

*Memorandum of Understanding***Keller ISD Independent School District and University of North Texas Health
Science Center (UNTHSC)**

The University of North Texas Health Science Center and the Keller Independent School District (ISD) are joining to collaborate on an endeavor designed to improve prevention, education, and intervention efforts for students experiencing symptoms of asthma, to improve student health, and subsequently, improve 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. The Asthma 411 model draws on over 20 years of experience with partnerships to support students with asthma. The model was first developed with CDC support to implement best practices in school asthma services 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 for evaluation for the purposes of evaluating the impact of program implementation and determining if shared goals are met. This will include a process of transferring data between the Keller ISD and the University of North Texas Health Science Center in accordance with privacy protection and security measures established in this MOU, and additional requirements that may be required by the North Texas Institutional Review Board.

*B. University of North Texas Responsibilities**Related to Collaborative Goal 1:*

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

Related to Collaborative Goal 2:

- 1) UNTHSC will work with Keller ISD and its schools to establish mechanisms for information transfer in accordance with human subjects' approval and the North Texas Institutional Review Board. 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 that serves as a student code. This code will be associated demographic and assessment data provided by Keller ISD and linked to the student ID held by Keller ISD. The school district will maintain the master list of student IDs and linked de-identified student codes.
- 2) 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. Keller 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.
- 4) Work directly with a physician or other authorized prescriber to maintain standing delegation orders for quick relief medication for implementation within the Asthma 411 program. This individual may be the Chair of the Asthma 411 Medical Advisory Council.
- 5) Keller 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 Keller 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) Keller 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 Keller ISD and will follow each student as long as they are in attendance in Keller ISD
- 2) Keller 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 Keller 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	Keller ISD maintains master list that links de- identified code to student ID; de-identified code stays with student through attendance at district schools.	Required*
Gender		Required
Age	Not birth date	Required
Grade		Required
School		Required
Race		Required
Ethnicity		Required
Free and Reduced Lunch Status		Required
Asthma status		Required
First date of student enrollment within the current school year. school		Required
No. of days attended		Required
No. of days absent		Required
Each absence date		Preferred**
Where available add coding for absence (excused/not excused/suspension/etc)		Preferred
Date of any albuterol treatment provided under Asthma 411 (unassigned albuterol) standing delegation orders (SDOs)		Required
Outcome of each treatment provided under SDOs <ul style="list-style-type: none"> • Return to class • Early dismissal • EMS contacted no transport • EMS contacted with transport • Additional information mandated by the state of Texas for SDO use. 		Required
Date of each health office visit due to asthma		Preferred
Action taken at health office visit above:		Preferred
Current (within last year) asthma action plan on file from medical provider		Preferred

4	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
	State testing results for appropriate grades		Preferred
	Other data elements as School District and UNTHSC agree on		

*Where “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.

**Where “Preferred” is indicated, if the school database cannot collect or report the data at the individual level, the best available alternative will be mutually identified.

- 3) Keller ISD will provide the aforementioned, de-identified student demographic and performance data to UNTHSC adherent to the following guidelines:
 - a. Keller 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 Keller ISD, identifying students by their student ID; and
 - c. Keller ISD will generate a unique, random number, student code to be used only to identify student in data exchanges with UNTHSC
- 4) Keller 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 Keller 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 providing 30 days written notification

**University of North Texas Health
Science Center**

Keller Independent School District

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: Jodi Webster

Title: _____

Title: Director of Health Services

Date: _____

Date: 6/13/2025