

# 2015-2016 Asthma Reporting to the CT DPH



- ◆ New format for the Asthma Reporting Form (ARF) for the 2015-2016 school year.
- ◆ Forms can be completed electronically or printed and filled in by hand. See *ARF User Guide*.
- ◆ Submit forms completed by hand to DPH by mail.
- ◆ Electronically-completed forms can be submitted to DPH by e-mail to [dph.asthmaprogram@ct.gov](mailto:dph.asthmaprogram@ct.gov).

## ***Asthma Reporting Dos and Do Nots***

- ◆ **DO**
  - ◆ Download blank forms from the DPH website. Use only the official DPH forms for reporting.
  - ◆ Complete forms electronically when possible.
  - ◆ When electronic completion is not possible, print the form and fill in the boxes with blue or black ink.
  - ◆ If multiple forms are needed, print one out on white paper and make photocopies onto white paper at 100% reproduction size.
  - ◆ Fill boxes with **X**.
  - ◆ Provide the information requested for students in grades PK or K, 6 or 7, or grades 9 or 10 per the requirements of the school district.
  - ◆ The asthma information should be about students who are or were in the specific grade during the school year listed on the Asthma Reporting Form.
  - ◆ Be aware that more than one box can be filled in for race.
  - ◆ Be aware that ethnicity is independent of the racial categories.
  - ◆ Mark *Unknown* if the requested information is not available.
  - ◆ Keep things manageable by filling in Asthma Reporting Forms throughout the school year.
- ◆ **DO NOTS**
  - ◆ **Do not use a reporting form that is from a previous school year.**
  - ◆ Do not create your own version of the reporting form. Use only the official DPH forms for reporting.
  - ◆ Do not print forms onto colored paper.
  - ◆ Do not resize forms during initial printing or photocopy of blank forms that will be filled in by hand.
  - ◆ Do not use pencil or ink that is not black or blue to complete forms.
  - ◆ Do not use checkmarks, dashes, or slashes to fill in boxes.
  - ◆ Do not put any additional information about students (e.g., initials, date of birth, notes) on forms.
  - ◆ Do not submit scanned images, faxes, or photocopies of forms to DPH.
  - ◆ Do not staple forms together.