

DAISY overview

ParentChild+'s management information system, known as DAISY, is a web-based application designed to store data. Users gather data for quality assurance, and research and evaluation purposes, including demographics of participants, program staff, assessments, and other information related to program implementation. DAISY is a tool designed to help you input, store and report on the data you collect.

ParentChild+'s server, web connection, and data storage procedures are designed to meet industry standards for security and privacy. The site is protected by Sectigo SSL encryption. Only authorized personnel at the local site and at the National Center have access to identifiable records. All other information is reported anonymously. DAISY is designed with a role-based security structure, which means program staff can only view data from their own site.

Data management and quality assurance

Purpose and overview

A primary goal of DAISY is to ensure that program decisions are supported by data. Accomplishing this goal involves a set of data management and data quality assurance processes. Data management refers to the integrated system for collecting, storing, monitoring, reviewing, and reporting data. Quality assurance refers to the methods and processes for establishing quality data.

The purpose of this document is to define data management roles and responsibilities, identify key steps in the data quality assurance process, and to provide practical advice on implementing a workflow model.

Data management roles and responsibilities

Data collectors are responsible for gathering data from various records and people, and for inputting data into DAISY via web and/or mobile application. Data collectors also participate in the data verification process. The data collector role should be assigned to Early Learning Specialists or Site Coordinators.

Data validators are responsible for the monthly management of data. In addition, they also participate in the data validation process. The data validator role should be assigned to Site Coordinators or a designated data person on staff. It is recommended that the data collector and data validator be two different staff members.

Data verification

Data verification is the process of evaluating the completeness and correctness of the data entered in DAISY. Data verification is a way of ensuring that the user types in what he or she intends and ensures the user does not make a mistake when inputting data. Data verification is to be completed by data collector.

The data verification process includes the following considerations:

- Are all the records present in DAISY?
- Are the records filled out completely?
- Is the information in the records correct?

Step 1. Identify the records that should be entered in DAISY. The following records are components of the data verification process:

CORE MODEL	FCC MODEL
Family Information form	Provider Information form
CBT Assessment (Pre and Post)	Provider Staff Information form
PACT Assessment (Pre and Post)	Child in Care Information form
Additional Assessment (Pre and Post)	Parent Survey (Pre and Post)
Post Program Form	Provider Survey (Pre and Post)
Referral	FCCERS Assessment (Pre and Post)
Outreach	CIS Form (Pre and Post)
Notes	Referral
	Outreach
	Notes

Step 2. Verify DAISY records. Check for accuracy and consistency between original record and DAISY record. This process should be done for all records entered by the data collector. During this process, the data collector may find missing records, missing values, and data entry errors.

- Missing records: the numbers of records are monitored to detect unusual values.
- Missing values (within records): the missing values for core data items. Core data items are items that are routinely used to inform key decision making.
- Data entry errors: the level of errors because of data entry, and the degree of consistency in the data.

Step 3. Inform data validator of completion of verification. Each replication site will determine if this should be an informal or formal process (e.g. “certification statement” certifying that data have been verified).

Data validation

Data validation is the process of determining the analytical quality of data entered in DAISY. Data validation is typically performed by person(s) independent of the activity

which is being validated. The replication site will determine the appropriate degree of independence; however, it is preferable that the validator is not responsible for entering data.

The data validation process includes the following considerations:

- Are DAISY records consistent with original record?
- Are reported dates inconsistent (e.g. is the difference between the actual date of data collection and the entered date reasonably brief?)
- Does data look “too good to be true”?

Step 1. Receive confirmation that data have been verified. Data validation begins with the outputs from data verification.

Step 2. Check for consistency from original record and DAISY records. This includes sampling ten-percent of records. For example, if the replication site has 100 children enrolled in the Program, 10 children’s records will be taken for a consistency check. For sites working with less than 50 families, a minimum of five records are to be sampled. Sampling selection should be at random. For example, alphabetizing records and choosing every 5th record until you reach your target number. Once the records are selected, the validator will cross check the original record and DAISY record to ensure accuracy.

Step 3. Review the dates of data collection and data entry. All records should be entered in DAISY within 30 days of data collection.

Step 4. Evaluate DAISY records for potential outliers and data authenticity. Outliers can be identified by running reports to determine values that are abnormal distance from other values, for example, if the child’s age is 8 years old or if the child completed 100 home visits. Data authenticity can be identified by examining data for too idealistic results. For example, if all baseline assessments start at zero and all post assessments end at three.

Milestone plan

Milestone planning is focused on milestones, instead of activities, and is goal and result oriented. Each milestone has a time schedule which is the estimate time needed to reach each milestone.

Core Model

MILESTONE	TIME SCHEDULE
Child has completed Family Information Form	Enter Family Information Form within 30 days from data collection

Child has completed CBT and PACT Assessments	Enter Assessment within 30 days from data collection
Child has completed additional Assessments	Enter Assessment within 30 days from data collection
Child has completed Post Program Form	Enter Post Program form within 30 days from data collection
Visits have been entered/updated	Enter visits within 30 days from visit date. Update visit status within 30 days from change of status
Referral has been entered/updated	Enter Referral within 30 days from referred date. Update to Referral Status within 30 days from change of status
Site has completed Outreach event	Enter Outreach event within 30 days of event date. Update number of intakes within 30 days from change
Note has been logged	Enter Note within 5 days from communication or 30 days from data collection

FCC Model

MILESTONE	TIME SCHEDULE
Provider has completed Provider Information Form	Enter Provider Information Form within 30 days from data collection
Provider staff has completed Provider Staff Information Form	Enter Provider Staff Information Form within 30 days from data collection
Child in care has completed Child in Care Information Form	Enter Child in Care Information Form within 30 days from data collection
Provider has completed CIS and FCCERS Assessments	Enter Assessment within 30 days from data collection
Provider has completed Provider and Parent Surveys	Enter Survey within 30 days from data collection
Visits have been entered/updated	Enter visits within 30 days from visit date. Update visit status within 30 days from change of status

Referral has been entered/updated	Enter Referral within 30 days from referred date. Update to Referral Status within 30 days from change of status
Site has completed Outreach event	Enter Outreach event within 30 days of event date. Update number of intakes within 30 days from change
Note has been logged	Enter Note within 5 days from communication or 30 days from data collection

Data manipulation deadline

To ensure data are reliable and valid, DAISY records cannot be modified after graduation from program.

Retention policy

It is ParentChild+ policy to retain physical data documents for three years after graduation from the program. After this period, documents should be destroyed using a method that renders them unreadable, such as shredding. Consult with your agency, as their policy may differ.