**Data Coding Guide for Asthma Friendly Schools**

This guide provides instructions on entering data for the Asthma Friendly Schools Program. It proceeds through the database by variable name. If you scroll through the worksheets from left to right, and read each worksheet the same way, items will appear in the same order as they appear here.

Some general tips:

* Assign a unique ID based on the roster order—just go down each roster and create one uniquely numbered record per student. Make sure the same unique ID appears for that student’s data on subsequent worksheets.
* This database has a *wide* design, which means that you will need to enter only one record for each student on each worksheet.
* If a student is missing their pre-test or post-test, or any other piece of information, just leave all of the cells for those questions blank.
* If a student did not enter any information for a particular item *or* you cannot make sense of what they wrote, leave the item blank.

See the next few pages for detailed instructions on coding each specific data item!

**All Worksheets**

|  |  |  |
| --- | --- | --- |
| **Variable** | **Content** | **Coding Instructions** |
| Unique ID Code | Record number | Create a unique numeric code for each student that allows you to keep track of their information without revealing their identity. Use the same code for each student in all worksheets. |

**Intake Worksheet**

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| --- | --- | --- |
| **Variable** | **Content** | **Coding Instructions** |
| Age at Enrollment | Age when a student starts AFS | Enter the student’s age in years at time of intake. |
| Race & Ethnicity | Racial and ethnic background | Enter one of the following terms:  Hispanic Black  Non-Hispanic Black  Hispanic White  Non-Hispanic White  Asian or Pacific Islander  Native American  Other |
| Spoken Language | Language of greatest proficiency | Write in the name of the language in which the student is most proficient, using one of the following terms:  Spanish  English  Haitian Creole  Other |
| Control - Initial | Asthma control status at intake | Enter the student’s asthma control status at intake using one of the following values:  Good = 3  Fair = 2  Poor = 1 |
| Hospitalizations | Number of recent hospitalizations | Enter the number of hospitalizations a student has had in the last 12 months. |
| Emergency Visits | Number of recent ED visits | Enter the number of emergency room visits a student has had in the last 12 months. |
| Meds Frequency | Course roster number | Enter the number for that specific student’s row on the course roster. (Roster rows are not formally numbered, so just number them in the order they appear.) |
| Medicaid Eligible | Student is eligible for Medicaid | Yes = 1  No = 0 |
| Has Primary Care | Student has source of primary care | Yes = 1  No = 0 |

**Referrals Worksheet**

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| **Variable** | **Content** | **Coding Instructions** |
| Referred to PCP | Student referred to primary care | Yes = 1  No = 0 |
| Access Tracking | Access to care is being tracked | Yes = 1  No = 0 |
| Provider Type | Type of provider for referral | Describe the type of provider to which the student was referred, using one of the following terms:  General Practitioner Internist  Pediatrician  Pulmonologist  Allergist  Immunologist  Other |
| Provider Details | Other provider information | Add any additional important notes about the provider to whom the student was referred. |

**Courses Worksheet**

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| **Variable** | **Content** | **Coding Instructions** |
| Course Taken | Name of course enrolled in | Enter the name of the course in which the learner enrolled:  Open Airways for Schools  Asthma 101  School Nurses Course |
| Initiated Course | Student started the course | Yes = 1  No = 0 |
| Did 60% Sessions | Student completed 60% of sessions | Yes = 1  No = 0 |
| Did 100% Sessions | Student completed 100% of sessions | Yes = 1  No = 0 |
| Demonstrated Skills | Student demonstrated key asthma management skills and behaviors | Yes = 1  No = 0 |
| Test Submitted | Student submitted post test | Yes = 1  No = 0 |

**Exit Worksheet**

|  |  |  |
| --- | --- | --- |
| **Variable** | **Content** | **Coding Instructions** |
| Course Taken | Name of course enrolled in | Enter the name of the course in which the learner enrolled:  Open Airways for Schools  Asthma 101  School Nurses Course |
| Better Adherence | Student adherence to care plan improved | Yes = 1  No = 0 |

**Follow Up Worksheet**

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| --- | --- | --- |
| **Variable** | **Content** | **Coding Instructions** |
| Control - Final | Asthma control status at follow up | Enter the student’s asthma control status at follow up using one of the following values:  Good = 3  Fair = 2  Poor = 1 |