

STRUCTURE AND REPORTING: STRUCTURE

ACE supports program integration and sustainability by recognizing the contributions of individuals and organizations at the state, community and school level. For ACE to be effective, people at each of these levels need to be working in concert and openly communicating.

Recruitment of schools and school staff into ACE and the coordination of ACE activities can take place at the community level. While model policies, technical assistance and curriculum are available from state staff, schools are encouraged to adopt sustainable policies, curriculum and systems that work well in their context. In some communities, community partners may play a critical role in supporting ACE schools in these efforts by coordinating and facilitating communication between schools and state staff. In some areas, community partners will provide recommendations and support on how ACE can work at the local level while ensuring ACE is implemented with fidelity across the state. Below is a summary of some of the people involved with ACE and the roles they are expected to take when implementing ACE.

PARTICIPANT ROLES IN ACE PROGRAM

STATE STAFF

- Manage and monitor the Kansas Tobacco Quitline
- Provide cessation coaching training and resources as needed
- Collect and use data from schools and partners to improve effectiveness
- Revise ACE programming as needed

COMMUNITY PARTNERS

- Recruit ACE schools and staff
- Facilitate ACE school activities, curriculum integration and policy amendments
- Coordinate with state staff to ensure uniform implementation fidelity and reporting

SCHOOL STAFF

- Implement ACE school activities to promote cessation and educate students on tobacco
- Facilitate and monitor student registration with free cessation coaching services
- Champion pro-cessation & tobacco-free school and district policies
- Champion and implement the integration of tobacco prevention and cessation education into relevant classes
- Complete the End-of-Semester ACE online survey



STRUCTURE AND REPORTING: REPORTING

State staff are responsible for collecting, analyzing and disseminating important feedback to community partners and school staff to improve ACE. School staff who participate in ACE are expected to monitor the measures listed below and be able to update state staff via a quick school-specific online survey at the end of each semester. If multiple school staff members are involved with ACE at a school, the survey need only be completed by one of them, so long as they can represent the school as a whole. ACE Champions may keep track of the measures below in a way that works best for them. Examples include tally marks on paper or entries in an Excel spreadsheet. In some areas community partners may coordinate with state and school staff to ensure reporting is completed by participating schools uniformly and on time. In addition to some questions about their opinions on ACE and their school, school staff will be asked about the following:

Measures

1. Tally of students registered with Quitline services from the school during the past semester (will need to be able to differentiate between students who were administratively compelled to register and those who self-referred).
2. Any school tobacco-free school grounds policies and the status of any amendments or proposed amendments
3. Any school cessation policies and the status of any amendments or proposed amendments
4. Any school educational activities addressing tobacco education and cessation and the approximate number of students reached by educational activities during the past semester

The survey is available at www.surveymonkey.com/s/YouthQuit.

If ACE Champions keep an up-to-date count of student registrations, educational activity reach and are aware of their school tobacco policies, completing the survey at the end of each semester should take about five minutes and provides critical information needed to improve ACE.

IMPORTANT NOTE: School staff members are privy to personally identifying student information that should never be shared outside the school. Never provide student names, ID numbers or other sensitive information to persons outside the school.

