

Attendance on



#### **ISETS Attendance on Customer Profile** December 2024 v3

Atte	ndance on	LIEP CASE MANAGE	EMENT ADD ACTIVITY/SER	VICES - ISETS	
Cust	omer Profile	Overview Intake/Referra	se Management Customer Forms Summar	/ Tools	
custon Click th	e customer in the ner list for the agency. ne last name to access the ner profile in ISETS	Overview 1. Review Assessment ADD ACTIVITY/SERVICES	2. Set Goal 23. Add Activities/Services Up	late Log	CASE NOTES (4) 🔺
1. 2. 3. 4.	Click on EP/Case Management tab Click on 3. Add Activities/Services Open purple box Click on pencil for CW or TJU or other activities	Profile: S d Email Update Contact Info DOB 12/12/1971 Last 4 SSN 7999 Individual Number 1 3 Recert Date 1/4/2023 E&T Provider Benton Township	STEP 2: Assign Activity/Service(s) to a Goa Activity/Service No of Showing 0 to 0 of 0 entries	• Note Status lata available in table	Search:
	that requires attendance to be tracked.	Program Enrollment N/A See All Reset Password	STEP 3: Manage Activity/Service(s) in Goal SERVICES/ACTIVITIES FOR: PARTICIPATE IN E Activity/Service CW - Community Workfare 24		Search: Other Items
				Start Date:	
			Management Customer Forms Summary     ttendance Earned Credentials	0.16.12022	
		Status (Default) Service Pro 5 Career Plan / Add Activities/Services / Edit EDIT CUSTOMER SERVICE Profile: S Email Succession of the moisetsemail.com Update Contact Info DoB 12/12/1971	Management Customer Forms Summan ttendance Earned Credentials Customer Service V - Community Workfare Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023	/ Tools / Tools # of planned wee Status: Started/C % Required At	pen tendance 80
		Status (Default) Service Pro 5 Career Plan / Add Activities/Services / Edit EDIT CUSTOMER SERVICE Profile: S Email Supremenses and I@noisetsemail.com Update Contact Info DOB 12/12/1971 Last 4 SSN 7999	Management Customer Forms Summan ttendance Earned Credentials Customer Service V - Community Workfare Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023	/ Tools / Tools # of planned we Status: Started/C	ipen
5.	Click on Attendance tab	Status (Default) Service Pro 5 Career Plan / Add Activities/Services / Edit EDIT CUSTOMER SERVICE Profile: S Email Succession of the moisetsemail.com Update Contact Info DoB 12/12/1971	Management Customer Forms Summary     ttendance Earned Credentials Customer Service      V - Community Workfare Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023      Week	# of planned wee Status: Started/O % Required At	pen tendance 80 Verified \$
5. 6.	Click on Attendance tab Click on week to which attendance is to be	Status (Default) Service Pro 5 Career Plan / Add Activities/Services / Edit EDIT CUSTOMER SERVICE Profile: S Email Successional and Planta and	Management Customer Forms Summan ttendance Earned Credentials Customer Service V - Community Workfare Planned Start Date: 8/1/2022 Planned Due Date: 1/31/2023 Week • T 7/31/2022-8/6/2022 8/7/2022-8/13/2022	y Tools # of planned wee Status: Started/C % Required At total hours/week 0 0	pen tendance 80 Verified ¢ Not Verified Not Verified





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

#### ISETS Attendance on Customer Profile December 2024 v3

Earnfare Work Hours - Current Month: Septer Current Community Workfare Hours: 0 / 20	nber 2024	
0%		
Current Transitional Job Hours: 0 / 35		
0%		
	# of planned weekly hours: 5.00	
lanned Start Date: 5/20/2024		
Planned Start Date: 5/20/2024 Planned Completion Date: 6/30/2024	Status: Started/Open	

## 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.

07/01/20.       0       200pm       0       0       0       0       N/A         Tuesday 07/02/2024       0       11:00am       0       230pm       0       730pm       0       0       N/A         Wednesday 07/02/2024       0       0       0       0       0       0       N/A         Thursday 07/04/2024       0       0       0       0       0       0       N/A         Friday 07/04/2024       0       0       0       0       0       0       N/A         Saturday       0       0       0       0       0       0       N/A	Day	Check In	Lunch Start	Lunch End	Check Out	Absent	Paid Lunch	Make-up Session	Updated
07/01/201       0			0						N/A
07/02/24/24/24/24/24/24/24/24/24/24/24/24/24		2:00pm			☑ 8:00pm				N/A
07/03/2024     0     0     0     0     0     0     0     0       Thursday 07/04/2024     0     0     0     0     0     0     N/A       Friday 07/05/2024     0     0     0     0     0     0     N/A       Saturday     0     0     0     0     0     0     N/A		11:00am	2:00pm	2:30pm	7:30pm				N/A
07/04/2024         0         0         0         0         0         0         N/A           Friday         0         0         0         0         0         N/A           Saturday         0         0         0         0         0         N/A		0	0	0	0				N/A
07/05/2024 0 0 0 0 N/A									N/A
		0	0		0				N/A
									N/A
Required Weekly Hours         0         Attendance %           8         0         <		ly Hours		Actual Weekly	Hours		Attendance	%	

## 9. Verify attendance.

- 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.

Intake/Referral Overview IEP/Case Manage Customer Forms Summary Tools Attendance F10 Add Activities/Services / Edit Customer Service EDIT CUSTOMER SERVICE CW - Community Workfare Profile: S Planned Start Date: 8/1/2022 # of planned weekly hours: 10.00 Email Planned Due Date: 1/31/2023 Status: Started/Oper % Required Attendance Update Contact Info 80 DOB 12/12/1971 Week Total hours/week Verified Last 4 SSN 7999 0 Not Verified 7/31/2022-8/6/2022 Individual Number 1 3 Not Verified 0 8/7/2022-8/13/2022 Recert Date 1/4/2023 E&T Provider Benton Township Not Verified 0 8/14/2022-8/20/2022 Program Enrollment N/A 18 □ Not Verified 8/21/2022-8/27/2022 See All Not Verified 8 8/28/2022-9/3/2022

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



# Use the Group Attendance tool

This is an excellent tool to use for workshops and activities for which partners need to enter attendance for multiple participants.

- 1. From the Customer list or from the customer profile Overview tab, partners can access the Group Attendance Tool.
- 2. Select a Program ISETS
- 3. Select a Provider partner agency/grantee
- Select an Activity participants are currently active in a service or activity. Do not enter anything if you want to see a list of all participants who had an activity for a specific day.
- 5. Select a Day today's date or a past date.
- 6. Click the button to Enter Hours for Selected Date.
- 7. Enter the time for the participants that display in the list. Partners can also edit times for participants that already have time entered.
- 8. Save.

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ISETS								
Customers								
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termediary/Provider	Select				~			
clude FCRCs								
ase Number								
dividual Number								
rN Number								
elect Program nrollments(s)								
Advanced Search								
Search Export Res	et Filters 50	÷	Notification	ns 18 Billing	Packet/Staffing To	iroup Attendanc	re Tool Searc	ch IES Customer
	entrie	s per page					Recert.	
Last + First +				Assessment	Enrollment     Date	E&T Status / SNAP Status	Month / Mid Date	County /
Name Name	Provider	IDHS	Year	Date	Course -	antitie attactus		
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	g Asian Human	DuBage				Activo	N/A	N/A
	g Asian Human	DuBage		01/26/2023	01/03/2024	Active O Needs	N/A	N/A
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EDIT WEEKLY ATTENDANCE		
Select a Program *	Select	~
Select a Provider *	Select	~
Select an Activity	Select	~
Select a Day * Today's Date	<b>m</b>	
	Enter Hours for Selected Date Reset Filters	
Customer Name Activity	Status Check In Lunch Start Lunch End C	Check Out Absent Make-up Session History
Save		
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