

Month	Activity	Person Responsible	Deadline	Status	Details/Notes
NOV	Secure written agreement with school		11/15/04	In Progress	Delay at school
	Create project evaluation team		12/1/04	Complete	
	Finalize Yr 1 work plan		1/15/05	Complete	
	Create a general project fact sheet for staff, principals, parents		11/15/04	Complete	
	Schedule a meeting with the principals and nurses		11/15/04	Complete	
	Meet with principals, school nurses, family liaisons:		11/22/04	Complete	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	Complete	
	Develop an AFSI Participant Log		12/31/04	Complete	
	Continuously address management & support systems		Ongoing	In Progress	
DEC	Send consent form home with fact sheet letter		11/23/04	Complete	
	Survey grades 3,4, and 5 in both schools		12/15/04	Complete	
	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	Complete	
	Plan Tools for Schools (TFS) with custodians		12/31/04	Complete	
	Gather school asthma policy information		Ongoing	Complete	
	Speak with HMO regarding consulting physician		1/05	Complete	
	Send principal letter for specific dates		12/30/04	Complete	Assembly date, staff meeting
JAN	Share survey results & begin planning Open Airways (OAS)		1/30/05	Complete	
	Provide staff education sessions		2/15/05	In Progress	
	Implement TFS		3/05	Not Started	
	Create/distribute asthma awareness newsletter #1		1/15/05	Complete	
	Meet with school asthma advisory council		2/05	Not Started	

FEB	Plan May asthma awareness month activities		Ongoing		
	Plan Asthma Educator Institute (AEI)		Ongoing		
	Continued OAS		Ongoing		
	Continued Tools for Schools		Ongoing		
MAR	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				
APR	Continue to plan May asthma awareness month activities		Ongoing		
	Implement OAS				
	Continued Tools for Schools				
	Meet with school asthma advisory council				
	Create/Distribute asthma awareness newsletter #2				
MAY	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		
JUN	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		
JUL	Create a sustainability plan to continue AFSI activities	Committee / lead	7/30/05		
	Secure money to continue AFSI efforts	Committee / lead	Ongoing		
	Determine September – December activities	Committee / lead			
AUG	Determine September – December activities	Committee / lead	8/15/05		
	Secure money to continue AFSI efforts	Committee / lead	Ongoing		
SEP-DEC	Specific school activities will be determined after June evaluation. Will at least include general asthma awareness presentations and possible home asthma visits	Committee			