

Data Management & Data Quality Framework

Data Entry Goals (Family Home Visiting)



ParentChild+'s data quality framework is designed for both staff at the local site and national center staff to measure data quality within our organization. To assist in workflow management, **data entry goals** are designed to specify data entry expectations to our entire network; however, they are not performance standards.

Family

- For each child, one family record is entered
- Section 1-3 of Family Information form are entered by 8 completed visits (Family Contact Information through Adult Demographics)
- Section 4-7 of Family Information form are entered by 46 completed visits (Household Demographics through Program Information)

Developmental Screeners

ASQ-3 & ASQ:SE-2

- Pre measure is entered by 8 completed visits
- Mid measure is entered by 46 completed visits
- Post measure is entered by 90 completed visits
- All developmental screeners are entered within 30 days from administration date

If using external database to collect developmental screeners (for example, ASQ Online), local sites will be required to submit data files once a year by January 31st instead of entering developmental screeners into DAISY to prevent double data entry.

Parent Measures

PIEL or PICCOLO

- Pre measure is entered by 8 completed visits
- Mid measure is entered by 46 completed visits
- Post measure is entered by 90 completed visits
- All parent measures are entered within 30 days from administration date

Visits

- For each enrolled family, 37 to 46 visits are completed by the middle of the program (30-36 weeks)
- For each enrolled or completed family, 74 to 92 visits are completed by the end of the program (65-85 weeks)
- For each completed visit with family, one entry is entered

If using external database to collect visit information, local sites will be required to submit data files once a year by January 31st instead of entering all completed visits into DAISY to prevent double data entry. However, practitioners are required to enter the first and last completed visit per family into DAISY.

Referrals

- For each family, at least one referral is entered
- For each child who scored at or below cutoff on ASQ-3, a follow up action or referral is entered
- For each child who scored at or above cutoff on ASQ:SE-2, a follow up action or referral is entered
- All referrals are entered within 30 days from referral date

If using external database to collect developmental screeners, local sites are expected to come to data quality check-ins with total number of families who should have received a referral based on the follow up actions per the developmental screener.

If a family did not receive any referrals because they were not in need of a referral to a service or resource outside of the ParentChild+ program, please inform our data support team during your data quality check-in.

If using external database to collect general referral information (not connected to developmental screeners), local sites will be required to submit data files once a year by January 31st instead of entering all referrals into DAISY to prevent double data entry.

In addition to data entry goals that are used throughout the year to make sure data forms are entered completely and on time, there is a list of annual requirements that are to be completed once a year.

Annual Requirements

- For each active staff member, demographic information is completed
- The following are uploaded by January 31st
 - KEEP form
 - ELS Training Agenda
 - Two guide sheets (one book and one toy)
 - VISM List
 - One video record of one Early Learning Specialist

Updated: December 2024