Health /Life Safety (H/L S) 
Processing System

Instructions

Effective 1/2008

Illinois State Board Of Education

School Business and Support Services

Darren Reisberg
Chairman

Dr. Carmen I. Ayala
State Superintendent of Education
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First, gain IWAS portal access, so that H/L S Processing system may be accessed. Architects (also school districts with staff architects creating Ten Year Surveys and/or Amendments) must request IWAS access from the appropriate school district per instructions. Visit:

https://sec1.isbe.net/iwas/asp/login.asp?js=true

IWAS Online
Help
User Guide
Training Video

Requesting IWAS Access - Architect Example (includes school district staff architects)

Click here

Signing up for IWAS access to the H/L S Processing System
Enter correct data in all fields.
Instructions: H/L S Processing System

Click here

1. Select a Region
2. Select Category
3. Select a District

Create 10 Year Survey
Instructions: H/L S Processing System

Select "Region"

Select "Public District"
Instructions: H/L S Processing System

Select “School District” & “School”

Complete all fields for effective communication

Add correct email address to receive notifications!

Add a short descriptive justification

Select “School District” & “School”
Confirmation of Request for IWAS Access
H/L S Processing System Access via IWAS Portal – Pending District Approval
Note: ensure the email contact address entered into IWAS is always correct and current, so that notices of access to the system and any future system notices, such as document rejection notices are received.
Instructions: H/L S Processing System

Login to the H/L S Processing System via IWAS

@ https://sec1.isbe.net/iwas/asp/login.asp?js=true

Enter name and password into IWAS.
Select ‘System Listing’, below ‘Home’.
Select ‘Health Life Safety Survey’ above

Select ‘Health Life Safety’, under ‘Surveys’.

**Private Architectural Firm or School District Staff Architect Role**

1. Gain IWAS access as an architect, enter accurate email address
2. Create survey and/or amendment
   a. Select facility
   b. Select existing architectural firm or add new firm
   c. Add Architect Name and select whether an Amendment is being created
      (system default is ten year survey if checkbox for amendment is not marked)
   d. The ROE should first be consulted in determining whether an amendment is a true emergency
   e. If an Emergency Amendment and/or Co-op is selected in the H/L S Processing System, before proceeding further call the Illinois State Board of Education @ (217) 785-8779
3. Copy/import violation schedule items from existing surveys/amendments or add new violation schedule items
Instructions: H/L S Processing System

4. View printable ‘Schedule of Violations’ and ‘Schedule of Work Items’
5. Enter architect data
6. Approve/submit survey and/or amendment for review; approval or rejection by the school district
7. Review, revise and resubmit/approve rejected surveys and/or amendments.
8. Ensure that required hard copy executed, stamped attachments are noted in the H/L S Processing System and are forwarded to the School District’s office (‘Certificate of Need’ and/or ‘Application for Approval’, building plans, etc.)
H/L S Processing System

- Session time allows 20 minutes of inactivity before automatic logoff
- ‘Create Documents’ section varies depending upon the user. There is a similar document status view for ALL users, except the ROE and ISBE do not view documents until they are in ‘District Submitted’ status.

Home Screen - Architect or District User View

Creating a Survey/Amendment

Follow the steps below to create a new Survey or Amendment

Note: the ‘Facility Inventory’ link in the left hand corner of the screen allows for viewing of applicable district’s facilities and the associated detail information.
1. Click the ‘Create 10 Year Survey/Amendment’ link on the ‘Home’ screen.

2. Select the facility to create a survey/amendment by clicking the ‘Select’ link next to the facility.

Selecting a Facility

3. Select the architect.
   - add a new architect firm if necessary (also need to add School District staff
architects in this manner.)
- filter the list alphabetically by firm name

Selecting an Architect Firm

- Enter the correct architect firm information into the fields below.
- Click the ‘Save’ button.
- Navigate breadcrumbs back to ‘Home’.
- Select architect firm.
Adding/Editing an Architect Firm

4. After selecting the architect firm, enter the necessary details below and click the ‘Create…’ button to create the survey/amendment. Click the ‘Cancel’ button to return to the home screen. To create an amendment, check the ‘Is this an Amendment?’ checkbox; for an emergency amendment, check the ‘Is this for an Emergency Amendment?’ checkbox; for a cooperative/joint agreement, check the ‘Is this for a Co-op?’ checkbox. Call ISBE at (217)785-8779 if a cooperative or emergency amendment is indicated. (The ROE should first be consulted in determining whether an amendment is a true emergency).
Creating a Ten Year Survey/Amendment

Survey/Amendment Document Jacket
The Survey/Amendment serves as a consolidated view of all of the information related to the survey and/or amendment. **If the document is a ten year survey, with no amendment associated, then the document jacket will label the document details under ‘Ten Year Survey’; otherwise, all other document details are labeled under ‘Amendment’**. The different sections of this screen are listed below.

**Survey/Amendment Header Information**
The header information provides critical information about the survey/amendment, such as the last user to update the document, the date it was created, the document’s current status, etc.
Instructions: H/L S Processing System

Alleviates duplicate entry of similar or identical violation/work items

Document Jacket: Survey/Amendment Header Information
Next Pages: Ten Year Survey/Amendment Information, Printable Documents, Google Map
Survey/Amendment Data
The ‘Survey/Amendment Data’ section provides links to the different data entry forms for the survey/amendment.

Survey/Amendment Data

Survey/Amendment Printable Documents
Links to all of the printable documents can be found in the ‘Survey/Amendment Printable Documents’ section. The ‘Application For Approval’ link is only visible for Ten Year Surveys. If the Survey/Amendment is for a Master Coop (district administering a cooperative/joint agreement), then only the ‘Schedule of Violations’ and ‘Schedule of Work Items’ are visible under the ‘Printable Documents’, since each member district shares funding and provides authorization.
Survey/Amendment Attachments

When an architect needs to submit hard copy documentation that cannot be entered into the system, they click, ‘Add New Attachment’. This section serves as a listing of all of the attachments that will be mailed in hard copy. All survey/amendments will have a default ‘Architect Stamp’ attachment. This denotes that an executed, stamped ‘Certificate of Need’ and/or ‘Application for Approval’ hard copy document must be received by the ROE and ISBE for each survey/amendment. The architect will add additional hard copy documents as needed (e.g. building plans, etc). The ROE and ISBE users are provided with links to confirm receipt of the attachment. If a document is rejected by the ROE or by ISBE, the respective confirmation dates are cleared.

Architect’s View of Attachments

Survey/Amendment Comments

The ‘Survey/Amendment Comments’ section lists any comments that have been added to the survey/amendment. Click ‘Add New Comment’ to add a desired comment.
**Survey/Amendment History**

An entry is added to the ‘Survey/Amendment History’ section any time the status of the survey/amendment changes. This allows the user to keep track of when the document was submitted, and by whom. The following is an Example of a test document with various approvals and a rejection of the document at the ISBE Approver Level. A rejection at any approval level places the document back into the ‘In Progress’ mode.

**Survey with rejections.**

**Amendment with rejections.**
Facility Map
A Google map of the relevant facility resides below each survey/amendment’s detail information.

Google map of surveyed / amended facility

Importing Survey/Amendment Items
- Prevents duplication of typing similar or identical violation/work items.
- Users can import violation/work schedule items from other surveys/amendments that have been created for the district.
Click the ‘Import Survey/Amendment Items’ link in the ‘Header’ section of the survey/amendment’s document jacket. Clicking this link brings the user to the ‘Find a Survey/Amendment’ screen where the user can: 1) select the facility related to the survey/amendment where the desired violation/work item resides, and 2) then click the button ‘Load Surveys / Amendments’.

Select the facility and load survey/amendment in order to import a violation/work item.

After the user selects a survey/amendment, they are presented with a list of violation/work schedule items. Then: 3) select the desired survey/amendment from the facility’s list, and 4) click the check box next to each of the items to import. Finally: 5) click the ‘Copy selected Items’ button to import the desired violation/work item into the destination ‘Schedule of Violations’ and ‘Schedule of Work Items’.

*Note: More than one work item may be checked for import from a multiple violation /work item survey/amendment document.*
3. Click here

4. Click here

5. Click here
Instructions: H/L S Processing System

To view the imported item, go to survey/amendment data, select:

- **Open Violation / Work Items**
- **Open Architect Data**
- **Open District Data**

Survey/Amendment Data

An existing survey/amendment violation/work item is copied to the current survey.

- The data entry form into which this line item was imported follows. This data may be edited and re-saved.
- To manually add additional violation/work items, select ‘Add Item to Schedule’ and manually type data into the schedule item data entry screen.

**Note:** This ten year survey has now become a combination ten year survey/amendment because the copied violation/work item cost estimate amount was imported – denoted by ‘Funding Type’ Fire Prevention rather than ‘Other Funds’.
Architects and District users can add or edit violation/work items on the schedule item data entry screen below. ROE users can make adjustments in the ‘ROE Adjustments’ field. ISBE users can make adjustments in the ‘ISBE Adjustments’ fields.
Instructions: H/L S Processing System

Violation Schedule / Work Items

Following are the fields for the schedule item data entry screen:

1. **LOCATION NAME(S) & ROOM NUMBER(S).** Free text format. Specify the location name(s) and room number(s) where each of the violation(s) is found.

2. **PRIORITY CODE.** Select from the drop down list the priority that best describes the degree of hazard the problem creates:
   a. **Urgent** identifies items that present an immediate hazard to the safety of students and reference specific rules in the code that are applicable to the building. These items must be corrected within one year. Examples are structural, egress, fire protection, fire detection.
   b. **Required** identifies items that are necessary for a safe environment but present less of an immediate hazard to the safety of students and reference specific rules in the code that are applicable to the building. These items must be corrected within five years.
   c. **Recommended** identifies items that do not present any immediate hazard to the students and do not reference any specific rule in the code that are applicable to the building as authorized by ILCS 5/17-2.11. These items are not required by code. Examples of recommended items are: energy conservation; security; repair of school sidewalks, playgrounds, parking lots, school bus turnarounds; or accessibility.

3. **RULE VIOLATED.** Free text and/or pick from list format. Specify the rule number in the code that is applicable to the facility where the violation is found, as stated in Section 180.60. Example: Fire alarm systems are not functioning properly - specify section 185.395d, section 175.470 or section 918, the applicable rule used when the building was built.

4. **DESCRIPTION OF VIOLATION.** Free text format. In a clear and concise manner, describe the violation.

5. **RECOMMENDATION TO CORRECT VIOLATION.** Free text format. In a clear and concise manner, describe the recommendation to correct the violation.

6. **ACTION I.D.** Select from the drop down list the action code that best describes the nature of the proposed work.
   a. Abandon in place
   b. Remove
   c. Repair
Instructions: H/L S Processing System

d. Relocate
e. Rebuild
f. Improve

7. **SPECIFICATIONS.** Free text format. Provide a statement to fully describe the nature and scope of the required work.

8. **UNITS OF MEASURE.** Free text format. Enter the abbreviated designation which indicates the unit of measure upon which the material cost, labor hours, and crew are based. Examples: C.Y.= Cubic Yard; S.F.= Square Foot; L.F.= Linear Feet; Ea.= Each; Opng.= Opening; Gal.= Gallon.

9. **QUANTITY.** Numeric value format (whole number). Enter the quality of work to be performed (e.g. square feet to be repaired, cubic yard of earth to move, etc.).

10. **LABOR CODE.** Select from the drop down list the labor code if the labor to perform the work is to be provided by employees of the Board of Education as normal part of their routine employment.
   a. District employees will perform work
   b. Work will be performed by contractor(s).

11. **WORK TYPE.** Select from the drop down list the type code that best describes the problem.
   a. Safety Standards
   b. Energy Conservation
   c. Handicapped Access
   d. School Security
   e. Asbestos Treatment
   f. Paving Improvements
   g. Replacements
   h. Other Improvements

12. **ESTIMATED COST.** Numeric value format (00.00). Specify the cost incurred to design and execute the work, including profit and overhead. After totaling all of the items, add the architects/engineers’ fees and contingency fees on separate lines resulting in the total amount requested.

13. **ESTIMATED COMPLETION DATE.** Date format (MM/DD/YYYY). Enter the estimated completion date.

14. **FUNDING TYPE.** *This is a new field.* Select from the drop down list whether the schedule item requires Fire Prevention (F) or Other Funds (O). If ‘Other Funds’ is selected, Health/Life Safety funds are not requested.
15. **ROE ADJUSTMENTS TO COST ESTIMATES.** This field is for ROE use only. Numeric value format (00.00). Specify the amount to be added to or subtracted from the estimated cost shown for the item in field 12. If no adjustment is needed leave blank.

16. **ISBE ADJUSTMENTS TO COST ESTIMATES.** This field is for ISBE use only. Numeric value format (00.00). Specify the amount to be added to or subtracted from the estimated cost shown for the item in field 12. If no adjustment is needed leave blank.

17. **REASON.** This field is for ISBE use only. Select from the drop down list the comment best describing the reason for the adjustment to the cost estimate.
Instructions: H/L S Processing System

**View Printable Documents**

<table>
<thead>
<tr>
<th>Ten Year Survey Printable Documents</th>
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<tbody>
<tr>
<td>• <strong>Schedule of Violations</strong></td>
</tr>
<tr>
<td>• <strong>Schedule of Work Items</strong></td>
</tr>
<tr>
<td>• <strong>Certificate of Need</strong></td>
</tr>
<tr>
<td>• <strong>Application For Approval</strong></td>
</tr>
<tr>
<td>• <strong>Certificate of Approval</strong></td>
</tr>
</tbody>
</table>

**View Schedule of Violations**

**View Schedule of Work Items**

*Note: All ‘Printable Documents’ listed above are printed from the Web browser printer icon. Print margins, page orientation, etc. are the default of the user’s web browser and must be customized locally by each user. Printer icon is circled below.*

**Printable Schedule of Violations**

30 of 58 pages 10/23/2007
Both the Schedule of Violations and the Schedule of Work Items have links to add or edit violation/work items on the schedule item data entry screen.

Printable Schedule of Work Items

**Survey/Amendment Data**

- Open Violation / Work Items
- Open Architect Data
- Open District Data

Select ‘Open Architect Data’
Instructions: H/L S Processing System

**Architect Data**

All architect related input to the current survey/amendment has been consolidated to a single screen that follows.

The following items must be entered at the ‘Architect Data’ screen before the architect can submit the document.

- License Number
- License Expiration Date
- Date Architect Surveyed
- AE Fees Percent Or Flat Fee
- Contingency Percent Or Flat Fee

![Architect data screen](image-url)
After entering violation schedule / work items, and completing the ‘Architect Data’, the architect can submit the survey/amendment to the appropriate school district. On the submission screen, the architect must enter the license number and license expiration date. This information must match the information that was entered on the ‘Architect Data’ screen. This serves as additional confirmation of the submission.
Instructions: H/L S Processing System

**Editing Survey/Amendment Header Information**

Architect and District users can edit the header information for a survey by clicking the ‘Edit Header Information’ link in the Header Information section of the survey/amendment document jacket.

This link is visible when the survey/amendment is ‘In-Progress’ or ‘Architect Approved’.

**Deleting a Survey/Amendment**

Only an Architect that created the survey/amendment can delete the survey/amendment. **Survey/Amendment must be in ‘In-Progress’ status.**
Architects can only modify surveys/amendments that are in ‘In-Progress’ status. Once an architect approves a survey/amendment, no modifications are allowed until the document is subsequently rejected and placed back into ‘In-Progress’ status. Had the above example not been approved, a ‘Delete’ button would be present where indicated above, and the document could be deleted.

School District Role

1. Gain IWAS access as a district document author or as an RCDT administrator, enter accurate email address
   - District Document Author – enters district data, but can’t authorize documents.
   - RCDT Administrator (District) – Superintendent or authorized representative. Can enter district data and authorize documents.
2. Approve IWAS access requests for architectural firm or on-staff architect
3. Review all survey/amendment documents in ‘Architect Approved’ status
4. The ROE should first be consulted in determining whether an amendment is a true emergency, and if an Emergency Amendment and/or Co-op is selected in the H/L S Processing System, before proceeding further call the Illinois State Board of Education @ (217) 785-8779
5. Review ‘Schedule of Violations’ and ‘Schedule of Work Items’
6. Enter district data
7. Review the ‘Certificate of Need’, and the ‘Application for Approval’
8. Ensure that required hard copy executed, stamped attachments are noted in the H/L S Processing System and are provided to the ROE office (‘Certificate of Need’ and/or ‘Application for Approval’, building plans, etc.)
9. Approve/submit survey/amendment to ROE or edit and reject back to the architect – add comment as to the reason document is being rejected
10. Review Annual Inspection Reports created by the ROE
District Data

Add district related information into the consolidated district data entry screen below.

1) Total available district funds, 2) whether a public hearing is required and 3) the related notice and 4) hearing dates, if appropriate should be entered and saved in the following data entry screen.

District Approval or Rejection of Surveys / Amendments

After reviewing the Architect’s work, the district can submit the survey/amendment to the ROE. The District should ensure that complete and accurate ‘Certificate of Need’ and/or ‘Application for Approval’, building plans, etc. hard copy documents should be forwarded to the ROE office.

The ‘Total Available Funds’ field must be entered on the ‘District Data’ entry screen before the survey/amendment can be submitted. Also, at least one violation/work schedule item must be entered for amendments. The district can only approve surveys/amendments that have been architect approved. If the district modifies any of the violation/work items after the survey/amendment has been approved by the architect, then the district will be forced to reject the survey/amendment to allow the architect to re-submit.

When the district disapproves a survey/amendment, a rejection notification is sent to the Architect user that created and approved the survey/amendment. Any comments entered by the district in the ‘Comments’ textbox will appear in the comments section of the survey/amendment document jacket, and will also be sent in the notification.
Viewing Annual Inspection Reports

ROE administrators create Annual Inspection Reports. School districts can access listing of Annual Inspection Reports by clicking the ‘Annual Inspection Reports’ tab on the home screen. An Annual Inspection Report can be viewed by clicking the 'Open' link.

1. Select ‘ROE Annual Reports’

2. Click ‘ROE Submitted Annual Inspection’ to view
An Annual Inspection Report can be printed by clicking the 'Print Report' link.

School District View of Annual Inspection Report

Printable ROE Annual Inspection Report

Regional Office of Education (ROE) Role

   1. Gain IWAS access as a ROE Administrator for the Superintendent or designated representative, enter email address
2. Create and submit Annual Inspection Reports
3. Create and submit ROE Annual Report
4. Review all survey/amendment documents in ‘District Submitted’ status
5. Call the Illinois State Board of Education @ (217) 785-8779 if an Emergency Amendment and/or Co-op is selected before proceeding further
6. Review Schedule of Violations and Schedule of Work Items
7. Adjust schedule item cost estimate, if appropriate (any other revisions require survey/amendment to be rejected back to the architect)
8. Review the ‘Certificate of Need’, and the ‘Application for Approval’
9. Ensure that accurate hard copy executed, stamped attachments are noted in the H/L S Processing System and are provided to ISBE (‘Certificate of Need’ and/or ‘Application for Approval’, building plans, etc.)
10. Approve/submit survey/amendment to ISBE or edit and reject back to the architect – add comment as to the reason document is being rejected

Creating an ROE Annual Report Shell

Follow the following steps to create a new ‘ROE Annual Report’

1. Click the ‘ROE Annual Report’ link in the ‘Create Documents’ section.

2. Enter the necessary details and click the ‘Submit’ button to create the ROE Annual Report. Click ‘Cancel’ to go back to the home page.
ROE Annual Report Shell Data Entry

Once created an ROE Annual Report can be accessed by clicking the ‘ROE Annual Reports’ tab. The listing is visible to ROE and ISBE users only.

ROE Annual Reports Tab

The ‘In-Progress’ Annual Reports listing is hidden from ISBE users, because they are only concerned with Annual Reports that have been submitted by the ROE.

An ROE Annual Report can be viewed by clicking the ‘Open’ link. On the ROE Annual Report Screen, the ROE user can add items to the report by clicking the ‘Add New Item’ link. The user can view the submission screen by clicking the ‘Approve or Reject Report’ button. If the user created the report, then a ‘Delete’ button will be visible.

ROE Annual Report Screen

When adding or editing items in the report, ISBE’s Ten Year Survey Date will be pulled from the Facility Inventory (if a date is entered or a Ten Year Survey has been submitted in the system) to allow the ROE user to compare and verify the date. The ROE User can delete items that they have created.
Instructions: H/L S Processing System

ROE Annual Report Data Entry

**ROE Annual Report Data Items**

Following are the fields for the annual report data entry screen:

1. **DISTRICT NAME.** Select from the drop down list the district name.

2. **FACILITY.** Select from the drop down list the facility.

3. **BUILDING PERMIT DATE.** Date format (MM/DD/YYYY). Enter the date of any building permits issued for that facility or when the building was acquired/bought or reopened.

4. **COMPLETION DATE.** Date format (MM/DD/YYYY). Enter the date of completion of the work for which the building permit was issued or when all violations were corrected after the building was acquired/bought/reopened.

5. **CERTIFICATE TYPE.** Select from the drop down list the type of Certificate of Occupancy issued.
   a. General
   b. Partial
   c. Temporary
   d. Vehicular

6. **CERTIFICATE OF OCCUPANCY ISSUE DATE.** Date format (MM/DD/YYYY). Enter the Certificate of Occupancy issue date.

7. **ANNUAL HLS INSPECTION DATE.** Date format (MM/DD/YYYY). Enter the date in which the Annual Inspection was conducted for facility.
8. **INSTRUCTION STATUS.** Select from the drop down list the status of the inspection
   a. In Compliance
   b. Making Acceptable Progress
   c. Non-Compliance
   d. Continued Usage of Temporary Facility

9. **TEN YEAR HLS INSPECTION STATUS.** Date format (MM/DD/YYYY). Enter the date in which the Ten Year Survey was received by the Regional Superintendent for the facility. **If available, ‘ISBE’s Date on File’ will be populated above this entry field.**

10. **AMENDMENT NUMBER.** Free text format. Enter the number assigned to any amendments received for that facility.

11. **ISBE APPROVAL DATE.** Date format (MM/DD/YYYY). Enter the Certificate of Approval date for the amendment received.

12. **H/LS WORK STATUS.** Select from the drop down list the status of H/LS work identified in ten year survey and/or amendment.
   a. Completed
   b. Started
   c. Not Started

13. **SCHOOL SAFETY DRILL ACT (SSDA) ANNUAL REVIEW BY 12/31?** Select from the drop down list ‘Yes’ or ‘No’.

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**Submitting ROE Annual Reports**

The ROE user can submit the ROE Annual Report by clicking the ‘Approve or Reject’ button. This takes them to a submission screen where they will be presented with a list of any facilities that currently are not included in the report.

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[Image of a submission screen with a list of facilities]

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**ROE User Submission for the ROE Annual Report**
After the ROE submits the Annual Report, the status of the report becomes ‘ROE Submitted’ and ISBE can either approve or reject the report. If ISBE rejects the report, a notification is sent to the ROE user that submitted the report. If ISBE accepts the report’s status becomes ‘ISBE Approved’.

### ISBE User Submission for the ROE Annual Report

**Creating an Annual Inspection Report**

An Annual Inspection report can be created using existing data from an ROE Annual Report. Creating an Annual Inspection Report from an existing ROE Annual Report requires the following steps.

1. On the ROE Annual Report screen that follows, click the ‘Approve or Reject’ button. This will bring you to the submission screen.
Creating an Annual Inspection Report

2. At the submission screen, click the ‘Generate Inspection Report’ button.

Note: the ROE user can add items to the report by clicking the 'Add New Item' link. If the user created the report, then a 'Delete' button will be visible. The user can view a printable report by clicking the ‘Print Report’ link.
Creating an Annual Inspection Report From an Existing Annual Report

3. Enter the fiscal year. If the ‘Copy Items…’ checkbox is checked, then items from the ROE Annual Report will be imported into the Annual Inspection Report.

Annual Inspection Reports –Notes of Interest

The process of creating an Annual Inspection Report has been discussed above. A listing of Annual Inspection Reports can be accessed by clicking the ‘Annual Inspection Reports’ tab on the home screen.
An Annual Inspection Report can be viewed by clicking the 'Open' link. On the Annual Inspection Report Screen, the ROE user can add items to the report by clicking the 'Add New Item' link. The user can view the submission screen by clicking the 'Approve or Reject Annual Inspection Report' button. If the user created the report, then a 'Delete' button will be visible. The user can view a printable report by clicking the ‘Print Report’ link.

Annual Inspection Report

Adding / Editing Annual Inspection Report Items

**ROE Adjustments to Schedule/Work Item Estimated Costs**

ROE users can adjust items after the survey/amendment has been submitted by the district. This is the only field on the Violation/Work Schedule Item Screen that the ROE user can modify.
Instructions: H/L S Processing System

Violation/Work Item data entry screen – ROE Adjustment

**ROE Approval or Rejection of Surveys / Amendments**

After the district submits a survey/amendment, the ROE can make adjustments to the cost estimates of the violation/work items. After reviewing the survey/amendment, the ROE can then submit the survey/amendment to ISBE. The ROE can also disapprove the survey/amendment. This moves the document back to the ‘In-progress’ state, and requires resubmission from the architect and district.

When the ROE disapproves a survey/amendment, a rejection notification is sent to the District and Architect users that previously submitted the survey/amendment. Any comments entered in the ‘Comments’ textbox will appear in the comments section of the survey/amendment document jacket, and will also be sent in the notification.

The Warning message below indicates that the survey/amendment attachments have not been confirmed as ‘Received’ by the ROE Administrator. The ROE should verify that hard copy attachments are received and correctly completed ('Certificate of Need' and/or 'Application for Approval', building plans, etc. hard copy documents), by clicking on ‘Confirm Received’.
ISBE & ROE View of the Attachment Section – Receipt not Confirmed

After ROE Receipt Confirmation of Amendment Attachments

**Illinois State Board of Education (ISBE) Role**

1. Gain IWAS access as an ISBE Administrator or as the ISBE Superintendent, enter email address
   - ISBE Administrator - can approve documents and modify Costs Estimates, add/edit facility information, add/edit reason codes, edit form letters,
create ad hoc reports, and view legacy amendments, surveys and summary of approved amounts

- ISBE (Superintendent) Acceptance – Superintendent final approval of documents, can “unlock” archived documents for changes in amendment number and prior cumulative approved amount changes only.

2. Create Facility Inventory
3. Review and submit or reject Annual Inspection Reports in ‘ROE Submitted’ status
4. Review and approve or reject ROE Annual Report in ‘ROE Submitted’ status
5. Review all survey/amendment documents in ‘ROE Approved’ status
6. Review ‘Schedule of Violations’ and ‘Schedule of Work Items’
7. Adjust schedule item cost estimate, if appropriate (any other revisions require survey/amendment to be rejected back to the architect)
8. Review the ‘Certificate of Need’, and the ‘Application for Approval’
9. Review ‘Certificate of Approval for the Expenditure of Fire Prevention And Safety Funds’
10. Verify system amendment numbers and cumulative amounts against legacy reports
11. Review and confirm receipt of required hard copy executed, stamped attachments noted in the H/L S Processing System (‘Certificate of Need’ and/or ‘Application for Approval’, building plans, etc.)
12. Approve/archive survey/amendment or reject back to the architect – add comment as to the reason document is being rejected
13. ‘Unlock’ archived amendments to correct amendment number and prior cumulative approved amount

‘ISBE Links’ replace ‘Create Documents’ on login view

ISBE View of Login to H/L S processing System
**ISBE Adjustments to Schedule /Work Item Estimated Costs**

ISBE users can make adjustments to the cost estimates of violation/work schedule items after the survey/amendment has been submitted by the ROE. ISBE users must adjust any items that have been adjusted by ROE users. A reason for the adjustment may be selected from a drop down list of selected reasons for the adjustment in the field below the ‘ISBE Adjusted Amount’.

![Schedule /Work Item data entry screen – ISBE Adjustment and Reason](image)

**ISBE Document Submission**

If the ISBE user attempts to submit a survey/amendment without adjusting items that have been adjusted by the ROE, they will be presented with a list of items under the ‘Items that Require Adjustment’ heading of the ISBE Submission screen. As stated above, if the ROE has adjusted a cost, then ISBE is required to make an adjustment as well.

The ‘Previously Approved Amount’ is the sum of the approved amounts for any survey/amendments for the selected facility that have been previously approved.

ISBE can also enter an amount in the ‘Total Previously Approved’ field of the facility inventory. This will be the start amount that the ‘Previously Approved Amount’ calculation will be based.

Any adjusted items (where the ISBE adjustment differs from the original estimated amount) will appear under the ‘Adjusted Items’ heading.
Instructions: H/L S Processing System

Any comments entered on this screen will appear in the ‘Certificate of Approval’ printable document.

ISBE Rejection

ISBE can disapprove a survey/amendment. When the ISBE disapproves a survey/amendment, a notification is sent to the ROE, District and Architect users that previously submitted the survey/amendment. Any comments entered in the ‘Comments’ textbox will appear in the comments section of the survey/amendment document jacket, and will also be sent in the notification.
Instructions: H/L S Processing System

After the survey/amendment is submitted by ISBE staff, it must be approved by the ISBE Superintendent or his authorized representative (‘ISBE Approver’) in order to be archived. If the survey/amendment is rejected at this level, its status is changed to ‘ROE Submitted’ and is thus able to be modified and resubmitted by the ISBE staff. A notification is sent to the ‘ISBE Submitter’. If approved at this final level, the status is changed to ‘Accepted’ and it is archived.

**ISBE Superintendent Approval**

After the survey/amendment is submitted by ISBE staff, it must be approved by the ISBE Superintendent or his authorized representative (‘ISBE Approver’) in order to be archived. If the survey/amendment is rejected at this level, its status is changed to ‘ROE Submitted’ and is thus able to be modified and resubmitted by the ISBE staff. A notification is sent to the ‘ISBE Submitter’. If approved at this final level, the status is changed to ‘Accepted’ and it is archived.
ISBE Approver – Rejecting Archived Surveys/Amendments

If the ‘Previously Approved Amount’ or the Amendment Number need to be updated after a survey / amendment has been approved and archived, then the ISBE Approver can reject the archived document. This changes the status to ‘ISBE Submitted’ and allows the ISBE Approver to modify these values, and then re-approve the document.

After rejecting the archived survey/amendment, the ISBE Approver can then go to the ‘Survey/amendment Document Jacket.’ Clicking the ‘(ISBE) Final Approval’ button, presents the following:
The ISBE Approver can modify the ‘Amendment Number’ and the ‘Previously Approved Amount’ fields.

After submitting, the status of the document will be changed from ‘ISBE Submitted’ to ‘Approved’, and the changes will be saved. (The ‘Approved’ option button must be checked.)

**Finding a Survey/Amendment**

Users can find a particular survey/amendment by clicking the ‘Find a Document’ link.

On the search screen, users can select a region, district and facility to view a list of surveys/amendments for the selected facility. District users and architects can only select facilities within their RCDT. ROE users can search districts within their region for the desired facility. ISBE users can search through regions and districts to find the desired facility.
Cooperatives

Call ISBE at (217) 785-8779 before proceeding with a Cooperative survey/amendment.
Architects and District users can create cooperative/joint agreement Surveys/Amendments at the Survey/Amendment creation screen by checking the ‘Is this for a Co-op?’ checkbox.

Creating a Coop

At the Survey/Amendment Jacket screen, the ‘Coop Info’ section will appear.

Here, district users can add members to this coop. The district of the user that created the survey/amendment is automatically added to the list as the ‘Administrative District’. The district users can add other members to the coop by clicking the ‘Add New Coop Participant’ link.

The user must select a region and district, and then must enter the ‘Cost Ratio’ for the member of the coop.
Instructions: H/L S Processing System

Edit Coop Information

<table>
<thead>
<tr>
<th>Master District</th>
<th>5609936U26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region:*</td>
<td>BOND/EFFINGHAM/FAYETTE ROE</td>
</tr>
<tr>
<td>District:*</td>
<td>(03026203025) - VANDALIA CUSD 203</td>
</tr>
<tr>
<td>Cost Ratio (%):</td>
<td>50.0</td>
</tr>
</tbody>
</table>

Save  Cancel

Edit Coop Members

If the Administrative Member of the Coop is to be included in the cost sharing, click the ‘Open’ link to edit its ‘Cost Ratio’. A district can only be added to the coop once. The sum of the cost ratios must equal 100% before the survey/amendment can be submitted by the district.

For the Administrative Survey/Amendment, the district must enter ‘0.00’ in the ‘Total Available District Funds’ field on the ‘District Data’ screen. Any available funds for the Administrative District must be entered on its generated member survey/amendment, if it has a Cost Ratio.

After the members have been added to the coop and the violation/work items have been added to the system, the survey/amendment will be submitted by the district. After submission, a new survey/amendment will be created for each member of the coop that will be contributing to the cost sharing. The cost amounts on these surveys/amendments will reflect the ‘Cost Ratio’ that was entered in the coop information.

The only printable documents available for the Administrative Coop Survey/Amendment are the ‘Work Item Schedule’ and the ‘Violation Item Schedule’.

Administrative Coop Printable Documents

- Schedule of Violations
- Schedule of Work Items

After a coop is submitted, the ‘Coop Info’ section of the Administrative Survey/Amendment provides links to the generated surveys/amendments for the members of the coop as well as the current status of the member surveys/amendments.
Administrative Survey/Amendment – Coop Info After Submission

Member Coop Surveys/Amendments do not have an ‘Attachments’ section. The only data entry that can be performed on a Member Coop Survey/Amendment is on the ‘District Data’ data entry screen. Each member of the coop is responsible for entering the amounts that they have available.

Member Coop District Data Entry

Since member coop surveys/amendments pull their violation and work item schedules from the Administrative Member Survey/Amendment, they do not have to be ‘Architect Approved.’ Member Surveys/Amendments cannot be approved by the ROE until the Administrative Survey/Amendment has been submitted by the ROE. Likewise for ISBE Submission and ISBE Approval.
A listing of Member Coop Surveys/Amendments appears under the ‘Member Coop Surveys/Amendments’ tab on the home screen.

### In-Progress Coop Surveys & Amendments

<table>
<thead>
<tr>
<th>RCD</th>
<th>Facility Name</th>
<th>Survey Year</th>
</tr>
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<tbody>
<tr>
<td>Open 56099365U</td>
<td>INDEPENDENCE ELEM SCHOOL</td>
<td>2007</td>
</tr>
<tr>
<td>Open 56099365U</td>
<td>BOLINGBROOK HIGH SCHOOL</td>
<td>2004</td>
</tr>
<tr>
<td>Open 56099365U</td>
<td>BROOKS MIDDLE SCHOOL</td>
<td>2007</td>
</tr>
<tr>
<td>Open 56099365U</td>
<td>BOLINGBROOK HIGH SCHOOL</td>
<td>2007</td>
</tr>
</tbody>
</table>