

2016-2017 Asthma Reporting to the CT DPH



Two formats of Asthma Reporting Form (ARF) for the 2016-2017 school year

Electronic Reporting Form

Forms completed electronically

Submit to DPH by e-mail to:

dph.asthmaprogram@ct.gov

- ◆ For more information see *Asthma Reporting Form User Guide*.

Paper Reporting Form

Forms printed and filled in by hand

Submit to DPH by mail to: Asthma Program, CTDPH

410 Capitol Ave, MS#11-HLS, Hartford, CT 06134

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 paper 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.



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DPH is an equal opportunity provider and employer.