Parenting Programs with a Series of Sessions

DAISEY Family Profiles Section

DAISEY

ENROLLMENT

1

Obtain **Client Consent**

If a parent denies consent for their personally identifiable information to be entered into DAISEY, use the guidance below when creating their profile and enrollment form.

2

Locate or Create the **Caregiver Profile**

Search before creating a new profile to avoid duplicates.

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.

3

Complete the **Enrollment Form**

The Enrollment Form is located in the Forms Available Section after you have created and selected the parent's profile.

No consent? **Leave the ZIP CODE field blank.**

EACH SESSION

Important! Enter the same Date of Activity on the Enrollment Form as the first Session Form.

1

Complete the program **Session Form**

After locating and selecting the parent's profile, choose the Session Form that applies to the Parenting Program that you are providing. **Be sure to capture discharge information on the last session form of each program a parent attends.**

2

Complete any necessary **surveys/assessments**

All assessments are available in the Forms Available Section after you have created and selected the parent's profile.

Questions? E-mail us at daisey.wprs@ku.edu

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