

**DAISEY ORGANIZATION DATA CHANGE REQUEST**

**This request must be submitted to KU by June 1st,** [**daisey.iowa@ku.edu**](mailto:daisey.iowa@ku.edu)**.**

The purpose of this document is to request a change in organization and/or program data or structure in

DAISEY. It is necessary to clearly identify data and user changes. State and organization management as

well as funders need to approve this request before sending to KU. Review the *Chain of Command* page if you are unsure who needs to approve this request: <http://daiseyiowa.daiseysolutions.org/find-answers/#111>

Organization changes are permitted to occur one time, at the end of the fiscal year. All families need to be discharged from programs that will be no longer funded or when a program moves to a different organization.

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| --- | --- | --- | --- |
| Date of request: |  | Administrator approval name: |  |
| Person requesting change: |  | Date approval received: |  |
| Organization & Role: |  | \*Funder approval name: |  |
|  |  | Date approval received: |  |

**DATA CHANGE REQUEST**

|  |  |
| --- | --- |
| Module (FSSD or MIECHV): |  |

|  |  |
| --- | --- |
| CURRENTLY IN DAISEY | |
| Organization Name | Program Name |
|  |  |
|  |  |

|  |  |
| --- | --- |
| NEW ORG/PROGRAM IN DAISEY | |
| Organization Name | Program Name |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Narrative/Explanation of change: |  |

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| All data entered during a fiscal year will remain available in reports when previous fiscal years are selected. User Access to "old" organizations or programs will be restricted in DAISEY following the requested change. When applicable, historical data will be accessible by new users.  It is required that the *Organization Change Request User Template* be submitted with this request to verify user access.  \*This form must be sent to KU team by the funder (or State Admininstrator). |