



ISETS Attendance on Customer Profile September 2024 v2

ADD ACTIVITY/SEF	RVICES		CASE NOT
Profile: S d	STEP 1: Add Services / Activities		
Email)noiset	Add Activities Add Support Services	Add Referral To Services	
Update Contact Info	STEP 2: Assign Activity/Service(s) to	a Goal	Search:
DOB 12/12/1971	Activity/Service	Note Status	🕴 Other Iten
Last 4 SSN 7999		No data available in table	
Individual Number 1	3 Showing 0 to 0 of 0 entries		Previous
F&T Provider Benton Town	shin		
Program Enrollment N/A	STEP 3: Manage Activity/Service(s) i	IN GOAL	3)
See All	SERVICES/ACTIVITIES FOR: PARTICIPA	<u>ITE IN LANNFARE PROGRAM (</u>	
Reset Password	Activity/Service	Note Status	Search: • Other Items
	CW - Community Workfare 💉 4	Started/C	Open
Overview Intake/Referral Status (Default) Service Pr Career Plan / Add Activities/Ser EDIT CUSTOMER SE	IEP/Case Management Customer Forms S or 5 Attendance Earned Credentials rvices / Edit Customer Service ERVICE	ummary Tools	
Overview Intake/Referral Status (Default) Service Pr Career Plan / Add Activities/Ser EDIT CUSTOMER SE Profile: S d Email Support of a set of @noisetse	IEP/Case Management Customer Forms S IEP/Case Management Customer Forms S IER/CE Earned Credentials I IER/ICE I I	ummary Tools # of planned Status: Starte % Require % Require	weekly hours: 10.00 ed/Open d Attendance
Overview Intake/Referral Status (Default) Service Profile Career Plan / Add Activities/Service EDIT CUSTOMER SERvice Profile: S d Email Secondant of the Optimized Service Data 12/12/1071 Data 12/12/1071	IEP/Case Management Customer Forms S To Attendance Earned Credentials Trylces / Edit Customer Service ERVICE CW - Community Workfare Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023	ummary Tools # of planned Status: Starte % Require	I weekly hours: 10.00 ed/Open d Attendance 80
Overview Intake/Referral Status (Default) Service Pr Career Plan / Add Activities/Sec EDIT CUSTOMER SE Profile: S I Email Support Contact Info DOB 12/12/1971 Last 4 SSN 7999	IEP/Case Management Customer Forms S Co Attendance Earned Credentials rvices / Edit Customer Service ERVICE CW - Community Workfare Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023 Week Ø	ummary Tools # of planned Status: Starte % Require Total hours/week	I weekly hours: 10.00 ed/Open d Attendance 80 Verified
Overview Intake/Referral Status (Default) Service Profiles Career Plan / Add Activities/Service Add Activities/Service EDIT CUSTOMER SE Image: Service Profile Profile: S d Email Summer Service Summer Service Image: Service DoB 12/12/1971 Last 4 SSN 7999 Individual Number 1 Image: Service	IEP/Case Management Customer Forms S IEP/Case Management Customer Forms S IER/Case Management Earned Credentials I IER/Case Management Earned Cr	ummary Tools # of planned Status: Starte % Require Total hours/week	I weekly hours: 10.00 ed/Open d Attendance 80 Verified Not Verified
Overview Intake/Referral Status (Default) Service Profile Career Plan Add Activities/Sec EDIT CUSTOMER SE Profile: S d Email Second control of a contro of a control of a control of a con	IEP/Case Management Customer Forms S Co Attendance Earned Credentials Invices / Edit Customer Service Earned Credentials CW - Community Workfare Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023 Week 7/31/2022-8/6/2022 8/7/2022-8/13/2022	ummary Tools # of planned Status: Starte % Require Total hours/week 0 0	I weekly hours: 10.00 d/Open d Attendance 80 Verified Not Verified
Overview Intake/Referral Status (Default) Service Profile Career Plan / Add Activities/Sec EDIT CUSTOMER SE Profile: S d Email Summarian survey (@noisetset) Update Contact Info DOB 12/12/1971 Last 4 SSN 7999 Individual Number 1 Recert Date 1/4/2023 E&T Provider Benton Township	IEP/Case Management Customer Forms S 1 Attendance Earned Credentials Image: Comparison of the state of	ummary Tools # of planned Status: Starte % Require Total hours/week 0 0 0 0 0 0	I weekly hours: 10.00 ed/Open d Attendance 80 Verified Not Verified Not Verified
Overview Intake/Referral Status (Default) Service Profile Career Plan / Add Activities/Sea EDIT CUSTOMER SEa EDIT CUSTOMER SEa Imail Status on one one of Qenoisetse Update Contact Info DOB 12/12/1971 Last 4 SSN 7999 Individual Number 1 Recert Date 1/4/2023 E&T Provider Benton Townsh Program Enrollment N/A	IEP/Case Management Customer Forms S Co Attendance Earned Credentials rvices / Edit Customer Service ERVICE Week Vices Vices Vices Vices CW - Community Workfare Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023 Week Vices 8/17/2022-8/13/2022 8/14/2022-8/20/2022	ummary Tools # of planned Status: Starte % Require Total hours/week 0 0 0	I weekly hours: 10.00 d/Open d Attendance 80 Verified Not Verified Not Verified
Overview Intake/Referral Status (Default) Service Profile Career Plan / Add Activities/Sec EDIT CUSTOMER SE Profile: d Email Second Secon	IEP/Case Management Customer Forms S Attendance Earned Credentials rvices / Edit Customer Service ERVICE Planned Start Date: 8/1/2022 mail.com Veek 8/7/2022-8/13/2022 8/7/2022-8/13/2022 9 8/14/2022-8/20/2022 6 8/21/2022-8/27/2022	ummary Tools # of planned Status: Starte % Require Total hours/week 0 0 0 0 18	I weekly hours: 10.00 ed/Open d Attendance 80 Verified O Not Verified Not Verified Not Verified Not Verified
Overview Intake/Referral Status (Default) Service Profile Career Plan / Add Activities/Sec EDIT CUSTOMER SE Profile: S d Email Successory Successory @noisetse Update Contact Info DOB 12/12/1971 Last 4 SSN 7999 Individual Number 1 Recert Date 1/4/2023 E&T Provider Benton Townsh Program Enrollment N/A See All Reset Password	IEP/Case Management Customer Forms S a Attendance Earned Credentials Image: CW - Community Workfare B CW - Community Workfare Planned Start Date: 8/1/2022 Image: CW - Community Workfare Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023 Image: CW - Community Workfare Image: CW - Community Workfare B 8/7/2022-8/6/2022 Image: CW - COMMUNITY Workfare Image: CW - COMMUNITY Workfare B 9/14/2022-8/20/2022 Image: CW - CM -	ummary Tools # of planned Status: Starte % Require % Require 0 Total hours/week 0 0 18 8	I weekly hours: 10.00 ed/Open d Attendance 80 Verified Not Verified Not Verified Not Verified Not Verified Not Verified

% Required Attendance

80

Attendance on Customer IEP

Find the customer in the customer list for the agency. Click the last name to access the customer profile in ISETS

- 1. Click on IEP/Case Management tab
- 2. Click on 3. Add Activities/Services
- 3. Open purple box
- 4. Click on pencil for CW or TJU

- 5. Click on Attendance tab
- Click on week to which attendance is to be added.

Featuring the hours remaining for CW and TJ at the top of the attendance tab so that agencies stay within budgeted hours.



- 7. Enter time.
 - a. If lunch is paid, do not enter lunch start or end
 - Check the box that paid lunch is included.
 - b. If lunch is not paid, enter lunch start and end.
- 8. Save. Best practice is to Save before verifying.

Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Paid Lunch	Make-up Session	Updated
Sunday 06/30/2024								N/A
Monday 07/01/202	2:00pm			8:00pm				N/A
Tuesday 07/02/2024	11:00an	a 2:00pm	2:30pm	2 7:30pm				N/A
Wednesday 07/03/2024		0		0				N/A
Thursday 07/04/2024								N/A
Friday 07/05/2024								N/A
Saturday 07/06/2024								N/A
Required Week	ly Hours		Actual Weekl	Hours 0		Attendance	%	

9. Verify attendance.

- a. On the payroll entry, click Submit and Verify.
- b. On the Attendance tab, spot check that the hours are entered correctly, then check the box to verify the attendance.
- c. If a mistake was made on verified attendance, submit a help request to have it unverified.
- 10. Click Add Activities/Services to complete the other activity. Repeat steps 3-9.

Overview Intake/Referral	IEP/Case Management Customer Fo	orms Summary Tools		
Status (Default) Service Prov	rider Attendance Earned Credenti	als		
Career F 10 Add Activities/Servio	ces / Edit Customer Service			
EDIT CUSTOMER SEF	RVICE			
Profile: S d	CW - Community Workfare			
Email	Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023	# of plar Status: S	ined weekly hours: 10.00 tarted/Open	
Succession of the second secon	ail.com	% Req	uired Attendance 80	
DOB 12/12/1971				
Last 4 SSN 7999	Week	• Total hours/week	Verified	\$
Individual Number 1	7/31/2022-8/6/2022	0	□ Not Verified	
Recert Date 1/4/2023	8/7/2022-8/13/2022	0	□ Not Verified	
E&T Provider Benton Township	8/14/2022-8/20/2022	0	□ Not Verified	
Program Enrollment N/A	8/21/2022-8/27/2022	18	9 🗆 Not Verified	
Reset Password	8/28/2022-9/3/2022	8	□ Not Verified	

Attendance must be verified for the 2606/2610 report to show the attendance in Section III – Daily Sign In/Out

EDIT WEEKLY ATTENDANCE (WEEK OF 6/30/2024-7/6/2024)