

Reporting Five for Families curriculum activities in DAISEY



Follow these step-by-step instructions to enter Five for Families curriculum activities in DAISEY:

1. Log In @ <https://wprs.daiseysolutions.org/>
2. Select WPRS from the list:

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

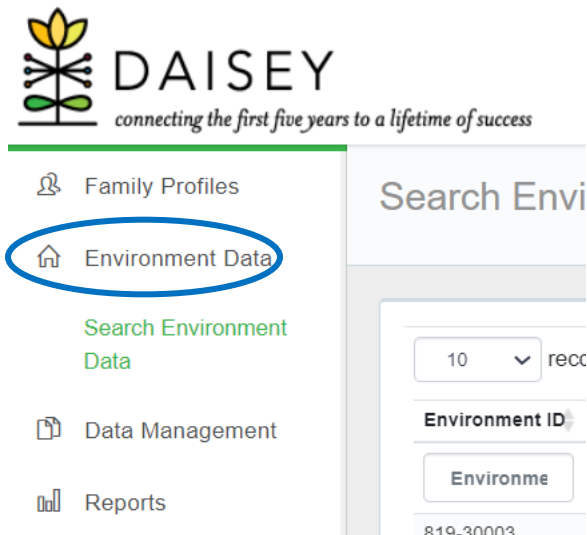
Training - WPRS | Training - WPRS Grantee | Training - WPRS Grantee | Grantee User

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

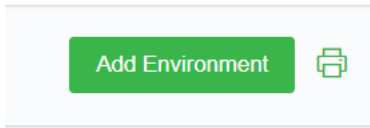
WPRS | WPRS | WPRS | Initiative User

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3. Select Environment Data from the left navigation and then select Search Environment Data.



4. To report the training, select the Add Environment green button (upper right corner).



5. The Add Environment (create a new Environment record) form is the same for the first fields for all programs. After you select the Session Type, different fields will populate.

Add Environment
Create a new Environment record here

Environment ID:	X#	Environment System ID:	X#		
Environment Name:		Active Status		Session Date: *	mm/dd/yyyy
Session Type: *					

- Environment ID and Environment System ID: these are greyed out and will be automatically generated from DAISEY.
 - Environment Name: your agency can use this to name the event.
 - Active Status: please select Active Status
 - Session date: is a required field. This should be the date of the training.
 - Session Type: is a required field. There is a drop down list, select Five for Families.
6. After Five for Families is selected as the Session Type, 'Please select Five for Families Topic:' field will appear. There are six options for this field, Introduction, Helping Kids Understand Feelings, Parenting As Children Grow, Connecting with Others, Building Inner Strength and Knowing How to Find Help.
7. After you select the topic, another field will appear that will include the activities within that topic. Select the activity(ies) offered. You have the option to select more than one.

Environment Name:	Name of Event	Active Status	Active	Session Date: *	09/26/2023
Session Type: *	Five for Families				
Please select Five for Families Topic:	Introduction to the Five E				
Introduction to the Five Strengths Activities:	None selected				

8. Complete the final fields.

- Funding Source: is a required field.
- Parent Educator: is a required field. Include both the first and last name.
- Number of participants: is a required field. This is the number of individuals (adults) who attended the Five for Families session.
- Focus Audience: optional field. There is a drop down list and the option for other. If you select other, a comment box will appear.
- Location: optional field. There is a drop down list and the option for other. If you select other, a comment box will appear.

Funding Source: *

Parent Educator (First and Last Name): * Number of participants: *

Focus Audience:

Location:

9. Select Save at the bottom of the form.