

Data Entry Goals: **HBCC Model**



Recruitment Event

- For each recruitment event completed, the total number of contacted providers is recorded
- All recruitment events are entered into DAISY within 30 days from event date



Providers

- All Provider Information forms are entered into DAISY within 30 days from intake date
- Total number of children in care is added to the Provider Information form



Visits

- For each enrolled provider, 24 visits are completed in the scheduler by the middle of the program (16 weeks)
- For each completed provider, 48 visits are completed in the scheduler by the end of the program (24-32 weeks)
- For each provider, 1 visit record is entered for each month
- All visits are entered into DAISY within 30 days from visit date
- All visit records are entered into DAISY within 30 days from visit date



Provider Survey

- Pre-survey is entered by 6 completed visits
- Post-survey is entered by 48 completed visits
- All surveys are entered into DAISY within 30 days from administration date



Parent Survey

- Pre-survey for each child in care is entered by 6 completed visits
- Post-survey for each child in care is entered by 48 completed visits
- All surveys are entered into DAISY within 30 days from administration date



FCCERS or CCIS

- Pre-measure is entered by 6 completed visits
- Post-measure is entered by 48 completed visits
- All measures are entered into DAISY within 30 days from administration date



Referrals

- For each referral, follow up date is entered in referral information within 3 weeks
- Initial referral entries are entered into DAISY within 30 days from referral date



Staff

- For each active staff, demographic data are entered within 2 weeks from when their account was created