Bureau of Family Health Using DAISEY for improved family services coordination & measurement



Becoming a Mom[®] Form Completion Flowchart

Timing

First Session (Enrollment)

Participant

Caregiver (Adult) Profile KDHE Program Visit Form BaM Initial Survey Smoking Hx Survey

Staff Generated

BaM Service Form ("save")

(Date of Activity on form must match Date of Activity on KDHE Program Visit Form and Initial Survey, which should all be the date of enrollment)

KDHE Program Referral

Form (as needed)

*All paper forms generated by participant (in gray boxes) will need to be entered in DAISEY by staff

*All forms should be submitted every time, EXCEPT the BaM Service Form. The BaM Service Form should be saved until after the "completion date" is entered following collection of birth data or EDD has passed without further contact with the participant. Submit the form after final entries are made following EDD.

Successive BaM Sessions

Edinburgh (Session 2 & 6)

KDHE Program Visit Form

(staff asks participant if any information has changed and updates any changes along with new Date of Activity for current session attendance and then submits form) (credit for in-person contact is generated in the DAISEY system by this form being submitted for each session attendance)

BaM Service Form (Update with session attendance and "save") (*Update form but do **not** change Date of Activity on BaM Service Form from enrollment date)

KDHE Program Referral Form (as needed)

Last Session

BaM Completion Survey

(following completion of last session when participant has attended 4 or more sessions)

KDHE Program Visit Form

(staff asks participant if any information has changed and updates any changes along with new Date of Activity for current session attendance and then submits form) (credit for in-person contact is generated in the DAISEY system by this form being submitted for each session attendance)

BaM Service Form (Update with session attendance and "save") (*Update form but do **not** change Date of Activity on BaM Service Form from enrollment date)

KDHE Program Referral Form (as needed)

After Birth

BaM Birth Outcome Card

(for each child if multiple births) **Edinburgh**

KDHE Program Visit Form

(*If contact is in person, staff will submit visit form with new Date of Activity for the date of contact) (credit for in-person contact is generated in the DAISEY system by this form being submitted)

BaM Service Form (Update with birth related data and "completion date", then "submit" to close out participant file. If participant does not complete program or is LTF, once EDD has passed, enter that date as the "completion date", then "**submit**".) (*Update form but do **not** change Date of Activity on BaM Service Form from enrollment date)

KDHE Program Referral Form (as needed)