

SCHOOL YEAR 2011-2012  
IWAS REPORTING INSTRUCTIONS FOR

PREVENTION INITIATIVE–PARENT EVALUATION  
(ISBE FORM 86-56A)

Submission Deadline: **July 2, 2012**



Some Important Reminders

- Data collected from parents on the Parent Evaluation form (ISBE 86-56A) must be reported to ISBE electronically through IWAS; select “Prevention Initiative–Parent Evaluation.”
- ISBE sends a copy of the Parent Evaluation form (ISBE 86-56A) in a letter addressed to your District Superintendent/Project Administrator. *Please make as many copies as you need to collect information from individual parents.* You may also download the form at [http://www.isbe.net/research/htmls/pfa\\_prev\\_init.htm](http://www.isbe.net/research/htmls/pfa_prev_init.htm).
- *Please do NOT send to ISBE the paper Parent Evaluation forms completed by individual parents.* The paper form is completed by parents (with your assistance, if necessary) and you, in turn, submit their responses to ISBE electronically through IWAS.
- *Once you have entered the responses for all parents, remember to click on the “Submit” button.* See instructions on Screen 14, page 7, of this document.

**PLEASE CAREFULLY READ AND FOLLOW THE INSTRUCTIONS.**

# How to Access IWAS and the Prevention Initiative–Parent Evaluation Reporting Link

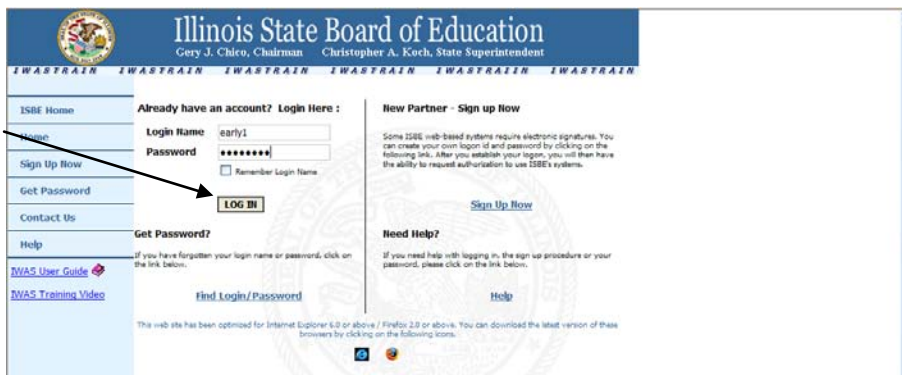
## Accessing IWAS

Go to <https://sec1.isbe.net/iwas/asp/login> (this will route you to the security module). You may also access IWAS by going to the ISBE home page at <http://isbe.net> and clicking on the IWAS link located on the upper menu bar.

If you **DO NOT** have an IWAS account, contact the ISBE Help Desk at **217/558-3600**.

If you **already have** an IWAS account, sign in with your login name and password. Click on LOG IN (see **Screen 1**).

## Screen 1 Log In



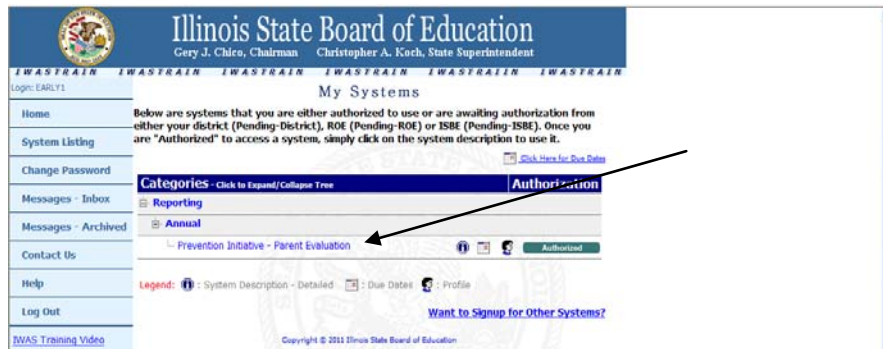
## Screen 2 System Listing

After logging in, the system will take you to the screen with the system listing. Find the “System Listing” link on the left side of the screen and click on it.



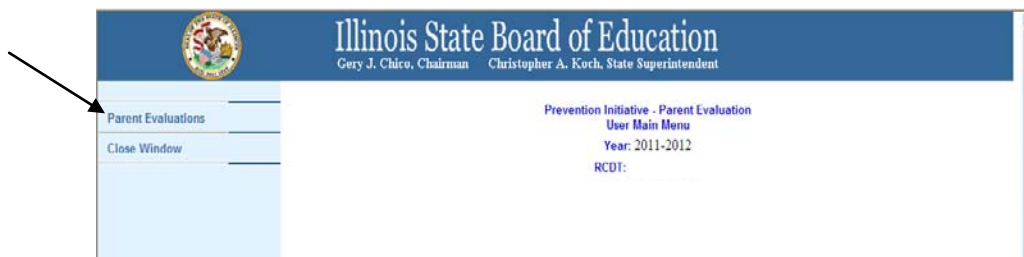
### Screen 3 My Systems

On the “My Systems” screen, click on the **Prevention Initiative–Parent Evaluation** link.



### Screen 4 Prevention Initiative–Parent Evaluation System

To enter parent responses from the paper Parent Evaluation forms completed by individual parents, click on the **Parent Evaluations** link on the left side of the screen.

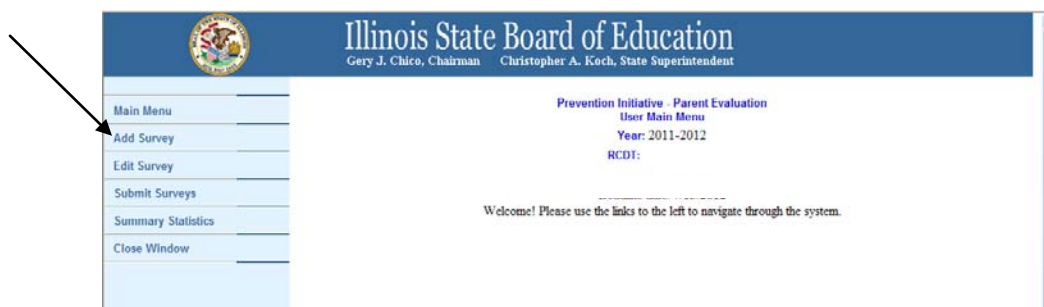


Clicking on **Parent Evaluations** will take you to Screen 5, which has six links:

- Main Menu
- Add Survey
- Edit Survey
- Submit Surveys
- Summary Statistics
- Close Window

### Screen 5 Entering Data–Add Survey

To begin entering data, click on the **Add Survey** link.



## Screen 6 Entering Data–Selecting a Project

Select a project for which data need to be entered.

Prevention Initiative - Parent Evaluation  
Year: 2011-2012  
RCDT:

INSTRUCTIONS: Please complete one form per parent at the end of the school year.

PROJECT: Select a Project

What changes in the adults' behaviors and/or attitudes occurred as a result of participation in the Prevention Initiative Program: (Check all that apply.)

- 1. Knowledge and awareness of importance of parent-child relationship.
- 2. Knowledge of appropriate parenting skills.
- 3. Knowledge of prenatal and postnatal care.
- 4. Awareness of child's health/nutritional needs.
- 5. Awareness and better understanding of child's physical and developmental growth.
- 6. Knowledge of age appropriate activities for my child.
- 7. Knowledge of my rights and responsibilities as parents.
- 8. Awareness of parent advocacy/support groups.
- 9. Knowledge of existing community/government services.
- 10. Knowledge of family function and management.
- 11. I am more responsive to my child's needs.
- 12. I spent time interacting with my child.
- 13. I encourage my child more often.
- 14. I read to my child more often.
- 15. Language/literacy activities used with children.
- 16. Setting appropriate limits with young children (how to discipline).

## Screen 7 Entering Data–Project Selected

Prevention Initiative - Parent Evaluation  
Year: 2011-2012  
RCDT:

INSTRUCTIONS: Please complete one form per parent at the end of the school year.

PROJECT: PI 025 - SPRINGFIELD SCHOOL DISTRICT 186

What changes in the adults' behaviors and/or attitudes occurred as a result of participation in the Prevention Initiative Program: (Check all that apply.)

- 1. Knowledge and awareness of importance of parent-child relationship.
- 2. Knowledge of appropriate parenting skills.
- 3. Knowledge of prenatal and postnatal care.
- 4. Awareness of child's health/nutritional needs.
- 5. Awareness and better understanding of child's physical and developmental growth.
- 6. Knowledge of age appropriate activities for my child.
- 7. Knowledge of my rights and responsibilities as parents.
- 8. Awareness of parent advocacy/support groups.
- 9. Knowledge of existing community/government services.
- 10. Knowledge of family function and management.
- 11. I am more responsive to my child's needs.
- 12. I spent time interacting with my child.
- 13. I encourage my child more often.
- 14. I read to my child more often.
- 15. Language/literacy activities used with children.
- 16. Setting appropriate limits with young children (how to discipline).

## Screen 8 Entering Data–Saving Data

Complete the survey with responses from parent 1, for example, by clicking on the box associated with each item. Then click on **Save (green arrow)** to save that parent's responses. Clicking on Save will also prepare for the next parent's responses to be entered. Enter the next parent's responses, etc.

Once you have entered and saved responses for ALL parents, click on **Cancel (blue arrow)**, which will take you to Screen 9.

Prevention Initiative - Parent Evaluation

- 16. Setting appropriate limits with young children (how to discipline).
- 17. Knowledge of dealing with guilt, anger and frustration.
- 18. Providing immunization at the appropriate age.
- 19. I feel better about myself as a parent.
- 20. I am more confident in my role as my child's most important teacher.
- 21. My attitudes toward school and parent-school partnership have improved.
- 22. Increase in self-esteem.
- 23. Enrolled in Bilingual Education program.
- 24. Enrolled in Adult Education class.
- 25. Enrolled in Vocational Education class.
- 26. Enrolled in High School.
- 27. Enrolled in GED class.
- 28. Enrolled in a college.
- 29. Acquired GED.
- 30. Acquired high school diploma.
- 31. Awareness of alcohol/drug abuse programs.
- 32. Enrollment in alcohol/drug abuse programs.
- 33. Acquired better housing.
- 34. Actively looking for a job.
- 35. Acquired a job.
- 36. Other (specify).

Save Cancel

## Screen 9 Edit Survey Link

If you made a data-entry error and need to edit a response, or if you need to delete a survey, click on the **Edit Survey** link.

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Main Menu  
Add Survey  
Edit Survey  
Submit Surveys  
Summary Statistics  
Close Window

Prevention Initiative - Parent Evaluation  
User Main Menu  
Year: 2011-2012  
RCDT:

Welcome! Please use the links to the left to navigate through the system.

If you do not need to make any corrections, proceed to **Screen 12** to initiate the process of submitting surveys to ISBE.

## Screen 10 Edit Responses or Delete a Survey

In the example below, responses were entered for three parents. If you need to EDIT the first parent's responses (Survey Number 1), click on **Edit** (green arrow).

If you need to DELETE the first parent's survey, click on **Delete** (blue arrow).

Action	Survey Number	Survey	Enter Date
<a href="#">Edit / Delete</a>	1	PI 025	12/12/2011 9:14:21 AM
<a href="#">Edit / Delete</a>	2	PI 025	12/12/2011 9:16:28 AM
<a href="#">Edit / Delete</a>	3	PI 025	12/12/2011 9:17:33 AM

## Screen 11 Delete a Survey Confirmation

If you **Delete** a parent's survey, the system will ask you to confirm your decision to delete. Click on **OK** if you want to delete the parent's survey, or **Cancel** if you decide not to delete.

Action	Survey Number	Survey	Enter Date
<a href="#">Edit / Del</a>			11 10:02:12 AM
<a href="#">Edit / Del</a>			11 10:02:29 AM
<a href="#">Edit / Del</a>			11 10:02:46 AM

## Screen 12 Submit Surveys Link

Click on **Submit Surveys**, which will take you to **Screen 13**.

Main Menu  
Add Survey  
Edit Survey  
Submit Surveys  
Summary Statistics  
Close Window

## Screen 13 Selecting Project Data for Submission to ISBE

Selecting a project for submission to ISBE will take you to Screen 13, which shows the summary of data entered, with the count and percentage of responses for each item on the survey. At the bottom of this screen, you will find the **Submit** button (see **Screen 14**).

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Gery J. Chico, Chairman Christopher A. Koch, State Superintendent

Prevention Initiative - Parent Evaluation  
Submit Survey  
Year: 2011-2012  
RCDT:

PROJECT: PI 025 - 1

Count	Percent	Questions
2	67%	1. Knowledge and awareness of importance of parent-child relationship.
0	0	2. Knowledge of appropriate parenting skills.
1	33%	3. Knowledge of prenatal and postnatal care.
1	33%	4. Awareness of child's health/nutritional needs.
2	67%	5. Awareness and better understanding of child's physical and developmental growth.
1	33%	6. Knowledge of age appropriate activities for my child.
1	33%	7. Knowledge of my rights and responsibilities as parents.
1	33%	8. Awareness of parent advocacy/support groups.
1	33%	9. Knowledge of existing community/government services.
1	33%	10. Knowledge of family function and management.
1	33%	11. I am more responsive to my child's needs.
1	33%	12. I spent time interacting with my child.
2	67%	13. I encourage my child more often.
1	33%	14. I read to my child more often.
0	0	15. Language literacy activities used with children.

## Screen 14 Submit to ISBE

Click on the **Submit** button to submit all surveys to ISBE.

Prevention Initiative - Parent Evaluation

3	100%	20. I am more confident in my role as my child's most important teacher.
2	67%	21. My attitudes toward school and parent-school partnership have improved.
1	33%	22. Increase in self-esteem.
2	67%	23. Enrolled in Bilingual Education program.
1	33%	24. Enrolled in Adult Education class.
2	67%	25. Enrolled in Vocational Education class.
1	33%	26. Enrolled in High School.
2	67%	27. Enrolled in GED class.
1	33%	28. Enrolled in a college.
1	33%	29. Acquired GED.
1	33%	30. Acquired high school diploma.
2	67%	31. Awareness of alcohol/drug abuse programs.
1	33%	32. Enrollment in alcohol/drug abuse programs.
2	67%	33. Acquired better housing.
1	33%	34. Actively looking for a job.
0	0	35. Acquired a job.
0	0	36. Other (specify).

Respondents: 3

**Please note that you can no longer edit responses on the surveys once you submit the parent surveys to ISBE.** However, the system will allow you to continue to add new surveys. You must be very careful to **not enter the same parent responses again** once the responses from that parent's paper form have already been submitted. It is recommended that you submit all responses at one time to avoid any duplicate submissions.

A reminder will pop up after clicking on **Submit** that will ask you to confirm that you wish to submit (see **Screen 15**).

## Screen 15 Submit To ISBE Confirmation

Click on **OK** if you want to submit the surveys; otherwise, click on **Cancel**. Clicking on **OK** or clicking on **Cancel** will take you to **Screen 16**.

2	67%	21. My attitudes toward school and parent-school partnership have improved.
1	33%	22. Increase in self-esteem.
2	67%	23. Enrolled in Bilingual Education program.
1	33%	24. Enrolled in Adult Education class.
2	67%	25. Enrolled in Vocational Education class.
1	33%	26. Enrolled in High School.
2	67%	27. Enrolled in GED class.
1	33%	28. Enrolled in a college.
1	33%	29. Acquired GED.
0	0	35. Acquired a job.
0	0	36. Other (specify).

Respondents: 3

## Screen 16 End of Reporting–Close Window

Click on **Close Window** to exit from the system. If you have not yet submitted the surveys to ISBE, or if you need to enter more parent responses, you may log in to the system again until you have entered ALL parent responses. Then follow the steps on **Screens 12 through 16**.

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Prevention Initiative - Parent Evaluation  
User Main Menu  
Year: 2011-2012  
RCDT:

Welcome! Please use the links to the left to navigate through the system.

For technical questions related to IWAS, call the ISBE Help Desk at 217/558-3600.

For data reporting questions, contact Dr. Lilibeth Q. Gumia in the ISBE Data Analysis and Progress Reporting Division at 217/782-3950 or [lgumia@isbe.net](mailto:lgumia@isbe.net).