STUDENT HEALTH DATA–IMMUNIZATION SYSTEM

IWAS Electronic Submission
User Guide

Illinois State Board of Education
Revised October 2014
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INTRODUCTION

Illinois State Board of Education collects the data concerning compliance with PA 097-0910 (105 ILCS 5/27-8.1) (from Ch. 122, par. 27-8.1). The data collection of the Immunization School Survey Form (ISBE 70-11) must be completed and reviewed online via a secure connection over the Internet known as the ISBE Web Application Security (IWAS) System. 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 by November 15.

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 at ftp://help.isbe.net/webapps/iwas/pdf/IWASUserGuide.pdf.

Document Author–this is typically your lowest level user (i.e., Clerk, Secretary, 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.
ABOUT THE COUNTS

All student counts for polio, DTP/DTaP/Td, Tdap, measles, rubella, mumps, hepatitis B, Hib, and varicella (chickenpox) 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, report the data for PreK children (under 5 years of age) in your school. For varicella/chicken-pox, report the data for PreK, kindergarten, and successive grade levels beginning in 2002 (i.e., 2013-2014 grade 11, 2014-2015 grade 12, and so on) students. 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 27 and 28.
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 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.

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

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

**IWAS Message Page**
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–Immunization**, which is under the category of Reporting, Annual. This will take you to the *School Listing Screen*, as shown on the following page.

*Note: If you do not see the Student Health Data–Immunization System 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 select the bottom option, the “Approve Selection” button will appear at the bottom of the screen, as shown below.

Clicking on “Approve Selection” will take you to the screen shown on the following page.
If you selected the bottom option on Data Entry Screen 1 and clicked “Approve Selection,” the following screen will appear. Please follow the instructions displayed in the message below. 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 on the next page.
Confirmation screen (when bottom option is selected on Data Entry Screen 1)

If you selected the top option 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.
Data Entry Screen 2 (filled, when top option is selected on Data Entry Screen 1)

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.

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” and then modify the “Total School Enrollment,” a new screen will appear, again with a “Save” button only. Clicking on “Save” on this page will save your enrollment number and return you to the previous page.

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 the “Next Page” or you will lose your data. Clicking on “Next Page” will take you to the next data entry page.
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 ten 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. For example, when sixth grade is selected (as shown above), data entry fields corresponding to Tdap will appear, because immunization against this disease is required for sixth grade students.

Refer to the document “Guidelines Applicable to Medical and Religious Immunization Exemptions” on the Student Health / Immunizations webpage (http://www.isbe.net/research/htmls/immunization.htm#immu) for additional requirements to medical exemptions.
Three buttons are located at the bottom of the screen.

1. Click on “Back” to navigate to the previous page.

2. Click on “Return to School Listing” to navigate to the School Listing screen.

3. After entering all of the data for the grade selected, click on “Save.” If the steps have been followed successfully, the data will be saved. Otherwise, an error message will appear at the top of the screen, explaining the location and type of error.

Once data for a grade level are saved, rows with “View Grade” and “Delete Grade” buttons will be displayed, as shown on the next page.
Data Entry Screen 3 (showing saved grade-level data)

To edit values entered for a particular grade, click the corresponding “View Grade” button. To delete data values for a particular grade, click on the corresponding “Delete Grade” button.

Be sure to enter data for each grade served by the school before moving to the “Validate Data” screen.

Once you have successfully saved data for all grade levels the bottom of the screen will look like that shown on the next page.
If you are confident that you have correctly entered all of the data for all grade levels served by the school, you may either approve the data by clicking on the “Approve Data” button or you may see the summary of entered data by clicking on “View Summary” button. Clicking on the “View Summary” button will take you to a screen such as the one shown on the following page. Once you click on the “Approve Data” button, you cannot return to view the summary.
**Data Entry Screen 4 (Validate Data)**

After viewing the summary, you may click on the “back” button. This will return you to Data Entry Screen 3, where you can either enter/edit data or submit the data to the School/District Administrator, as appropriate, for approval, as shown on the following page.
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 “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 - School Document Author’s view)
HOW TO APPROVE OR RETURN DATA FOR CORRECTIONS  
(School Administrators)

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.

<table>
<thead>
<tr>
<th>Varicella/Chickenpox</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Protected and in Compliance with Immunization requirements</td>
</tr>
<tr>
<td>2. Unprotected but in compliance with Immunization requirements</td>
</tr>
<tr>
<td>3. Medical Reason or Objection - unprotected but compliant</td>
</tr>
<tr>
<td>4. Religious Objection - unprotected but compliant</td>
</tr>
<tr>
<td>5. Approved/scheduled medical appointment - unprotected but compliant</td>
</tr>
<tr>
<td>6. Unprotected but in compliance (MoHlins–Veeta Act)</td>
</tr>
</tbody>
</table>

For reporting students unprotected and not in compliance, please enter the following:
A. Actual unduplicated count of students unprotected and not in compliance with immunization requirements. Count students only once if they are noncompliant in more than one disease category. They may also need a physical examination. If you need assistance on calculating actual unduplicated Count of students, please click here.
B. Number of students not in compliance with the physical examination requirement ONLY. Do not include any student counted in item A above.
C. Number of students excluded from school on October 15, or an earlier established exclusion date, for not being in compliance. Report students excluded for only one day.

For reporting students who are unprotected but in compliance, please enter the following:
D1. Actual unduplicated count of students who are unprotected and in compliance with immunization requirements. Count students only once if they are unprotected in more than one disease category. They may also need a physical examination.
D2. Total number of students who are without physical examination requirement ONLY but compliant due to religious objection or MoHlins–Veeta Act. Do not include any student counted in item A above.

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.

From this screen, the School Administrator may add or edit data, and then:

1. Click on “Disapprove Data” to return the data for corrections.
2. Click on “View Summary” to view summary of data entered and saved.
3. Click on “Approve Data” to submit the data to RCDT Administrator.
HOW TO APPROVE OR RETURN DATA FOR CORRECTIONS
(RCDT Administrators)

When the RCDT Document Author or the 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 School Listing Screen, with submission statuses for different schools, is accessible only by the RCDT Administrator and the RCDT Document Author, and is located between the System Listing Screen and Data Entry Screen 1. A sample district summary 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 3. A sample screen (bottom part) is shown on the following page.
From this screen, the **RCDT Administrator** may add or edit data, and then:

1. Click on “Disapprove Data” to return the data for corrections.
2. Click on “View Summary” to view summary of data entered and saved.
3. Click on “Approve Data” to submit the data to **ISBE**.

The post-submission (to ISBE) confirmation screen is shown on the following page.
Data Entry Screen 3 (Post-submission - RCDT Administrator’s view)

### Student Health Data – Immunization

<table>
<thead>
<tr>
<th>County</th>
<th>Name</th>
<th>School</th>
<th>Authority: Date/Time Admin</th>
</tr>
</thead>
</table>

#### Grades Entered

- [ ] New Grade - Fall Grade
- [ ] New Grade - Winter Grade

#### Select Grade Level

- [ ] Select

#### Total Number of Students in the selected grade

**Data has been submitted to ISBE Administrator**

Please enter the number of students for each disease category in each status for the selected grade.

(The total number in each disease category must equal the "Total Student Count in the Selected Grade")

**Poli**

1. Protected and in compliance with immunization requirements

2. Unprotected and not in compliance with immunization requirements

3. Medical Reason or Objection - unprotected but compliant

4. Religious Objection - unprotected but compliant

5. Approved/scheduled medical appointment - unprotected but compliant

6. Unprotected but in compliance (Healthcare-vento Act)

[ ] DTP/DTAp/Td

1. Protected and in compliance with Immunization requirements
HOW TO PRINT SCHOOL/DISTRICT SUMMARIES

To print a school immunization data summary, click on “School Summary” on the top menu bar. Printing a school summary is possible only when the school immunization data have been submitted to ISBE.

To print a school district immunization summary, click on “District Summary” on the top menu bar. Printing a school district summary is possible only when the immunization data for all of the eligible schools in the district have been submitted to ISBE.
### School Summary Report Sample Screen

#### Student Health Data - Immunization

<table>
<thead>
<tr>
<th>School Immunization Summary for</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Students by Disease</td>
<td></td>
</tr>
<tr>
<td></td>
<td>POLX</td>
</tr>
<tr>
<td>Number of students protected and in compliance</td>
<td>1</td>
</tr>
<tr>
<td>Number of students unprotected and in compliance</td>
<td>0</td>
</tr>
<tr>
<td>Religious objection</td>
<td>0</td>
</tr>
<tr>
<td>Medical reason or objection</td>
<td>0</td>
</tr>
<tr>
<td>Unprotected but compliant (MMR)</td>
<td>1</td>
</tr>
<tr>
<td>Unprotected but compliant (Rd)</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Student Enrollment and Compliance

- Total student enrollment: 4
- Number of students exempt: 3
- Number of students in noncompliance: 3
- Number of students who are in compliance but not noncompliant: 1
- Number of students who are in compliance but noncompliant: 3
- Number of students who are compliant and noncompliant: 1

% compliance: 100%
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.
### Who is Responsible for Providing Immunization Data?

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Entity Responsible for Providing Immunization Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>Home School</td>
</tr>
<tr>
<td>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).</td>
<td>Home School</td>
</tr>
<tr>
<td>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).</td>
<td>Home School</td>
</tr>
<tr>
<td>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).</td>
<td>Home School</td>
</tr>
<tr>
<td>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).</td>
<td>Home School</td>
</tr>
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<td>Home School</td>
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<td>Home School</td>
</tr>
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<td>Scenario</td>
<td>Entity Responsible for Providing Immunization Data</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Student resides in a public school district (Home District) and is</td>
<td>Home School</td>
</tr>
<tr>
<td>attached to a public school (Home School) in the district but receives</td>
<td></td>
</tr>
<tr>
<td>fulltime service in a nonpublic facility in the same district (in-district nonpublic serving entity).</td>
<td></td>
</tr>
<tr>
<td>Student resides in a public school district (Home District) and is</td>
<td>Home School</td>
</tr>
<tr>
<td>attached to a public school (Home School) in the home district but</td>
<td></td>
</tr>
<tr>
<td>receives fulltime service in a nonpublic facility out of the public</td>
<td></td>
</tr>
<tr>
<td>district (out-of-district nonpublic serving entity).</td>
<td></td>
</tr>
<tr>
<td>Student is placed by parents/guardians in a nonpublic entity either</td>
<td>Nonpublic Entity</td>
</tr>
<tr>
<td>in district or out of district and receives fulltime service.</td>
<td></td>
</tr>
<tr>
<td>Student is placed by parents/guardians in a nonpublic entity either</td>
<td>Nonpublic Entity</td>
</tr>
<tr>
<td>in district or out of district and receives less than fulltime service.</td>
<td></td>
</tr>
<tr>
<td>Student is placed in a public facility by a nonpublic entity either</td>
<td>Nonpublic Entity</td>
</tr>
<tr>
<td>in district or out of district and receives fulltime service.</td>
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