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STUDENT HEALTH DATA–VISION SYSTEM

USER GUIDE FOR IWAS ELECTRONIC SUBMISSION

INTRODUCTION

Student eye examination data are 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–Vision 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–Vision 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–Vision 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–Vision 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–Vision System, you are ready to proceed. The following steps provide guidance on how to access the Student Health Data–Vision 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:
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–Vision**, 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–Vision 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 above screen and 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.

![Message from webpage](image1)

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.

![Message from webpage](image2)
Data Entry Screen 2 (empty)

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 & first grade, top part)**

<table>
<thead>
<tr>
<th>Grades Entered</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>1</td>
</tr>
</tbody>
</table>

**Attention**

*Please read carefully before entering and saving data.*

1. For Kindergarten, the 'Total Student Count in Selected Grade' must equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'.
2. For grades other than Kindergarten, the 'Total Student Count in Selected Grade' typically will not equal the 'Number of Students in the Selected Grade Who Require an Eye Examination'. Because, for some other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 15 students in grade 5. Of these 15, four students came from another state and one student was home schooled before entering grade 6 at your school. Some of these five previously attended an Illinois school. In this case, you should enter 12 in the 'Total Student Count in Selected Grade' field and 3 in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.
3. The sum of numbers in fields ‘a’ through ‘y’ (i.e., a + b + c + d + e + f + g) must equal the number entered in the 'Number of Students in the Selected Grade Who Require an Eye Examination' field.

<table>
<thead>
<tr>
<th>Select Grade Level</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Students in the Selected Grade Who Require an Eye Examination</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Please enter the number of students for each category for the selected grade.</em></td>
<td></td>
</tr>
</tbody>
</table>

- a. In Compliance with complete eye examination
- b. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family 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.
- c. 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.
- d. Waiver - Due to other special barriers or lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).
- e. Approved appointment scheduled for an eye examination - unprotected but compliant
- f. Religious objection - unprotected but compliant
- g. Not in compliance/no eye examination no waiver no religious objection no scheduled appointment
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)

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)

Attention
Please read carefully before entering and saving data.

1. For Kindergarten, the "Total Student Count in Selected Grade" must equal the number of students in the selected grade who require an Eye Examination.

2. For grades other than Kindergarten, the "Total Student Count in Selected Grade" (max) will not equal the number of students in the selected grade who require an Eye Examination" because for those other grades, an eye examination is required only for students who have never attended an Illinois school. For example, you have 12 students in grade 6. Of these 12, two students have never attended an Illinois school (i.e., they are not currently enrolled in an Illinois school). In this case, you would enter "12" in the "Total Student Count in Selected Grade" field and "2" in the number of students in the selected grade who require an Eye Examination field.

3. The sum of numbers in fields a through g (i.e., a + b + c + d + e + f + g) must equal the number entered in the "Number of Students in the Selected Grade who require an Eye Examination" field.

Data has been submitted to: School Administrator

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

1. In Compliance with complete eye examination
2. Waiver - The child is enrolled in medical assistance/ALL KIDS, but the family 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.
3. Waiver - The child does not have any type of medical or vision/care coverage, the child does not qualify for medical assistance/ALL KIDS, there are no low-cost vision/care clinics in the 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.
4. Waiver - Due to other extreme burden or a lack of access to an optometrist or to a physician who provides eye examinations (must be explicitly stated on the form).
5. Approved appointment scheduled for an eye examination - unreported but compliant
6. Religious objection - unreported but compliant
7. Other - unreported and unexplained
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.

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.

**School Summary Report Sample Screen** (top part)
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.