

Tracking Participant IDs & Collecting Attendance Data

All KA facilitators will be given a Facilitator ID number. All KA 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 **Kickin' Asthma Student Attendance Spreadsheet**, accessible at the link below. You must download a copy to use for each school/location where you lead KA.

- [Kickin' Asthma Attendance Spreadsheet](#)
- <http://bit.ly/KAAttendance>

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

- [Kickin' Asthma Attendance Data Entry](#)
- <https://bit.ly/KickinAsthmaAttendance>

PAPER COPIES

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

- [Kickin' Asthma Attendance Spreadsheet](#)
- <http://bit.ly/KAAttendance>

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

- [Kickin' Asthma Attendance Data Entry](#)
- <https://bit.ly/KickinAsthmaAttendance>
- 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 KA 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.

[Kickin' Asthma Program Report Form](#)
<https://bit.ly/KAProgramReportForm>

Timeline

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

- The **KA Pre-Test** must be completed by students **before the start of the first lesson**.
- The **KA Post-Test** must be completed by students **at the completion of the final lesson**.
- The **KA 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 KA 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

Kickin’ Asthma Facilitators are required to **help students complete their Pre- and Post-Tests using the online survey links**.

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

- [Kickin’ Asthma Pre/Post Assessment Data Entry](http://bit.ly/KickinAsthmaPrePostSurveys)
- <http://bit.ly/KickinAsthmaPrePostSurveys>

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

- [Kickin’ Asthma Pre/Post Assessment Data Entry](http://bit.ly/KickinAsthmaPrePostSurveys)
- <http://bit.ly/KickinAsthmaPrePostSurveys>

PAPER COPIES

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

KA Pre-Test

- [KA Pre-Test Paper Copy](#)
- <http://bit.ly/KAPrePaper>

KA Post-Test

- [KA Post-Test Paper Copy](#)
- <http://bit.ly/KAPostPaper>

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

- [Kickin’ Asthma Pre/Post Assessment Data Entry](http://bit.ly/KickinAsthmaPrePostSurveys)
- <http://bit.ly/KickinAsthmaPrePostSurveys>

Collecting Follow Up Data

All KA 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

Kickin' Asthma facilitators are required to **help students complete their Follow Up surveys using the online survey links.**

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

- [Kickin' Asthma Follow Up Data Entry](#)
- <http://bit.ly/KAFollowUp>

PAPER COPIES

You may download copies to print here.

KA Follow Up

- [Kickin' Asthma Follow Up](#)
- <http://bit.ly/KAFollowUpPrint>

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

- [Kickin' Asthma Follow Up Data Entry](#)
- <http://bit.ly/KAFollowUp>