



Becoming a Mom Data Entry Decision Tree

DAISEY Technical Assistance

What mode of data collection is used at your site?

Send family forms: Cellular device, tablet or laptop available for in-class SMS/Email access to forms

Safety Mode: Tablet or laptop available for in-class safety mode access to forms

Paper: No devices available for electronic entry; paper form completion

Staff creation of Caregiver Profile in DAISEY

Staff gathers information from participant while directly entering Caregiver (Adult) Profile into DAISEY to generate a client profile/ID within DAISEY (or will login and select appropriate caregiver profile if participant is already in the system). **For pre-registered enrollees, this can be completed ahead of time.**

Paper form completion by BaM Participants

Completion of paper forms by BaM participants: Caregiver (Adult) Profile, KDHE Program Visit Form (Adult), BaM Initial Survey, SDOH Screener(enrollment), BaM Completion Survey (completion), and Edinburgh (sessions 2 & 6)

Send DAISEY Forms via SMS Messaging or Email

Utilize SEND FAMILY FORMS IN DAISEY – BECOMING A MOM® WORKFLOW GUIDE for step-by-step workflow instructions.

Pre-Registration – enter participant's personal cell phone number or email address to send forms to.

In class completion -

- Enter participant's personal cell phone number or email address if personal access is available.
- Enter loaner cell phone number or generic email address if loaner tablet or laptop is used.

Participant entry directly into DAISEY via Safety Mode

Staff locks system into Safety Mode and turns device over to participant for direct entry of KDHE Program Visit Form (Adult), BaM Initial Survey, and/or SDOH Screener (enrollment)

*Staff will need to submit each form after participant completion, then log in again and pull up the next form and place in safety mode again **before** turning device back over to participant for completion of the next form when successive forms are being completed.

-Upon program completion, participant will directly enter BaM Completion Survey in DAISEY (following staff login and selection of appropriate caregiver profile as participant is already in the system)

Staff entry into DAISEY

All data from participant completed forms entered into DAISEY by staff following data collection on paper forms. BaM Service Form and KDHE Program Referral Form completed directly in DAISEY by staff following BaM sessions / participant contact.

Electronic form completion by BaM Participants

Completion of available electronic forms by BaM participant: KDHE Program Visit Form (Adult), BaM Initial Survey, SDOH Screener(enrollment), BaM Completion Survey (completion), and Edinburgh (sessions 2 & 6)

Staff entry into DAISEY

BaM Service Form and KDHE Program Referral Form will be completed directly in DAISEY by staff following BaM sessions / participant contact.

Questions about DAISEY? Email the KDHE DAISEY Helpdesk:
daisey.kdhe@ku.edu
Program questions? Email the BFH Helpdesk:
kdhe.bfadmin@ks.gov