STUDENT HEALTH DATA–EYE EXAM SYSTEM

IWAS Electronic Submission
User Guide

Illinois State Board of Education
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STUDENT HEALTH DATA–EYE EXAM SYSTEM
USER GUIDE FOR IWAS ELECTRONIC SUBMISSION

INTRODUCTION

Student eye examination data is collected online via a secure connection over the Internet known as the Illinois State Board of Education (ISBE) Web Application Security (IWAS) System. Eye examinations are applicable only to children entering kindergarten or entering any grade above kindergarten for the first time in an Illinois school. Please complete the online survey of eye examination data as of October 15 and submit the completed survey to ISBE by June 30.

IWAS USER ACCESS

The Student Health Data–Eye Exam System has multiple user levels, as defined by the IWAS System. Your role will be governed by the IWAS user level assigned to you. RCDT Administrators are granted automatic access to the Student Health Data–Eye Exam System. Please consult the IWAS user guide located on the IWAS home page at ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf.

IWAS User Levels

Document Author–this is typically the lowest level user (i.e., Clerk, Secretary, etc.). The Document Author has the ability to enter and/or edit information related to eye examinations and submit it for approval to the school principal for public schools or RCDT Administrator for nonpublic schools. Once submitted for approval, 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.

School Administrator–this level is typically assigned to public school principals. The School Administrator has the ability to enter and/or edit information related to eye examinations and submit it to the RCDT Administrator 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 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.

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–Eye Exam 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 acquired an account, you will need to request access to the Student Health Data–Eye Exam System. Instructions for obtaining authorization are included in the IWAS User Guide, located on the IWAS home page. Please contact the ISBE Helpdesk at 217/558-3600 if you need assistance.

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

Log in to IWAS. (You will need a login name and password.)

IWAS Home Page
Click on **System Listing** on the left menu of the *IWAS Message Page*, as shown below:

**IWAS Message Page**

![IWAS Message Page](image)

*Images for demonstration purposes only.*
Clicking on **System Listing** will take you to the *My Systems Page*, as shown below:

### IWAS My Systems Page

On the *My Systems Page*, click on **Student Health Data–Eye Exam**, which is under the category of *Reporting, Annual*. This will take you to the *School Listing Screen*, as on the following page.

**Note:** *If you do not see the Student Health Data–Eye Exam option, contact the ISBE Helpdesk at 217/558-3600.*
School Listing Screen (RCDT Document Author group and RCDT Administrator group)

RCDT Document Author group and RCDT Administrator group users will see the following screen.

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>Status</th>
<th>Grade Served</th>
<th>School Enrollment</th>
<th>Update By</th>
<th>Update On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhoda Elementary School</td>
<td>No</td>
<td>activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rhoda Junior High School</td>
<td>No</td>
<td>activity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rhoda High School</td>
<td>No</td>
<td>activity</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The School Document Author group and School Administrator group users will see the screen below.

Select the school link for which you want to enter data. This will take you to the Data Entry Screen 1, as shown on the following page.
Data Entry Screen 1

If all students in all grades receive fulltime service in the public or private school, select the top option. If all students in all grades come from other private or public schools for service, select the bottom option. Clicking on “Next” will take you to the screen shown on the following page.
If you selected the bottom choice on **Data Entry Screen 1** and clicked on “Approve Selection,” the following screen will appear. Please follow the instructions displayed in the message box. Click “OK” if you want to submit the report. Click “Cancel” if you do not want to submit the report.

Clicking “OK” will call up the confirmation screen shown below.

![Confirmation Screen](image)

If you selected the top choice on **Data Entry Screen 1**, a “Next” button will be activated at the bottom of the screen. Clicking on “Next” will take you to **Data Entry Screen 2**, as on the following page.
Select **only those grades** that have students who are required to have an eye examination.

If you select or modify “Grades Served,” a new screen will appear with a “Save” button only. Clicking on “Save” on this page will save your enrollment number and return you to the previous page.
Data Entry Screen 2 (after entering/editing data)

When you have finished entering/editing data, click on “Save” at the bottom left of the screen. 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.
1. Select a grade and then enter values in various 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 with students who need an eye examination.

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 occurs 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) (Refer to the screen below).
Data Entry Screen 3 (showing a saved record for kindergarten & second and fourth grade)
When you have finished entering data for all of the grades appearing in the “Select a Grade” drop-down 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 on the following page.
**Data Entry Screen 3 (pre-submission warning)**

webqa1.isbe.net says

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

[OK] [Cancel]

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

The resulting page (in this example, a submission to the **School Administrator**) is shown on the following page.
**Data Entry Screen 3 (post-submission)**

<table>
<thead>
<tr>
<th>Grades Entered</th>
<th>View Grade</th>
<th>Delete Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>View Grade</td>
<td>Delete Grade</td>
</tr>
<tr>
<td>4</td>
<td>View Grade</td>
<td>Delete Grade</td>
</tr>
<tr>
<td>K</td>
<td>View Grade</td>
<td>Delete Grade</td>
</tr>
</tbody>
</table>

"Students in the Selected Grade Who Require an Eye Examination". Ill not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination' because, for these of e from out-of-state and one student was home schooled before entering grade 5 at your school; none of these five Require an Eye Examination' field.
a number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

Select Grade Level: Select

Total Student Count in Selected Grade

Number of Students in the Selected Grade who require an Eye Examination

Data has been submitted to: School Administrator

Please enter the number of students for each category for the selected grade.
HOW TO APPROVE OR RETURN DATA FOR CORRECTIONS
(School Administrators)

A. When NONE of the students who receive educational services from your school are enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).

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

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

1. Click on “Approve Selection” to approve and submit the data to the RCDT Administrator.

2. Click on “Back” to change the selection of options.
B. When ANY student who receives educational services from your school is enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).

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.

From this screen, the School 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 “Return to District Summary” to return to the school summary screen.

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

4. Click on “Disapprove Data” to return the data for corrections.
HOW TO APPROVE OR RETURN DATA FOR CORRECTIONS  
(RCDT Administrators)

After the RCDT Document Author or School Administrator has submitted data for District Administrator approval, the RCDT Administrator must access the school data awaiting approval from the list of school submissions, with various submission statuses. The district submission status screen, with submission statuses for different schools, is accessible only by the RCDT Administrator and the RCDT Document Author. A sample district submission status screen is shown below.

The RCDT Administrator may select a school with the status of “Waiting RCDT Approval” by clicking on the school name link and navigating to Data Entry Screen 1 or Data Entry Screen 3 depending on whether students are receiving education services from your school or elsewhere. A sample screen (bottom part) is shown on the following pages.
A. When NONE of the students who receive educational services from your school are enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).

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

1. Click on “Approve Selection” to approve and submit the data to the RCDT Administrator.

2. Click on “Back” to change the selection of options.
B. When ANY student who receives educational services from your school is enrolled in your school (here enrolled means the student attends your school and is not sent from another school to receive educational services).

From this screen, the **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 district summary screen.
HOW TO PRINT SCHOOL/DISTRICT SUMMARIES

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

Printing a school summary is possible only when the school eye examination data have been submitted to ISBE.

School Summary Report Sample Screen

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

Printing a school district summary is possible only when the eye examination data for all of the eligible schools in the district have been submitted to ISBE.
### Student Health Data - Eye Exam

**District Vision Summary for [School Name]**

**2020-2021**

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>In compliance with complete eye examination:</td>
<td>30</td>
</tr>
<tr>
<td>Waiver. The child is enrolled in medical assistance/ALL KIDS, but the family</td>
<td>0</td>
</tr>
<tr>
<td>is unable to find a medical doctor who performs eye examinations or an Optometrist in the community who is able to examine the child and accepts medical assistance/ALL KIDS.</td>
<td></td>
</tr>
<tr>
<td>Waiver. The child does not have any type of medical or vision/eye care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/eye clinics in our community that will see the child, and the family has exhausted all other means and do not have sufficient income to provide the child with an eye examination.</td>
<td>0</td>
</tr>
<tr>
<td>Waiver. Due to other undue burden or a lack of access to an Optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).</td>
<td>0</td>
</tr>
<tr>
<td>Approved appointment scheduled - compliant:</td>
<td>0</td>
</tr>
<tr>
<td>Religious Objection - compliant:</td>
<td>0</td>
</tr>
<tr>
<td>Not in compliance (no eye exam - no waiver - no religious obj - no approved appointment):</td>
<td>0</td>
</tr>
<tr>
<td>% in compliance:</td>
<td>100</td>
</tr>
<tr>
<td>Total enrollment in applicable grades:</td>
<td>30</td>
</tr>
<tr>
<td>Total students who require an eye exam:</td>
<td>30</td>
</tr>
</tbody>
</table>
DATA SUBMISSION HIERARCHY

1. **School Document Author** submits data—
   Only the **School Administrator**, **RCDT Document Author**, and **RCDT Administrator** will be able to enter or edit data.

2. **School Administrator** submits data—
   Only the **RCDT Administrator** will be able to enter or edit data.

3. **RCDT Document Author** submits data—
   Only the **RCDT Administrator** will be able to enter or edit data.

4. **RCDT Administrator** submits data—
   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/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.