Report Guide:
WPRS Activity Checklist Report

OVERVIEW

What is the purpose of this report?
The WPRS Activity Checklist provides a snapshot of all clients' program enrollment by type within the selected date range, showing their enrollment date, number of associated sessions, parent educator, assessments and satisfaction surveys completed within the enrollment, and the discharge date. The report also will serve as a data quality check on the data entered for each client's program enrollment to help ensure that all relevant data and forms have been entered.

Logic used on this report:
The WPRS Activity Checklist is comprised of two dashboards: one for Triple P program enrollment, and one for Nurturing Parent program enrollment. Each dashboard contains a table, with each row corresponding to a client's enrollment in a single program type (i.e. Triple P Level 3 group, etc.). A row is created on the report when either 1) an all program enrollment form is entered for a client or 2) session forms are entered for a given program type for a client, and there is no preceding enrollment form for the client of the same program type (in this scenario the enrollment date will show as "Missing"). Enrollment in a given program is considered ended when there is either 1) a session for that program type indicates a discharge on the "Successful Practitioner Discharge?" question or 2) a subsequent enrollment form with a different program type indicated is entered for the client.

What data is represented?
This report only shows data from forms entered *after January 1, 2020*. Data entered prior to that date is omitted from the report because all forms required for this report's logic did not track the specific program type. **Because of this, it is recommended to only set the Start Date of this report on or after January 1, 2020**.

Troubleshooting:
In addition to the report's data being limited to program enrollment occurring after January 1, 2020, there are cases where the report may show confusing/ misleading data:
- In cases where a client's program enrollment began prior to January 1, 2020, but continued through that date, the report will show that they are missing an enrollment

form – you can safely ignore these cases and/ or change the date range of the report to exclude these types of program enrollments.

- In cases where an individual has multiple program enrollments but is missing at least one enrollment form, and/or has an inaccurate or missing program enrollment date, the report may appear to double rows of session form and assessment completion.

As with any cases of potentially missing forms or data for a client, it is recommended that you check the client's family activity data to determine if there is missing on inaccurate data. Please note that as with all DAISEY reports, any changes made in DAISEY will not be reflected in reports until the following day.

QUESTIONS?
E-mail the WPRS Support Team at daisey.wprs@ku.edu.