



WPRS Data Entry Frequently Asked Questions

General Questions

What changes were made to forms on June 1, 2019?

- Minor updates to response options and mandatory fields were made to questions on most forms.
- More significant updates included the addition of funding source, caregiver age dropdown, selection of age of children, and adjustments to “Successful Practitioner Discharge” workflow.
- A summary of changes and the current WPRS Data Dictionary is available here: <https://wprs.daiseysolutions.org/find-answers/>

Where can I find updated printable forms?

- Printable forms are available on SharePoint here: <https://share.dcf.wisconsin.gov/PB/default.aspx>

Can I see the number of all participants served in my organization in one place?

- No. Participants are separated in to two sections: Family Profiles and Environment Data. The number of participants in the Environment Data Section has the potential to contain duplicated clients and is thus separated from Family Profiles data for reporting.

Family Profiles Data

I entered an enrollment form for a parent a few months ago. The parent is now starting a new program. Do I need to enter a new enrollment form?

- Yes. The enrollment forms signifies the start of a new program. The demographic information entered on an enrollment form will be associated with that program.

Which caregivers will be displayed on reports?

- Caregivers must have an enrollment form and at least one session form to be viewable in reports.
- Be sure to enter the same ‘Date of Activity’ on the enrollment form and first session form of each series to ensure accurate linking of data in reports.

Both parents are enrolled in the same program. Do I need to enter a session form for each parent?

- Yes. Enter one parent as the primary caregiver and one parent as secondary caregiver to associate them as a family. After that step, enter an enrollment form, session forms, and assessments for each parent.

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Frequently Asked Questions

Family Profiles Data (continued)

Can I enter a caregiver in DAISEY that is not receiving services?

- Yes, with consent. Please create their profile as the secondary caregiver. However, the Prevention Board does not require that caregivers not receiving services are entered.

How do I enter a secondary caregiver?

- Create or locate the profile for the primary caregiver and select 'Edit Form.' At the bottom of the profile, select 'Add Secondary Caregiver.'

How do I determine if a parent was successfully discharged?

- Parent educators should make this decision based their knowledge of whether or not the parent received the education requested

Environment Data

We had a Triple P Seminar scheduled that was canceled due to weather. Can we document that this session was offered but not provided?

- Yes. Create an Environment Profile for the session with "canceled" in the title. Mark the profile as "Inactive" and indicate 0 participants. However, the Prevention Board does not require that canceled sessions are recorded.

We provided a Triple P Seminar but had to end the session early due to a lockdown. Should we still enter this data?

- It depends on how much of the session was provided. Rebecca Murray can help you make this decision on a case by case basis.