Health /Life Safety (H/L S) Processing System

Instructions

Effective 1/2008

Illinois State Board Of Education

School Business and Support Services

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Chairman

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Education

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First, gain IWAS portal access, so that H/L S Processing system may be accessed. Architects (also school districts with staff architects creating Ten Year Surveys and/or Amendments) must request IWAS access from the appropriate school district per instructions. Visit:

https://sec1.isbe.net/iwas/asp/login.asp?js=true

IWAS Online
Help
User Guide
Training Video

Requesting IWAS Access - Architect Example (includes school district staff architects)

Signing up for IWAS access to the H/L S Processing System

Confirmation of Request for IWAS Access

H/L S Processing System Access via IWAS Portal – Pending District Approval

Note: ensure the email contact address entered into IWAS is always correct and current, so that notices of access to the system and any future system notices, such as document rejection notices are received..

Login to the H/L S Processing System via IWAS

@ https://sec1.isbe.net/iwas/asp/login.asp?js=true

Enter name and password into IWAS.

Select 'System Listing', below 'Home'.

Select 'Health Life Safety', under 'Surveys'.

Private Architectural Firm or School District Staff Architect Role

1. Gain IWAS access as an architect, enter accurate email address
2. Create survey and/or amendment
   a. Select facility
   b. Select existing architectural firm or add new firm
   c. Add Architect Name and select whether an Amendment is being created (system default is ten year survey if checkbox for amendment is not marked)
   d. The ROE should first be consulted in determining whether an amendment is a true emergency
   e. If an Emergency Amendment and/or Co-op is selected in the H/L S Processing System, before proceeding further call the Illinois State Board of Education @ (217) 785-8779
3. Copy/import violation schedule items from existing surveys/amendments or add new violation schedule items

4. View printable 'Schedule of Violations' and 'Schedule of Work Items'
5. Enter architect data
6. Approve/submit survey and/or amendment for review; approval or rejection by the school district
7. Review, revise and resubmit/approve rejected surveys and/or amendments.
8. Ensure that required hard copy executed, stamped attachments are noted in the H/L S Processing System and are forwarded to the School District's office ('Certificate of Need' and/or 'Application for Approval', building plans, etc.)

H/L S Processing System

- **Session time allows 20 minutes of inactivity before automatic logoff**
- **'Create Documents' section varies depending upon the user. There is a similar document status view for ALL users, except the ROE and ISBE do not view documents until they are in 'District Submitted' status.**

Home Screen - Architect or District User View

Creating a Survey/Amendment

Follow the steps below to create a new Survey or Amendment

1. Click the 'Create 10 Year Survey/Amendment' link on the 'Home' screen.

2. Select the facility to create a survey/amendment by clicking the 'Select' link next to the facility.

Selecting a Facility

3. Select the architect.

- add a new architect firm if necessary (also need to add School District staff

architects in this manner.)
- filter the list alphabetically by firm name

Selecting an Architect Firm

- Enter the correct architect firm information into the fields below.
- Click the 'Save' button.
- Navigate breadcrumbs back to 'Home'.
- Select architect firm.

Adding/Editing an Architect Firm

4. After selecting the architect firm, enter the necessary details below and click the 'Create…' button to create the survey/amendment. Click the 'Cancel' button to return to the home screen. To create an amendment, check the 'Is this an Amendment?' checkbox; for an emergency amendment, check the 'Is this for an Emergency Amendment?' checkbox; for a cooperative/joint agreement, check the 'Is this for a Co-op?' checkbox. Call ISBE at (217)785-8779 if a cooperative or emergency amendment is indicated. (The ROE should first be consulted in determining whether an amendment is a true emergency).

Creating a Ten Year Survey/Amendment

Survey/Amendment Document Jacket

The Survey/Amendment serves as a consolidated view of all of the information related to the survey and/or amendment. **If the document is a ten year survey, with no amendment associated, then the document jacket will label the document details under 'Ten Year Survey'; otherwise, all other document details are labeled under 'Amendment'.** The different sections of this screen are listed below.

Survey/Amendment Header Information

The header information provides critical information about the survey/amendment, such as the last user to update the document, the date it was created, the document's current status, etc.

Document Jacket: Survey/Amendment Header Information
Next Pages: Ten Year Survey/Amendment Information, Printable Documents,
Google Map

Survey/Amendment Data

The 'Survey/Amendment Data' section provides links to the different data entry forms for the survey/amendment.

Survey/Amendment Data

Survey/Amendment Printable Documents

Links to all of the printable documents can be found in the 'Survey/Amendment Printable Documents' section. The 'Application For Approval' link is only visible for Ten Year Surveys. If the Survey/Amendment is for a Master Coop (district administering a cooperative/joint agreement), then only the 'Schedule of Violations' and 'Schedule of Work Items' are visible under the 'Printable Documents', since each member district shares funding and provides authorization.

The 'Application For Approval' will not appear on '**Amendment** Printable Document' list

Survey/Amendment Printable Documents

Survey/Amendment Attachments

When an architect needs to submit hard copy documentation that cannot be entered into the system, they click, 'Add New Attachment'. This section serves as a listing of all of the attachments that will be mailed in hard copy. All survey/amendments will have a default 'Architect Stamp' attachment. **This denotes that an executed, stamped 'Certificate of Need' and/or 'Application for Approval' hard copy document must be received by the ROE and ISBE for each survey/amendment**. The architect will add additional hard copy documents as needed (e.g. building plans, etc). The ROE and ISBE users are provided with links to confirm receipt of the attachment. If a document is rejected by the ROE or by ISBE, the respective confirmation dates are cleared.

Click 'Add New Attachment' to denote that additional documents, such as certified plans, will be mailed.

Architect's View of Attachments

Survey/Amendment Comments

The 'Survey/Amendment Comments' section lists any comments that have been added to the survey/amendment. Click 'Add New Comment' to add a desired comment

Survey/Amendment with multiple comments

Survey/Amendment History

An entry is added to the 'Survey/Amendment History' section any time the status of the survey/amendment changes. This allows the user to keep track of when the document was submitted, and by whom. The following is an Example of a test document with various approvals and a rejection of the document at the ISBE Approver Level. A rejection at any approval level places the document back into the 'In Progress' mode.

Ten Year Survey History

- 7/10/2007 3:44:32 PM : Accepted By ISBE Approver
- 7/10/2007 3:41:38 PM : ISBESubmitted By TESTER
- 7/10/2007 3:40:21 PM : ROESubmitted By TESTER
- 7/10/2007 3:39:54 PM : DistrictSubmitted By TESTER
- 7/10/2007 3:18:52 PM : ArchitectApproved By TESTER
- 7/10/2007 3:17:14 PM : InProgress By hlsrcdtadm2
- 7/10/2007 3:00:17 PM : ArchitectApproved By TESTER

In this example, the survey was rejected by the school district on 7/10/2007 @ 3:17PM. (denoted by the 'In Progress By hlsrcdtadm2')

Survey with rejections.

Amendment History

- 7/12/2007 5:54:21 PM : ROESubmitted By ISBE Approver
- 7/12/2007 5:52:09 PM : ISBESubmitted By ISBE Admin
- 7/12/2007 5:49:25 PM : ROESubmitted By TEST ROE USER
- 7/12/2007 9:19:06 AM : DistrictSubmitted By RCDT Admin
- 7/11/2007 3:23:22 PM : ArchitectApproved By ARCHITECT
- 7/6/2007 5:17:46 PM : InProgress By ISBE Admin
- 7/6/2007 3:11:38 PM : ROESubmitted By ISBE Approver
- 7/5/2007 10:26:12 PM : Accepted By ISBE Approver
- 7/5/2007 10:25:57 PM : ISBESubmitted By ISBE Admin
- 7/5/2007 10:25:18 PM : ROESubmitted By ISBE Approver
- 7/5/2007 10:24:29 PM : ISBESubmitted By ISBE Admin
- 7/5/2007 10:23:40 PM : ROESubmitted By ISBE Approver
- 7/5/2007 10:21:18 PM : ISBESubmitted By ISBE Admin
- 7/5/2007 10:19:48 PM : ROESubmitted By TEST ROE USER
- 7/5/2007 10:15:47 PM : DistrictSubmitted By RCDT Admin
- 7/5/2007 10:04:49 PM : ArchitectApproved By ARCHITECT

In this example, the amendment was rejected by ISBE on 7/6/2007 @ 5:17PM. (denoted by the 'In Progress By ISBE Admin'.)

Amendment with rejections.

Facility Map

A Google map of the relevant facility resides below each survey/amendment's detail information.

Google map of surveyed / amended facility

Importing Survey/Amendment Items

- **Prevents duplication of typing similar or identical violation/work items.**
- **Users can import violation/work schedule items from other surveys/amendments that have been created for the district**

Click the 'Import Survey/Amendment Items' link in the 'Header' section of the survey/amendment's document jacket. Clicking this link brings the user to the 'Find a Survey/Amendment' screen where the user can: 1) select the facility related to the survey/amendment where the desired violation/work item resides, and 2) then click the button 'Load Surveys / Amendments'.

Select the facility and load survey/amendment in order to import a violation/work item.

After the user selects a survey/amendment, they are presented with a list of violation/work schedule items. Then: 3)select the desired survey/amendment from the facility's list, and 4) click the check box next to each of the items to import. Finally: 5) click the 'Copy selected Items' button to import the desired violation/work item into the destination 'Schedule of Violations' and 'Schedule of Work Items'.

Note: More than one work item may be checked for import from a multiple violation /work item survey/amendment document.

To view the imported item, go to survey/amendment data, select:

Survey/Amendment Data

An existing survey/amendment violation/work item is copied to the current survey.

- The data entry form into which this line item was imported follows. This data may be edited and re-saved.

- To manually add additional violation/work items, select 'Add Item to Schedule' and manually type data into the schedule item data entry screen.

Note: This ten year survey has now become a combination ten year survey/amendment because the copied violation/work item cost estimate amount was imported – denoted by 'Funding Type' Fire Prevention rather than 'Other Funds' .

Architects and District users can add or edit violation/work items on the schedule item data entry screen below. ROE users can make adjustments in the 'ROE Adjustments' field. ISBE users can make adjustments in the 'ISBE Adjustments' fields.

Violation Schedule /Work Item data entry screen – populated with copied data.

Violation Schedule / Work Items

Following are the fields for the schedule item data entry screen:

1. **LOCATION NAME(S) & ROOM NUMBER(S).**   Free text format. Specify the location name(s) and room number(s) where each of the violation(s) is found.

2. **PRIORITY CODE.** Select from the drop down list the priority that best describes the degree of hazard the problem creates:

   a. Urgent identifies items that present an immediate hazard to the safety of students and reference specific rules in the code that are applicable to the building. These items must be corrected within one year. Examples are structural, egress, fire protection, fire detection.

   b. Required identifies items that are necessary for a safe environment but present less of an immediate hazard to the safety of students and reference specific rules in the code that are applicable to the building. These items must be corrected within five years.

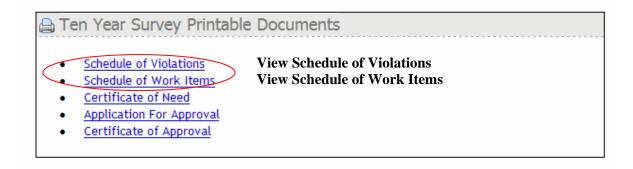   c. Recommended identifies items that do not present any immediate hazard to the students and do not reference any specific rule in the code that are applicable to the building as authorized by ILCS 5/17-2.11. These items are not required by code. Examples of recommended items are: *energy conservation; security; repair of school sidewalks, playgrounds, parking lots, school bus turnarounds; or accessibility.*

3. **RULE VIOLATED**. Free text and/or pick from list format.   Specify the rule number in the code that is applicable to the facility where the violation is found, as stated in Section 180.60. *Example: Fire alarm systems are not functioning properly - specify section 185.395d, section 175.470 or section 918, the applicable rule used when the building was built.*

4. **DESCRIPTION OF VIOLATION.** Free text format**.** In a clear and concise manner, describe the violation.

5**. RECOMMENDATION TO CORRECT VIOLATION.** Free text format**.** In a clear and concise manner, describe the recommendation to correct the violation.

6. **ACTION I.D**. Select from the drop down list the action code that best describes the nature of the proposed work.
   a. Abandon in place
   b. Remove
   c. Repair
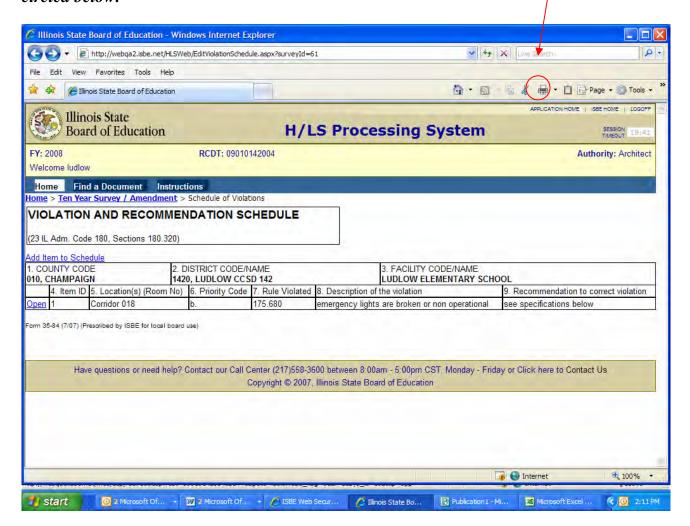
   d. Relocate
   e. Rebuild
   f. Improve

7. **SPECIFICATIONS.** Free text format. Provide a statement to fully describe the nature and scope of the required work.

8. **UNITS OF MEASURE.** Free text format. Enter the abbreviated designation which indicates the unit of measure upon which the material cost, labor hours, and crew are based. Examples: C.Y.= Cubic Yard; S.F.= Square Foot; L.F.= Linear Feet; Ea.= Each; Opng.= Opening; Gal.= Gallon.

9. **QUANTITY.** Numeric value format (whole number). Enter the quality of work to be performed (e.g. square feet to be repaired, cubic yard of earth to move, etc.).

10. **LABOR CODE.** Select from the drop down list the labor code if the labor to perform the work is to be provided by employees of the Board of Education as normal part of their routine employment.

   a. District employees will perform work
   b. Work will be performed by contractor(s).

11. **WORK TYPE.** Select from the drop down list the type code that best describes the problem.

   a. Safety Standards
   b. Energy Conservation
   c. Handicapped Access
   d. School Security
   e. Asbestos Treatment
   f. Paving Improvements
   g. Replacements
   h. Other Improvements

12. **ESTIMATED COST.** Numeric value format (00.00). Specify the cost incurred to design and execute the work, including profit and overhead. After totaling all of the items, add the architects/engineers' fees and contingency fees on separate lines resulting in the total amount requested.

13. **ESTIMATED COMPLETION DATE.** Date format (MM/DD/YYYY). Enter the estimated completion date.

14. **FUNDING TYPE. *This is a new field*.** Select from the drop down list whether the schedule item requires Fire Prevention (F) or Other Funds (O). ***If 'Other Funds' is selected, Health/Life Safety funds are not requested.***

15. **ROE ADJUSTMENTS TO COST ESTIMATES.** This field is for ROE use only. Numeric value format (00.00).   Specify the amount to be added to or subtracted from the estimated cost shown for the item in field 12. If no adjustment is needed leave blank.

16. **ISBE ADJUSTMENTS TO COST EXTIMATES.** This field is for ISBE use only. Numeric value format (00.00). Specify the amount to be added to or subtracted from the estimated cost shown for the item in field 12. If no adjustment is needed leave blank.

17. **REASON.** This field is for ISBE use only.   Select from the drop down list the comment best describing the reason for the adjustment to the cost estimate.

View Printable Documents

View Schedule of Violations
View Schedule of Work Items

Note: All 'Printable Documents' listed above are printed from the Web browser printer icon. Print margins, page orientation, etc. are the default of the user's web browser and must be customized locally by each user. Printer icon is circled below.

Printable Schedule of Violations

Both the Schedule of Violations and the Schedule of Work Items have links to add or edit violation/work items on the schedule item data entry screen.

Printable Schedule of Work Items

Survey/Amendment Data

Architect Data

All architect related input to the current survey/amendment has been consolidated to a single screen that follows.

The following items must be entered at the 'Architect Data' screen before the architect can submit the document.

- License Number
- License Expiration Date
- Date Architect Surveyed
- AE Fees Percent Or Flat Fee
- Contingency Percent Or Flat Fee

Home **Find a Document** **Instructions**
Home > Ten Year Survey / Amendment > Add / Edit Architect Data

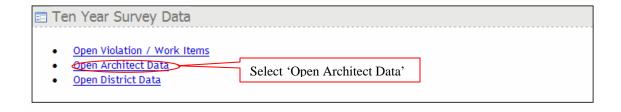| Add / Edit Architect Data	
Architect Firm:	WIGHT & COMPANY
Name of Architect/Engineer:	Mary
Architect Email Address:	Mary@Mary.net
Architect License Number:	001-123456
Expiration Date:	1/1/2008
All of the urgent or necessary work as indicated on the attached Form 35 48 is necessary to abate the violations of applicable code requirements and should result in effecting compliance with said requirements within prescribed timelines.	☑
All other work recommended in the attached Form 35 48, though not required to abate violations of applicable requirements of the Health/Life Safety Code for Public Schools, is recommended for energy conservation, handicapped accessibility, school security, and other repair purposes provided in Section 17 2.11 of the School Code.	☐
Contingency %:	10
Or Contingency Flat Fee (cannot exceed 10% of estimated cost):	$
A/E Fees %:	10
Or A/E Flat Fee:	$
Date Surveyed:	9/24/2008

Save   Cancel

Architect data screen

Architect Approval of Surveys / Amendments

After entering violation schedule / work items, and completing the 'Architect Data', the architect can submit the survey/amendment to the appropriate school district. On the submission screen, the architect must enter the license number and license expiration date. **This information must match the information that was entered on the 'Architect Data' screen.** This serves as additional confirmation of the submission.

Ten Year Survey After Submitted by Architect to the School District for Review

Editing Survey/Amendment Header Information

Architect and District users can edit the header information for a survey by clicking the 'Edit Header Information' link in the Header Information section of the survey/amendment document jacket.

This link is visible when the survey/amendment is 'In-Progress' or 'Architect Approved'.

Deleting a Survey/Amendment

Only an Architect that created the survey/amendment can delete the survey/amendment. **Survey/Amendment must be in 'In-Progress' status.**

Architects can only modify surveys/amendments that are in 'In-Progress' status. Once an architect approves a survey/amendment, no modifications are allowed until the document is subsequently rejected and placed back into 'In-Progress' status. Had the above example not been approved, a 'Delete' button would be present where indicated above, and the document could be deleted.

School District Role

1. Gain IWAS access as a district document author or as an RCDT administrator, enter accurate email address
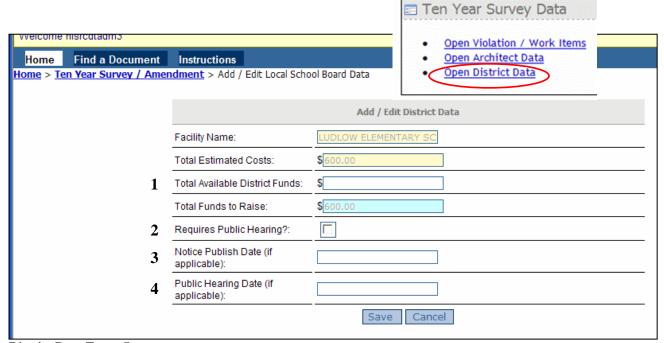   - District Document Author – enters district data, but can't authorize documents.
   - RCDT Administrator (District) – Superintendent or authorized representative. Can enter district data **and** authorize documents.
2. Approve IWAS access requests for architectural firm or on-staff architect
3. Review all survey/amendment documents in 'Architect Approved' status
4. The ROE should first be consulted in determining whether an amendment is a true emergency, and if an Emergency Amendment and/or Co-op is selected in the H/L S Processing System, before proceeding further call the Illinois State Board of Education @ (217) 785-8779
5. Review 'Schedule of Violations' and 'Schedule of Work Items'
6. Enter district data
7. Review the 'Certificate of Need', and the 'Application for Approval'
8. Ensure that required hard copy executed, stamped attachments are noted in the H/L S Processing System and are provided to the ROE office ('Certificate of Need' and/or 'Application for Approval', building plans, etc.)
9. Approve/submit survey/amendment to ROE or edit and reject back to the architect – add comment as to the reason document is being rejected
10. Review Annual Inspection Reports created by the ROE

District Data

Add district related information into the consolidated district data entry screen below.

(1) Total available district funds, **(2)** whether a public hearing is required and **(3)** the related notice and **(4)** hearing dates, if appropriate should be entered and saved in the following data entry screen.
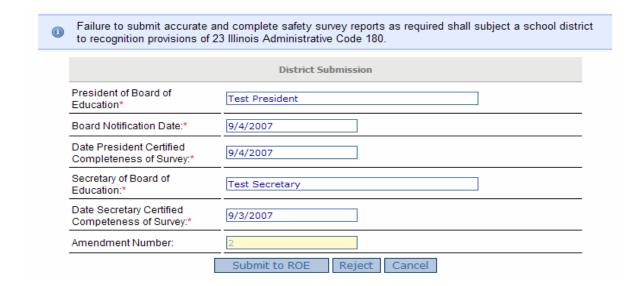

District Data Entry Screen

District Approval or Rejection of Surveys / Amendments

After reviewing the Architect's work, the district can submit the survey/amendment to the ROE. The District should ensure that complete and accurate 'Certificate of Need' and/or 'Application for Approval', building plans, etc. hard copy documents should be forwarded to the ROE office.

The 'Total Available Funds' field must be entered on the 'District Data' entry screen before the survey/amendment can be submitted. Also, at least one violation/work schedule item must be entered for amendments. The district can only approve surveys/amendments that have been architect approved. If the district modifies any of the violation/work items after the survey/amendment has been approved by the architect, then the district will be forced to reject the survey/amendment to allow the architect to re-submit.

When the district disapproves a survey/amendment, a rejection notification is sent to the Architect user that created and approved the survey/amendment. Any comments entered by the district in the 'Comments' textbox will appear in the comments section of the survey/amendment document jacket, and will also be sent in the notification.

Viewing Annual Inspection Reports

ROE administrators create Annual Inspection Reports. School districts can access listing of Annual Inspection Reports by clicking the 'Annual Inspection Reports' tab on the home screen. An Annual Inspection Report can be viewed by clicking the 'Open' link.

Annual Inspection Report Tab

An Annual Inspection Report can be printed by clicking the 'Print Report' link.

School District View of Annual Inspection Report

Printable ROE Annual Inspection Report

Regional Office of Education(ROE) Role

1. Gain IWAS access as a ROE Administrator for the Superintendent or designated representative, enter email address

2. Create and submit Annual Inspection Reports
3. Create and submit ROE Annual Report
4. Review all survey/amendment documents in 'District Submitted' status
5. Call the Illinois State Board of Education @ (217) 785-8779 if an Emergency Amendment and/or Co-op is selected before proceeding further
6. Review Schedule of Violations and Schedule of Work Items
7. Adjust schedule item cost estimate, if appropriate (any other revisions require survey/amendment to be rejected back to the architect)
8. Review the 'Certificate of Need', and the 'Application for Approval'
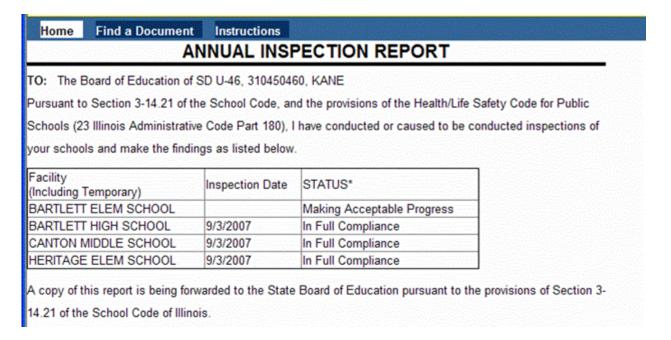9. Ensure that accurate hard copy executed, stamped attachments are noted in the H/L S Processing System and are provided to ISBE ('Certificate of Need' and/or 'Application for Approval', building plans, etc.)
10. Approve/submit survey/amendment to ISBE or edit and reject back to the architect – add comment as to the reason document is being rejected

Creating an ROE Annual Report Shell

Follow the following steps to create a new 'ROE Annual Report'

1. Click the 'ROE Annual Report' link in the 'Create Documents' section.

Creating an ROE Annual Report

2. Enter the necessary details and click the 'Submit' button to create the ROE Annual Report. Click 'Cancel' to go back to the home page.

Creating an ROE Annual Report.

ROE Annual Report Shell Data Entry

Once created an ROE Annual Report can be accessed by clicking the 'ROE Annual Reports' tab. The listing is visible to ROE and ISBE users only.

ROE Annual Reports Tab

The 'In-Progress' Annual Reports listing is hidden from ISBE users, because they are only concerned with Annual Reports that have been submitted by the ROE.

An ROE Annual Report can be viewed by clicking the 'Open' link. On the ROE Annual Report Screen, the ROE user can add items to the report by clicking the 'Add New Item' link. The user can view the submission screen by clicking the 'Approve or Reject Report' button. If the user created the report, then a 'Delete' button will be visible.

ROE Annual Report Screen

When adding or editing items in the report, ISBE's Ten Year Survey Date will be pulled from the Facility Inventory (if a date is entered or a Ten Year Survey has been submitted in the system) to allow the ROE user to compare and verify the date. The ROE User can delete items that they have created.

Add / Edit Annual Report Data	
1 District:*	HOMER CCSD 33C
2 Facility:*	HOMER JR HIGH SCHOOL
3 Building Permit Date:	
4 Completion Date:	
5 Certificate Type:	Select
6 Certificate Of Occupancy Issue Date:	
7 Annual HLS Inspection Date:	
8 Inspection Status:	Select
9 Ten Year HLS Inspection Date:	ISBE's Date On File NOT ON FILE
10 Amendment No.	
11 Approval Date (ISBE)	
12 HLS Work Status:	Select
13 SSDA Annual Review By 12/31?	Select

Save   Cancel   Delete

ROE Annual Report Data Entry

ROE Annual Report Data Items

Following are the fields for the annual report data entry screen:

1. **DISTRICT NAME.** Select from the drop down list the district name.

2. **FACILITY.** Select from the drop down list the facility.

3. **BUILDING PERMIT DATE.** Date format (MM/DD/YYYY). Enter the date of any building permits issued for that facility or when the building was acquired/bought or reopened.

4. **COMPLETION DATE.** Date format (MM/DD/YYYY). Enter the date of completion of the work for which the building permit was issued or when all violations were corrected after the building was acquired/bought/reopened.

5. **CERTIFICATE TYPE.** Select from the drop down list the type of Certificate of Occupancy issued.
    a. General
    b. Partial
    c. Temporary
    d. Vehicular

6. **CERTIFICATE OF OCCUPANCY ISSUE DATE**. Date format (MM/DD/YYYY). Enter the Certificate of Occupancy issue date.

7. **ANNUAL HLS INSPECTION DATE.** Date format (MM/DD/YYYY). Enter the date in which the Annual Inspection was conducted for facility.

10/23/2007

8. **INSPECTION STATUS.** Select from the drop down list the status of the inspection
   a. In Compliance
   b. Making Acceptable Progress
   c. Non-Compliance
   d. Continued Usage of Temporary Facility

9. **TEN YEAR HLS INSPECTION STATUS.** Date format (MM/DD/YYYY). Enter the date in which the Ten Year Survey was received by the Regional Superintendent for the facility. **If available, 'ISBE's Date on File' will be populated above this entry field.**

10. **AMENDMENT NUMBER.** Free text format. Enter the number assigned to any amendments received for that facility.

11. **ISBE APPROVAL DATE.** Date format (MM/DD/YYYY). Enter the Certificate of Approval date for the amendment received.

12. **H/LS WORK STATUS.** Select from the drop down list the status of H/LS work identified in ten year survey and/or amendment.
    a. Completed
    b. Started
    c. Not Started

13. **SCHOOL SAFETY DRILL ACT (SSDA) ANNUAL REVIEW BY 12/31?** Select from the drop down list 'Yes' or 'No'.

Submitting ROE Annual Reports

The ROE user can submit the ROE Annual Report by clicking the 'Approve or Reject' button. This takes them to a submission screen where they will be presented with a list of any facilities that currently are not included in the report.

				Approve Or Reject					
I approve this Annual Report:					◌				

Submit   Cancel

				Unreported Facilities					
				246 Unreported Facilities were found.					
FacilityId	Rcd	Type	FacilityName	Address	City	ZipCode	Category	PurposeCode	ConstructedYear
6601	560000000	00	WILL ROE	302 N CHICAGO ST	JOLIET	604324059	1		
6602	560000000	00	WILL ROE	302 N CHICAGO ST	JOLIET	604324059	A		
6603	560000000	00	WILL COUNTY SAFE SCHOOL	51 W JACKSON STREET	JOLIET	60432	A		
6604	560000000	00	PREMIER HIGH SCHOOL	51 W JACKSON ST	JOLIET	60432	A		
			PHOENIX	360 W BLAIR					

ROE User Submission for the ROE Annual Report

After the ROE submits the Annual Report, the status of the report becomes 'ROE Submitted' and ISBE can either approve or reject the report. If ISBE rejects the report, a notification is sent to the ROE user that submitted the report. If ISBE accepts the report's status becomes 'ISBE Approved'.
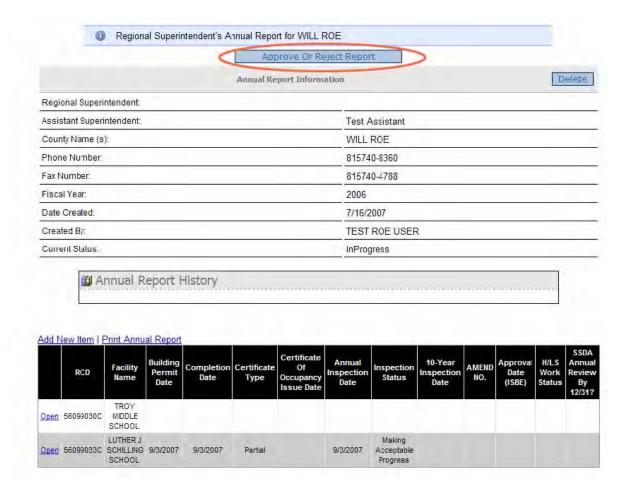
Approve Or Reject	
I approve this Annual Report:	○
I do not approve this Annual Report:	○
Submit Cancel	

ISBE User Submission for the ROE Annual Report

Creating an Annual Inspection Report

An Annual Inspection report can be created using existing data from an ROE Annual Report. Creating an Annual Inspection Report from an existing ROE Annual Report requires the following steps.
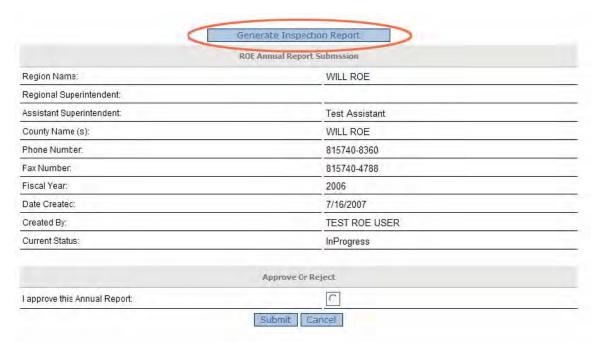
1. On the ROE Annual Report screen that follows, click the 'Approve or Reject' button. This will bring you to the submission screen.

Note: the ROE user can add items to the report by clicking the 'Add New Item' link. If the user created the report, then a 'Delete' button will be visible. The user can view a printable report by clicking the 'Print Report' link
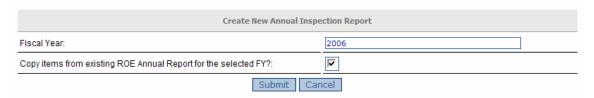
Creating an Annual Inspection Report

2. At the submission screen, click the 'Generate Inspection Report' button.

Creating an Annual Inspection Report From an Existing Annual Report

3. Enter the fiscal year. If the 'Copy Items…' checkbox is checked, then items from the ROE Annual Report will be imported into the Annual Inspection Report.

Creating an Annual Inspection Report

Annual Inspection Reports –Notes of Interest

The process of creating an Annual Inspection Report has been discussed above. A listing of Annual Inspection Reports can be accessed by clicking the 'Annual Inspection Reports' tab on the home screen.

Annual Inspection Report Tab

An Annual Inspection Report can be viewed by clicking the 'Open' link. On the Annual Inspection Report Screen, the ROE user can add items to the report by clicking the 'Add New Item' link. The user can view the submission screen by clicking the 'Approve or Reject Annual Inspection Report' button. If the user created the report, then a 'Delete' button will be visible. The user can view a printable report by clicking the 'Print Report' link.
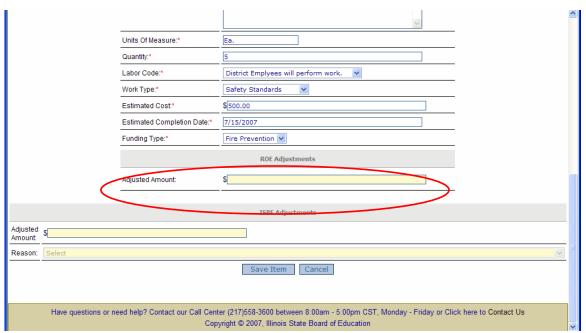

Annual Inspection Report

Adding / Editing Annual Inspection Report Items

ROE Adjustments to Schedule/Work Item Estimated Costs

ROE users can adjust items after the survey/amendment has been submitted by the district. This is the only field on the Violation/Work Schedule Item Screen that the ROE user can modify.

Violation/Work Item data entry screen – ROE Adjustment

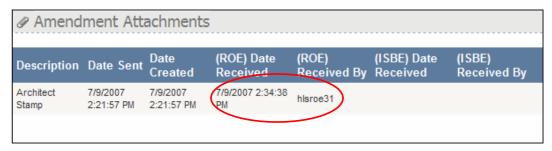## *ROE Approval or Rejection of Surveys / Amendments*

After the district submits a survey/amendment, the ROE can make adjustments to the cost estimates of the violation/work items. After reviewing the survey/amendment, the ROE can then submit the survey/amendment to ISBE. The ROE can also disapprove the survey/amendment. This moves the document back to the 'In-progress' state, and requires resubmission from the architect and district.

When the ROE disapproves a survey/amendment, a rejection notification is sent to the District and Architect users that previously submitted the survey/amendment. Any comments entered in the 'Comments' textbox will appear in the comments section of the survey/amendment document jacket, and will also be sent in the notification.

The Warning message below indicates that the survey/amendment attachments have not been confirmed as 'Received' by the ROE Administrator. The ROE should verify that hard copy attachments are received and correctly completed ('Certificate of Need' and/or 'Application for Approval', building plans, etc. hard copy documents), by clicking on 'Confirm Received'.

10/23/2007

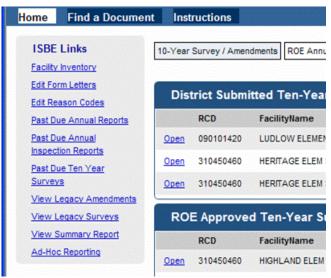**ISBE & ROE View of the Attachment Section – Receipt not Confirmed**

After ROE Receipt Confirmation of Amendment Attachments

Illinois State Board of Education(ISBE) Role

1. Gain IWAS access as an ISBE Administrator or as the ISBE Superintendent, enter email address
   - ISBE Administrator - can approve documents and modify Costs Estimates, add/edit facility information, add/edit reason codes, edit form letters,

create ad hoc reports, and view legacy amendments, surveys and summary of approved amounts

- ISBE (Superintendent) Acceptance – Superintendent final approval of documents, can "unlock" archived documents for changes in amendment number and prior cumulative approved amount changes only.

2. Create Facility Inventory
3. Review and submit or reject Annual Inspection Reports in 'ROE Submitted' status
4. Review and approve or reject ROE Annual Report in 'ROE Submitted' status
5. Review all survey/amendment documents in 'ROE Approved' status
6. Review 'Schedule of Violations' and 'Schedule of Work Items'
7. Adjust schedule item cost estimate, if appropriate (any other revisions require survey/amendment to be rejected back to the architect)
8. Review the 'Certificate of Need', and the 'Application for Approval'
9. Review 'Certificate of Approval for the Expenditure of Fire Prevention And Safety Funds'
10. Verify system amendment numbers and cumulative amounts against legacy reports
11. Review and confirm receipt of required hard copy executed, stamped attachments noted in the H/L S Processing System ('Certificate of Need' and/or 'Application for Approval', building plans, etc.)
12. Approve/archive survey/amendment or reject back to the architect – add comment as to the reason document is being rejected
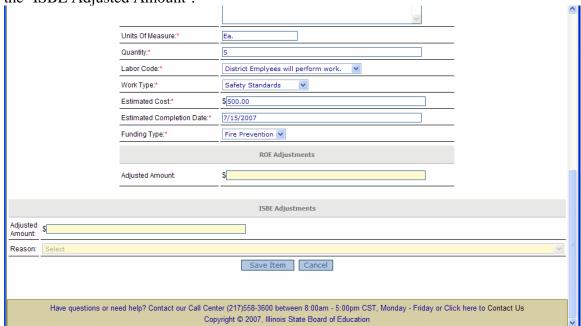13. 'Unlock' archived amendments to correct amendment number and prior cumulative approved amount

'ISBE Links' replace **'Create Documents'** on login view

ISBE View of Login to H/L S processing System

ISBE Adjustments to Schedule /Work Item Estimated Costs

ISBE users can make adjustments to the cost estimates of violation/work schedule items after the survey/amendment has been submitted by the ROE. ISBE users must adjust any items that have been adjusted by ROE users. A reason for the adjustment may be selected from a drop down list of selected reasons for the adjustment in the field below the 'ISBE Adjusted Amount'.

Schedule /Work Item data entry screen – ISBE Adjustment and Reason
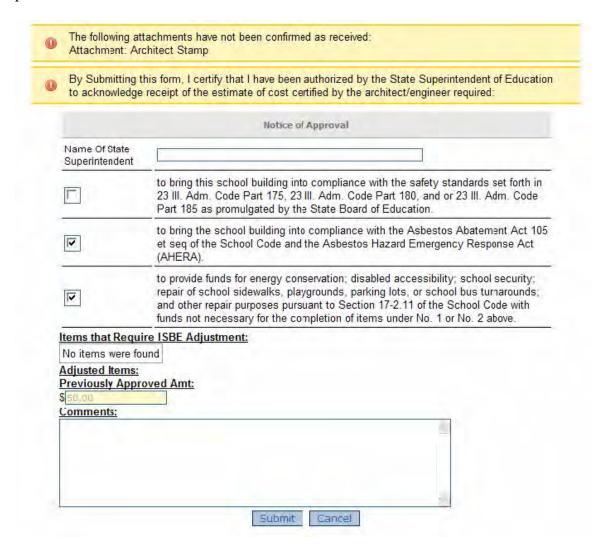
ISBE Document Submission

If the ISBE user attempts to submit a survey/amendment without adjusting items that have been adjusted by the ROE, they will be presented with a list of items under the 'Items that Require Adjustment' heading of the ISBE Submission screen. As stated above, if the ROE has adjusted a cost, then ISBE is required to make an adjustment as well.

The 'Previously Approved Amount' is the sum of the approved amounts for any survey/amendments for the selected facility that have been previously approved,

ISBE can also enter an amount in the 'Total Previously Approved' field of the facility inventory. This will be the start amount that the 'Previously Approved Amount' calculation will be based.

Any adjusted items (where the ISBE adjustment differs from the original estimated amount) will appear under the 'Adjusted Items' heading.

10/23/2007

Any comments entered on this screen will appear in the 'Certificate of Approval' printable document.

ISBE Rejection

ISBE can disapprove a survey/amendment. When the ISBE disapproves a survey/amendment, a notification is sent to the ROE, District and Architect users that previously submitted the survey/amendment. Any comments entered in the 'Comments' textbox will appear in the comments section of the survey/amendment document jacket, and will also be sent in the notification.

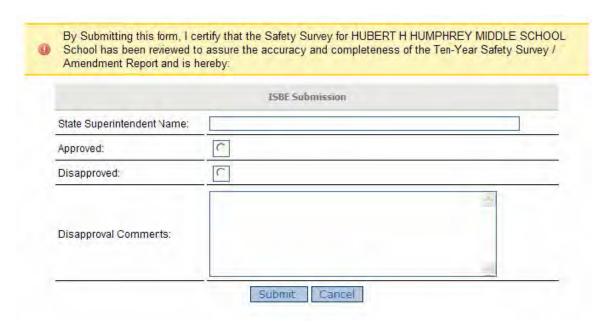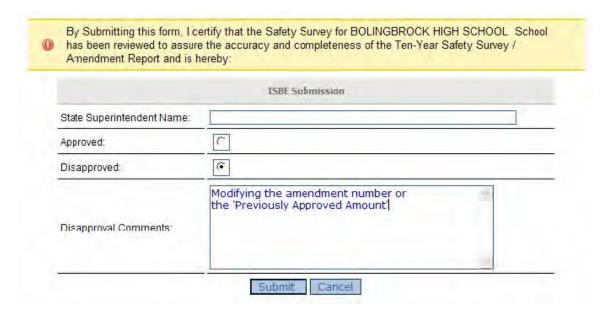| Notice of Disapproval	
Architect / Engineer:	Dan Gartner
Firm:	ADG/ARCHITECTURE & D
Facility Name:	HUBERT H HUMPHREY MID
County:	WILL
District Name:	VALLEY VIEW CUSD 365U
Comments:	

[Reject Survey / Amendment]   [Cancel]

ISBE Superintendent Approval

After the survey/amendment is submitted by ISBE staff, it must be approved by the ISBE Superintendent or his authorized representative ('ISBE Approver') in order to be archived. If the survey/amendment is rejected at this level, its status is changed to 'ROE Submitted' and is thus able to be modified and resubmitted by the ISBE staff. A notification is sent to the 'ISBE Submitter'. If approved at this final level, the status is changed to 'Accepted' and it is archived.

By Submitting this form, I certify that the Safety Survey for HUBERT H HUMPHREY MIDDLE SCHOOL School has been reviewed to assure the accuracy and completeness of the Ten-Year Safety Survey / Amendment Report and is hereby:

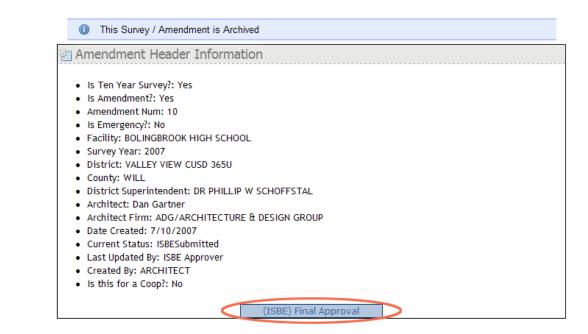| ISBE Submission	
State Superintendent Name:	
Approved:	○
Disapproved:	○
Disapproval Comments:	

[Submit]   [Cancel]

ISBE Approver – Rejecting Archived Surveys/Amendments

If the 'Previously Approved Amount' or the Amendment Number need to be updated after a survey / amendment has been approved and archived, then the ISBE Approver can reject the archived document. This changes the status to 'ISBE Submitted' and allows the ISBE Approver to modify these values, and then re-approve the document.

After rejecting the archived survey/amendment, the ISBE Approver can then go to the 'Survey/amendment Document Jacket.' Clicking the '(ISBE) Final Approval' button, presents the following:

The ISBE Approver can modify the 'Amendment Number' and the 'Previously Approved Amount' fields.

By Submitting this form, I certify that the Safety Survey for BOLINGBROOK HIGH SCHOOL School has been reviewed to assure the accuracy and completeness of the Ten-Year Safety Survey / Amendment Report and is hereby:

ISBE Submission	
State Superintendent Name:	
Approved:	○
Amendment Num:	10
Previously Approved Amt:	$1063000.94

Submit   Cancel

After submitting, the status of the document will be changed from 'ISBE Submitted' to 'Approved', and the changes will be saved. (The 'Approved' option button must be checked.)
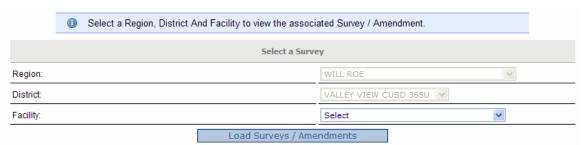
Finding a Survey/Amendment

Users can find a particular survey/amendment by clicking the 'Find a Document' link.

Welcome DISTRICT USER

Home   **Find a Document**   Instructions

Create Documents   10-Year Survey / Amendme

Find a Document Link

On the search screen, users can select a region, district and facility to view a list of surveys/amendments for the selected facility. District users and architects can only select facilities within their RCDT. ROE users can search districts within their region for the desired facility. ISBE users can search through regions and districts to find the desired facility.

ⓘ Select a Region, District And Facility to view the associated Survey / Amendment.

Select a Survey	
Region:	WILL ROE
District:	VALLEY VIEW CUSD 365U
Facility:	Select

Load Surveys / Amendments

Searching for Surveys/Amendments

Cooperatives

Call ISBE at (217) 785-8779 before proceeding with a Cooperative survey/amendment.

Architects and District users can create cooperative/joint agreement Surveys/Amendments at the Survey/Amendment creation screen by checking the 'Is this for a Co-op?' checkbox.

Creating a Coop

At the Survey/Amendment Jacket screen, the 'Coop Info' section will appear.

Coop Info

Here, district users can add members to this coop. The district of the user that created the survey/amendment is automatically added to the list as the 'Administrative District'. The district users can add other members to the coop by clicking the 'Add New Coop Participant' link.

The user must select a region and district, and then must enter the 'Cost Ratio' for the member of the coop.

Edit Coop Information	
Master District:	56099365U26
Region:*	BOND/EFFINGHAM/FAYETTE ROE
District:*	(03026203026) - VANDALIA CUSD 203
Cost Ratio (%):	50.0

[Save] [Cancel]

Edit Coop Members

If the Administrative Member of the Coop is to be included in the cost sharing, click the 'Open' link to edit its 'Cost Ratio'. A district can only be added to the coop once. The sum of the cost ratios must equal 100% before the survey/amendment can be submitted by the district.

For the Administrative Survey/Amendment, the district must enter '0.00' in the 'Total Available District Funds' field on the 'District Data' screen. Any available funds for the Administrative District must be entered on its generated member survey/amendment, if it has a Cost Ratio.

After the members have been added to the coop and the violation/work items have been added to the system, the survey/amendment will be submitted by the district. After submission, a new survey/amendment will be created for each member of the coop that will be contributing to the cost sharing. The cost amounts on these surveys/amendments will reflect the 'Cost Ratio' that was entered in the coop information.
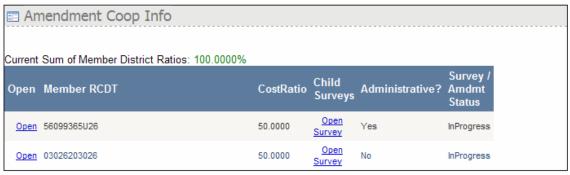
The only printable documents available for the Administrative Coop Survey/Amendment are the 'Work Item Schedule' and the 'Violation Item Schedule'.

🖨 Amendment Printable Documents

- Schedule of Violations
- Schedule of Work Items

Administrative Coop Printable Documents

After a coop is submitted, the 'Coop Info' section of the Administrative Survey/Amendment provides links to the generated surveys/amendments for the members of the coop as well as the current status of the member surveys/amendments.
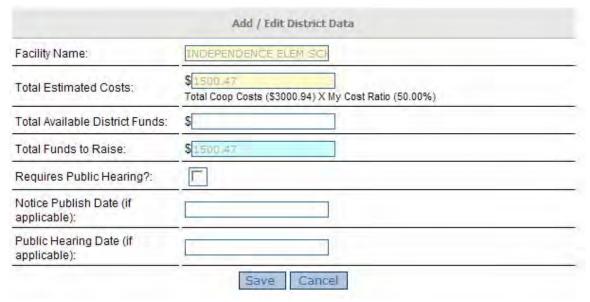
Administrative Survey/Amendment – Coop Info After Submission

Member Coop Surveys/Amendments do not have an 'Attachments' section. The only data entry that can be performed on a Member Coop Survey/Amendment is on the 'District Data' data entry screen. Each member of the coop is responsible for entering the amounts that they have available.

Member Coop Data Entry

Member Coop District Data Entry

Since member coop surveys/amendments pull their violation and work item schedules from the Administrative Member Survey/Amendment, they do not have to be 'Architect Approved.' Member Surveys/Amendments cannot be approved by the ROE until the Administrative Survey/Amendment has been submitted by the ROE. Likewise for ISBE Submission and ISBE Approval.

A listing of Member Coop Surveys/Amendments appears under the 'Member Coop Surveys/Amendments' tab on the home screen.

| 10-Year Survey / Amendments | ROE Annual Reports | Annual Inspection Reports | Member Co-op Survey / Amendments |

In-Progress Coop Surveys & Amendments

	RCD	FacilityName	Survey Year
Open	56099365U	INDEPENDENCE ELEM SCHOOL	2007
Open	56099365U	BOLINGBROOK HIGH SCHOOL	2004
Open	56099365U	BROOKS MIDDLE SCHOOL	2007
Open	56099365U	BOLINGBROOK HIGH SCHOOL	2007

Member Coop Listing