_Adults Involved Max	_Activity Date Range (MAX)	_Newest Date of Activity	_Caregiver or Child ID	_Adults Involved	Caregiver ID	Child ID	Date of Activity
No Response Provided	1	1/20/2016	263-20009	0	263-20009	Null	1/20/2016
One Parent at Visit	1	1/27/2016	265-20030	1	265-20030	Null	1/27/2016
One Parent at Visit	1	3/1/2016	267-20003	1	267-20003	Null	3/1/2016
One Parent at Visit	1	5/10/2016	341-21178	0	341-21178	Null	5/10/2016

**Figure 4**

Active Status	Alternate ID 1	Alternate ID	Are any referrals needed?	Are you pregnant?	Breastfeeding?	_Adults Involved Max
Null	Null	Null	0	Null	Null	No Response Provided
Null	Null	Null	1	1	Null	One Parent at Visit

## Exporting Data and Correcting Data Errors

To export, select “Download all rows as a text file” from the “Underlying” tab. A CSV file of the entire data set will download. Users can use an application such as Excel to sort and filter this data set and identify the client ID for any client with data errors. The user can then navigate to DAISEY, look up the client, and correct data errors.

**Reminder: DAISEY reports are updated daily.** If you make any corrections to your data in DAISEY, they will be reflected in the report the following day.