

Memorandum of Understanding

**XXX Independent School District and University of North Texas Health
Science Center (UNTHSC)**

The University of North Texas Health Science Center and the **XXX** Independent School District are joining to collaborate on an endeavor designed to improve prevention, education, and intervention efforts for students experiencing symptoms of asthma resulting in improved student health, and subsequently, improved attendance and achievement. This Memorandum of Understanding (MOU) articulates the goals and responsibilities of this collaboration and establishes each party's responsibilities associated with this agreement.

A. Collaborative Goals:

- 1) The school-university collaboration will design and implement a comprehensive asthma education and response program called "Asthma 411". Asthma 411 is a school based asthma management program delivered by the schools and supported by the school district. Asthma 411 is recognized by the CDC as an evidence-based program that supports the CDC strategies for addressing asthma within a coordinated school health program. The objective of Asthma 411 is to reduce morbidity due to asthma, which is directly measured by a reduction in absenteeism, being sent home and emergency department usage due to asthma symptoms, and an overall increase in class time.
- 2) Establish a framework and initiate a process of transferring **XXX** ISD student and other data between the **XXX** ISD and the University of North Texas Health Science Center School of Public Health for the purposes of monitoring and evaluating the impact of program implementation.

B. University of North Texas Responsibilities

Related to Collaborative Goal 1:

- 1) Provide ASTHMA 411 program outline structure and work with **XXX** ISD to establish mechanisms to perform program.
- 2) Provide tracking and evaluation tools and work with **XXX** ISD and schools to incorporate into existing electronic and/or paper documentation requirements.
- 3) Work with **XXX** ISD and **XXX** ISD school personnel to collaboratively select, train, and support school nurses and other health related personnel to implement and maintain "Asthma 411 Program." This will include Identification, tracking and symptomology assessment of students with asthma

Related to Collaborative Goal 2:

- 1) UNTHSC will work with **XXX** ISD and its schools to establish mechanisms for information transfer in accordance with human subjects' approval. This will include processes to maintain anonymity and/or confidentiality of individual students and their data.

UNTHSC will have access only to a unique, de-identified, random number, student code and associated demographic and assessment data provided by **XXX** ISD. This student code will be linked to the student ID held by **XXX** ISD. The school district will maintain the master list of student IDs and linked de-identified student codes.

- 2) Using provided student and other information UNTHSC will evaluate program process activities and outcomes and prepare and submit reports following the end of each school year after receiving program data for evaluation.

*C. **XXX** ISD and Its School(s) Responsibilities:*

Related to Collaborative Goal 1:

- 1) Collaborate with UNTHSC to identify Health Services personnel for program training and orientation.
- 2) Coordinate training and implementation of Asthma 411 program initiatives and support fidelity of implementation.
- 3) Identify target students to be served; distribute, collect, and archive active parent permission forms (if needed) for student participation. It is understood that **XXX** ISD will not require permission forms.
- 4) Work directly with a physician in implementing the Asthma 411 program.
- 5) **XXX** ISD, as the custodian of the confidential student data, will maintain the translation tables and at no time will share the conversion tables with anyone at UNTHSC. Only **XXX** ISD will have the ability to match individual student identity with the data being transferred (see C.2 below).

Related to Collaborative Goal 2:

- 1) **XXX** ISD and its schools will provide a timely database of students that link their district health information, demographics, attendance, and achievement data for the time period program evaluations are performed. The de-identified unique student code will be linked with the student ID held by **XXX** ISD and will follow each student as long as they are in attendance in **XXX** ISD.
- 2) **XXX** ISD and its schools will provide to UNTHSC for each period indicated below the following demographic, health, attendance, and achievement data fields associated with all students attending **XXX** ISD for purposes of evaluating program impact.
 - a. At the end of each school year the following de-identified data:

Item	Description	
De-Identified code for student ID	XXX ISD maintains master list that links de-identified code to student ID; de-identified code stays with student through attendance at district schools.	Required ¹
Gender		Required
Age	Not birth date	Required
Grade		Required
School		Required
Race		Preferred ²
Ethnicity		Preferred
Free and Reduced Lunch Status		Preferred
Asthma status		Required
Start date at school		Required
No. of days attended		Required
No. of days absent		Required
Each absence date		Required
Where available add coding for absence (excused/not excused/suspension/etc)		Required
Date of each nurse visit due to asthma		Preferred
Action taken at nurse visit above:		Preferred

¹Where "Required" is indicated, the information is expected to be at the individual student level linked to a de-identified ID. If this data element is not feasible for the school district, alternative approaches can be taken.

² Where "Preferred" is indicated, if the school database cannot collect or report the data at the individual level, a monthly aggregate count should be collected.

<ul style="list-style-type: none"> - Education of child - Parent contact - ACT performed - Nebulizer treatment <ul style="list-style-type: none"> o 411 or PCP meds - Sent back to class - Sent home - PCP contact - 911 emergency 		
Current (within last year) asthma action plan on file from medical provider		Required
PCP approval for medication administration or self-administration at school		Preferred
Has medication at school		Preferred
911 calls due to asthma		Required
Self-reported Health History on File		Preferred
Asthma 411 consent on file where required by ISD policy		Required
State testing results for appropriate grades		Preferred
Other data elements as School District and UNTHSC agree on		To be determined

- 3) **XXX** ISD will provide the aforementioned defined de-identified student demographic and performance data to UNTHSC adherent to the following guidelines:
- a. **XXX** ISD will take steps in de-identifying the data to be transferred to UNTHSC:
 - b. Requested data will be consolidated into a single table to remain the property of **XXX** ISD, identifying students by their student ID; and
 - c. **XXX** ISD will generate a unique, random number, student code to be used only to identify students in data exchanges with UNTHSC

- 4) **XXX** ISD will transfer the de-identified data to UNTHSC in an agreed-on method.

D. Joint Responsibilities:

- 1) Conduct evaluation for the purpose of improving the collaborative projects elaborated in this agreement and for disseminating such results upon the agreement of both parties.
- 2) At least annually, to provide a presentation of evaluation results to **XXX** ISD administrators.

E. Term:

- 1) This agreement is effective from the date of signing. This agreement shall remain in effect until either of the parties notifies the other party by written notification

**University of North Texas Health
Science Center**

XXX Independent School District

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____