

Sample Asthma-Friendly Schools Initiative (AFSI) Year I Workplan

| Month | Activity | Responsible | Deadline | Completed | Details/Notes |
|------------|---|-------------|----------|-------------|--|
| Nov | Secure written agreement with school | | 11/15/04 | In Progress | Delay at school |
| | Create project evaluation team | | 12/1/04 | ■ | |
| | Finalize Yr I workplan | | 1/05 | ■ | |
| | Create a general project fact sheet for staff, principals, parents | | 11/15/04 | ■ | |
| | Schedule a meeting with the principals and nurses | | 11/15/04 | ■ | |
| | Meet with principals, school nurses, family liaisons: | | 11/22/04 | ■ | Discuss incentive money, needs assessment results, administering survey, Open Airways For Schools (OAS), Tools for Schools (TFS), staff agenda, staff professional day (February), bookmobile, report card pick up week (week of Jan 31), school parent organization (SPO) meetings, May asthma awareness month activities, central bulletin board, school asthma advisory council |
| | Identify building maintenance person in each school | | 12/1/04 | ■ | |
| | Develop an AFSI Participant Log | | 12/31/04 | ■ | |
| | Continuously address management & support systems | | Ongoing | In Progress | |
| Dec | Send consent form home with fact sheet letter | | 11/23/04 | ■ | |
| | Survey grades 3,4, and 5 in both schools | | 12/15/04 | ■ | |
| | Analyze data and provide a summary report | | 1/14/05 | In Progress | |
| | Enter students with asthma into AFSI Participant Log and track thereafter | | 2/1/05 | In Progress | |
| | Meet with building maintenance individuals | | 12/20/04 | ■ | |
| | Plan Tools for Schools (TFS) with custodians | | 12/31/04 | ■ | |
| | Gather school asthma policy information | | Ongoing | ■ | |
| | Speak with HMO regarding consulting physician | | 1/05 | | |
| | Send principal letter for specific dates | | 12/30/04 | ■ | Assembly date, staff meeting |
| Jan | Share survey results & begin planning Open Airways (OAS) | | 1/30/05 | ■ | |
| | Provide staff education sessions | | 2/15/05 | In Progress | |
| | Implement TFS | | 3/05 | | |
| | Create/distribute asthma awareness newsletter #1 | | 1/15/05 | ■ | |
| | Meet with school asthma advisory council | | 2/05 | | |

| Month | Activity | Responsible | Deadline | Completed | Details/Notes |
|-----------------|---|-----------------|----------|-----------|--|
| Feb | Plan May asthma awareness month activities | | Ongoing | | |
| | Plan Asthma Educator Institute (AEI) | | Ongoing | | |
| | Continued OAS | | Ongoing | | |
| | Continued Tools for Schools | | Ongoing | | |
| Mar | Continued planning May activities and AEI | | Ongoing | | Proficiency and Achievement tests weeks of March 7 and 14 |
| | Continued Tools for Schools | | Ongoing | | |
| | *No OAS due to proficiency testing* | | | | |
| Apr | Continue to plan May asthma awareness month activities | | Ongoing | | |
| | Implement OAS | | Ongoing | | |
| | Continued Tools for Schools | | Ongoing | | |
| | Meet with school asthma advisory council | | 4/28/05 | | |
| | Create/Distribute asthma awareness newsletter #2 | | 4/15/05 | | |
| May | General Asthma Awareness Month Activities for all students, staff, and families | | 5/31/05 | | Poster contest, banners, bulletin boards, school assembly (asthma and athletics approach) (prizes: billboard, movie passes, sports tickets) |
| | Continued Open Airways for Schools | | Ongoing | | |
| | Continued Tools for Schools | | Ongoing | | |
| | Parent group sessions and potential home visits | | Ongoing | | |
| Jun | Asthma Educator Institute offered | | 6/30/05 | | |
| | Evaluate implementation activities | Evaluation team | 6/30/05 | | |
| | Determine September – December activities | Committee | 7/15/05 | | |
| | Create a sustainability plan to continue AFSI activities | Committee/lead | 7/15/05 | | |
| Jul | Share evaluation results with schools | Committee/lead | 7/30/05 | | |
| | Secure money to continue AFSI efforts | Committee/lead | Ongoing | | |
| | Determine September – December activities | Committee/lead | | | |
| Aug | Determine September – December activities | Committee/lead | 8/15/05 | | |
| | Secure money to continue AFSI efforts | Committee/lead | Ongoing | | |
| Sept-Dec | Specific school activities will be determined after June evaluation. Will at least include general asthma awareness presentations and possible home asthma visits | Committee | | | |