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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 and 6. 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.
IWAS User Access

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 non-public 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 Help Desk at (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. (As stated above, you will need a login username and password.)

Click on “System Listing” from the left menu of the IWAS Dashboard.
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, contact the ISBE Helpdesk at (217) 558-3600.

This will redirect 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:

**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 and 6 come from other private or public schools for service, select the bottom option (bottom radio button); otherwise, select the top option (top radio button).

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:

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:

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:

The view of the bottom half of this screen:
From this screen, you can perform various functions:

1. Select a grade and then enter values in corresponding fields, as appropriate. Click on “Save.” A row that corresponds to the selected grade will appear under the “Grades Entered” data grid at the top of the page.

2. Repeat Step 1 for each of the grades (K, 2, or 6) served by your school.

3. To edit information for a saved grade, click on the “View Grade” link that corresponds to the grade appearing under the “Grades Entered” grid. You may modify data and then save again. You may also delete data for a grade by clicking on the “Delete Grade” link.

4. 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).

5. If any of the kindergarten or grades 2 or 6 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.”

This will navigate you to Data Entry Screen 3:
When you have finished entering data for all of the grades appearing in the “Select a Grade” list, the “Approve Data” button will appear at the bottom of the screen, as shown below:

If 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.”
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.

After clicking “OK,” your screen will appear like this:

When your screen says “Data has been submitted to RCDT Administrator,” you’ll know your data has been entered correctly and is now waiting for RCDT Administrator approval.
How to Approve or Return Data for Corrections
(RCDT Administrators or School Administrators)

A. When all of the students in kindergarten and grades 2 and 6 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:

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 and 6 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:

![Data Entry Screen 3](image)

From this screen, the School Administrator or RCDT Administrator may choose one of the following options:

1. Click on the “View Grade” link that corresponds to the appropriate grade under the “Grades Entered” grid to edit existing records.

2. Click on “Disapprove Data” to return the data for corrections.

3. Click on “Approve Data” to approve and submit the data to ISBE.

4. 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.

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 of the eligible schools in the district have been submitted to ISBE.
You will then be directed to the School Summary Report Sample Screen. To print, select the print icon on the upper left corner.
Data Submission Hierarchy

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

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

3. **RCDT Document Author** submits data:
   Note that only the **RCDT Administrator** will be able to enter or edit data.

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

   However, when any **School Administrator** or **RCDT Administrator** disapproves data and/or 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.