

Student Health Data: Dental System

IWAS Electronic Submission User Guide

Illinois State Board of Education
Revised May 2022

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Introduction

Illinois State Board of Education (ISBE) collects dental examination data online via a secure connection over the Internet known as the Web Application Security (IWAS) System. Dental examinations are applicable only to children attending kindergarten and grades 2, 6, 9. Please complete the online survey of dental examination data as of May 15 and submit the completed survey to ISBE by **June 30** of each calendar year.

The Student Health Data: Dental System has multiple-level users, as defined by the IWAS System. Your role will be governed by the IWAS user level assigned to you. RCDT Administrators will be granted automatic access to the Student Health Data: Dental System. Please consult the IWAS user guide located on the IWAS home page [here](#).

Document Author—this is typically your lowest level user (i.e., Clerk, Secretary, Nurse, etc.). The Document Author has the ability to enter and/or edit dental information and to submit it to the school principal for public schools, or the RCDT Administrator for nonpublic schools, for approval. Once submitted, the Document Author will no longer be able to enter or edit data unless the data have been disapproved by the School Administrator or RCDT Administrator (district superintendent).

School Administrator—this level is typically assigned to public school principals. The School Administrator has the ability to enter and/or edit dental information and submit it to the RCDT Administrator (district superintendent) for approval. Once the data have been submitted, the School Administrator will no longer be able to enter or edit data unless the data have been disapproved by the RCDT Administrator (district superintendent).

District Document Author—this level is typically assigned to a public school district-level clerk who is responsible for submitting data for multiple schools within a district. Once school data have been submitted, the District Document Author will no longer be able to enter or edit data for that school, unless the data have been disapproved and returned by the RCDT Administrator (district superintendent).

RCDT Administrator—this level is typically assigned to public school district superintendents and nonpublic school principals/administrators. The RCDT Administrator is responsible for review and submission of school-level reports to ISBE.

ISBE Administrator—this level is reserved for qualified ISBE personnel.

How to Get Started in IWAS

You will need an IWAS account to be able to access the Student Health Data: Dental System.

If you do not have an existing IWAS account, please register for one by accessing the IWAS home page through the IWAS link on the ISBE home page (www.isbe.net).

Once you have an IWAS account, you will need to request access to the Student Health Data: Dental System. Instructions for obtaining authorization are included in the IWAS User Guide, which is located on the IWAS home page. Please contact the ISBE Helpdesk at helpdesk@isbe.net or (217) 558-3600 if you need assistance.

If you have an existing IWAS account with access to the Student Health Data: Dental System, you are ready to proceed. The following steps provide guidance on how to access the Student Health Data: Dental System.

To begin, log on to IWAS with your username and password:

Illinois State Board of Education
Darren Reisberg, Chairman Dr. Carmen I. Ayala, State Superintendent of Education

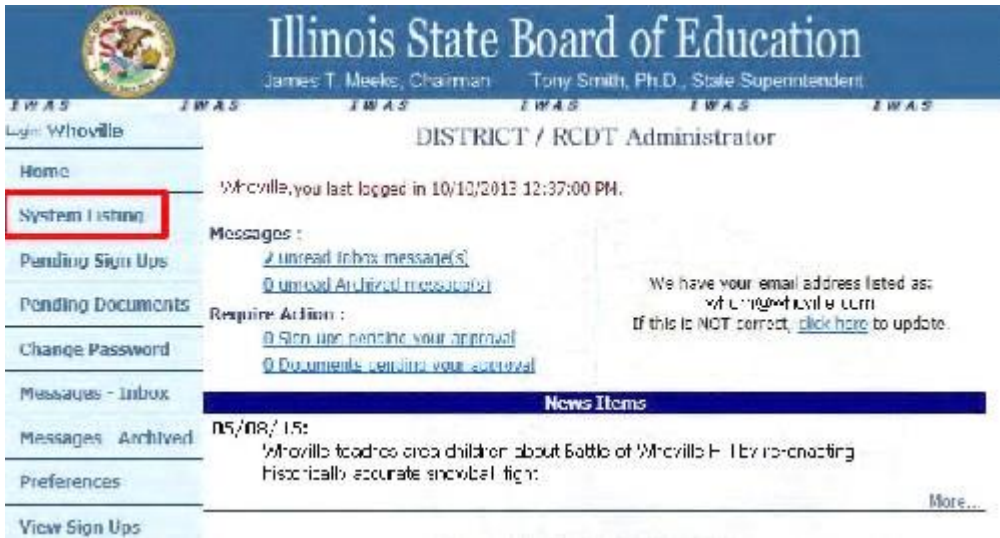
I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N I W A S T R A I N

| | |
|-------------------------------------|--|
| ISBE Home | Need to access the Educator Licensure Information System (ELIS)? Click here for ELIS. |
| ELIS Login | Already have an account? Login Here : |
| Home | Login Name <input type="text"/> |
| Sign Up Now | Password <input type="password"/> |
| Get Password | <input type="checkbox"/> Remember Login Name |
| Contact Us | LOG IN |
| Help | Forgot Your Password? |
| IWAS User Guide | If you have forgotten your login name or password, click on the link below. |
| IWAS Training Video | Find Login/Password |
| | New Partner - Sign up Now |
| | Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems. |
| | Sign Up Now |
| | Need Help? |
| | If you need help with logging in, the sign up procedure or your password, please click on the link below. |
| | Help |

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

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Clicking on “System Listing” will take you to the My Systems page.



From here, select “Student Health Data-Dental,” which is under the category of “Reporting, Annual.”



Note: If you do not see the “Student Health Data – Dental” option, please contact the ISBE Helpdesk at helpdesk@isbe.net or (217) 558-3600

This will direct you to the School Listing Screen. Depending on your access level, your screen may appear one of two ways. **RCDT Document Author** group and **RCDT Administrator** group users will see this screen:

Illinois State Board of Education | Student Health Data Dental | Data Analysis | HOME | HELP | LOGOUT | SESSION TIMEOUT 19:56 | Authority: School Admin

RCDT: [blank] | Name: [blank] | County: [blank] | Zip Code: [blank] | School: [blank]

System is OPEN

| Facility Name (click on name for data entry) | Status | Grade Served | Update By | Update On |
|---|-------------------------|--------------|-----------|-----------|
| Sample Elem School | Entry began but no data | | | |

School Document Author group and **School Administrator** group users will see a similar screen, but with only one school listed under “Facility Name.”

Select the school link for which you want to enter data.

This will redirect you to Data Entry Screen 1:

If all of the students in kindergarten and grades 2, 6, and 9 come from other private or public schools for service, select the bottom option (bottom radio button); otherwise, select the top option (top radio button).

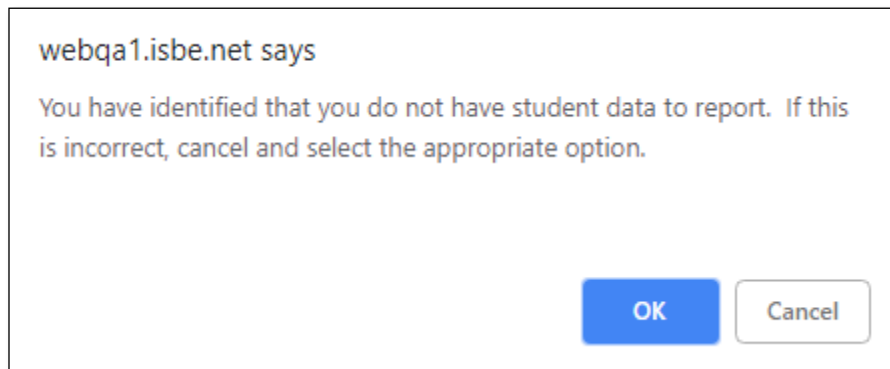
Based on the clarifications above, select one of the following options:

We have student data to report.

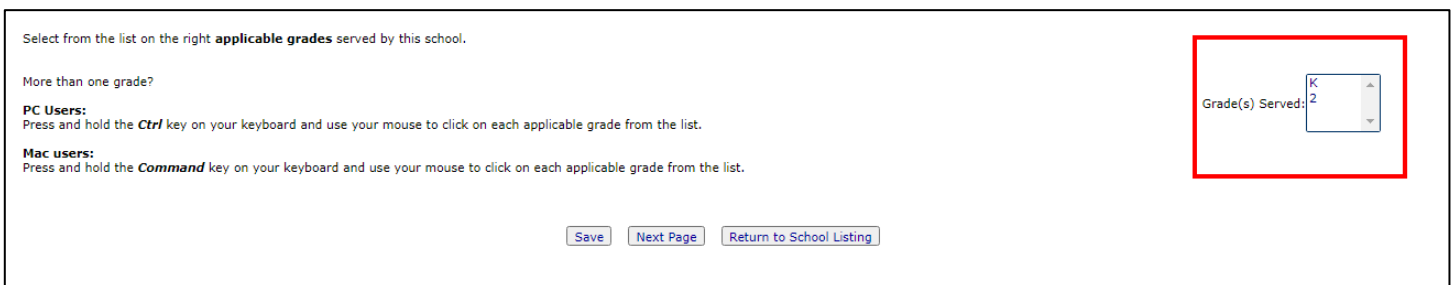
We have no student data to report.

Back Approve Selection

If you selected the bottom option of “We have no student data to report,” and clicked “Approve Selection,” the following screen will appear. Please follow the instructions displayed in the message window.



If you selected the top option “We have student data to report,” a “Next” button will appear at the bottom on the screen. Clicking “Next” will take you to Data Entry Screen 2:



You can select the applicable grades that your school serves by either using Ctrl + Mouse or Shift + Mouse. If you modify “Grades Served” on the right side of the screen, a new screen will appear, with a “Save” button only. Clicking on “Save” on this page will save the selected grades and return you to the previous page.

Upon entering your data, your screen will look like this:

Select from the list on the right **applicable grades** served by this school.

More than one grade?

PC Users:
Press and hold the **Ctrl** key on your keyboard and use your mouse to click on each applicable grade from the list.

Mac users:
Press and hold the **Command** key on your keyboard and use your mouse to click on each applicable grade from the list.

1 Grade(s) Served:

2
3

When you have finished entering/editing data, click on “Save” at the bottom left of the screen.
Note that you must click on “Save” BEFORE clicking on “Next Page” or you will lose your data.

Clicking on “Next Page” will take you to the next data entry page:

Illinois State Board of Education
RCDTS: 41-057-0030-26-2002
County: Madison

Student Health Data
Dental

Data Analysis | ISSUE HOME | HELP | LOGOUT
SESSION TIMEOUT 19:31
Authority: School Admin

1 Select Grade Level
 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 | |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------------------------|-------------------------------------|-------------------------------------|--------------------------------|--------------------------------|-------|
| <input type="text" value="5"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | |
| 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

2 Select Race

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 view of the bottom half of this screen:

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) | <input type="text"/> |
| Waiver is submitted for undue burden/lack of access | <input type="text"/> |
| Waiver-not covered by private/public insurance(Medicaid/All Kids) | <input type="text"/> |
| Waiver-ineligible for public insurance(Medicaid/All Kids) | <input type="text"/> |
| Waiver-unable to find dentist/dental clinic that will accept Medicaid/All Kids | <input type="text"/> |
| Waiver-no insurance, no low-cost clinics willing to see children | <input type="text"/> |
| Approved appointment scheduled - unprotected but compliant | <input type="text"/> |
| Religious objection - unprotected but compliant | <input type="text"/> |
| Medical reason - unprotected but compliant | <input type="text"/> |
| Disability problem - unprotected but compliant | <input type="text"/> |

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

| | |
|---|----------------------|
| Needing Urgent Treatment | <input type="text"/> |
| 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 | <input type="text"/> |

From this screen, you can complete the Dental data entry process as follows:

1. Select a grade level from the dropdown at the top of the screen.
2. Enter the total student count for the selected grade.
3. Enter the student counts in the horizontal row by racial demographic, as appropriate.

NOTE: the system will treat any blank fields as a 0 value.

4. Select a racial demographic group from the drop-down menu.
5. Enter the appropriate student counts in the sections below for the selected demographic.

NOTE: The total student count entered in each data entry section A, B, C needs to match the entered student count for that demographic.

(i.e. If there are 5 White students entered in the horizontal row in step 3, then the total student count for data entry Section A will need to match this count, not the Total Grade Student Count.)

6. Once you have completed entering data for that grade level and specific student demographic, click on "Save" at the bottom of the screen. A row that corresponds to the selected grade will appear under the "Grades Entered" data grid at the top of the page

NOTE: After clicking the save button, the grade level that was just entered will remain in the Grade Level dropdown at the top of the screen. You may continue entering data for that grade level or select a new grade level from that dropdown to continue to the next grade.

7. After the data is saved and a new student demographic is selected from the "Select Race" dropdown, a 'Yes' indicator will appear in the horizontal grid at the top confirming that data for that demographic has been saved.
8. Repeat Steps 1-6 for each demographic group in each required grade (K, 2, 6, and/or 9) served by your school.

9. To edit information for a saved grade, at the top of the screen click on the “View Grade” link that corresponds to the grade appearing under the “Grades Entered” grid. You may modify the data and then save again. You may also delete all data for a grade by clicking on the “Delete Grade” link.
10. If an error occurred during data entry, an error message will appear in red at the top of the page, specifying the type of error and the associated field(s).
11. If any of the grades K, 2, 6, and/or 9 served by your school have no children in them, select the appropriate grade and enter “0” (zero) in “Total student count in selected grade.” Do not enter anything in the other fields. Click “Save.”

Below you can see an outline of each of the data entry steps listed above:

The screenshot shows the 'Student Health Data' interface for 'Venice CUSD 3' and 'Venice Elem School'. It includes a header with the Illinois State Board of Education logo and navigation links. The main content area is divided into several sections:

- Step 1:** A dropdown menu for 'Select Grade Level' is set to 'k'.
- Step 2:** A table titled 'Total Student Count in Selected Grade 10' with columns for various racial categories: White, Black African or American, Hispanic or Latino, Asian, American Indian or Alaska Native, Native Hawaiian or Pacific Islander, Two or More Races, Unknown, and Other. The 'White' column contains the value '5'.
- Step 3:** A table below the student count table with columns for 'Race' and 'Data Entered', corresponding to the racial categories.
- Step 4:** A dropdown menu for 'Select Race' is set to '-- Select --'.
- Step 5:** A vertical column of ten empty input fields for entering compliance data.
- Step 6:** A vertical column of ten empty input fields for entering waiver information.

At the bottom, there are navigation buttons: '<- Back', 'Save', and 'Return to District Summary'. The 'Save' button is highlighted with a red box and a callout number 6.

12. When you have completed entering data for all applicable grade levels and student demographics, be sure to double check your data and validate that your data entry is correct.

13. When 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), click on **“Approve Data”**.

After clicking Approve Data a warning will appear on Data Entry Screen 3, as shown below:



If you are ready to submit the data, click on “OK” to submit the data to the **School/District Administrator** (as appropriate) for approval.

When your data entry screen says “Data has been submitted to RCDT Administrator,” you’ll know your data has no system errors and is now waiting for RCDT Administrator approval.

Some data checks to keep in mind when entering your school’s data:

- In Compliance: each of sections A, B, and C, should sum to the number entered as In Compliance for the demographic group.
- Not in Compliance: the difference between the total for the demographic group entered in the grade level totals and those in compliance (Total-Compliant=Noncompliant)
- The last 2 questions are independent of all other counts and should be entered as appropriate.

How to Approve or Return Data for Corrections (RCDT Administrators or School Administrators)

A. When all of the students in kindergarten and grades 2, 6, and 9 come from other schools/districts for service.

After the **School Document Author** has submitted data for **School Administrator** approval, the **School Administrator** must access Data Entry Screen 1:

| | |
|----------------|---|
| Grades Entered | |
| 2 | View Grade Delete Grade |
| k | View Grade Delete Grade |

Select Grade Level

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 |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|----------------------------------|-------------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="5"/> | <input type="text" value="5"/> | <input type="text" value="5"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |

| 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 | | | | | Yes | Yes | Yes | | |

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

Select Race

In Compliance with complete dental examination

From this screen, the **School Administrator** or **RCDT Administrator** may scroll to the bottom and choose one of the following options:

- “Disapprove Selection” to return the data for corrections.
- “Approve Selection” to approve and submit the data.

How to Approve or Return Data for Corrections (RCDT Administrators or School Administrators)

B. When NOT all of the students in kindergarten and grades 2, 6, and 9 come from other schools/districts for service.

After the **School Document Author** has submitted data for **School Administrator** approval, the **School Administrator** must access Data Entry Screen 3, the bottom portion of which is shown below:

Not in Compliance (no dental exam-no waiver-no religious obj-no medical reason-no disability problem-no approved appointment)

Waiver-not covered by private/public insurance(Medicaid/All kids)

Waiver-eligible 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

Please view ALL grades before approving and/or submitting report.

Approve Data Disapprove Data

Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 5:00pm CST, Monday - Friday or Click here to Contact Us
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From this screen, the **School Administrator** or **RCDT Administrator** may choose one of the following options: Click on the “View Grade” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.

1. Click on “Disapprove Data” to return the data for corrections.
2. Click on “Approve Data” to approve and submit the data to ISBE.
3. Click on “Return to District Summary” to return to the school summary screen. Upon submitting the data, you will click “OK” to bypass the warning message:



How to Print School/District Summaries

To print a school dental data summary, click on “School Summary” on the top menu bar.

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The screenshot shows the top navigation bar with the Illinois State Board of Education logo and the text "Student Health Data Dental". Below this, a header bar contains the following information: RCDT: 010101010101010, County: Whoville County, Name: Whoville SD 100, and School: Whoville Elementary School. A menu bar below the header has two items: "School Summary" (highlighted with a red box) and "District Summary". Below the menu bar, a red message states "Data has been submitted to :ISBE Administrator". A note reads "Please read carefully before making a selection." Below this is a section titled "A. Dental Examination Requirements" with a bullet point: "All children in kindergarten and grades 2 and 6 are required to have a dental examination." Further down, there are two paragraphs of text: "You are required to report data for all students (as described in A) for whom your school is their home school, regardless of whether they are being educated at your school or another school." and "You should not report data for students who have been placed at your school to receive educational services (i.e., your school is not their home school and they would not ordinarily be attending your school).". At the bottom, it says "Based on the clarifications above, select one of the following options:".

To print a school district dental data summary, click on “District Summary” on the top menu bar.

Note that printing a school or district summary is possible ONLY when the dental data for all eligible schools in the district have been submitted to ISBE.

The screenshot shows the top navigation bar with the Illinois State Board of Education logo and the text "Student Health Data Dental". Below this, a header bar contains the following information: RCDT: 010101010101010, County: Whoville County, Name: Whoville SD 100, and School: Whoville Elementary School. A menu bar below the header has two items: "School Summary" and "District Summary" (highlighted with a red box). Below the menu bar, a red message states "Data has been submitted to :ISBE Administrator". A note reads "Please read carefully before making a selection." Below this is a section titled "A. Dental Examination Requirements" with a bullet point: "All children in kindergarten and grades 2 and 6 are required to have a dental examination." Further down, there are two paragraphs of text: "You are required to report data for all students (as described in A) for whom your school is their home school, regardless of whether they are being educated at your school or another school." and "You should not report data for students who have been placed at your school to receive educational services (i.e., your school is not their home school and they would not ordinarily be attending your school).". At the bottom, it says "Based on the clarifications above, select one of the following options:".

You will then be directed to the School Summary Report Sample Screen. To print, select the print icon on the upper left corner.

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Illinois State Board of Education
Data Analysis and Progress Reporting
100 North First Street
Springfield, IL 62777

Student Health Data - Dental

School Dental Summary for Middle School

| | |
|---|-----|
| In compliance with complete dental examination: | 10 |
| With Dental Sealants present: | 10 |
| Without Dental Sealants present: | 0 |
| Dental Sealants - Not Known: | 0 |
| With Caries Experience / Restoration History: | 10 |
| Without Caries Experience / Restoration History: | 0 |
| Caries Experience - Not Known: | 0 |
| With Untreated Caries: | 10 |
| Without Untreated Caries: | 0 |
| Untreated Caries - Not Known: | 0 |
| Needing Urgent Treatment: | 0 |
| Waiver: not covered by private/public insurance (Medicaid/All Kids) - compliant: | 0 |
| Waiver: unable to find dentist/dental clinic that will accept Medicaid/All Kids - compliant: | 0 |
| Waiver: ineligible for public insurance (Medicaid/All Kids) - compliant: | 0 |
| Waiver: no insurance, no low-cost clinics willing to see children - compliant: | 0 |
| Approved appointment scheduled - compliant: | 0 |
| Religious Objection - compliant: | 0 |
| Medical Reason - compliant: | 0 |
| Disability problem - compliant: | 0 |
| Not in compliance (no dental exam - no waiver - no religious obj - no medical reason - no disability problem - no approved appointment): | 0 |
| # of those children enrolled in preceeding 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: | 0 |
| % in compliance: | 100 |
| Total enrollment in applicable grades: | 10 |

Data Submission Hierarchy

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1. **School Document Author** submits data:

Note: only the **School Administrator**, **RCDT Document Author**, and **RCDT Administrator** will be able to enter or edit data.

2. **School Administrator** submits or approves:

Note: only the **RCDT Administrator** will be able to enter or edit data.

3. **RCDT Document Author** submits data:

Note: only the **RCDT Administrator** will be able to enter or edit data.

4. **RCDT Administrator** submits data or approves:

Note: none of the **School Document Authors**, **School Administrators**, **RCDT Document Authors**, or **RCDT Administrators** will be able to enter or edit data.

When any **School Administrator** or **RCDT Administrator** disapproves data and returns the data for correction, each of the four users (**School Document Author**, **School Administrator**, **RCDT Document Author**, and **RCDT Administrator**) will be able to enter or edit data.