



## MIECHV & HOPES Missing Demographics Guide



This report will assist supervisors and family support workers with identifying missing or incorrect data to ensure a complete and correct data set is presented.

Data in this report comes from caregiver and child profiles in DAISEY. This report should serve as a guide to quickly and easily identify the required data that is missing and should be completed based on program requirements. Please refer to the MIECVH & HOPES HFI Data Dictionary on the DAISEY Iowa website for additional guidance.

### Report Filters

Parameters will be applied to each dashboard when modified. Users will only be able to access data according to their access assignment(s) in DAISEY. The following filters and parameters can be used to change the data displayed in the report.

**Reporting Year** allows selection of fiscal year of interest. The report will default to the current fiscal year.

**Reporting Period** allows selection of individual quarters, combinations of quarters, or the full year.

**Grantee** allows selection of one or more DAISEY grantees, with access limited to only grantees assigned to the DAISEY user.

**Organization** allows selection of one or more DAISEY organizations, with access limited to only organizations assigned to the DAISEY user.

**County** allows for selection based on the county selection from the caregiver profile.

**Participants** filters by primary caregivers based on their enrollment status during the selected reporting period. This filter looks for a discharge date, or lack thereof, entered on a caregiver profile.

### Reviewing Data

**Categories:**

Missing includes omitted required data.

Completed includes data that has been appropriately completed on the form.

To view data, select a section of the bar: Missing or Completed. This will sort the list on the right by providing the Caregiver and/or Child DAISEY ID for the category selected. A black box will appear outside the section of the bar; to sort the list by another field, select another bar. To remove the sort, click on the bars again.

## Primary Caregiver Profile Dashboard

Form: Primary Caregiver Profile

Who is counted: All primary caregivers who are enrolled at any time during the selected reporting period.

## Child Profile Dashboard

Form: Child Profile

Who is counted: All children whose primary caregiver is enrolled at any time during the selected reporting period.

There are branched questions on this dashboard. Branched questions mean that depending on the answer to the question, another question may pop up. For example, if Born at less than 37 weeks gestation results in a "Yes" answer, the question Born at what gestational age will pop up. The same applies to Born with a low birth weight (below 2500 grams); if answered "Yes", Birth weight (in grams) will pop up. The branched questions will only show as missing if the previous question was a "Yes".