



Becoming a Mom[®] DAISEY Form Completion Workflow

Timing

First Session (Enrollment)

Participant
Generated

Caregiver (Adult) Profile
KDHE Program Visit Form
BaM Initial Survey
SDOH Survey

Staff
Generated

BaM Service Form ("save")
*Date of Activity on form must match Date of Activity on KDHE Program Visit Form and Initial Survey, which should all be the date of enrollment
KDHE Program Referral Form (as needed)

*All paper forms generated by participant (in gray boxes) will need to be entered in DAISEY by staff

Successive BaM Sessions

Edinburgh (Session 2 & 6)

KDHE Program Visit Form
Staff asks participant if any information has changed and updates any changes along with new Date of Activity for current session attendance and then submits form
(credit for contact is generated in the DAISEY system by this form being submitted for each session attendance)
BaM Service Form
(Update and "save")
(*Do not change Date of Activity from enrollment date)
KDHE Program Referral Form (as needed)

Last Session

BaM Completion Survey

KDHE Program Visit Form
Staff asks participant if any information has changed and updates any changes along with new Date of Activity for current session attendance and then submits form
(credit for contact is generated in the DAISEY system by this form being submitted for each session attendance)
BaM Service Form
(Update and "save")
(*Do not change Date of Activity from enrollment date)
KDHE Program Referral Form (as needed)

After Birth

BaM Birth Outcome Card
(for each child if multiple births)
Edinburgh

KDHE Program Visit Form
(As stated in previous columns)
BaM Service Form
Update with birth related data and "completion date", then "submit" to close out participant file
(*Do not change Date of Activity from enrollment date for Birth Outcome visit)
***Create new form, with current date, and submit after each Session 7 attendance*
KDHE Program Referral Form (as needed)