Student Health Data: Immunization System IWAS Electronic Submission User Guide

Illinois State Board of Education Revised August 2021

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Introduction

Illinois State Board of Education (ISBE) collects immunization/health examination data via a secure connection over the Internet known as Web Application Security (IWAS) System. Immunization/health examination are required of all children PreK-12 as per compliance with PA 097-0910 (105 ILCS 5/27-8.1) (from Ch. 122, par. 27-8.1). Please complete the online survey providing immunization and physical examination data as of October 15, or an earlier exclusion date established by your district/school, and submit the completed survey to ISBE by November 15 of each calendar year.

About the Counts

All student counts for polio, DTP/DTaP/Td, Tdap, measles, rubella, mumps, hepatitis B, Hib, varicella (chickenpox), pneumococcal, and meningococcal are to be reported for the specific grade levels required by law to be immunized. For hepatitis B, report immunization data for PreK and grades 6-12 students in your school. For Hib and Pneumococcal, report the data for PreK children in your school. For Meningococcal, report the data for Grade 6, Grade 7, Grade 8, Grade 9, and Grade 12 in your school. If you have questions about doses and intervals, refer to the "Immunizations and Compliance with State Law" document on the "Health Requirements/Student Health Data" webpage (http://www.isbe.net/research/htmls/immunization.htm).

Special Education Students

Special education students should be reported by the home or sending school. For more information, please see "Who is Responsible for Providing Immunization Data?" on pages 16 and 17.

IWAS User Access

The Student Health Data: Immunization 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: Immunization System. Please consult the IWAS user guide located on the IWAS home page <u>here</u>.

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 immunization 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 immunization 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: Immunization 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: Immunization 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: Immunization System, you are ready to proceed. The following steps provide guidance on how to access the Student Health Data: Immunization System.

To begin, log on to IWAS. (As stated above, you will need a login username and password.)

8	Illinois State Bor Darren Reisberg, Chairman Dr. Carme	ard of Education
I WASTRAIN IV ISBE Home Home Sign Up Now Get Password Contact Us Help	Already have an account? Login Here : Login Name Password Remember Login Name LOG IN Forgot Your Password? If you have forgotten your login name or password, click on the field helices	STRAIN IWASTRAIN IWASTRAIN 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 areasement denses their loging in, the sign up procedure or your areasement denses their loging in the sign up procedure or your areasement denses their loging in.
IWAS User Guide 🗇	Find Login/Password This web site has been optimized for Internet Explorer 6.0 or a browsers by clic Copyright © 2019 I	Help bove / Firefox 2.0 or above. You can download the latest version of these king on the following icons. Illinois State Board of Education

Click on "System Listing" from the left menu of the IWAS Dashboard.

Illinois State Board of Education					
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Login:	raits remain, you having paint a subsystem remain	1.85			
Home	Messages :				
System Listing	<u>1 unread Inbox message(s)</u> <u>0 unread Archived message(s)</u>	We have your email address listed as:			
Pending Documents	Require Action : 0 Sign-ups pending your approval	If this is NOT correct, <u>click here</u> to update.			
Change Password	O Documents pending your approval				

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

From here, select "Student Health Data- Immunization," which is under the category of "Reporting, Annual."

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IWASTRAIN I	WASTRAIN IWASTRAIN IWASTRAIN	IWAS	TRA	1111	N IWASTRAIN
Login: HEALTHDATATEST	My Systems	\$			
Home	Below are systems that you are either authorized to use either your district (Pending-District), ROF (Pending-RO	or are aw F) or ISBI	aitin F (Pe	g aut nding	horization from 1-ISBE), Once you
System Listing	are "Authorized" to access a system, simply click on the	system de	escrip	otion	to use it.
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Change Password	E Reporting				
Messages - Inbox	E Annual				
Messages - Archived		0		2	Authorized
-	- Student Health Data - Immunization	0		1	Authorized
Contact Us		0	-	6	Authorized
Help	Student Health Data - Vision	0		5	Authorized
Log Out					
IWAS Training Video	- Legend: (1) : System Description - Detailed : Due Dates	2 : Profi	le		
		Want to	o Sig	nup f	or Other Systems?
	Copyright © 2019 Illinois State Board o	f Education			

Note: If you do not see the "Student Health Data-Immunization" 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:

Board of Education	Stude	nt Health Data		SESSION TIMEOUT
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School Summery	Childrict, Summary	1	User Docum	entation
	Suttern in C			
Facility Name (dick on name for data entry)	Status	Grade Served	Update By	Update On
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Whovelle Junior High School	No			
Whorelie Senior High School	No			
Where the Made School	Entry began but no			
Snowfiale Generatory School	No			
Snowfiale Summittely School	No			
Snowline Senso High School	Entry Entry began but no data			
Srowfiale Midde School	Brithy Deglah but no			

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 students in all grades receive service in other private or public schools, select the bottom option (bottom radio button); otherwise, select the top option (top radio button).

Illinois State				Data Analysis ISBE HOME HELP LOGOU
Board of Education		Student Hea	l th Data	SSSION 19:49
RCDT: 0000000000	Name: Work 2010			Authority: RCDT Do: Author
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School Summary	1	District Summary	I.	User Documentation
Please read carefully before making a sel	ection.			
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You are required to report data for all students (as described in A an immunization data for that student. For more information on "Who is	d B) for whom your school is their home school, regard responsible for providing immunization data?", please	lless of whether they are being educated at your school or another refer to the IWAS User guide found in the link 'User Documentation	school. If you are a nonpublic school (not ' (located in the yellow row on the top rig	a special education private facility) and serve a student on a part-time basis, you must collect and report ht).
You should not report data for students who have been placed at you	ir school to receive educational services (i.e., your sch	col is not their home school and they would not ordinarily attend sc	hool there).	
Based on the clarifications above, selec	t one of the following options:			
• We have student data to report.				
We have no student data to report. (This school is not the home school for	or any student.)			
				547 J.

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.

		Data Analysis ISBE HOME HELP LOGO
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Soard of Education		SESSION 10-4
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Please read carefully before making a	se lection . A. Health Examination Requirements	
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You are required to report data for all students (as described i immunication data for that student. For more information on " You should not report data for students who have been placed Based on the clarifications above, see O We have student data to report	B. Dumunization Requirements All children in Prek orgades 412 must provide proof of Immunization against bejook, massies, mumps: rubells, and Varicella/Chickenpos. All children in Prek orgades 412 must provide proof of Immunization against bejook, massies, mumps: rubells, and Varicella/Chickenpos. B. Hichlern in grades Prekt 2 must provide proof of Immunization against bejook, massies, mumps: rubells, and Varicella/Chickenpos. B. Hichlern in grades Prekt 2 must provide proof of Immunization against bejook, massies, mumps: rubells, and Varicella/Chickenpos. B. Hichlern in grades Prekt 2 must provide proof of Immunization against Dip/Dra/Pr4. B. Hichlern in grades Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grades Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grades Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grades Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof of Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof Immunization against Tidge. B. Hichlern in grade Prekt 2 must provide proof Immunization against Tidge. B. Hichlern in Prekt 2 must provide proof Immunization against T	rerve a student on a part-time basis, you must collect and report
● We have <u>no</u> student data to rep (This school is not the home sch	ort. wol for any student.) Back Approve Selection	
	Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30om CST. Monday - Friday or Click here to Contact	Us

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:

Illinois State Board of Education		Student He	alth Data	Data	Analysis ISBE HOME HELP LOGOU
RCDT: International County: Which Courts	Name: shools (2) 100 School: Whole Desertary Sch				Authority: RCDT Doc Author
School Summary	1	District Summary	1	User Documentation	
In the text box on the right, please ente school is their home school.)	r the total school enrollment. (Total school	enrollment is the total number of stude	ents for whom your	Total School Enrollment:	0
Select from the list on the right all grades	s served by this school.				PreK K 1 2 3
More than one grade? PC Users: Press and hold the <i>Ctrl</i> key on your keyb	oard and use your mouse to click on each app	licable grade from the list.		Grades Served:	4 5 6 7
Mac users: Press and hold the <i>Command</i> key on you	ur keyboard and use your mouse to dick on ea	ach applicable grade from the list.			8 9 10 11 12
	Save	Next Page Return to Sch	ool Listing		

Enter the total enrollment of the school in "Total School Enrollment." Total School Enrollment is the number enrolled on either Oct. 15 or the earlier exclusion date established by your school or district. You will also select the grades served by the school. The value in "Total School enrollment" on this page should equal the sum of total number of students for all selected grades in the following pages. Data cannot be submitted until these numbers match. Please contact the ISBE Help Desk at (217) 558-3600 if your grades served list is missing a grade; you will need to update your Entity Profile System.

If you change the value in "Total School Enrollment" 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. 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:

Board of Education	Student Health Data	Lata An	SESSION
RCDT: SERVICESCOLO	Name: Model () 200 School: Medit Desertary Island		Authority: RCDT Doc Author
School Summary	District Summary	User Documentation	
In the text box on the right, please ente school is their home school.)	r the total school enrollment. (Total school enrollment is the total number of students for whom your	Total School Enrollment:	14
Select from the list on the right all grades	s served by this school.		PreK K 1 2 3
More than one grade? PC Users: Press and hold the Ctrl key on your keybo	oard and use your mouse to click on each applicable grade from the list.	Grades Served:	4 5 6 7
Mac users: Press and hold the <i>Command</i> key on you	ur keyboard and use your mouse to dick on each applicable grade from the list.		9 10 11 12
	Save Return to School Listing		

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 page, Data Entry Screen 3:

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		Please enter the number of	students for each disease category in each status for the selected grade.	
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This screen is long and you will need to scroll up and down to enter data. This screen will enable you to enter all of the data elements required for a grade selected.

When no grade is selected, the screen is populated with six data entry fields (statuses) for each of the disease categories as well as five additional fields. However, when a grade is selected, only data entry fields for disease categories relevant to the selected grade will be seen.

The view of the bottom half of this screen:

6. Homeless Education Assistance/McKinney Vento Act – unprotected but compliant	
Meningococcal	
1. Protected and in Compliance with Immunization requirements (DD IIOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)	
 Unprotected and not in compliance with Immunization requirements (DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.) 	
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4. Religious Objection - unprotected but compliant	
5. Approved/scheduled medical appointment - unprotected but compliant 6. Homeless Education Assistance/MdKinney Vento Act - unprotected but compliant	
For reporting students regarding immunizations and physical examinations, please enter the following:	
A, Actual unduplicated count of students <u>unprotected and not in compliance</u> with immunization requirements. Count students only once even if they are noncompliant in more category. They may also need a physical examination. If you need assistance on calculating Actual Unduplicated Count of students, please click <u>here.</u>	e than one disease
B. Number of students not in compliance with the physical examination requirement ONLY. Do not indude any student counted in item 'A' above.	
C. Number of students <u>excluded</u> from school on O dober 15, or an earlier established exclusion date, for not being in compliance. Report students excluded for one or more days.	
D. Total Number of students who are without physical examination requirement ONLY but compliant due to religious objection or Homeless Education Assistance/McKinnev-Ve	ento Act.
<- Back Save Return to School Listing	

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 (PreK-12) 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 grades served by your school have no children in them, deselect the grade in the Data Entry Screen 2 (then click "Save.") or delete the grade in Step 3.

This will navigate you to Data Entry Screen 3:

Illinois State Board of Education		Student Health Data	SESSION TIMEOUT
BCDT: HONORINAL Exemply: Work Conty	Name: which the till School shade Generary School		Authority: RCD7 Dec Author
		Grades Entered 6 View. Grade Delete Grade	
	Total Number	Select Grade Level - Select - 🔽	
	Please enter the number of s	tudents for each disease category in each status for the selected grade.	
	(The total number in each Dise	ase Category must equal the "Total Student Count in the Selected Grade".)	
		Polio	
 Protected and in Compliance with Immuniz (DO NOT include students in this count who are of 2. Unprotected and not in compliance with Im (DO NOT include students in this count who are 3. Medical Reason or Objection - unprotected 	ation requirements rategorized as unprotected but compliant - see opt immunization requirements rategorized as reprotected but compliant - see opt but compliant	ions 3-6 below.) ions 3-6 below.)	
4. Religious Objection - unprotected but comp	pliant		
 Approved/scheduled medical appointment Homeless Education Assistance/McKinney to compliant 	- unprotected but compliant Vento Act – unprotected but		
		Tdap	
 Protected and in Compliance with Immuniz (DO NOT include students in this count who are c Unprotected and not in compliance with Im (DO NOT include students in this count who are c 	ation requirements ategorized as unprotected but compliant - see opt imunization requirements ategorized as unprotected but compliant - see ont	ions 3-6 below.) ions 3-6 helow.)	

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:

Varicella/Chickenpox	
. Protected and in Compliance with Immunization requirements	
(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)	
. Unprotected and not in compliance with Immunization requirements	
(DO NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)	
. Medical Reason or Objection - unprotected but compliant	
Religious Objection - unprotected but compliant	
. Approved/scheduled medical appointment - unprotected but compliant	
. Homeless Education Assistance/McKinney Vento Ad – unprotected but ompliant	
or reporting students regarding immunizations and physical examinations, please enter the following:	
. Actual unduplicated count of students <u>unprotected and not in compliance</u> with immunization requirements. Count students only once even if they are noncompliant ategory. They may also need a physical examination. If you need assistance on calculating Actual Unduplicated Count of students, please click <u>here.</u>	in more than one disease
. Number of students not in compliance with the physical examination requirement ONLY. Do not indude any student counted in item 'A' above.	
. Number of students <u>excluded</u> from school on October 15, or an earlier established exclusion date, for not being in compliance. eport students excluded for one or more days.	
. Total Number of students who are without physical examination requirement ONLY but compliant due to religious objection or Homeless Education Assistance/MCK	nney-Vento Act.
<- Back Save Return to School Listing	
Data has been entered and saved for all the selected grades. Click on 'View Summary' button below to view a summary of the data. Otherwise,	click on the 'Approve Data' button to submit.
View Summary Approve Date	
Have questions or need help? Contact our Call Center (217)558-3600 between 7:00am - 4:30pm CST, Monday - Friday or Clic Convrinth © 2004-2015. Illinois State Board of Education	khere to Contact Us

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:

			Data Analysis ISBE HOME HELP LOGOUT				
Board of Education		Student Health Data	SESSION 19:50				
BCDT: GOMMINGER County: shock (anty	Name: which is 10 School: which Desertary School		Authority: RCDT Doc Author				
		Grades Entered Image: Constraint of the second se					
		Select Grade Level Select V					
	Total Number	r of Students in the Selected Grade					
	Data has	been submitted to :RCDT Administrator					
Now would be a good time	for you to alert your adr	ministrator to review and submit the report to Illinois State Board of Education(I	SBE).				
	Please enter the number of s	udents for each disease category in each status for the selected grade.					
	(The total number in each Dise	ase Category must equal the "Total Student Count in the Selected Grade".)					
		Polio					
 Protected and in Compliance with Immunization require (DO NOT include students in this count who are categorized as Unprotected and not in compliance with Immunization r 	ments unprotected but compliant - see opti equirements	ions 3-6 below.)					
3 Medical Reason or Objection - unprotected but complian	and a see option of the see option of the see option of the see option of the second	tons 3-6 below.)					
4. Religious Objection - unprotected but compliant							
5. Approved/scheduled medical appointment - upprotecter	d but compliant						
6. Homeless Education Assistance/McKinney Vento Act – u compliant	nprotected but						
DTP/DTap/Td							
1. Protected and in Compliance with Immunization require	ments						
(DO NOT include students in this count who are categorized as	unprotected but compliant - see opti	ions 3-6 below.)					
2. Unprotected and not in compliance with Immunization r	equirements						

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.

I

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

A. When all of the students come from public schools

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

		Data Analysis ISBE HOME HELP LOG
Board of Education	Stude	ent Health Data
BCDT: MAINTENANCE County: shorts Courty	Name: whole the tot School: whole Densities School	Authority: School Adr
	Grades Entered 6 View 7 View Select Grade Level Total Number of Students in the Selec	izw Grade Delete Grade izw Grade Delete Grade elSelect Selected Grade
	Please enter the number of students for each disea (The total number in each Disease Category must equ	iease category in each status for the selected grade. Baual the "Total Student Count in the Selected Grade")
	Polio	
Protected and in Compliance with (DO NOT include students in this cou- 2. Unprotected and not in compliance (DO NOT include students in this cou- 3. Medical Reason or Objection - u 4. Religious Objection - unprotected 5. Approved/scheduled medical ap 6. Homeless Education Assistance. compliant	h Immunization requirements h who are categorized as unprotected but compliant - see options 3-6 below.) use with Immunization requirements ht who are categorized as unprotected but compliant - see options 3-6 below.) protected but compliant d but compliant d but compliant unprotected but compliant McKinney Vento Act - unprotected but	
	DTP/DTap/T	p/1d
 Protected and in Compliance with (DO NOT include students in this council 2. Unprotected and not in complian (DO NOT include students in this council (DO NOT include students in this council) 	h Immunization requirements nt who are categorized as unprotected but compliant - see options 3-6 below.) ice with Immunization requirements nt who are categorized as unprotected but compliant - see options 3-6 below.)	

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 come from public schools.

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:

Meningococcal	
rotected and in Compliance with Immunization requirements	
O NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)	
nprotected and not in compliance with Immunization requirements	
O NOT include students in this count who are categorized as unprotected but compliant - see options 3-6 below.)	
edical Reason or Objection - unprotected but compliant	
sligious Objection - unprotected but compliant	
pproved/scheduled medical appointment - unprotected but compliant	
omeless Education Assistance/McKinney Vento Act - unprotected but pliant	
reporting students regarding immunizations and physical examinations, please enter the following:	
tual unduplicated count of students <u>unprotected and not in compliance</u> with immunization requirements. Count students only once even if they are noncompliant in mo jory. They may also need a physical examination. If you need assistance on calculating Actual Unduplicated Count of students, please click <u>here.</u>	re than one disease
imber of students not in compliance with the physical examination requirement ONLY. Do not indude any student counted in item 'A' above.	
umber of students <u>excluded</u> from school on October 15, or an earlier established exclusion date, for not being in compliance. It students excluded for one or more days.	
tal Number of students who are without physical examination requirement ONLY but compliant due to religious objection or Homeless Education Assistance/McKinnev-M	/ento Act .
<- Back Save Return to School Listing	
Data has been entered and saved for all the selected grades. Click on 'View Summary' button below to view a summary of the data. Otherwise, click o	n the 'Approve Data' button to submit.

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 School listing" to return to the listing of school(s). Upon submitting the data, you will click "OK" to bypass the warning message:



How to Print School/District Summaries

To print a school immunization data summary, click on "School Summary" on the top menu bar.



To print a school district immunization data summary, click on "District Summary" on the top menu bar.

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

					Data Anal	ysis ISBE HOME HELP LOG
Board of Education	Student Health Data Immunization					
RCDT:	Name:				A	uthority: District Doc Auth
School Summary		District Summary		l I	Jser Documentation	
		System is O	PEN			
Facility Name (dick on name for data entrv)	Status	Grad	e Served	School Enrollment	Update By	Update 0 n
E lem entary School	Submitted to ISBE		к	5	rcdt0 0 50	10/13/15
Elem School	Submitted to ISBE		1	5	rcdt0 0 50	10/13/15
E lem entary School	Submitted to ISBE		2	5	rcdt0050	10/13/15
High School	Submitted to ISBE		9	5	rcdt0 0 50	10/13/15
Interm ediate Sch	Submitted to ISBE		7	5	rcdt0 0 50	10/13/15
Middle School	Submitted to ISBE		5	5	rodt0 0 50	10/13/15

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

8	Find 🕅 🗋	1	of 1	100%								
	Main Report											
					Illir	nois State E	Board of E	ducation				
	Data Analysis and Progress Reporting 100 North First Street Springfield, IL 62777											
					Studen	t Health [Data - Im	munizatior	ı			
				Scho	ol Immu	nization Su	ummary for Elem School					
	All Students by Disease	Polio	DTP/DTa	p/Td TdapN	NEASLES	RUBELLA	A MUMPS	Hepatitis-B	Hib Var	icella/Chickenpo	oxPneumococcal	Meningococcal
	Number of students protected and in compliance: Number of students unprotected but in compliance due to:	6	0	6	6	6	6	6	0	6	0	1
	Religious objection:	0	0	0	0	0	0	0	0	0	0	1
	Medical reason or objection:	0	0	0	0	0	0	0	0	0	0	1
	Approved schedule:	0	0	0	0	0	0	0	0	0	0	1
	Homeless Education Assistance/McKinney Vento Act:	0	0	0	0	0	0	0	0	0	0	2
	Number of students unprotected and in noncompliance:	8	0	8	8	8	8	8	0	8	0	1
	Student Enrollment and Comp	liance										
	Total student enrollment :			14								
	Actual unduplicated count of stu unprotected and in noncomplian	dents ce:		8								
	Number of students in noncomp physical examination requirement	liance w nt only:	ith the	1								
	Total number of students in non	complia	nce:	9								
	Number of students excluded du noncompliance:	ie to		6								
	Number of students who are with examination only but compliant o objection or Homeless Education Assistance/McKinnet Vento Act	hout ph due to re n only:	ysical eligious	1								
	% compliance:			35.7								

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.

Who is Responsible for Providing Immunization Data?

Scenario	Entity Responsible for Providing Immunization Data
Student resides in a public school district (Home District) and is attached to a public school (Home School) in the home district and receives fulltime service in the home school.	Home School
Student resides in a public school district (Home District) and is attached to a public school (Home School) in the home district but receives less than fulltime service in a public facility out of the public school district (out-of-district public serving entity).	Home School
Student resides in a public school district (Home District) and is attached to a public school (Home School) in the district but receives less than fulltime service in another public facility in the same district (in-district public serving entity).	Home School
Student resides in a public school district (Home District) and is attached to a public school (Home School) in the district but receives less than fulltime service in a nonpublic facility in the same district (in- district nonpublic serving entity).	Home School
Student resides in a public school district (Home District) and is attached to a public school (Home School) in the home district but receives less than fulltime service in a nonpublic facility out of the public district (out-of-district nonpublic serving entity).	Home School
Student resides in a public school district (Home District) and is attached to a public school (Home School) in the home district but receives fulltime service in a public facility out of the public district (out-of-district public serving entity).	Home School
Student resides in a public school district (Home District) and is attached to a public school (Home School) in the district but receives fulltime service in another public facility in the same district (in-district public serving entity).	Home School

Scenario	Entity Responsible for Providing Immunization Data
Student resides in a public school district (Home District) and is attached to a public school (Home School) in the district but receives fulltime service in a nonpublic facility in the same district (in-district nonpublic serving entity).	Home School
Student resides in a public school district (Home District) and is attached to a public school (Home School) in the home district but receives fulltime service in a nonpublic facility out of the public district (out-of-district nonpublic serving entity).	Home School
Student is placed by parents/guardians in a nonpublic entity either in district or out of district and receives fulltime service.	Nonpublic Entity
Student is placed by parents/guardians in a nonpublic entity either in district or out of district and receives less than fulltime service.	Nonpublic Entity
Student is placed in a public facility by a nonpublic entity either in district or out of district and receives fulltime service.	Nonpublic Entity
Student is placed in public facility by a nonpublic entity either in district or out of district and receives less than fulltime service.	Nonpublic Entity
Student resides in a public school district (Home District) and receives education at place of residence (home-schooling) but receives less than fulltime service in a nonpublic facility either in district or out of district.	Nonpublic Entity