



## Implementation Checklist

### Required Documents

- ✓ Terms of Use Signed and submitted to KDHE
- ✓ User Agreements Signed and Submitted to KU-CPPR
- ✓ User Account Request Template submitted to KU-CPPR

### Optional Document

- ✓ Memorandum of Agreement (MOA) for Data Sharing Communities

### Training

- ✓ Attend DAISEY User Training Webinar
- ✓ Watch DAISEY Video Tutorials
- ✓ Review Data Dictionary
- ✓ Watch Program-Specific Data Dictionary Videos
- ✓ Review DAISEY User Manual
- ✓ Practice data entry in the DAISEY Sandbox training environment

### Implementation Planning

- ✓ Review Forms by Program Desk Guide
- ✓ Review Program-Specific Form Completion Desk Guides
- ✓ Review DAISEY Implementation Guide
- ✓ Review Client Authorization Flowchart and determine which client notification/authorization option fits the needs of your organization
- ✓ Notify staff regarding changes to workflow - Data entry into DAISEY; discontinuing CVRs or WebMCH