

# ParentChild+



DAISY  
newsletter

## July DAISY Newsletter!

This is the second monthly DAISY newsletter containing all the information that has been posted on Slack, on DAISY, and in e-blasts during the month, with a few new tips and ideas added in. All the newsletters will be saved in a DAISY newsletter folder on the staff portal for easy access to this information. (Thank you again to the Washington site team for the suggestion!).

Please let us know if you have other ideas for DAISY-related items we could include in here. Please email Sarah Aparicio at [saparicio@parentchildplus.org](mailto:saparicio@parentchildplus.org) with ideas for future newsletters; and, of course, for specific help with DAISY, you can reach the team at [daisyhelp@parentchildplus.org](mailto:daisyhelp@parentchildplus.org).

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### DAISY Tip

Before adding visits to a child or FCC provider's scheduler, make sure to check the ELS dates in the ELS History to confirm the visit dates have ELS coverage. This quality check will reduce errors when adding visits to the scheduler.

### What's New in July

- The ELS History now has edit functionality. When going to the ELS History section, users will now see an edit button under Action where they will be able to edit start and end dates of when the ELS was assigned to the family and FCC provider.
- A new course “Updating ELS History” has been added to Elevate. It can be found under your Learning Library under All Things DAISY. This course will go over the new edit functionality in the ELS History. It is also the first course that has full audio and closed captions on all videos. [Click here to enroll in this course.](#)

## July Bug Fixes

- There was a bug when users went to edit the COVID-19 Status form. This is no longer an issue.

## Coming Next Month

- **Staff Details and Demographics:** Our software developers have restructured the staff details and demographic sections to combine sections and reduce the number of questions to include relevant fields only. Once testing is completed, we will include the new section for users to update their information in the next system update.
- **Audio to training videos:** We have begun adding audio to all DAISY training videos (another great suggestion from the WA team!).

## Reminders

### End of Program Year 101

In 2020, we transitioned away from End of Year Reporting to improve quality assurance practices and accommodate program sites that operate all year round.

Below are a few clarifications on annual reporting and Cycle/Program completion based on recent inquiries:

- **Annual Requirements:** Program sites are still required to upload annual requirement files to DAISY by July 31. This document goes over which files are required and how to upload them to DAISY. The Annual Forms Checklist for both the One-on-One and FCC models can be found on the [Staff Portal](#) in the DAISY + Data Collection Folder.
- **Program Completion Survey: Program Completion Surveys are to be completed for each cycle once a family or FCC provider is *no longer receiving visits in that cycle*.** If a family or FCC provider is continuing visits in the cycle, users should not complete a Program Completion Survey.
- **Completed and Dropped Cycles:** On the Program Completion Survey, which is to be filled out at the end of each cycle, there is a question asking, “has the family/provider completed 23 or more visits in Cycle 1?” (in the cycle 1 survey for families) or “has the family completed 23 or more visits in cycle 2?” (in the cycle 2 survey for families only). The sole purpose of this question is to identify if the cycle was completed or not (i.e., dropped). **We identified the cut off between completed and dropped as being half the total visits in a cycle for data consistency purposes, this does not mean that sites can offer only 23 visits per cycle, all cycles should be 46 visits for families and 48 visits for providers.**

## Reporting DAISY Errors

We know it is frustrating when we cannot recreate the error you have experienced, here are a few tips for reporting errors that can help us identify them and speed up the process.

- When an issue is unique to a particular user account or child profile, we are unable to move forward with troubleshooting without replicating the issue on our end. Replicating the issue not only confirms the issue as a system error, but also provides the specific information our developers need to fix the error.
- Please send all DAISY related questions directly to our dedicated email address, [DAISYHelp@parentchildplus.org](mailto:DAISYHelp@parentchildplus.org), instead of sending questions to

individual national center staff emails, that way they immediately get in the queue.

### Join Us on Slack

ParentChild+ has a #daisy channel dedicated to all things DAISY. Slack is a great communication tool to ask fellow program staff DAISY related questions. **It is also the fastest way to learn about a glitch, a glitch fix, or a new feature or training, I post them in real time as soon as I know.** [Click here](#) to join our channel to stay up to date on DAISY system updates.

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