



# Becoming a Mom<sup>®</sup> Data Entry Decision Tree Prenatal

*This tool is designed to help organizations determine the most efficient way to ensure all required data is entered into DAISEY. Start at the blue box at the top and follow the prompts.*

**Do you have adequate staff and/or portable devices for direct entry in the DAISEY system during BaM sessions?**

**No**

**Yes**

**Yes**

**Are required BaM Program Forms linked when in Safety Mode in the DAISEY System?**

**No**  
(current status until enhancement is built in the system)

**Staff creation of Caregiver Profile in DAISEY**  
Staff gather information from participant while directly entering Caregiver (Adult) Profile into DAISEY in order to generate a client profile/ID within DAISEY (or will login and select appropriate caregiver profile if participant is already in the system)

**Participant entry directly into DAISEY**  
Staff lock system into Safety Mode and turn device over to participant for direct entry of KDHE Program Visit Form (Adult), BaM Initial Survey, and Smoking History for Pregnant Women (forms all linked for enrollment)  
-Upon program completion, participant will directly enter BaM Completion Survey in DAISEY (following staff login and selection of appropriate caregiver profile as participant is already in the system)

**Staff entry into DAISEY**  
BaM Service Form and KDHE Program Referral Form will be completed directly in DAISEY by staff following BaM sessions / participant contact

**Staff entry into DAISEY**  
All data from participant completed forms entered into DAISEY by staff following data collection on paper forms.  
BaM Service Form and KDHE Program Referral Form completed directly in DAISEY by staff following BaM sessions / participant contact

**Paper form completion by BaM Participants**  
Completion of paper forms by BaM participants: Caregiver (Adult) Profile, KDHE Program Visit Form (Adult), BaM Initial Survey, Smoking History Survey for Pregnant Women (enrollment), BaM Completion Survey (completion), and Edinburgh (sessions 2 & 6)

**Participant entry directly into DAISEY and paper form completion**  
Staff click on BaM Initial Survey, lock system into Safety Mode, and turn device over to participant for direct entry of this form. Participant will also complete the following paper forms: KDHE Program Visit Form (Adult), Smoking History Survey for Pregnant Women  
-Upon program completion, participant will directly enter BaM Completion Survey in DAISEY (following staff login, selection of appropriate caregiver profile as participant is already in the system, clicking on the BaM Completion Survey, locking the system into Safety Mode, and turning the device over to participant)

**Staff creation of Caregiver Profile in DAISEY**  
Staff gather information from participant while directly entering Caregiver (Adult) Profile into DAISEY in order to generate a client profile/ID within DAISEY (or will login and select appropriate caregiver profile if participant is already in the system)

**Staff entry into DAISEY**  
All data from participant completed forms entered into DAISEY by staff following data collection on paper forms.  
BaM Service Form and KDHE Program Referral Form completed directly in DAISEY by staff following BaM sessions / participant contact