

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

Month	Activity	Responsible	Deadline	Completed	Details/Notes
<b>Nov</b>	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	
<b>Dec</b>	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
<b>Jan</b>	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
<b>Feb</b>	Plan May asthma awareness month activities		Ongoing		
	Plan Asthma Educator Institute (AEI)		Ongoing		
	Continued OAS		Ongoing		
	Continued Tools for Schools		Ongoing		
<b>Mar</b>	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*				
<b>Apr</b>	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		
<b>May</b>	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		
<b>Jun</b>	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		
<b>Jul</b>	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			
<b>Aug</b>	Determine September – December activities	Committee/lead	8/15/05		
	Secure money to continue AFSI efforts	Committee/lead	Ongoing		
<b>Sept-Dec</b>	Specific school activities will be determined after June evaluation. Will at least include general asthma awareness presentations and possible home asthma visits	Committee			