



# ISETS

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Illinois SNAP Employment & Training System

## ISETS Data Integrity Checklist for Providers

Use this checklist to review your caseload and ensure participant records are complete, timely, and accurately reflect program engagement. This should be reviewed **monthly** or **quarterly** in alignment with your organization's workflow.

# ISETS Data Integrity Checklist for Providers



## Participant Status Updates

- ☐ Participants who should have been exited
  - ☐ Participant has completed all activities, shows no engagement, but is still marked as “Active.”
  - ☐ ✓ Action: Enter current case notes/attendance or exit with date and reason.
- ☐ “Active” participants with no recent activity
  - ☐ No attendance and/or case notes in over 2 weeks.
  - ☐ ✓ Action: Add current engagement documentation or exit.
- ☐ Participants inactive for over 30 days (flagged on dashboard)
  - ☐ ✓ Action: Move to “Active” if re-engaged or exit appropriately.
- ☐ Referred but never enrolled
  - ☐ Approved referral exists but no enrollment history.
  - ☐ ✓ Action: Notify IDHS if past referral window; IDHS to close after defined timeframe (e.g., 10 business days).

## Ongoing Case Management

- ☐ Attendance records are updated weekly
- ☐ All participants in active components have logged attendance if required.
- ☐ Supportive service entries are complete and timely
- ☐ Amount, date, and service type documented.
- ☐ Case notes are current and reflect meaningful engagement
- ☐ Last note should be within past 2 weeks for “Active” participants.

## Exit Documentation

- ☐ Exit date and reason are recorded for all exited participants
- ☐ Post-exit employment (within 60 days) is entered, if applicable
- ☐ Credentials, skills gained, and outcomes are documented
- ☐ At least one success story submitted per quarter (if applicable)

## Reporting & Billing Monthly and Quarterly

- ☐ Staffing & Billing reports are submitted on time
- ☐ All required fields are complete—no system-rejected reports
- ☐ Eligibility verified before submitting reimbursement

## Data Review & Quality Assurance

- ☐ Review dashboard flags weekly
- ☐ Inactive, overdue exits, referral gaps
- ☐ Participate in data integrity reviews
- ☐ Respond to Provider Manager audits or escalation reports.
- ☐ Correct any recurring data errors identified by TA or audits
- ☐ Engage in TA calls or micro-trainings to stay current on data standards