

## 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

**IEP CASE MANAGEMENT ADD ACTIVITY/SERVICES - ISETS**

Overview Intake/Referral **1 IEP/Case Management** Customer Forms Summary Tools

Overview 1. Review Assessment 2. Set Goal **3. Add Activities/Services** Update Log

ADD ACTIVITY/SERVICES CASE NOTES (4) ▲

Profile: S [redacted] d

**Email** [redacted]@noisetsemail.com  
Update Contact Info

DOB 12/12/1971

Last 4 SSN 7999

Individual Number 1 [redacted] 3

Recert Date 1/4/2023

E&T Provider Benton Township

Program Enrollment N/A

See All

Reset Password

STEP 1: Add Services / Activities  
Add Activities Add Support Services Add Referral To Services

STEP 2: Assign Activity/Service(s) to a Goal  
Search: [input]

Activity/Service	Note	Status	Other Items
No data available in table			

Showing 0 to 0 of 0 entries Previous Next

STEP 3: Manage Activity/Service(s) in Goal

**3 SERVICES/ACTIVITIES FOR: PARTICIPATE IN EARNFARE PROGRAM (3)**

Search: [input]

Activity/Service	Note	Status	Other Items
<b>4</b> CW - Community Workfare [pencil icon]		Started/Open	Start Date: 8/1/2022

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

Overview Intake/Referral **IEP/Case Management** Customer Forms Summary Tools

Status (Default) Service Pro **5 Attendance** Earned Credentials

Career Plan / Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

Profile: S [redacted] d

**Email** [redacted]@noisetsemail.com  
Update Contact Info

DOB 12/12/1971

Last 4 SSN 7999

Individual Number 1 [redacted] 3

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**6** CW - Community Workfare

Planned Start Date: 8/1/2022  
Planned Due Date: 1/31/2023

# of planned weekly hours: 10.00  
Status: Started/Open  
% Required Attendance 80

Week	Total hours/week	Verified
7/31/2022-8/6/2022	0	<input type="checkbox"/> Not Verified
8/7/2022-8/13/2022	0	<input type="checkbox"/> Not Verified
8/14/2022-8/20/2022	0	<input type="checkbox"/> Not Verified
<b>9</b> 8/21/2022-8/27/2022	18	<input type="checkbox"/> Not Verified
8/28/2022-9/3/2022	8	<input type="checkbox"/> Not Verified

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

**CW - Community Workfare**

**Earnfare Work Hours - Current Month: September 2024**  
Current Community Workfare Hours: 0 / 20

0%

**Current Transitional Job Hours: 0 / 35**

0%

Planned Start Date: 5/20/2024  
Planned Completion Date: 6/30/2024

# of planned weekly hours: 5.00  
Status: Started/Open  
% Required Attendance 80

7. **Enter time.**
  - a. If lunch is paid, do not enter lunch start or end
    - i. 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.

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

Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Paid Lunch	Make-up Session	Updated
Sunday 06/30/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Monday 07/01/2024	<input checked="" type="checkbox"/> 2:00pm	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 8:00pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	N/A
Tuesday 07/02/2024	<input checked="" type="checkbox"/> 11:00am	<input checked="" type="checkbox"/> 2:00pm	<input checked="" type="checkbox"/> 2:30pm	<input checked="" type="checkbox"/> 7:30pm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Wednesday 07/03/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Thursday 07/04/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Friday 07/05/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Saturday 07/06/2024	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A

Required Weekly Hours  Actual Weekly Hours  Attendance %

**8** Save **9** Submit and Verify 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 Forms Summary Tools

Status (Default) Service Provider **Attendance** Earned Credentials

Career # **10** Add Activities/Services / Edit Customer Service

EDIT CUSTOMER SERVICE

<p>Profile: S [redacted]</p> <p><b>Email</b> Steven.McCormick@noisetsemail.com <a href="#">Update Contact Info</a></p> <p><b>DOB</b> 12/12/1971</p> <p><b>Last 4 SSN</b> 7999</p> <p><b>Individual Number</b> 1 [redacted] 3</p> <p><b>Recert Date</b> 1/4/2023</p> <p><b>E&amp;T Provider</b> Benton Township</p> <p><b>Program Enrollment</b> N/A</p> <p><a href="#">See All</a></p> <p><a href="#">Reset Password</a></p>	<p><b>CW - Community Workfare</b></p> <p>Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023</p> <p># of planned weekly hours: 10.00 Status: Started/Open % Required Attendance <input type="text" value="80"/></p> <table border="1"> <thead> <tr> <th>Week</th> <th>Total hours/week</th> <th>Verified</th> </tr> </thead> <tbody> <tr> <td>7/31/2022-8/6/2022</td> <td>0</td> <td><input type="checkbox"/> Not Verified</td> </tr> <tr> <td>8/7/2022-8/13/2022</td> <td>0</td> <td><input type="checkbox"/> Not Verified</td> </tr> <tr> <td>8/14/2022-8/20/2022</td> <td>0</td> <td><input type="checkbox"/> Not Verified</td> </tr> <tr> <td>8/21/2022-8/27/2022</td> <td>18</td> <td><b>9</b> <input type="checkbox"/> Not Verified</td> </tr> <tr> <td>8/28/2022-9/3/2022</td> <td>8</td> <td><input type="checkbox"/> Not Verified</td> </tr> </tbody> </table>	Week	Total hours/week	Verified	7/31/2022-8/6/2022	0	<input type="checkbox"/> Not Verified	8/7/2022-8/13/2022	0	<input type="checkbox"/> Not Verified	8/14/2022-8/20/2022	0	<input type="checkbox"/> Not Verified	8/21/2022-8/27/2022	18	<b>9</b> <input type="checkbox"/> Not Verified	8/28/2022-9/3/2022	8	<input type="checkbox"/> Not Verified
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**Attendance must be verified for the 2606/2610 report to show the attendance in Section III – Daily Sign In/Out**