Entering Family Profile Data in DAISEY

As a reminder, the Family Profile section of DAISEY is for parenting programs *with a series of sessions* that are typically 1:1 services or services that are applied to an *individual caregiver or individual family*. Examples include Triple P Seminars, Discussion Groups, Informed Workshops, Parent Cafés, play groups.

Before creating a family profile in DAISEY, organizations must obtain client consent to collecting identifiable information. If a caregiver denies content for their personally identifiable information to be entered into DAISEY, use the guidance below when creating their profile and completing the enrollment form. No consent? **Leave the FIRST NAME and LAST NAME fields blank and enter 01/01/1900 as the DOB.** TIP: Use the assigned DAISEY ID or enter an Alternate ID to easily locate profiles without a name. The Enrollment Form is in the Forms Available Section after you have created and selected the parent's profile. No consent? **Leave the ZIP CODE field blank.**

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

2. Select WPRS from the list:

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

○ Training - WPRS | Training - WPRS | Training - WPRS | Initiative User

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

⭐➡ ● WPRS | WPRS | WPRS | Initiative User

[OK] [Cancel]

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3. Select Family Profiles on the left navigation list. Additional options will appear underneath. Select Search Caregivers. A list of existing caregivers will populate. Search for caregivers first. If the caregiver is *not* in DAISEY, then select the green Add Caregiver button in the upper right side of the screen

Description of Terms (Search Caregiver page)
- ID: A DAISEY ID generated for this specific form
- Activity Forms: the name of the activity form entered
- Activity Date: the date the activity occurred
- Caregiver Involved: the caregiver named on the form
- Organization: the name of the organization of the user that entered data into the form
- Status: whether the form has been "Submitted" or is still "In Progress"
- Family Form ID: the DAISEY ID number assigned to the type of activity form
- Action: clickable icons allow users to perform certain actions:
  o View a form by clicking the magnifying glass icon—only an option for submitted forms
  o Edit a form by clicking the pencil icon—only an option for forms in progress
  o Revert a submitted form back to "in progress" for editing by clicking the arrow icon—not an option for Provider-level DAISEY users
  o Delete the form by clicking the trashcan icon (not recommended).
  o View the "form history" by clicking on the paper icon (i.e. when edits were made and by which user).
  o Click the printer icon to print the completed activity form.

Search Caregiver

Add Caregiver

Caregiver ID	Alternative ID	Caregiver First Name	Caregiver Last Name	Caregiver Date of Birth	Caregiver Status	Status	Program(s)	Action
Caregiver I	Alternative ID	First Name	Last Name	Date	All ⌄	Al ⌄	Programs	
818-20037		Frodo	Baggins	07/12/2023	Primary	Active		
818-20036		Merrissa	Johnson	01/01/1980	Primary	Active		
818-20035		Prevention	Test	01/01/2000	Primary			
818-20034		WPRS	Training	01/01/2001	Primary			
818-20033		WPRS	Trainingperson	12/14/2022	Primary			

10 records per page

Search:

4. Before creating a family profile in DAISEY, organizations must obtain client consent to collecting identifiable information.
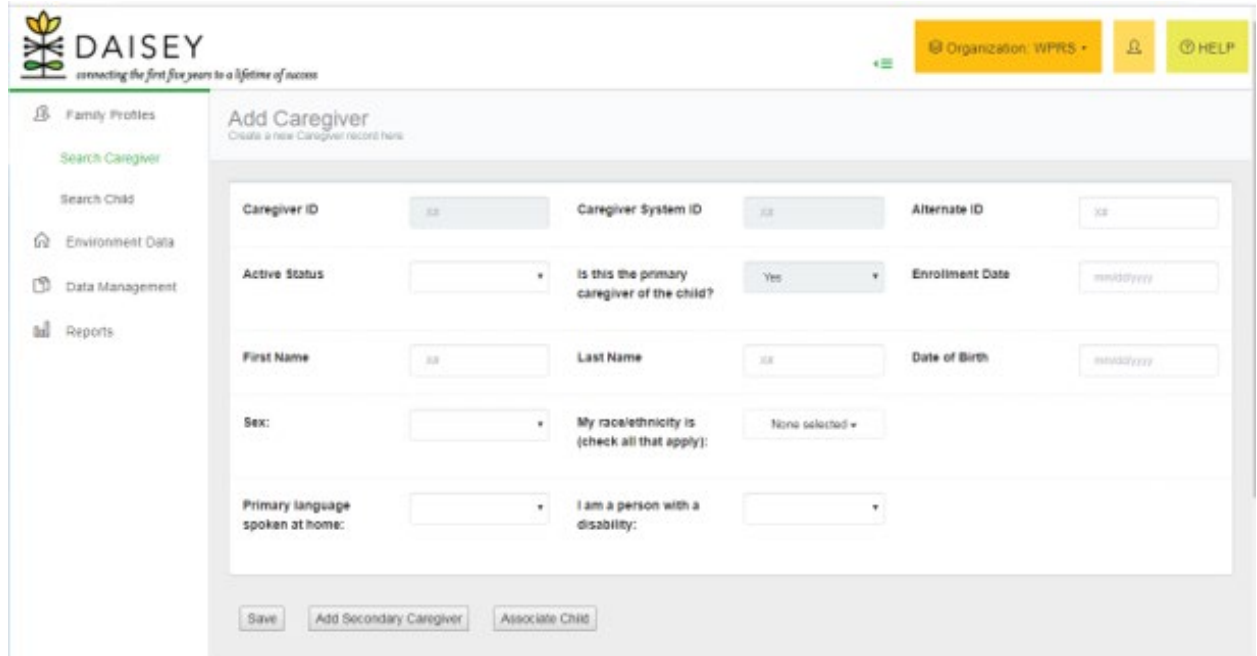   a. Client Consent forms can be located on the Prevention Board website.
    b. If a caregiver denies content for their personally identifiable information to be entered into DAISEY, use the guidance below when creating their profile and completing the enrollment form.
    c. No consent? **Leave the FIRST NAME and LAST NAME fields blank and enter 01/01/1900 as the DOB.** TIP: Use the assigned DAISEY ID or enter an Alternate ID to easily locate profiles without a name.
5. A blank Add Caregiver form will populate the screen. The form will ask for basic information about the single session program you are adding as an environment. Fill in all collected data. Any field with a red asterisk is a required field. DAISEY will not allow you to save or advance if a red asterisk field is left bank. Once all data is entered, click the save button below the Caregiver
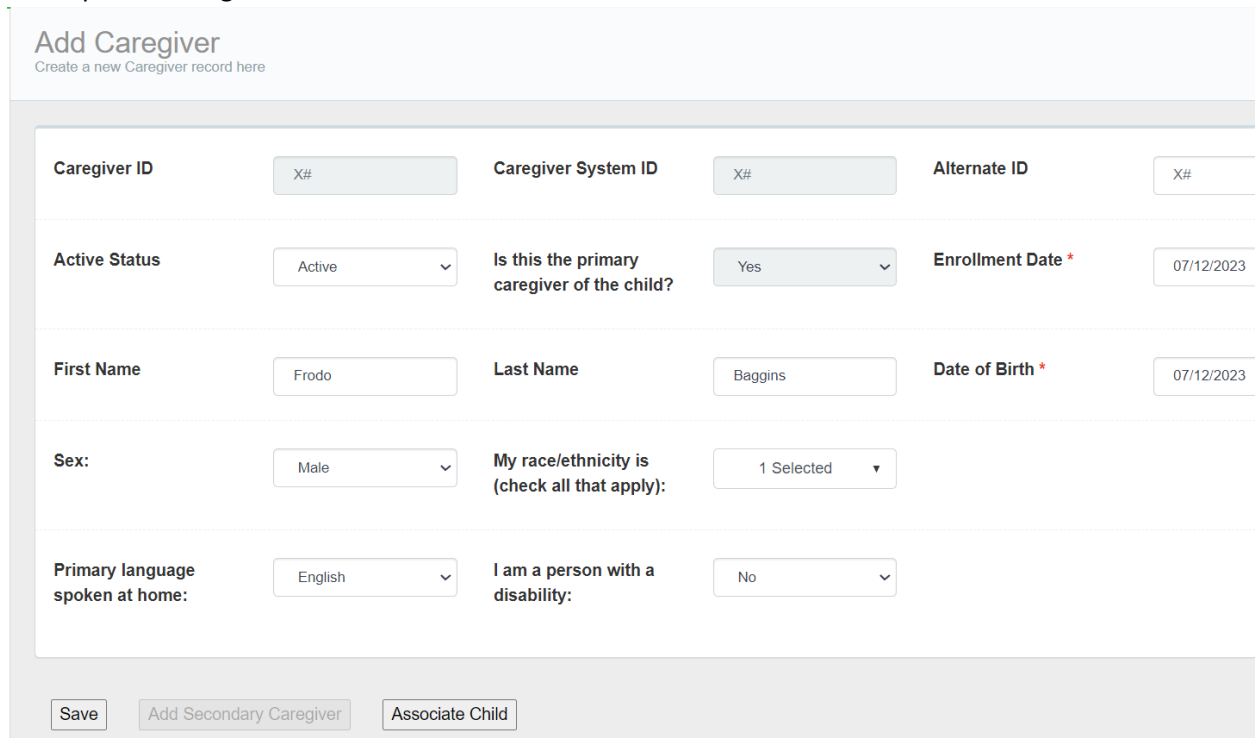
record.

a. Access DAISEY's Data Dictionary for more information about each question label.
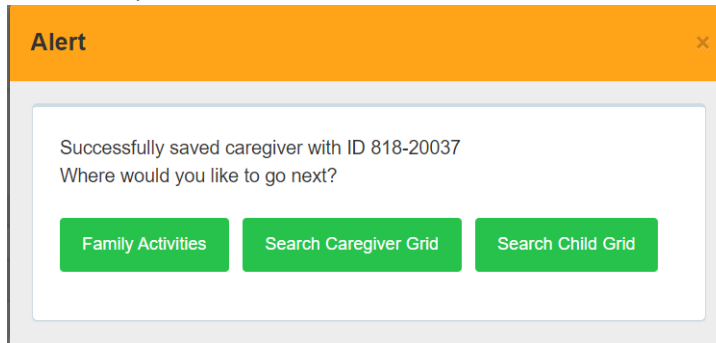b. A completed Caregiver record form will look like this:

6. Click Family Activities

Alert ×

Successfully saved caregiver with ID 818-20037
Where would you like to go next?
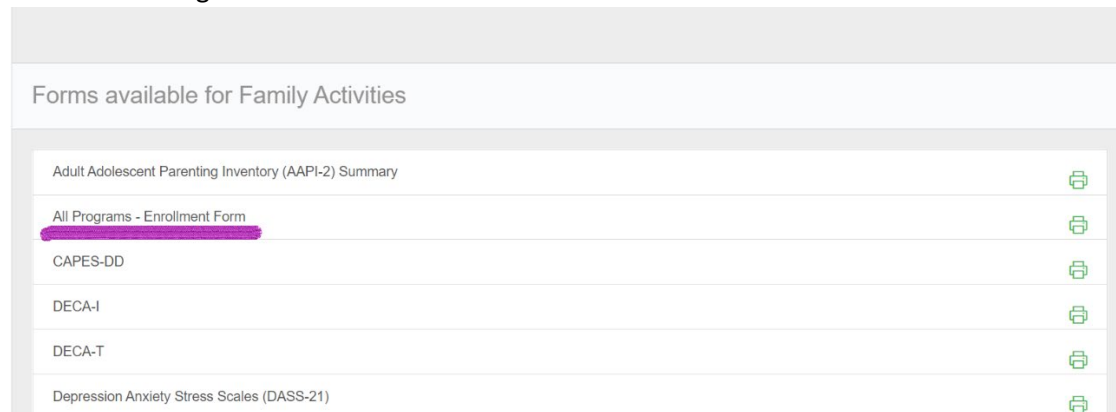
[Family Activities] [Search Caregiver Grid] [Search Child Grid]

   a. Family activities are data forms that are attached to caregiver records. Within the "Family Activities Page," you can view all caregivers in a family, access available program forms, and view a history of saved or submitted forms.

7. Complete All Programs- Enrollment Form (**Participant Information Form**)
   a. The All Programs- Enrollment Form is located in the Forms available for Family Activities section. This form is **necessary** to complete to enroll caregivers in each program. If a Click the All Programs- Enrollment Form

Forms available for Family Activities

Adult Adolescent Parenting Inventory (AAPI-2) Summary	🖨
All Programs - Enrollment Form	🖨
CAPES-DD	🖨
DECA-I	🖨
DECA-T	🖨
Depression Anxiety Stress Scales (DASS-21)	🖨

Enrollment Form

| Date of Activity * | mm/dd/yyyy | Which caregiver was involved? * | | Parenting Program: * | |

| Parent Educator (First and Last Name): * | |

Participant Information Form

| Age: | | Marital Status: | | Number of children living in my household: | ## |

| Number of children with a disability: | ## | My relationship to the children in my household is (check all that apply): | None selected ▾ | Are you pregnant? | |

| Primarily seeking support for... child's age: | ## | child's sex: | | My annual household income is: | |

| My employment status is (check all that apply): | None selected ▾ | Veteran Military Status (Household includes individuals who are serving or formerly served in the US armed forces): | | My education level is: | |

| Are you currently enrolled in any other programs? | | Current Zip Code: | ## | | |

   b. Enter all collected data
      i. Things to consider:

1. Funding Source: if you are unsure, please contact your agency's Data Champion.
2. Parent Educator: **please be sure names are spelled uniformly / the same way each time. For example, if Parent Educator Bruce Wayne sometimes capitalizes their name and sometimes doesn't, DAISEY will identify the different spelling/formatting as different individuals.

8. Once the form is completed, hit the Green Submit button at the bottom of the screen. If you are not ready to submit, please be sure to save your work.
9. Once submitted, an alert will appear that indicates data was submitted successfully. Click OK. DAISEY will redirect here:

Family Association

10 records per page				Search:	
ID	Last Name	First Name	Caregiver / Child	Status	Action
ID	Last Name	First Name	Caregiver / Child	All	
818-20037	Baggins	Frodo	Caregiver	Primary	✎ 🗑 📄 🖨 ✉

Showing 1 to 1 of 1 entries

First | Previous | 1 | Next | Last

Family Activities Form History

10 records per page								Search:	
ID	Activity Forms	Activity Date	Caregiver Involved	Child Involved	Organization	Status	Family Form ID	Action	
ID	Activity	Activity	Caregiver Involved	Child Ir	Organiz	All	Family Form ID		
3668006	All Programs - Enrollment Form	07/12/2023	Frodo Baggins		Training - WPRS	Submitted	224	🔍 ↩ 🗑 📄 🖨	
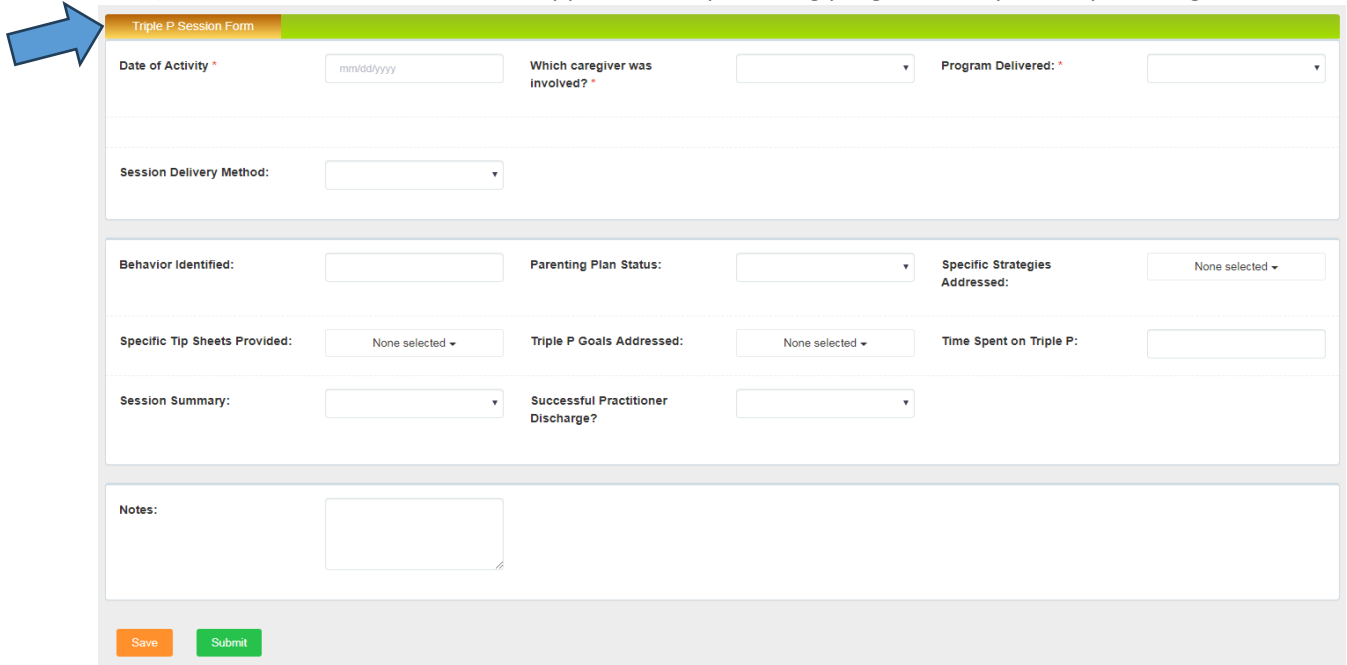
Showing 1 to 1 of 1 entries

First | Previous | 1 | Next | Last

Forms available for Family Activities

Adult Adolescent Parenting Inventory (AAPI-2) Summary	🖨
All Programs - Enrollment Form	🖨
CAPES-DD	🖨
DECA-I	🖨
DECA-T	🖨
Depression Anxiety Stress Scales (DASS-21)	🖨
EBP Session Form	🖨
Family Assessment of Strengths Tool (FAST)	🖨
Financial Intake Form	🖨
NP Session Form	🖨

10. After locating/creating and selecting the caregiver's profile (and competling the enrollment form), choose the Session Form that applies to the parenting program that you are providing*.

   a. Enter all collected data
      i. Things to Consider
         1. Dates: ***The enrollment date and the first session form date of activity should need to match.***
         2. Program Delivered: Some program types have multiple topics. If so, an additional field will pop up with the topic selections for the program you selected and session delivery method.
         3. ***FOR TRIPLE P ~~ONLY~~**
            a. Specific Strategies Addressed: Parent Educators should stick to fewer than 3 strategies during a single session
            b. Specific Tip Sheets Provide: Parent Educators should not typically be providing more than one tip sheet per session.
         4. For a complete list of session form field definitions, access DAISEY's Data Dictionary for more information about each question label.
         5. Each service/level has different requirements for forms that need to be completed! Make sure to know which forms are required for the level of service you are offering.

11. Click on the name of the activity form to add from the list of "Forms Available for Family Activities

Forms available for Family Activities	
Adult Adolescent Parenting Inventory (AAPI-2) Summary	🖨
All Programs - Enrollment Form	🖨
CAPES-DD	🖨
DECA-I	🖨
DECA-T	🖨
Depression Anxiety Stress Scales (DASS-21)	🖨
EBP Session Form	🖨
Family Assessment of Strengths Tool (FAST)	🖨
Financial Intake Form	🖨
NP Session Form	🖨

12. The Forms you are required to fill out are based on the parenting program session completed
   a. Triple P Level 3 Primary Care (0-12, Stepping Stones, and Teen)
      i. The **Participant Information Survey** and **PAFAS** should be handed out and completed prior to or at the beginning of the first session.
         1. Each caregiver should be asked to complete the **PAFAS** at the first consultation and again at the end of the third session.
      ii. A **Triple P Session form** should be completed for all 4 sessions.
      iii. The **Client Satisfaction Questionnaire** should be completed by each family member at the end of the fourth session.
      iv. Optional: PAPF, Child Adjustment and Parenting Efficacy Scale — Developmental Disability (CAPES-DD) — Parent Version, DECA-I and DECA-T (Devereux Early Childhood Assessment)
   b. Level 4 Standard (0-12)
      i. The **Participant Information Survey, PAFAS and PAPF** should be handed out and completed *prior to or at the beginning* of the **1st consultation**.
         1. The **PAFAS and PAPF** should be re-administered to each parent at the **9th session**.
      ii. A **Session form** should be completed for each session.
      iii. The **Client Satisfaction Questionnaire** should be completed by each family member at the end of the final session.
      iv. There are additional assessments available in the Wisconsin Prevention Reporting System (WPRS) and the Triple P site for Level 4. Use as needed for each family.
   c. Level 4 Standard (Teen)
      i. The **Participant Information Survey, Conflict Behavior Questionnaire and PAPF** should be handed out and completed by parent(s) and adolescent *prior to or at the beginning* of the **first session**.

ii. The **Conflict Behavior Questionnaire and PAPF** should be re-administered to each parent at the **9th session**.

iii. The **Conflict Behavior Questionnaire** for the adolescent should also be re-administered at the 9th session.

iv. A **Session form** should be completed for each session.

v. The **Client Satisfaction Questionnaire** should be completed by each family member at the end of the final consultation.

d. Nurturing Parenting

i. The **Participant Information Survey, AAPI-2 and PAPF** should be handed out and completed *prior to or at the beginning* of the **1st group session**.

ii. A **Session form** should be completed for each session.

iii. The **AAPI-2 and PAPF** should be re-administered to each parent at the *last group session.*

iv. The Nurturing Skills Competency Scale and the Financial Intake form are also available in WPRS for Nurturing Parenting. This is an optional assessment.

13. Once the relevant form is completed, hit the Green Submit button at the bottom of the screen. If you are not ready to submit, please be sure to save your work.

14. Once submitted, an alert will appear that indicates data was submitted successfully.

15. DAISEY will redirect here:

Family Association

ID ▲	Last Name	First Name	Caregiver / Child	Status	Action
ID	Last Name	First Name	Caregiver / Child	All ∨	
818-20037	Baggins	Frodo	Caregiver	Primary	✎ 🗑 📄 🖨 ✉

Showing 1 to 1 of 1 entries

First | Previous | 1 | Next | Last

Family Activities Form History

ID	Activity Forms	Activity Date ▼	Caregiver Involved	Child Involved	Organization	Status	Family Form ID	Action
ID	Activity	Activity	Caregiver Involved	Child Ir	Organiz	All ∨	Family Form ID	
3668069	Triple P Session Form	07/12/2023	Frodo Baggins		Training - WPRS	Submitted	233	🔍 ↰ 🗑 📄 🖨
3668006	All Programs - Enrollment Form	07/12/2023	Frodo Baggins		Training - WPRS	Submitted	224	🔍 ↰ 🗑 📄 🖨

Showing 1 to 2 of 2 entries

First | Previous | 1 | Next | Last

a. Each form associated with the caregiver will appear as separate rows.

b. You can utilize the green Action Items (right side of screen) to edit, delete, view, and print each form.

Primary Surveys and Assessments

This is not an exhaustive list of surveys and assessments required in DAISEY, but these are those that are required or recommended to be used per Prevention Board funding. Please reach out to your Contract Administrator for additional information about required DAISEY forms.

1. **Participant Information Survey –** Provides basic demographics and is the same survey for all levels. *All* participants should be asked to complete the Participant Information Survey. If your agency already uses an intake form that collects the same information, please contact Rebecca Murray to discuss. Participant information surveys should be completed either prior to or during the first session of each type of programming.

2. **Satisfaction Surveys** – Provide feedback from participants about the programming. Each level has a different, individualized satisfaction survey. Satisfaction surveys are completed at the end of programming sessions. See below for specifics for each level.

3. **The Parenting and Family Adjustment Scales (PAFAS)** - a pre and post survey for families to assess changes in child behavior because of parents' participation in Triple P. Each caregiver should be asked to complete a PAFAS survey. There is only one version of the PAFAS. The PAFAS is always taken twice. The first time prior to the onset of service delivery. The second time depends upon the level of Triple P. See information below for specifics of when the PAFAS should be administered.

4. **Parent Assessment of Protective Factors (PAPF)** – a pre and post tool used with parents to help measure and assess parental beliefs, feelings, and actions that can indicate the presence and strength of specific protective factors in a family. This will be a tool to guide a conversation with the parent to identify strengths and areas for improvement. See information below for specifics of when the PAPF should be administered.

5. **Adult Adolescent Parenting Inventory (AAPI-2)** – a pre and post inventory designed to assess the parenting and child rearing attitudes of adult and adolescent parents participating in Nurturing Parenting.

Additional Forms Available in DAISEY:

- Depression Anxiety Stress Scale-21
- Family Assessment of Strengths Tool (FAST)
- Financial Intake Form
- Parental Anger Inventory (Short)

- Parenting Scale
- Parenting Tasks Checklist
- Parent Problem Checklist
- Parents Attributions for Childs Behavior
- Relationship Quality Index
- Teen Triple P: Conflict Behavior Questionnaire – Adolescent for (father or mother)
- Teen Triple P: Parent Problem Checklist
- Teen Triple P: Parenting Scale: Adolescent
- Teen Triple P: Issues Checklist