

# STATE OF CONNECTICUT

## DEPARTMENT OF PUBLIC HEALTH

Jewel Mullen, M.D., M.P.H., M.P.A.  
Commissioner



Dannel P. Malloy  
Governor  
Nancy Wyman  
Lt. Governor

January 30, 2014

Dear School Nurse Supervisor/ Director of Health Services:

Connecticut General Statutes (CGS§ 10-206) require that schools annually report to the DPH information on students with asthma. The reporting period for the 2013-2014 school year has begun and will end on October 30, 2014.

The *Asthma Reporting Form 2013-2014* can be printed as a hardcopy and filled in by hand, or completed electronically and saved as a portable document file (\*.pdf). **Submit original versions of completed 2013-2014 Asthma Reporting Forms by e-mail or mail only.** Detailed instructions on how to complete the reporting form electronically and how to save electronic forms are available on our website.

The deadline for individual school nurses to return their school's *Asthma Reporting Form 2013-2014* to you is **October 15, 2014**. You should then complete the *Asthma Reporting Summary Form* and return it, along with each of the individual school's *Asthma Reporting Forms*, to the DPH no later than **October 30, 2014**. If you would prefer that your staff directly submit forms by e-mail or mail to the DPH, we have the capacity to accommodate that arrangement. Please note that Nurse Supervisors/Directors of Health Services can submit the district's forms as soon as they are complete. We strongly encourage school districts to complete and submit their forms by the end of the 2013-2014 school year (June 2014).

Reporting forms for the 2013-2014 school year can be downloaded from our website at <http://www.ct.gov/dph/asthma>. Click on Schools near the bottom of the page and then click on Asthma Reporting Forms. If your schools do not have e-mail capacity or access to the Internet to download forms and Adobe Acrobat XI software, please contact Salina Hargrove at (860) 509-8095 to make other arrangements.

### **Data Submission for 2013-2014:**

- DO NOT submit any forms that are not labeled for the 2013-2014 school year. If you do not have 2013-2014 forms, consult the website identified above to download the current forms.
- DO NOT submit photocopies or faxes of forms – submit only originals.
- DO NOT submit by e-mail scanned forms – submit the original \*.pdf files as separate attachments or a single binder.pdf file.
- **Database output, faxes, photocopies, and/or scanned images of forms will not be accepted** – these types of submissions cannot be processed efficiently and submitting them may result in the data from your district not being included in the state school-based asthma surveillance report.



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**Who and What to Report on the Asthma Reporting Form 2013-2014:**

- Information on students in the grades for which the district requires a HAR (pre-K or K, grade 6 or 7, and grade 9 or 10).
- School name (print or type) on every form.
- Complete one line for each child with asthma for whom an HAR was required for one of these grades during the 2013-2014 school year AND who has at least one source of Asthma Documentation, even if asthma was not identified on the HAR.
- DO NOT include students who are using the HAR as a “mandated” sports physical for that year.
- DO NOT include transfer students in grades other than the grades requiring a HAR (pre-K or K, grade 6 or 7, and grade 9 or 10).
- Complete grade, age, gender, race, ethnicity, asthma documentation, severity of asthma, and health history for each child.
- Submit a report for the school even if there are no students with asthma in grades requiring a HAR.

Thank you for your participation in this important, state-mandated effort. We greatly appreciate your support of the new data collection and submission process, and your reporting for the previous school year. We anticipate that data submission for the 2013-2014 school year will be even better. If you have any questions or concerns, please do not hesitate to email me at [justin.peng@ct.gov](mailto:justin.peng@ct.gov) or call (860) 509-8251.

Sincerely,

*Justin Peng*

Justin Peng, MPH  
Senior Epidemiologist  
Community Health and Prevention Section