Student Health Data – Dental

SY 2023-2024

Equity ● Quality ● Collaboration ● Community

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Introductions

- Seon Eun – Department of Data Strategies and Analytics
- Rebecca Doran – Wellness Department

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Agenda

- Introductions
- Webinar Tips
- Key Dates
- Student Health Dental Business Rules
- Student Health Data - IWAS User Workflow
- Student Health Dental System Walkthrough
- Common Questions
- Resources
- Contacts

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Webinar Tips

Audio setting
- Make sure all audio settings in the computer are un-muted and speakers are turned down before talking.

Question and Answer
- Please raise your hand to ask a question.
- All text messages are logged.
- If you are using a telephone, the audio PIN number must be typed in correctly before you can talk.

Troubleshooting
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- If you are listening via telephone and close out of the webinar on your computer, you will be disconnected.

Others

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- The webinar video, PowerPoint presentation and other resources will be posted https://www.isbe.net/Pages/DSA-Webinars.aspx on the ISBE Research and Data Reporting Webinars webpage. This may take 24 hours before becoming available.

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2024 Key Dates

Student Health Data Key Dates	
Dental Examination	
IWAS system opens for data entry	May 15, 2024
IWAS system deadline for submission	**11:59 p.m. on June 30, 2024**

Dental Business Rules

Collection	Business Rules
Dental Exam	• All Illinois children in kindergarten, Grade 2, Grade 6, and Grade 9 are required to have an oral health examination.

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Student Health Data - IWAS User Workflow

Access Level	
School Document Author	School data entry persons
School Administrator	School administrator/principal
District Document Author	District personnel who enter data at district level for subordinate entities
District Administrator	District administrator/superintendent/principal or designee responsible for approving data submission to ISBE
ISBE Administrator	ISBE program support personnel

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Dental Health Data

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- **Dental Health Data**
  - IWAS Data Submission Walkthrough

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Getting Started

- Access the IWAS login webpage.

- Log in to IWAS with your Login Name and Password.

Getting Started

- Click on System Listing on the left menu.

Getting Started

- On the My Systems page, click on **Student Health Data –Dental** under the category *Reporting, Annual*. This will take you to the **School Listing Screen**.

- *Note*: *If you do not see the* **Student Health Data–Dental** *option, contact the ISBE Help Desk at 217-558-3600.*

Level of Access

- **District Document Author** and **District Administrator** users

Facility Name (click on name for data entry)	Status	Grade Served	School Enrollment	Update By	Update On
Whoville Elementary School	No activity				
Whoville Junoir High School	No activity				
Whoville High School	No activity				

- **School Document Author** and **School Administrator** users

Facility Name (click on name for data entry)	Status	Grade Served	School Enrollment	Update By	Update On
Elem School	No activity		0		

Data Entry Screen 1

- If you do not have student Dental data to submit, select the bottom option.
  - "We have no student data to report."

Data Entry Screen 1 - Completion

- If you selected the bottom choice on **Data Entry Screen 1** and clicked "Approve Selection," the following pop-up will appear.

- Click "OK" to confirm you do not have student health data to report. Click "Cancel" if you do have student data to enter.

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You have identified that you do not have student data to report. If this is incorrect, cancel and select the appropriate option.

OK   Cancel

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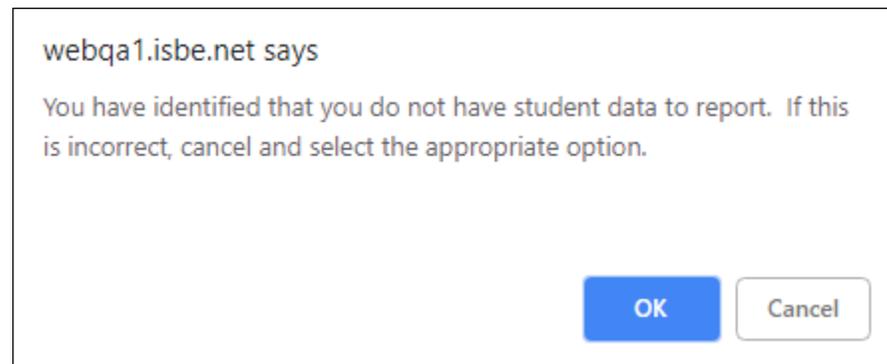
Data Entry Screen 1

- If you do have student Dental data to submit, select the top option. Clicking on "Next" will take you to Data Entry Screen 2.

Data Entry Screen 2

Data Entry Screen 2

- Select **<u>only those grades</u>** that have students who have Dental data to submit.
  - Only the applicable grade levels (K, 2, 6, 9) should appear for your school.
    - (Check "Common Questions" section.)
- If you select or modify "Grades Served," a "Save" button will appear. Clicking "Save" on this page will save your selected grades and allow you to click the "Next Page" button to continue to Data Entry Screen 3.

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Data Entry Screen 3

Select Grade Level -- Select -- ⌄

Total Student Count in Selected Grade [_____]

White	Black African or American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Pacific Islander	Two or More Races	Unknown	Other
[___]	[___]	[___]	[___]	[___]	[___]	[___]	[___]	[___]

Race	White	Black African or American	Hispanic or Latino	Asian	American Indian or Alaska Native	Native Hawaiian or Pacific Islander	Two or More Races	Unknown	Other	
Data Entered										

Please enter the number of students for each category for each race for the selected grade

Select Race -- Select -- ⌄

In Compliance with complete dental examination
Each section total should equal the number of students entered above in the 'In Compliance with complete dental examination' field.   [___]

   Section A
      With Dental Sealants present on permanent molar teeth   [___]
      Without Dental Sealants present   [___]
      No response to dental sealants provided   [___]
   Section B
      With Caries Experience/Restoration History   [___]
      Without Caries Experience/Restoration History   [___]
      No response to caries experience/restoration provided   [___]
   Section C
      With Untreated Caries   [___]
      Without Untreated Caries   [___]
      No response to untreated caries provided   [___]

The total number of the following fields should be the difference between the 'Total Student Count in Selected Grade' (top of page) and the number of students entered in 'In Compliance with complete dental examination' field.

Not in Compliance (no dental exam-no waiver-no religious obj-no medical reason-no disability problem-no approved appointment)   [___]
Waiver is submitted for undue burden/lack of access   [___]
Waiver-not covered by private/public insurance(Medicaid/All Kids)   [___]
Waiver-ineligible for public insurance(Medicaid/All Kids)   [___]
Waiver-unable to find dentist/dental clinic that will accept Medicaid/All Kids   [___]
Waiver-no insurance, no low-cost clinics willing to see children   [___]
Approved appointment scheduled - unprotected but compliant   [___]
Religious objection - unprotected but compliant   [___]
Medical reason - unprotected but compliant   [___]
Disability problem - unprotected but compliant   [___]

If the following categories pertain to any of the students for the selected grade level, please enter the number below.

Needing Urgent Treatment   [___]
Enrolled in preceding school year who submitted proof of an appointment scheduled within 60 days after the May 15th deadline and subsequently submitted a completed proof of Dental Exam Form   [___]

[<- Back]   [Save]   [Return to District Summary]

Data Entry Screen 3

1. Choose a grade from *the Select Grade Level* dropdown menu.
2. Enter the *Total Student Count in Select Grade* field.
3. Enter the total number of students in the selected grade by demographics.

Data Entry Screen 3

4 Select Race -- Select --

5

In Compliance with complete dental examination
Each section total should equal the number of students entered above in the 'In Compliance with complete dental examination' field.

Section A
    With Dental Sealants present on permanent molar teeth
    Without Dental Sealants present
    No response to dental sealants provided
Section B
    With Caries Experience/Restoration History

    Without Caries Experience/Restoration History

    No response to caries experience/restoration provided
Section C
    With Untreated Caries

    Without Untreated Caries

    No response to untreated caries provided

4. Use the *Select Race* dropdown menu to choose a student demographic.
5. Enter the total number of students who are In Compliance with Dental Examination for the selected demographic.

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Data Entry Screen 3

6. Continue to the lower section of the screen, enter the number of students for each of the additional fields provided (if applicable).
7. Click "Save" to save your changes.

Data Entry Screen 3

8. After saving your data, check the grade level in the *Select Grade* level dropdown menu at the top of the screen.
9. Select the next student demographic from the *Select Race* dropdown menu (Step 4).
   - Notice that the student demographics table now shows *Yes* for data entered (i.e., Grade K, White Students).
10. Repeat the data entry process (Steps 4-9).

Data Entry Screen 3

- For the next grade level, repeat the above Steps 1-9 for each student demographic that the school has enrolled.

- To edit information for a saved grade or demographic, select the correct grade level (from the dropdown or by using View Grade) and student race at the top of the Data Entry Screen and update the values, as necessary.

  – Click "Save" at the bottom.

Data Entry Screen 3

- You may delete data for an entire grade by clicking on the "Delete Grade" link.

Error Messages

- If an error occurs during data entry, an error message that specifies the type of error and the associated field(s) will appear in red at the top of the page.

- You should be able to resolve the error by following the directions in the error message.

- If you are unable to resolve the error and need assistance, you can report errors by taking a screen shot and emailing it to schoolnurse@isbe.net.

Data Entry Screen 3

- After you have entered complete data for ALL of the grades appearing in the "Select a Grade" dropdown list, the "Approve Data" button will appear at the bottom of the screen.
  - The "Approve Data" button will only be available once data has been entered for all selected grades.

Data Entry Screen 3

- Click on "Approve Data" after you are confident that you have correctly entered all required information and are ready to submit the data for approval to the **School/District Administrator**, as appropriate.
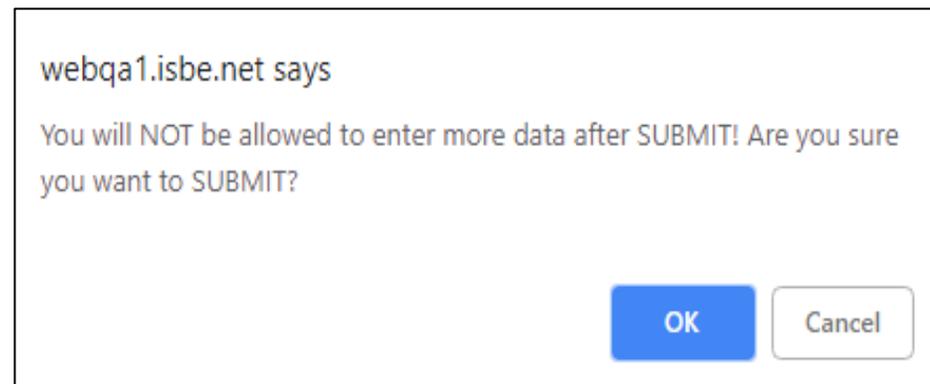
Data Entry Screen 3 Completion

- A warning pop-up will appear.
- If you are ready to submit the data, click on "OK" to submit the data to the **School/District Administrator** (as appropriate) for approval.

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You will NOT be allowed to enter more data after SUBMIT! Are you sure you want to SUBMIT?

OK   Cancel

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How to Approve or Return Data for Correction – School Administrator

- After the **School Document Author** has submitted data for **School Administrator** approval, the **School Administrator** must access **Data Entry Screen 1,** as shown below.

Based on the clarifications above, select one of the following options:

○ We have student data to report.

◉ We have no student data to report.

| Back | Approve Selection | Disapprove Selection |

How to Approve or Return Data for Correction -- School Administrator

- If no student Dental data is reported, the **School Administrator** may choose one of the following options:
  1. Click on "Approve Selection" to approve and submit the data to the **District Administrator.**
  2. Click on "Disapprove Selection" to return the data for corrections**.**
  3. Click on "Back" to change the selection of options.

How to Approve or Return Data for Correction -- School Administrator

- After the **School Document Author** has submitted the data for **School Administrator** approval, the **School Administrator** must access **Data Entry Screen 3.**

- Click "View Grade" at the top of the screen to review the data.

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How to Approve or Return Data for Correction -- School Administrator

- The **School Administrator** may choose one of the following options on this screen:
    1. Click on "View Grade" to select a grade level to review the submitted data.
    2. Click on "Approve Data" to approve and submit the data to the **District Administrator.**
    3. Click on "Disapprove Data" to return the data for corrections.
    4. Click on "Return to District Summary" to return to the school summary screen.

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How to Approve or Return Data for Correction -- District Administrator

- After the **Document Author** or **School Administrator** has submitted data for approval, the **District Administrator** must access the school data awaiting approval from the list of school submissions. The district submission status screen, which shows submission statuses for different schools, is accessible only by the **District Administrator** and the **District Document Author**.

How to Approve or Return Data for Correction -- District Administrator

- The **District Administrator** may select a school with the status of "Waiting RCDT Approval" by clicking on the school name link.

How to Approve or Return Data for Correction -- District Administrator

- When there is no student Dental data to submit:

Based on the clarifications above, select one of the following options:

○ We have student data to report.

● We have no student data to report.

| Back | Approve Selection | Disapprove Selection |

How to Approve or Return Data for Correction -- District Administrator

- After the **School Administrator** has submitted the data for **District Administrator** approval, the **District Administrator** must access **Data Entry Screen 3.**

- Click "View Grade" at the top of the screen to review the data.

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How to Approve or Return Data for Correction – District Administrator

- The **District Administrator** may choose one of the following options on this screen:
  1. Click on "View Grade" to select a grade level to review the submitted data.
  2. Click on "Approve Data" to approve and submit the data to the ISBE.
  3. Click on "Disapprove Data" to return the data for corrections.
  4. Click on "Return to District Summary" to return to the school summary screen.

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Final Status

- Once the **District Administrator** has reviewed and approved the data in the system, the school will have a final status of "Submitted to ISBE."

Facility Name (click on name for data entry)	Status	Grade Served
Elem School	Submitted to ISBE	K;2;4

How to Print Summary Reports

- To print a **school** Dental data summary:
  - Click on the school in the list of available schools that you would like to review.
  - Then click "School Summary" from the top menu bar.
  - Printing a school summary is possible only when the school's Dental data has been submitted to ISBE.

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How to Print Summary Reports

- *School Summary Report Sample*

How to Print Summary Reports

- Click on "District Summary" on the top menu bar to print a **school district** Dental data summary.
  - Printing a school district summary is possible only when the Dental data for all of the eligible schools in the district have been submitted to ISBE.

Dental Health Data

SY2024

- Common Questions

Common Questions

- **Q:** When is the collection due?

- **A:** The 2024 Dental Collection is due by 11:59 p.m. on <u>June 30</u>.

Common Questions

- **Q:** The font is really small on the Dental Data Entry Excel worksheet that I downloaded from your webpage. What can I do to fix this?

- **A:** You can find the Zoom slider in the lower right corner Of the Excel file. Slide this bar or click the +/- sign to zoom in or out.

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Common Questions

- **Q:** How do you recommend we use the data entry worksheet that is posted online?

- **A:** The data entry worksheet is designed to help streamline the data collection and data entry process. The worksheet has built-in validations. As numbers are entered into the Excel file, there are indicators that flag you if something does not add up correctly.

  – We recommend that this file be used electronically.

Common Questions

- **Q:** Do I have to enter a zero (0) for each field that has zero student count? Or can I leave the field blank?

- **A:** Users can leave fields blank, and the system will mark it as a zero.

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Common Questions

- **Q:** When I am entering data, I am missing a grade level in the dropdown at the top. What to do?

- **A:** If a grade is missing from the Grade Level drop-down in Data Entry Screen 3, go back to Screen 2 and highlight all correct grades in Grade(s) Served.

Common Questions

- **Q:** Where can we select the grades in the Grade(s) Served section? I am not seeing a grade that we serve.

- **A:** If a grade level is missing from the Grade(s) Served box, your administrator will need to update the Grade(s) Served in the Entity Profile System in IWAS.

Common Questions

- **Q:** After entering my data, I do not have an "Approve Data" button to submit for administrator approval. What should I do?

- **A:** All selected grades must have data entered before the Document Author can approve the data to submit for administrator approval.

Common Questions

- **Q:** I am an administrator and I was told I have Student Health data to approve. How do I get there?

- **A:** Use the "Documents Pending Approval" link on your IWAS homepage.

Common Questions

- **Q:** If I have submitted my school's Dental data and I need to make corrections or updates, who do I contact?
- **A:** If the status of the report is "**Waiting RCDT Administrator**" please contact your school or district administrator because that level is who can "disapprove" it to return to the document author for changes. If the status of the report is "**Submitted to ISBE**" please contact datahelp@isbe.net
- For more details on the collection statuses, refer to the Dental Collection User Guide.
- Or you can contact datahelp@isbe.net.
  – Use "Dental" in the subject line. Be sure to include the name of your school.

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Resources

- [DSA Recorded Webinars](#)

- [Health Requirements\Student Health Data](#)
  - Reports, data worksheets, user guides, statutes, etc.
  - Dental Data Entry Worksheet available!

- [Wellness Homepage](#)

Contacts

- For assistance entering data, please contact the Department of Data Strategies and Analytics at datahelp@isbe.net.

- For technical assistance with IWAS, please contact the ISBE Help Desk at 217-558-3600.

- Please contact the Wellness Department at schoolnurse@isbe.net if you have questions regarding school health issues or the Student Dental Health Examination Policy.

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