Family Model Program

Annual Forms Checklist 2025

Data improves program implementation and answers questions like, "How is the intervention working?" It informs critical decision-making and clarifies instincts. 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 it's needed	Where Stored
Enrollment and Pre-Assessments			
Family Information Form	Intake or btw 4-6 visit	Creation of form capturing family's basic contact information within 30 days of enrollment	Entered in DAISY, Required
Funds of Knowledge	Intake or btw 4-6 visit	Facilitates ongoing engagement, collaboration, and co-planning with family: Who are they? What is important to them? What do they like to do?	Uploaded to DAISY, "Notes" section, Optional
PIEL or PICCOLO** (Pre)	By visit 8	Sites are using one or the other, not both.	Entered in DAISY, Required
ASQ-3 (1st administration)	By visit 8	Child development screening tool. Must use questionnaire based on child's age. Each site will have policies on ASQ use and follow-up.	Entered in DAISY, Required
ASQ:SE-2 (1st administration)	By visit 8	Child socioemotional development screening tool. Must use questionnaire based on child's age. Each site will have policies on ASQ use and follow-up.	Entered in DAISY, Required
Ongoing Program Admin, Mid-Assessments			
Reflection Record (formerly Home Session Record)	One per week	Records valuable information about visits and family. Helpful for supervision and self-reflection. *Must use – but can adapt to site's needs*	Entered in DAISY, Optional
Guide sheets	One per week	Every family must receive a guide sheet for each book or toy (VISM)	Keep internally
Receipt of VISM / Sign-In Form	VISM drop-off	For family to confirm receipt of VISMs	Keep internally or uploaded in DAISY "Notes," optional
Family Information Form	Btw 44-46 visit	Update and complete questions from the Family Information Form if not yet done	Entered in DAISY, Required
Participant Satisfaction Survey or conversation	Btw 44-46 visit	An opportunity for families to give feedback. Use this data to course correct, as needed	Entered in DAISY, Required
PIEL or PICCOLO (Mid)	Btw 44-46 visit	Used for outcome data	Entered in DAISY, Required
ASQ-3 (Mid)	Btw 44-46 visit	Used for outcome data	Entered in DAISY, Required
ASQ:SE-2 (Mid)	Btw 44-46 visit	Used for outcome data	
Post-Assessments			
PIEL or PICCOLO (Post)	Btw 88-90 visit	Used for outcome data	Entered in DAISY, Required
ASQ-3 (Post)	Btw 88-90 visit	Used for outcome data.	Entered in DAISY, Required
ASQ:SE-2 (Post)	Btw 88-90 visit	Used for outcome data.	Entered in DAISY, Required
Program Completion Survey	Last visit completed	To track completion, satisfaction, and reasons for family drop-off.	Entered in DAISY, Required
Annual Requirements, Fidelity			
ELS Training Agenda	Annually, January 31st	As a part of ongoing quality assurance.	Uploaded in DAISY, "Annual Requirements"
VISM List + Schedule	Annually, January 31st	Annual schedule and sequence of VISMs used in both program cycles.	Uploaded in DAISY, "Annual Requirements"

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KEEP	Annually, January 31st	Is the site implementing the program with fidelity? Useful to review at start of program year.	Uploaded in DAISY, "Annual Requirements"
Guide Sheets	One per week	Upload two samples onto DAISY annually.	Upload in DAISY, "Annual Requirements"
One video	Annually, January 31st	From each ELS, of home visit practice, approx. 30 mins.	Upload in DAISY, "Video Upload"