Creating an FRC Agency Profile in DAISEY

Follow these step-by-step instructions to enter your FRC Profile in DAISEY:

1. Log In @ https://wprs.daiseysolutions.org/

2. Select WI FRC from the list:

   Which initiative/organization would you like to enter data for?

   ○ Training - WPRS | Training - WPRS Grantee | Training - WPRS Grantee | Grantee User

   ○ WI FRC ? Agency Information | WI FRC | WI FRC | Initiative User

   ○ WPRS | WPRS | WPRS | Initiative User

   [OK]   [Cancel]

3. Select Add Environment (green button in the upper right side).

   ⊗ Organization: WI FRC ▾   ⨉   ⑦ HELP
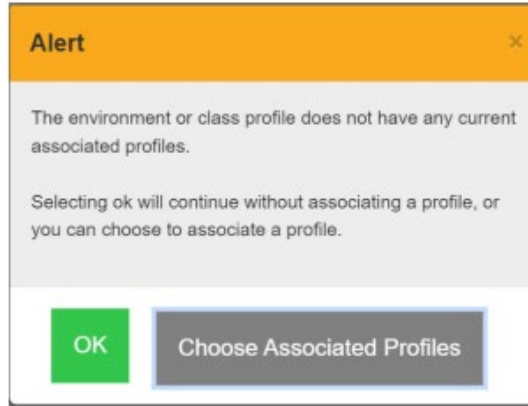
   Add Environment   🖶

4. The FRC profile form will ask for general information and contact information for staff. There are some fields that have a green ⓘ. If you scroll over this circle a description will pop up.

   Agency City
   Designate as specifically as possible your family support service area (i.e. zip codes, counties, municipalities)

   Family Support Service Area:ⓘ

5. At end of the organizational profile, select Save. There are two mandatory fields on this form – Executive Director and Data Champion. Select OK on the Alert pop-up.

6. A second Alert pop-up will appear. Select to go to the Environment Activities.
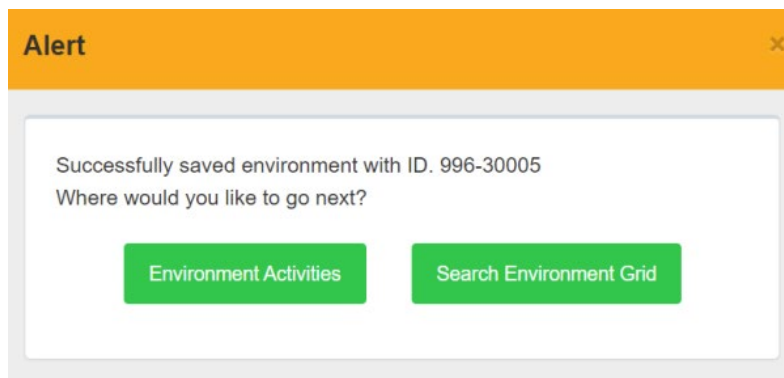
7. A list of Forms will appear to finish up the agency profile information.

The forms available align with the FRC Core Types of Service and the Spectrum of Parenting Support (see diagrams below)

- WI FRC - Core Service Parenting Supports Form
- WI FRC - Core Service Child Development Form
- WI FRC - Core Service Resources & Navigation Form
- WI FRC - Core Service Community Engagement Form
- WI FRC - Parent Leadership Development Form
- WI FRC - Staffing and Training Form – this form contains questions that align with training requirements for the WI FRC Network to become accredited as a FRC of Quality – i.e. # of staff trained in the required trainings.

Fill out as much as possible, there is no requirement to have information in all of the fields. The agency information (first form) is the most important information. The Core Services forms are for FRCs seeking FRC of Quality accreditation.
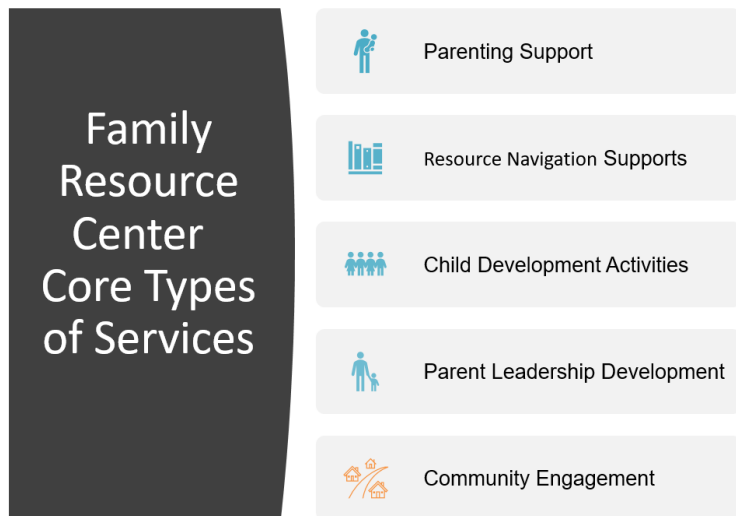
You can also start this process and go back into the system and finish up. To go back into the system and edit a form following these steps:

1. Find your FRC (agency) on the list and select the edit form (icon with pencil on a piece of paper).

Environment ID	Type	Name	Organization	Program(s)	Status	Action
Environme	Type	Name	All	Programs	All	
1111-30002			WI FRC - Children's Wisconsin - Black River Falls			➡
1111-30001			WI FRC - Children's Wisconsin - Black River Falls			
1108-30001			WI FRC - Family Resource Center, Inc.			
1104-30001			WI FRC - Northwest Connections Family Resources			
1101-30001			WI FRC - Family & Childcare Resources of NEW			
1110-30001			WI FRC - Family Resource Center St. Croix Valley			
1106-30001			WI FRC - The Parenting Network			
1109-30002			WI FRC - Family Resource Center Sheboygan County			
1103-30001			WI FRC - Burnett County Family Resource Center, Inc.			
1107-30001			WI FRC - The Parenting Place			

Showing 1 to 10 of 20 entries

First Previous **1** 2 Next Last

2. After you select the edit form (icon with pencil on a piece of paper), Add Environment will appear. This is how you get back into the profile to make edits or get to a form.
3. Then follow instructions 6 – 8 above.

Frequently Asked Questions:

1. **How long will this take staff to complete?** We have heard from 20 minutes to 1 hour.
2. **What is the time period our agency is reporting on for the core service forms?** This current year of providing programming. We are going to ask agencies to update the core services each year.
3. **How often do we need to update information?** Contact information on the agency profile should be updated when there is a change. The core services forms should be updated each year.
4. **Why are we doing this?** The Prevention Board needs this information to answer questions to the Board and legislator on what agencies are providing primary prevention/family support services.

Copies of the forms, for reference only.

1. WI FRC - Core Service Child Development Form

| Date of Activity | mm/dd/yyyy | Environment ID: | 998-30003 | Environment System ID: | 2980258 |

| Assess and Promote 5 Domains of Development (select all that your agency provides): | Yes |

| More details: | |

| Does your agency offer parent education to promote child development ⓘ | | Does your agency offer promotion events or information on child development | | Does your agency offer assessments to promote child development. | |

| Does your agency offer resources and referrals to promote child development. | |

2. WI FRC - Core Service Community Engagement Form

| Date of Activity * | mm/dd/yyyy | Environment ID: | 998-30003 | Environment System ID: | 2980258 |

| Different ways your agency engages with your community | None selected | Identify different roles your agency plays in community engagement: | None selected |

3. WI FRC Resources & Navigation Form

| Date of Activity | mm/dd/yyyy | Environment ID: | 998-30003 | Environment System ID: | 2980258 |

| Sharing Community Resources * | Yes | Targeted Resources and Referrals | | Connect families to resources and supports to address the families identified goals | |

| Concrete Supports (select all that your agency provides) | None selected | Navigator (select all that your agency provides) | None selected |

| Co-location of services (select all that your agency provides) | None selected |

4. WI FRC Parenting Support Form

Date of Activity *   mm/dd/yyyy   **Environment ID:** *   998-30003   **Environment System ID:** *   2980258

Parent Engagement Activities (select all that your agency provides):   None selected ▾   **Parenting Support Programs (select all that your agency provides)**   None selected ▾

Evidence-based parent education (select all that your agency provides)   None selected ▾

Evidence-based home visiting services (select all that your agency provides)   None selected ▾   **Does your agency provide secondary prevention services?**   [dropdown]

Does your agency provide tertiery prevention services?   [dropdown]

A Spectrum of Parenting Support

Parent Engagement · Parenting Support Programs · Evidence-Based Parent Education · Evidence-Based Home Visiting
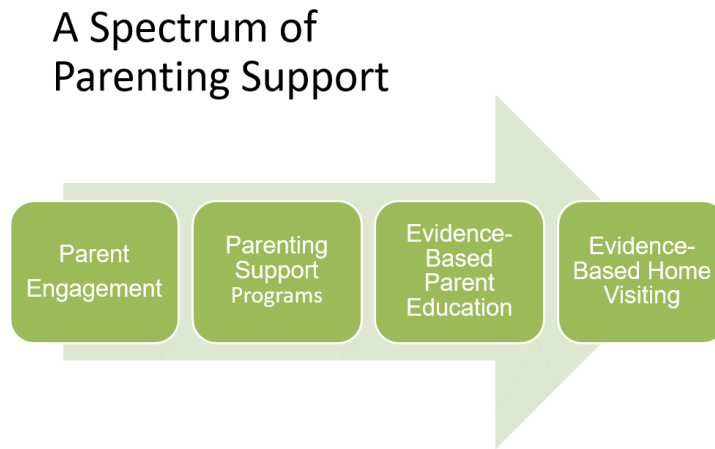
Working with families over time to address family-identified goals

5. WI FRC Parent Leadership Development Form

Date of Activity	mm/dd/yyyy	Environment ID:	998-30003	Environment System ID:	2980258

Does your agency offer opportunities for Parent Leadership?

Does your agency have a Parent Advisory Council or body?		Does your agency have a Parent leader on your governing Board?		Does your agency have a Parents in faciliator or leadership roles in programming?	

Does your agency have Parents that advocate for your agency, speak at events, etc.		Is your agency able to compensating Parents in leadership roles?	

6. WI FRC - Staffing and Training Form

Date of Activity *	mm/dd/yyyy	Environment ID: *	998-30003	Environment System ID:	2980258

Number of Family Support full-time staff:	##	Number of Family Support part-time staff:	##	Number of staff who have completed the 12-hour PFF training:	##
Number of staff who have completed the Quality of Standards for Family Strengthening and Support:	##	Number of staff who have completed Period of PURPLE Crying abusive head trauma prevention training:	##	Number of staff who have completed Sentinel Injuries abusive head trauma prevention training:	##
Number of staff who have completed the parent leadership training:	##	Number of staff who have completed Stewards of Children:	##	Number of staff who have completed the online Core Competencies overview training:	##

Does your agency have a certified "Bringing the Protective Factors Framework to Life in Your work" trainer:		Does your agency have a Steward of Children facilitator:	