

# Document CCDBG funded activities in DAISEY



Follow these step by step instructions to document CCDBG funded activities:

1. Log In @ <https://wprs.daiseysolutions.org/>
2. Select the appropriate part of DAISEY to enter the activity (Family Profile or Environmental Data).

## For Environmental Data

1. Select 'Add Environment' button
2. Fill out the Environment form fields with the information from the event.
3. For Funding Source (required field) select 'Other'
4. A new field will appear, 'Other Funding Source'. Enter CCDBG into this field.

The screenshot shows a user interface with a navigation bar at the top. On the left is a green hamburger menu icon. In the center is a yellow box containing the text 'Organization: WPRS' with a dropdown arrow. To the right of this are two more yellow boxes: one with a person icon and another with a question mark icon and the text 'HELP'. Below the navigation bar is a large green button labeled 'Add Environment' with a printer icon to its right.

## Add Environment

Create a new Environment record here

The screenshot shows a form titled 'Add Environment' with the following fields:

- Environment ID:
- Environment System ID:
- Environment Name:
- Active Status:
- Session Date:
- Session Type:
- Funding Source:
- Other Funding Source:
- Parent Educator (First and Last Name):
- Number of participants:

## For Family Profiles

1. Either create a family profile or search the family profiles for an existing parent/caregiver.
2. Select the 'All Programs Enrollment Form' under the Forms available for Family Activities.
3. Fill out the Enrollment form fields with the information from the interaction with the parent/caregiver.
4. For Funding Source (required field) select 'Other'
5. A new field will appear, 'Other Funding Source'. Enter CCDBG into this field.

### Forms available for Family Activities

Adult Adolescent Parenting Inventory (AAPI-2) Summary

All Programs - Enrollment Form



Enrollment Form					
Date of Activity *	<input type="text" value="mm/dd/yyyy"/>	Which caregiver was involved? *	<input type="text"/>	Parenting Program: *	<input type="text"/>
Parent Educator (First and Last Name): *	<input type="text"/>	Funding Source: *	<input type="text" value="Other"/>		
Other Funding Source:	<input type="text" value="CCDBG"/>				