

Data improves program implementation and answers questions like, “How is the intervention working?” It informs critical decision-making and clarifies instincts. Often funders ask for data to understand program impact. As a part of ongoing quality assurance, ParentChild+ strongly suggests that sites run a DAISY report every 30 days to ensure data is entered.

Name of Form	When Completed	What it is and why needed?	Where Stored
Family Information Form	Intake	This form captures basic contact and demographic information about families.	Entered into DAISY
Literacy Activity Survey	Intake	This form is <b>required for WA state-funded sites only</b> . For other sites, it is optional.	Uploaded into DAISY, Optional
KEEP	End of Cycle	Useful to review at beginning of program cycle - is the site implementing the program with fidelity?	Uploaded into DAISY, Required
PACT / PICCOLO ** (Pre/Baseline)	Btw 4 <sup>th</sup> and 6 <sup>th</sup> visit	Use one or the other. Observation assessments measuring parent-child interactions. <b>**New sites trained post-2018 are using PICCOLO only.**</b>	Entered into DAISY, Required
CBT (Pre/Baseline)	Btw 4 <sup>th</sup> and 6 <sup>th</sup> visit	Observation assessment that measures Child Behaviors and Traits.	Entered into DAISY, Required
ASQ (Pre/Baseline)	Btw Intake and 8 <sup>th</sup> visit	Child development screening tool. Each site will have policies on ASQ use and follow-up, especially if a child is below cutoff.	Entered into DAISY, Optional
Home/Virtual Visit Form or Home Visit Record	Each Visit	Records valuable information about each visit and family. Helpful for supervision and self-reflection. <b>Must use – but you can adapt to fit your needs. Uploading on DAISY is optional.</b>	Uploaded into DAISY, Optional
Receipt of VISM / Sign-In Form	VISM drop-off	For family to confirm receipt of VISMs.	- Keep in your files - Uploaded into DAISY Notes, optional
Guide Sheets	Every visit / Annually	Every family must receive a guide sheet for every VISM. Upload two samples onto DAISY annually.	Upload two into DAISY, Annually
Monthly COVID-19 Status Form	Monthly	Track work in the COVID context to advocate for families.	Entered into DAISY, Optional
Referrals	As needed	To be reviewed and supported by Coordinator.	Entered into DAISY, Required
PACT / PICCOLO** (Post)	End of cycle	Answers critical question, has the quality of parent-child interaction improved?	Entered into DAISY, Required
CBT (Post)	End of cycle	Answers critical question, are the child’s social-emotional skills developing?	Entered into DAISY, Required
ASQ (Post)	End of cycle	Child development screening tool	Entered into DAISY, Optional
Participant Satisfaction Survey	End of cycle	An opportunity for families to give you feedback. Use this data to course correct, as needed	Uploaded into DAISY, Optional
Program Completion Survey	End of cycle	To track completion rate and reasons for drop-off	Entered into DAISY, Required
ELS Training Agenda	Annually	As a part of ongoing quality assurance	Uploaded into DAISY, Required
VISM List	Beginning of cycle	Must add VISM that are not on DAISY VISM List	Entered into DAISY, Required
VISM Schedule	Annually	Annual schedule and sequence of VISMs used in both program cycles.	Uploaded into DAISY, Required

**\*\*A note about PICCOLO** – ParentChild+ encourages all sites to plan to transition from PACT to PICCOLO, a nationally trademarked assessment tool with external validity that allows outcomes to be compared to families not in the program. When transitioning to PICCOLO, you will need to budget approximately \$500-\$750 (depending on the size of the site) to purchase training and assessment tools from Brookes Publishing. Once the COVID pandemic is over, ParentChild+ will start the process of setting a transition timeline.