



ISETS

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