0-3 Prevention Initiative Parent – Questionnaire

Reporting Guide on IWAS

This reporting guide provides instructions on how to report and submit 0-3 Prevention Initiative – Parent Questionnaire data to ISBE via the ISBE Web Application Security (IWAS) system.

A caregiver (a parent or a guardian) of each child served by a district or local education agency that received 0-3 Prevention Initiative funds in FY13 is required to complete the 0-3 Prevention Initiative – Parent Questionnaire.

Due Date: July 1, 2013

All questionnaires must be submitted to ISBE on or before this date. The system will close at 11:59 PM on July 1, 2013.
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### Appendix A  0-3 Prevention Initiative – Parent Questionnaire System

0-3 Prevention Initiative—Parent Questionnaire
Part 1: GETTING STARTED

You will need an ISBE Web Application Security (IWAS) account in order to use the 0-3 Prevention Initiative – Parent Questionnaire system.

Step 1  Accessing IWAS

You can 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 (see black arrow below).

You can also go directly to the IWAS security module at https://sec1.isbe.net/iwas/asp/login.asp?js=true.

Step 2  Logging into IWAS

If you already have an IWAS account, sign in with your login name and password. Click on LOG IN (see Screen 1 on page 2).

If you DO NOT have an IWAS account, you may sign up for one by clicking on Sign Up Now (see Screen 1 on page 2) and following the directions that are subsequently provided. If you have problems signing up for an IWAS account, contact the ISBE Help Desk at 217-558-3600.
Step 3  System Listing
After logging into IWAS, you will be taken to a Message screen, a picture of which is shown below. The IWAS links are shown on the left-hand side of the screen. Click on the System Listing link (see black arrow below), which will take you to the My Systems screen (see Screen 3 on page 3).

Screen 2  IWAS Message Screen
Step 4  On the My Systems screen, click on the 0-3 Prevention Initiative – Parent Questionnaire link, which is under Reporting and then Annual (see black arrow below). Clicking on the 0-3 Prevention Initiative – Parent Questionnaire link will take you to the 0-3 Prevention Initiative – Parent Questionnaire system Home Page.

Note: If you do not see the 0-3 Prevention Initiative – Parent Questionnaire option on your My Systems screen, contact the ISBE Help Desk at 217-558-3600.
Part 2: 0-3 Prevention Initiative – Parent Questionnaire System

Step 5 You are now in the 0-3 Prevention Initiative – Parent Questionnaire main menu. The main menu has two links: 1) Parent Evaluations and 2) Close Window (see Screen 4 below).

Click on Parent Evaluations (see black arrow below).

Clicking on the Parent Evaluations link will take you to the system’s User Main Menu (see Screen 5 on page 5).

The User Main Menu has five links:

- Main Menu
- Add Survey
- Edit Survey
- Submit Surveys
- Close Window
To start the process of filling out the Parent Questionnaire, in the system’s User Main Menu (see Screen 5 above), click on Add Survey (see black arrow above). This will take you to the parent questionnaire.
Step 7 – Entering Parent Responses

Please note that questionnaire respondents are the caregivers (a parent or a guardian) of children served by districts or local education agencies that received 0-3 Prevention Initiative funds in FY13.

On the 0-3 Prevention Initiative – Parent Questionnaire screen (see Screen 6 below), select a project (see black arrow below) and then start entering parent responses.

Screen 6 0-3 Prevention Initiative – Parent Questionnaire Screen

After entering parent responses, click on Save (see Screen 7 on page 7). Always click on Save after you have finished entering parent responses.
To add another parent questionnaire, edit a questionnaire, or submit questionnaires, click on **Cancel** (this will take you to the User Main Menu – see Screen 5 on page 5). In the User Main Menu, you may click on

- **Add Survey**, if you want to add another questionnaire. Complete the same steps that you did for the first parent questionnaire.
- **Edit Survey**, if you want to edit survey responses or delete a questionnaire (see Screen 8).
- **Submit Surveys**, if you want to submit completed questionnaires to ISBE (see Screen 9).
Step 8 – Editing or Deleting a Questionnaire

In the **User Main Menu** click on **Edit Survey**. You have two options: **Edit** to make changes or **Delete** to delete or remove the parent questionnaire record entirely. **See Screen 8.**

**Screen 8**  0-3 Prevention Initiative – Parent Questionnaire Edit or Delete Screen
Step 9 – Submitting Questionnaires to ISBE

After you have entered the responses for your last questionnaire, click on **Save** and then **Cancel**. Clicking on **Cancel** will take you to the **User Main Menu** – see **Screen 5** on page 5.

In the **User Main Menu**, click on **Submit Survey** (this will take you to **Screen 9** below).

Select a **project**, and then click on **Submit**.

![Screen 9](image)

When you click on **Submit**, a message will pop up confirming your submission. See **Screen 10** on page 10.

Click on **OK** – you are done.

Click on **Close Window** to exit the **0-3 Prevention Initiative – Parent Questionnaire** system.

Thank you.
Screen 10  0-3 Prevention Initiative – Parent Questionnaire Submission Confirmation Screen
INSTRUCTIONS to Parent/Caregiver: Based on your experience over the past year with the program, please rate how strongly you agree or disagree with each of the following statements by encircling the number in the appropriate box.

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I feel good about myself as a parent</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>2. I understand how my child grows</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3. I know about how to help my child stay healthy</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>4. I take my child to the doctor regularly</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5. I know how to get my child interested in appropriate play activities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>6. I am able to respond appropriately to my child even when I am upset</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>7. I am able to keep my child safe</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>8. I encourage my child to move around, explore and play</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>9. I am able to parent even though it can be challenging</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>10. I am able to set appropriate limits for my child</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>11. I know how to show my child love, physical closeness and positive feelings</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>12. I know different ways to respond to my child’s needs, emotions and behaviors</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>13. I do activities that promotes brain development (sing, nursery rhymes, toys)</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>14. I know how to get support for me and my child</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>15. I know how to find community resources for me and my child</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>16. Participation in this program has helped me become a better parent</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

Comments: