

KDHE Data Quality Reports

Preliminary Findings

Missing Adult or Child Visit Forms

Form Completion Desk Guide for each program under Program Support at:

<http://daiseysolutions.org/find-answers/>. Click on the + next to the program name.

- A Child or Adult Visit Form must be completed to correspond with the program Service Form each time a client receives services. Both forms are required for data to be included in the aggregate totals reflected in DAISEY Program Reports.
- If DAISEY cannot find a corresponding KDHE Program Visit Form for every program Service Form, the entire service visit will NOT be counted in the totals.
- The dates and program selected on the Visit Forms must match the dates and programs on the Service Forms.

Incorrect Program or No Program Selected (Adult/Child Visit Form)

The program selected on the Adult or Child Visit Form must match the program Service Form. If the wrong program was selected or no program was selected on the Visit Form, DAISEY cannot match up the forms to include the data in aggregate reports.

Annual Household Income

DAISEY Technical Assistance Brief for Entering Household Income at:

<http://daiseysolutions.org/find-answers/#11>.

- Enter 999999 (six 9s) if the client does not know or refuses to provide household income. When more than six 9s or fewer than six 9s are entered into this field it is calculated as income (i.e. five 9s is calculated as \$99,999), which is a major error.
- Do not enter punctuation in the income field. If a decimal is entered, DAISEY only reads the numbers to the left of the decimal as income (i.e. 12.123 is read as \$12).
- Ensure that household size is not mistakenly entered in this field.

Household Size

Household size must be entered. If a client refuses to provide household size enter 1 to reflect the client lives in the household. Do not enter 0 or multiple 9s. Ensure that annual household income information is not mistakenly entered in the household size field.

Skipped Questions

There must be a response entered for all questions on the DAISEY forms, not just fields with a red asterisk (*). Client screening questions and referral completion questions are often left blank. All information, especially screening and referral data, is critical to programming decisions and reporting. The fields marked with an asterisk were flagged specifically for agencies with EHRs to identify the minimum set of fields that needed to be captured in and/or extracted from other systems. The asterisk was never meant to identify "required" from "not required" fields. All data is required.