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**Instructions for the Bureau of Environmental Health Pediatric Asthma and Diabetes Survey  
School Year 2021-2022**

The information that we collect with this survey is used to calculate pediatric asthma and diabetes prevalence in children residing in Massachusetts.

Survey Instructions Overview:

The number of students with asthma and/or diabetes in kindergarten through 8<sup>th</sup> grade will be submitted in aggregate by students' **grade, gender identity, race<sup>1</sup> and ethnicity** for each **city/town** of student residence. The number of students with Asthma Action Plans (AAP) will also be requested. This information should be **gathered prior to beginning the survey**, it may also be helpful to tally the number of students by these categories for each city/town of residence prior to starting the survey. The [Survey Worksheet](#) can be used for this purpose, if helpful. It may also be retained as a copy of your submissions for school records.

**A separate survey is completed for each city/town that students with asthma and/or diabetes live in.**

- **You will complete only one survey if** all students with asthma and/or diabetes in your school live in the same city/town.
- **You will complete the survey multiple times if** students with asthma and/or diabetes live in multiple cities/towns. A survey must be submitted for each city/town of student residence.

**Each survey should be completed in one sitting.**

Detailed Instructions:

- This survey should be completed by the school nurse or school health administrator.
- The survey is only for students in kindergarten through 8<sup>th</sup> grade.
- Pre-kindergarten and/or high school students are not counted in this survey.
- If your school does not serve any students in grades K-8, you should not complete the survey.
- 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

<sup>1</sup>MDPH acknowledges that race is a social construct which carries no biological significance in distinguishing human beings. However, many health inequities are rooted in the effects of racism experienced by people of color. MDPH collects race information to better understand these health inequities.

- Student gender identity is found on the DESE Student Information Form. Additional information and definitions are provided [here](#) by DESE
- Contact your school's business office for accurate race/ethnicity information. Do not guess or assign a race/ethnicity category yourself. If this information cannot be found, record the race/ethnicity as "unknown."
- When counting students with asthma, please count students that have ever been identified by a clinician as having asthma. This may be a report from a parent/guardian that the child was diagnosed with asthma, but it should not include a parent/guardian simply speculating that their child has asthma without ever having been given a diagnosis from a clinician. Record of a past or present asthma action plan would indicate a diagnosis, as would a past or present diagnosis on a physical.
- Cities and towns are grouped using the [Massachusetts list of 351 cities/towns](#). Breakdown to the neighborhood/village level is not required. For example,
  - students who live in Lenox Dale are grouped with those living in Lenox
  - students who live in any neighborhoods of Boston (e.g. Roslindale, Mattapan, Dorchester, West Roxbury) are all grouped as living in Boston.

### Survey Flow

1. You will identify the school for which you are submitting survey(s).
2. The first time you enter data for a school, you will:
  - Provide the grades, enrollment, and number of cities/towns with data for this school.
  - Answer the student residency question, "Do students with asthma and/or diabetes reside in more than one city/town?"
  - Enter the number of cities and towns of residence.
  - Enter your contact information.
  - Review school information for correctness.
3. For each cities/town of residence for students with asthma and/or diabetes, you will:
  - Select the student city/town of residency for submission.
  - Select the gender identities of the students with asthma and/or diabetes who live in the selected city/town.
  - Enter disease counts by grade and race/ethnicity.
  - Enter the number of students with asthma that have an Asthma Action Plan.
  - Review/verify the entire submission.
  - Submit the survey for that city/town when it is correct and complete.
  - Begin a new survey for additional communities of residence, as necessary.

You will have opportunities to return to previous screens throughout each city/town survey submission.

MDPH receives your data electronically via REDCap when this survey is submitted. You do not need to FAX or mail this survey to MDPH.

If you would like a copy of your submission for your records, we recommend that you use the CTRL+P keys when prompted to print and/or save it. You may also complete the [Survey Worksheet](#) and use it as a record of your submission. Confirmation of your submission by email can be requested on the last screen of the survey by entering your email address when prompted.

Send questions by email to [ped.asthma@mass.gov](mailto:ped.asthma@mass.gov) or call 617-624-5757 and ask to speak with the Pediatric Asthma and Diabetes Coordinator. (Email is preferred)

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