

Pediatric Asthma and Diabetes Survey (PADS)

Frequently Asked Questions

Who should complete this survey?

This survey should be completed by the school nurse or school health administrator at all public, private, and charter schools in Massachusetts serving children in grades K-8. We do not collect this data from collaborative schools.

What if I do not have any cases of either asthma or diabetes at my school?

You must still complete the survey and indicate there are no asthma or diabetes counts to report. After you provide your school and contact information, you will be asked “Does this school have students in K-8 who have asthma or diabetes?” You will select “no” and “submit” the survey.

What if I have students with asthma or diabetes who live out-of-state?

Only students who live in Massachusetts should be included in asthma and/or diabetes counts.

My school doesn't follow a traditional grading system. How do I complete this survey for my school?

You can follow this guide to assign ungraded students:

5 years old = Kindergarten	8 years old = Grade 3	11 years old = Grade 6
6 years old = Grade 1	9 years old = Grade 4	12 years old = Grade 7
7 years old = Grade 2	10 years old = Grade 5	13 & 14 years old = Grade 8

What if my school is not listed as an option in the school list?

First, please make sure to select the city/town the school is physically located in (including regional schools) and not the city/town the students live in. If you do not see your school listed after selecting the city/town the school is physically located in, please select the “School Not Listed” option. If you continue with the survey, the next page will ask you to enter the required school information including DESE School Code, School Name, School Address, School City/Town, and School ZIP Code.

How do I find out my school's DESE School Code?

To determine DESE School Code:

- Contact your school's administrative office
-OR-
- Visit the [DESE website here](#)
 - From the drop-down, select the school type (public, private, charter...).
 - Select school from the alphabetized list.
 - The DESE school code is the 8-digit number in the parenthesis after the school name, indicated with a black arrow in the example image below

1. Abby Kelley Foster Charter Public (District): Charter School
Abby Kelley Foster Charter Public School
(04450105)

Principal: Heidi Paluk
10 New Bond Street, Worcester, MA 01606
P: 508-854-8400 F: 508-854-8484

hpaluk@akfcs.org
Grades Served:
K,01,02,03,04,05,06,07,08,09,10,11,12

How do I find student's gender identity information?

Student gender identity is found on the Massachusetts Department of Elementary and Secondary Education (DESE) Student Information Form. Additional information and definitions are provided [here](#) by DESE. For this survey, student gender should be reported the same way it is reported for school enrollment as the gender categories in this survey are the same categories available by DESE for student enrollment.

Why does this survey collect student race/ethnicity data?

Race and ethnicity data helps us better understand whether racial and ethnic disparities exist relevant to pediatric asthma and diabetes.

What if I don't know student's race/ethnicity?

Do not guess or assign a race/ethnicity category yourself. Contact your school's administrative office for accurate race/ethnicity information. If this information cannot be found, record the race/ethnicity as "unknown."

Who should be counted in asthma and/or diabetes counts?

When counting students with asthma or diabetes, please count students that have ever been identified by a clinician as having asthma or diabetes. Please note students with reactive airway disease, who are pre-diabetic, who use an inhaler for seasonal allergies, or have a rescue inhaler with no asthma diagnosis are **not** counted in this survey.

A record of a past or present asthma action plan or a past or present diagnosis of asthma or diabetes on a physical would indicate an asthma or diabetes case to include in this survey. This may be a report from a parent/guardian that the child was diagnosed with asthma or diabetes, but it should not include a parent/guardian simply speculating that their child has asthma or diabetes without ever having been given a diagnosis from a clinician.

Why do I have to complete multiple surveys?

For this survey, you need to complete multiple survey entries when you have students with asthma/diabetes who reside in more than one city/town. You will complete a separate survey for each city/town that students with asthma and/or diabetes live in.

- Complete only one survey if all students with asthma and/or diabetes live in the same city/town.
- Complete multiple surveys if students with asthma and/or diabetes live in multiple cities/towns. A survey must be submitted for each city/town of student residence.

How do I complete another survey for another city/town?

After you submitted your first survey there will be an option to submit another survey for another city/town. You can also start a new survey with the original survey link. First, select your school based on **where your school is physically located**, then select "Add a survey for another city/town of residence." On one of the following pages, it will ask you to select the city/town of residence. Continue completing the survey and this process for each additional community of residence, as needed.

Can I revise the answers in my survey after I have submitted it?

After you submit your survey but before closing the browser, a survey URL and return code will be provided to copy down the return code. You will also receive an automated email with the survey URL and return code to return to your survey. Use that link and the return code you copied down to revise your survey later. Please note if you completed multiple surveys for different cities/towns, each survey will have a unique URL link and return code.

Can I start a survey for a particular city/town but come back to it and finish it later?

Yes. Select the “Save and Continue” button at the bottom of the page and write down the return code. A survey link will be emailed to you (but the return code will not be provided in the automated email.) Please note if you have completed multiple surveys for different cities/towns, each survey will have a unique URL link and return code.

What if I lost the survey link and return code to an unfinished survey?

If you did not finish your survey and do not have the survey link and return code, you will not be able to access your unfinished survey. You will have to start over with a new survey. You can start a new survey [here](#).

Can I complete surveys for each city/town at my school in different sittings?

To complete another survey for a different city/town in a different sitting, you will start a new survey [here](#). After selecting your school, then select “Add a survey for another city/town of residence.” Continue completing the survey for each additional community of residence, repeating as needed.

Will I receive a confirmation email that includes the data I submitted for my records?

You will receive a confirmation email for each survey you complete. However, this email will **not** include any of the data you submitted in your survey. To save a copy of the data for your records you have two options:

- Use the CTRL+P keys on the “Final Review” page to print and/or save before you submit your survey.
- Complete the [Survey Worksheet](#) and save for your records.

Who can I contact if I have questions or issues?

Email ped.asthma@mass.gov or call 617-624-5757 and ask to speak with the Pediatric Asthma and Diabetes Coordinator (Email is preferred.)