

Tracking Participant IDs & Collecting Attendance Data

All OAS facilitators will be given a Facilitator ID number. All OAS facilitators are also required to use a spreadsheet to assign tracking ID numbers to participants and keep participants' attendance data.

- In the spreadsheet, 9-digit unique IDs are constructed as follows:
 - School ID + Facilitator ID + Student ID

School codes can be found in the **PA DOH Asthma Tracking Tool**:

<https://bit.ly/AsthmaTrackingTool>

VIRTUAL

Participant information should be entered into the **Open Airways Student Attendance Spreadsheet**, accessible at the link below. You must download a copy to use for each school/location where you lead OAS.

- [Open Airways Attendance Spreadsheet](#)
- <http://bit.ly/OASAttendance>

Facilitators will share the attendance data with American Lung Association by using the online submission form:

- [Open Airways Attendance Data Entry](#)
<https://bit.ly/OpenAirwaysAttendance>

PAPER COPIES

You may print a copy of the **Open Airways Student Attendance Spreadsheet** accessible at the link below. You must download a copy to use for each school/location where you lead OAS.

- [Open Airways Attendance Spreadsheet](#)
- <http://bit.ly/OASAttendance>

Facilitators will keep track of student attendance on the paper copy of the tracker and enter data with online submission form:

- [Open Airways Attendance Data Entry](#)
<https://bit.ly/OpenAirwaysAttendance>
- Or email a copy with student names removed to Tanya
(Tanya.Haley@lung.org)

Information about Collecting Data

Remember, **it's okay if students don't get every answer "right."** Please do not encourage students to select any particular answer to questions on the pre- and post- tests.

It is okay to read the questions aloud, especially for younger students. Try to use the same tone when reading each answer option in order to **avoid signaling the correct answer**.

Racial and ethnic minority groups experience higher rates of asthma due to social and economic factors and systems of oppression. We want to ensure services are getting to these groups, so they can achieve an optimal level of health and well-being. To do this, we need to know who is and is not receiving services by collecting race and ethnicity from participants.

Program Report Form

All OAS facilitators must complete a program report form once for each cohort. This form asks facilitators to look back on the experience and identify barriers as well as successes.

[Open Airways Program Report Form](#)
<https://bit.ly/OASProgramReportForm>

Timeline

It is important that you enter all required information at the correct times. Please follow this schedule:

- The **OAS Pre-Test** must be completed by students **before the start of the first lesson**.
- The **OAS Post-Test** must be completed by students **at the completion of the final lesson**.
- The **OAS Follow Up** must be completed by students **at least one month after the final lesson**.
- The **student attendance Excel spreadsheet** should be used **at every lesson**.
- The **program report form** should be filled out **every time a cohort “graduates.”**

Collecting Pre-Test and Post-Test Data

All OAS facilitators are required to collect pre-test (first session) and post-test (final session) survey data.

When filling out their surveys, students will be asked to enter their unique, 9-digit ID number found in the tracking sheet. The facilitator must provide each student with their 9-digit number.

VIRTUAL

Open Airways facilitators are required to **help students complete their Pre- and Post-Tests using the online survey links**.

OAS Pre-Test data should be entered by students using this link:

- [Open Airways Pre/Post Assessment Data Entry](#)
- <http://bit.ly/OpenAirwaysPrePostSurveys>

OAS Post-Test data should be entered by students using this link:

- [Open Airways Pre/Post Assessment Data Entry](#)
- <http://bit.ly/OpenAirwaysPrePostSurveys>

PAPER COPIES

You may print copies of the OAS Pre-Test and OAS Post-Test here:

OAS Pre-Test

- [Open Airways Pre-Test Paper Copy](#)
- <http://bit.ly/OASPrePaper>

OAS Post-Test

- [Open Airways Post-Test Paper Copy](#)
- <http://bit.ly/OASPostPaper>

After collecting paper copies filled out by students, facilitators are required to enter the data or email scanned copies to Tanya:

- [Open Airways Pre/Post Assessment Data Entry](#)
- <http://bit.ly/OpenAirwaysPrePostSurveys>

Collecting Follow Up Data

All OAS facilitators are required to collect follow up data at least one month after the last session. When filling out their surveys, students will be asked to enter their unique, 9-digit ID number found in the tracking sheet. The facilitator must provide each student with their 9-digit number.

VIRTUAL

Open Airways facilitators are required to **help students complete their Follow Up surveys using the online survey links.**

OAS Follow Up data should be entered by students using this link:

- [Open Airways Follow Up Data Entry](http://bit.ly/OASFollowUp)
- <http://bit.ly/OASFollowUp>

PAPER COPIES

You may download copies to print here.

OAS Follow Up

- [Open Airways Follow Up](http://bit.ly/OASFollowUp)
- <http://bit.ly/OASFollowUpPaper>

After collecting paper copies filled out by students, facilitators are required to enter the **OAS Follow Up data** or email scanned copies to Tanya:

- [Open Airways Follow Up Data Entry](http://bit.ly/OASFollowUp)
- <http://bit.ly/OASFollowUp>