

SEMP Survey

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Accessing the SEMP Surveys

This guide will help you access the SEMP surveys from your ISS Portal homepage.

To start, you'll need to go to the [ISS Portal and Login](#).

Once logged in, find the **SEMP Survey Widget** and click on "**Go to SEMP Survey**"


Welcome 



SEMP Surveys are back online!

To access them, just use the widget on your Portal dashboard!

<p>Expenses</p> <p>Upload your latest expenses and receipts for review and approval.</p> <p>Submit Now »</p>	<p>SEMP Survey</p> <p>Navigate to the SEMP Survey.</p> <p>Go to SEMP Survey</p>	<p>My Learning</p> <p>You have 2 courses available.</p> <p>View Your Courses »</p>
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You will have the SEMP Survey widget on your homepage if you are actively assigned as a SEMP Reporter. If you do not see it, please reach out to the Self-Direction Coordinator (SDC) assigned to your case for further assistance.

A new window will open with the SEMP Survey homepage. From here, you can access the surveys.



Welcome to the SEMP Survey, [redacted]



Choose a Participant



[redacted]
your role: SEMP Reporter

ISS



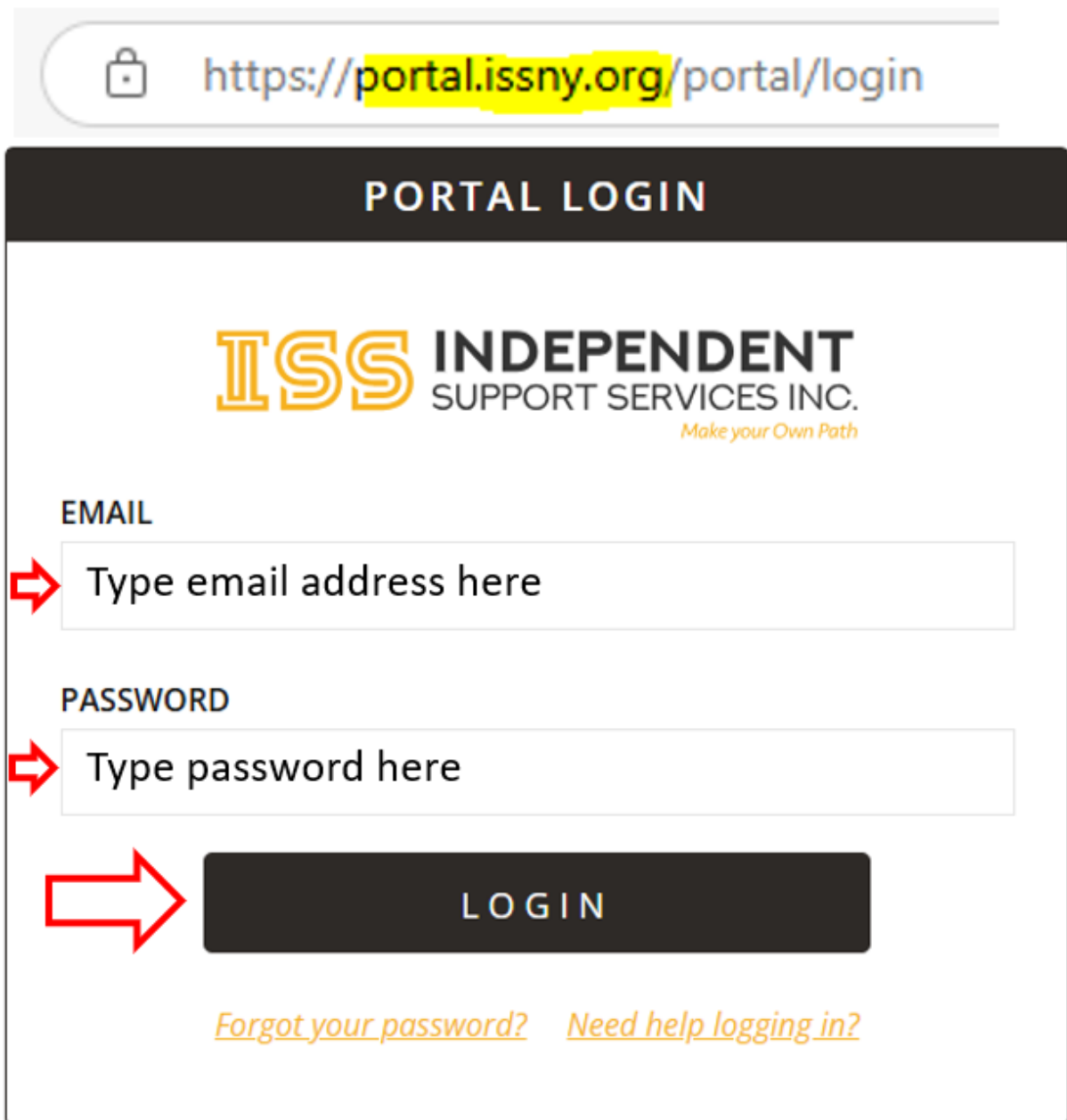
Updated 04/18/25.

SEMP Survey User Guide

This guide reflects the SEMP Survey Updates from January/February 2025.

Walk-Through

Log into the ISS Portal.



The screenshot shows a web browser address bar with the URL <https://portal.issny.org/portal/login>. Below the browser is a black header with the text "PORTAL LOGIN". The main content area features the ISS logo (stylized "ISS" in orange) and the text "INDEPENDENT SUPPORT SERVICES INC." with the tagline "Make your Own Path" in orange. There are three input fields: "EMAIL" with the placeholder "Type email address here", "PASSWORD" with the placeholder "Type password here", and a black "LOGIN" button. Red arrows point to each of these three elements. At the bottom, there are two links: "[Forgot your password?](#)" and "[Need help logging in?](#)".


Click on "Go to SEMP Survey."

SEMP Survey


Navigate to the SEMP Survey.

[Go to SEMP Survey](#)

Click on the participant who you are completing SEMP surveys for.

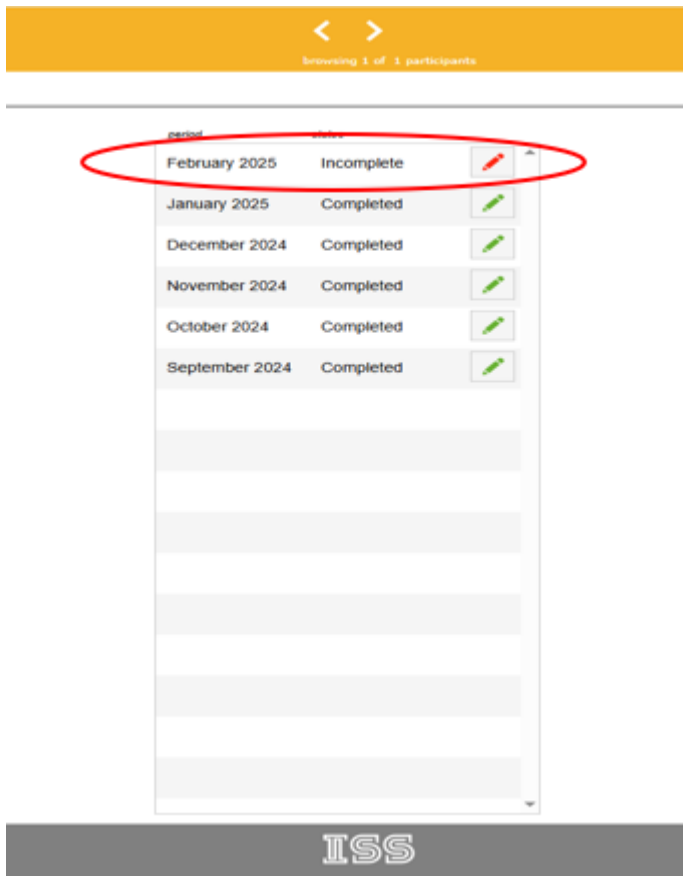
 Welcome, Johnny Appleseed

Choose a Participant

 **Mary Maryson**
your role: SEMP Reporter

This brings up a list of completed (green) and uncompleted SEMP surveys (red). As of February 25, 2025, old surveys that have already been completed have also been confirmed and they can be viewed but not edited. You can only work on incomplete surveys. If information is not accurate on older surveys, please move forward entering correct information and disregard previous surveys.

Click on the first survey showing "Incomplete."

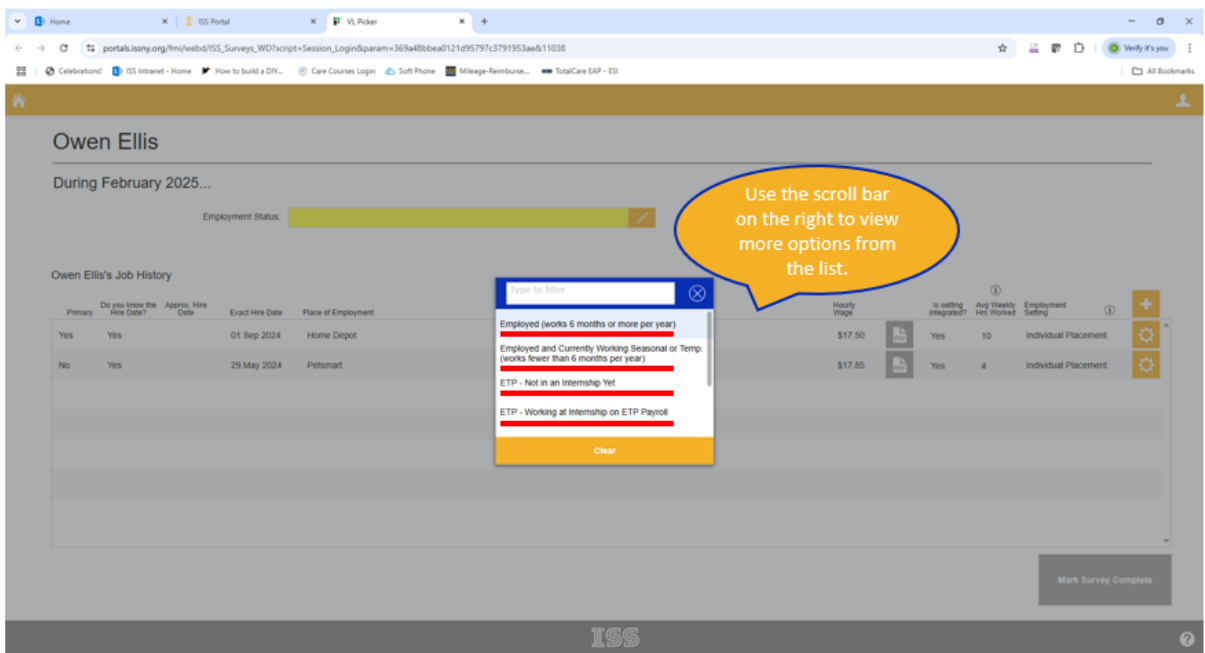
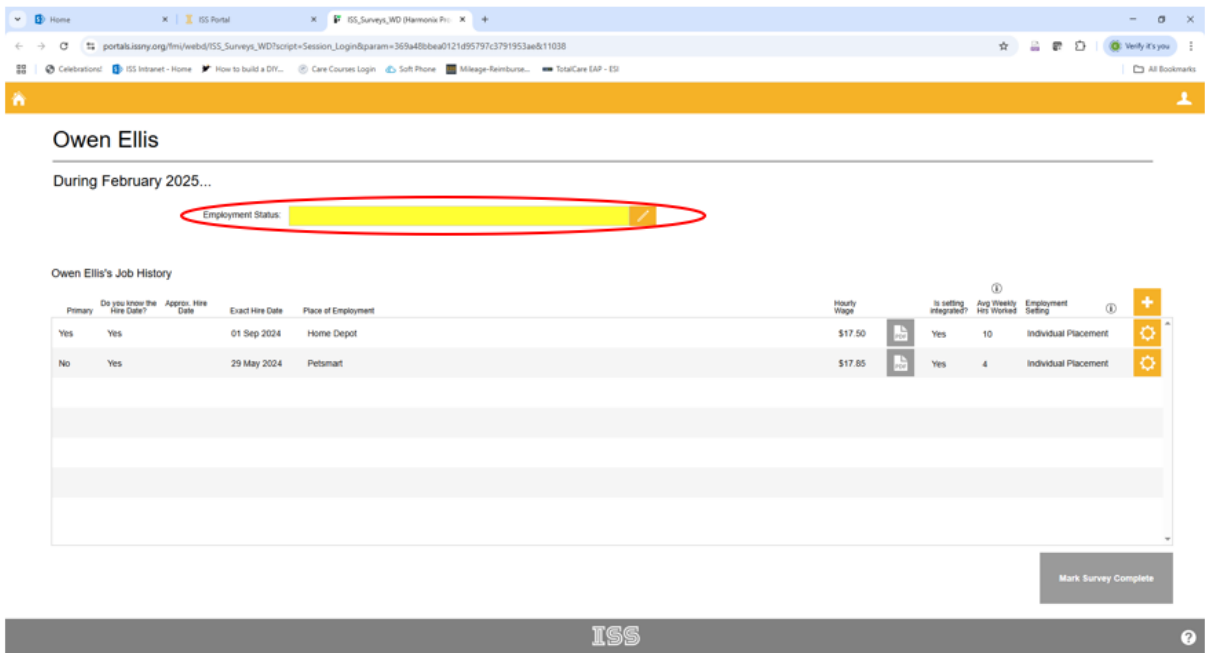


Certain colors mean certain statuses. The goal is for everything to be turned to green in order for you to mark the survey complete.

- **Yellow** means a field is required to be completed.
- **Orange** means there are actions the SEMP reporter has to take and information is incomplete.
- **Green** means everything is good to go, completed and confirmed and there is nothing left to do.

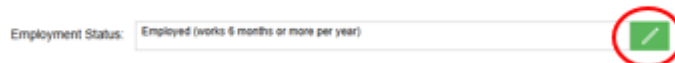
The first required field is "Employment Status" – Select the appropriate employment status.

If someone has SH SEMP in their budget, but is currently not using it – please select "Not Serving Temporarily"

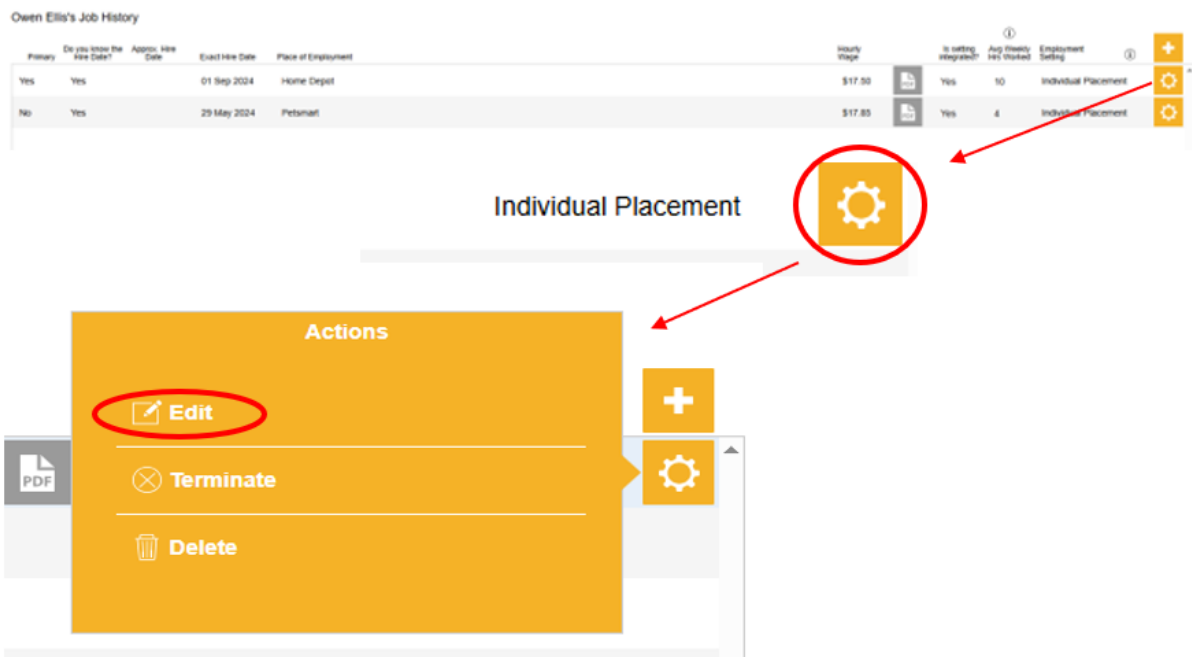


Once the "Employment Status" is selected, the button will appear green.

During February 2025...



Job information cannot be edited on the first screen. In order to edit the information, click on the gear shape to the right of "Job History" and click "edit"



If you have too many job entries listed, you can also hit this button and press “delete” to ensure only the correct job listings are showing



Follow the prompts and enter the correct information. Please try to enter accurate information. If you do not know the answer, please consult with the participant and planning team. Please find the questions below:

1. Is this the primary job?
2. Do you know the hire date?
3. Place of Employment?
4. What is the hourly wage? Upload a PDF
5. Is the setting integrated?
6. Avg Weekly Hours Worked?
7. Employment Setting?

- 8. Type of Business Setting?
- 9. Job Title?
- 10. Mode of Transport?
- 11. Paycheck Issued By?
- 12. Wage Category?

Helpful Hints!

Primary Job?

If there are multiple jobs listed, you will have to choose which one is the primary job. Once you click Yes, a screen will pop up allowing you to click on the “primary job.”

Owen Ellis

Is this the Primary Job? Yes

Do you know the Hire Date?

Place of Employment

What is the Hourly Wage? Wage is below minimum

Is setting integrated? Answer

Avg Weekly Hours Worked

Employment Setting

Type of Business Setting

Job Title

Mode of Transport

Paycheck Issued By

Wage Category

If Terminated

Termination Date

Termination Reason

Confirm

What is the hourly wage?

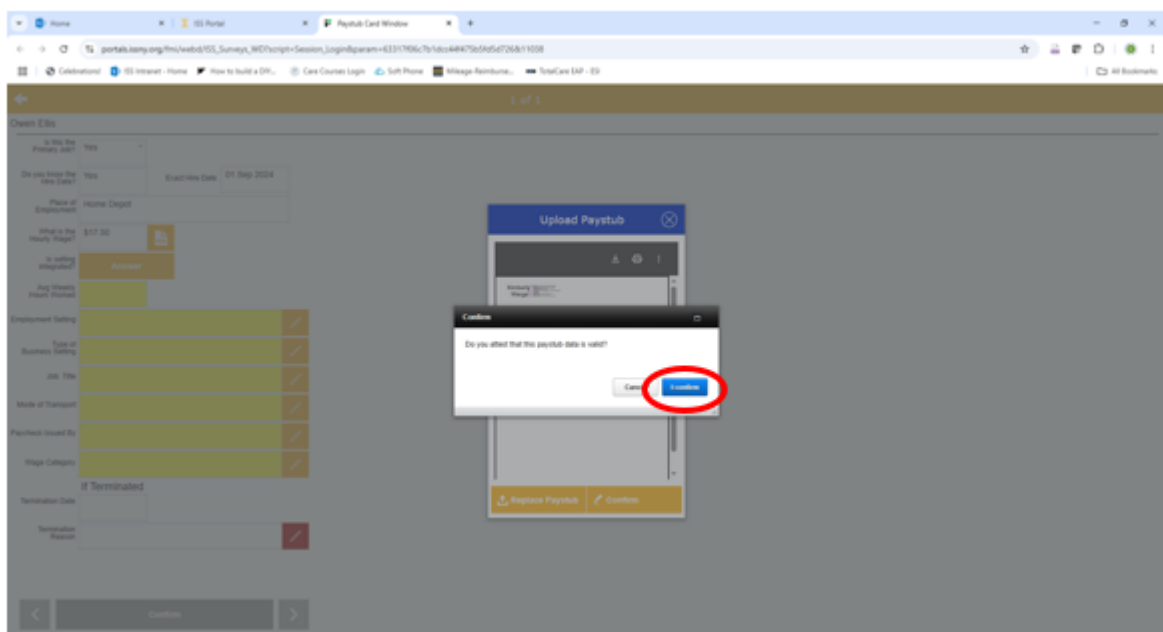
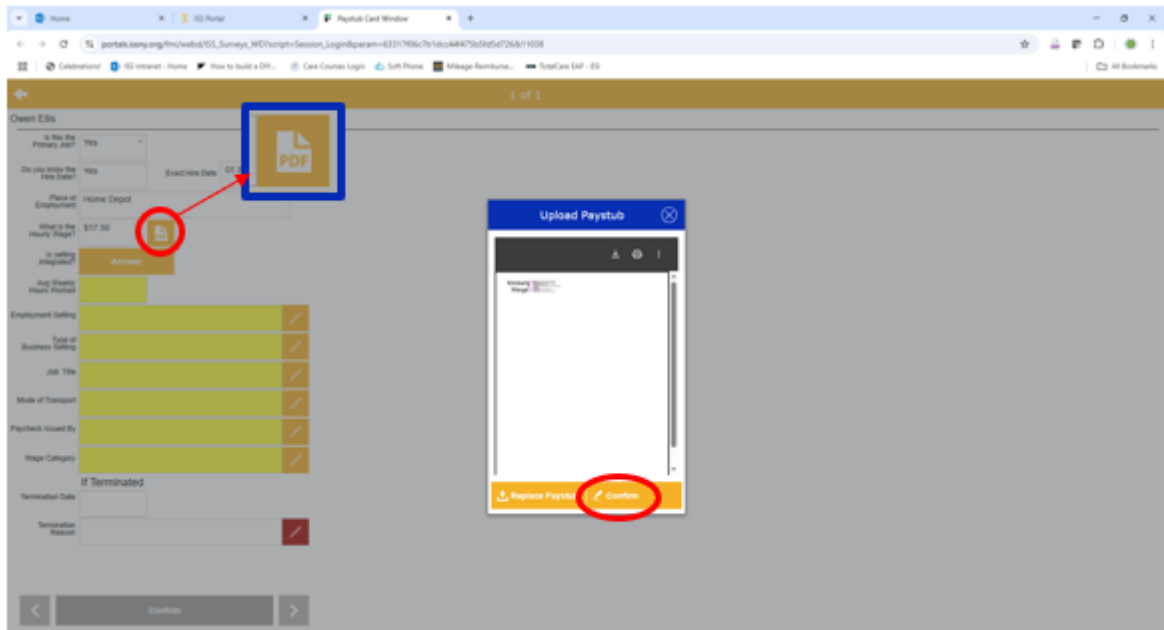
FYI: You will need to upload a current pay stub for the month’s survey that you are completing. PDFs are best! You will also have to upload a 2025 pay stub to the corresponding survey month in order to be able to “confirm the data is valid” and move forward to “Mark the Survey Complete.” A participant should be earning at least minimum wage.

What is the Hourly Wage? \$16.50 PDF

Every month you will have to “confirm” the rate of the pay stub is still accurate. If it is NOT, please “replace the pay stub” with an accurate updated one.

- <https://www.ny.gov/new-york-states-minimum-wage/new-york-states-minimum-wage>
- <https://www.dol.gov/agencies/whd/minimum-wage>

If a person has a “federal job” and works for town/government position – they can be earning FEDERAL minimum wage which is significantly less than NYS’s minimum wage. The current federal minimum wage is \$7.25 per hour and was established under the Fair Labor Standards Act dating back to 07/24/2009.



Owen Ellis

In this the Primary Job? Yes

Do you enter the Hire Date? Yes Exired Hire Date 01 Sep 2024

Place of Employment Home Depot

What is the Hourly Wage? \$17.50

Is setting integrated? Yes

Integrated Job Detail

Understanding Integrated Jobs

By "integrated" we mean that 1 or more of the following items is true:

- Interacts and takes direction from a supervisor at the business (not paid by SEMP).
- Interacts with coworkers without disabilities.
- Meets/greets/serves customers

Disagree Agree

Termination Date

Termination Reason

Continue

Owen Ellis

In this the Primary Job? Yes

Do you enter the Hire Date? Yes Exired Hire Date 01 Sep 2024

Place of Employment Home Depot

What is the Hourly Wage? \$17.50

Is setting integrated? Yes

Avg Weekly Hours Worked 10

Employment Setting Individual Placement

Type of Setting Retail/Grocery/Department Store

Job Title Stocker/Order Filler

Mode of Transport Agency van/car funded by another HCBS Waiver service

Paycheck issued by Employer in Community

Wage Category NY'S wage outside of NYC

If Terminated

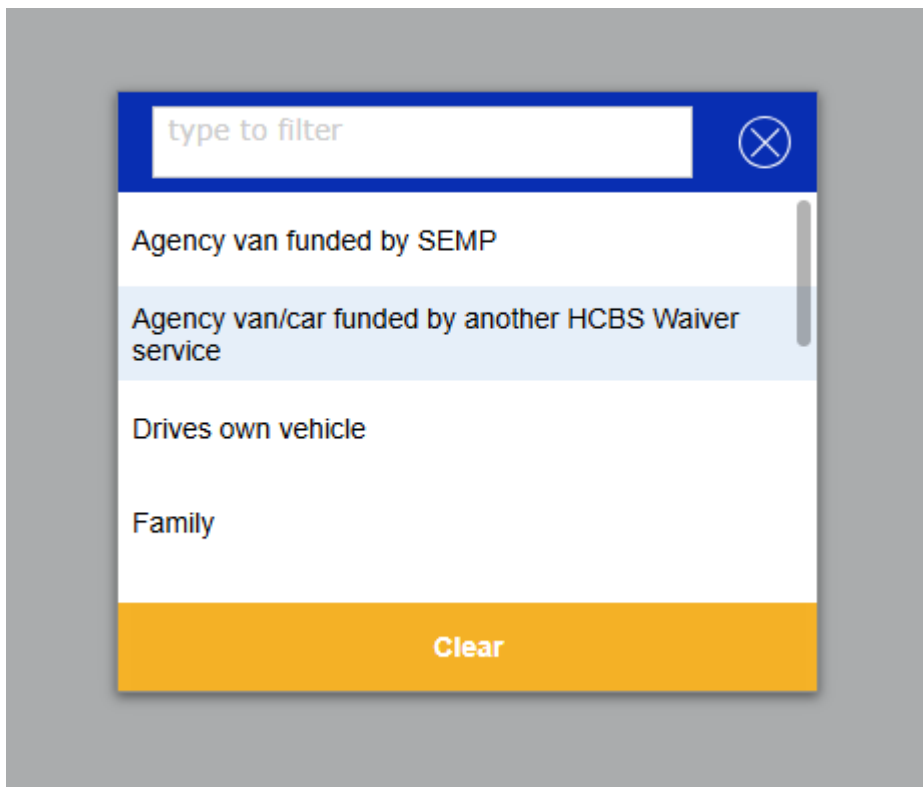
Termination Date

Termination Reason

Continue

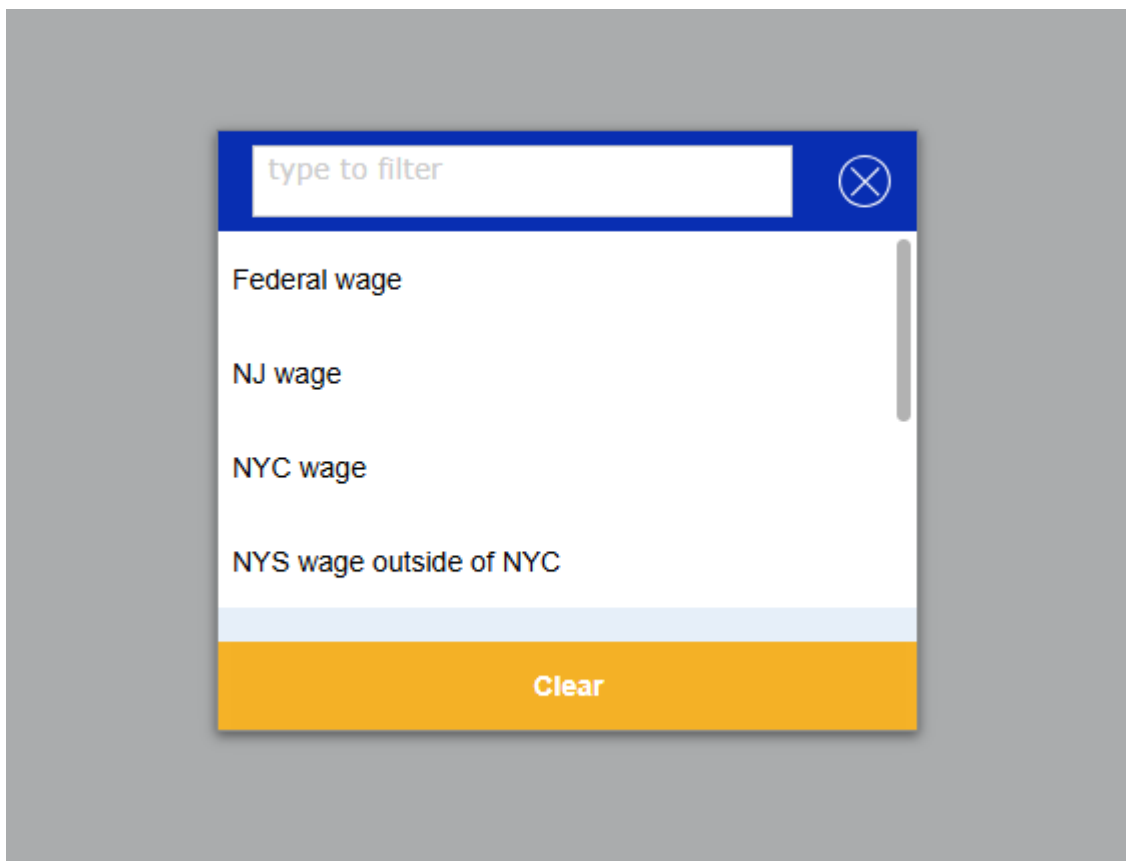
Mode of Transport?

If Self Hired Staff are transporting the participant to/from their job and working with them there, please select "Agency van/car funded by another HCBS Waiver Service" – this would be considered IDGS – Service Related Transportation.



Wage Category?

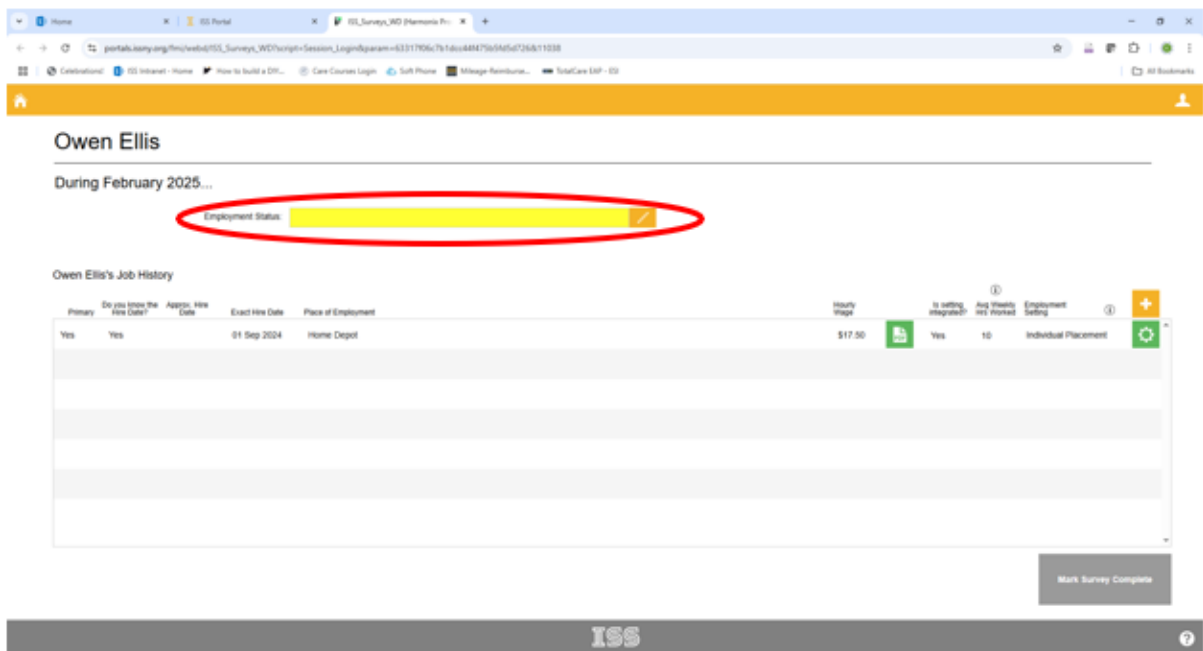
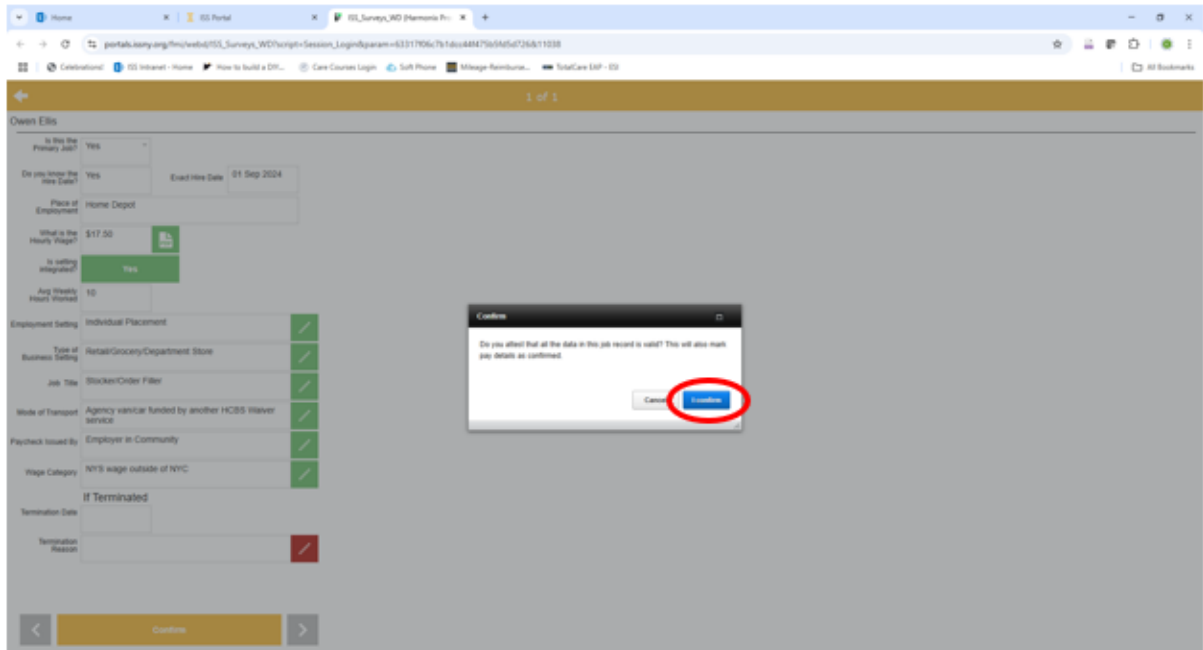
Select the appropriate wage category depending what state or what part of the state the person works in.



If someone lives in NYS (outside of NYC) and is earning at least minimum wage for the region, please select “NYS wage outside of NYC” for wage category

Please only select “federal wage” if a person is working a federal position for a local town, government, etc. earning at least \$7.25.

Please be mindful that ISS did not select these questions or choice selections. The prompts/choices are coming directly from a SEMP report requested by OPWDD for all SEMP provider agencies. The choice options do not always coincide with Self Hired Supported Employment and is more tailored to traditional agencies that utilize traditional agency based supported employment. Please do your best!



Home | ISS Portal | ISS_Survey_WD (Harmonia Pro)

portals.issny.org/fms/web4/ISS_Surveys_WD?script=Session_Login¶m=6331706c7b1dc44475b5d5d726811038

Celebration! | ISS Intranet - Home | How to build a DY... | Care Courses Login | Soft Phone | Mileage Reimburs... | TotalCare EAP - ES | All Bookmarks

Owen Ellis

During February 2025...

Employment Status: ✓

Owen Ellis's Job History

Primary	Do you share the Hire Date?	Agency Hire Date	Exact Hire Date	Place of Employment	Hourly Wage	Is setting integrated?	Avg Weekly Hours Worked	Employment Setting
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement

Mark Survey Complete

Mark Survey Complete

ISS

Home | ISS Portal | ISS_Survey_WD (Harmonia Pro)

portals.issny.org/fms/web4/ISS_Surveys_WD?script=Session_Login¶m=6331706c7b1dc44475b5d5d726811038

Celebration! | ISS Intranet - Home | How to build a DY... | Care Courses Login | Soft Phone | Mileage Reimburs... | TotalCare EAP - ES | All Bookmarks

2 of 2

Owen Ellis

Is this the Primary Job?

Do you share the Hire Date? Agency Hire Date: 02/2025

Place of Employment: PetSmart

What is the Hourly Wage? \$15.50

Is setting integrated? Yes

Avg Weekly Hours Worked: 4

Employment Setting: Individual Placement ✓

Type of Business Setting: Retail/Grocery/Department Store ✓

Job Title: Customer Service/Cashier ✓

Mode of Transport: Agency van/car funded by another HCBS Waiver service ✓

Paycheck Issued By: Employer in Community ✓

Wage Category: NYS wage outside of NYC ✓

If Terminated

Termination Date:

Termination Reason: ✓

Confirm

Home | ISS Portal | ISS_Surveys_WD (Harmonia Pro) | portals.issny.org/fmi/webd/ISS_Surveys_WD?script=Session_Login¶m=6331706c7b7fdcc44475b565d726&11038

Owen Ellis

During February 2025...

Employment Status:

Owen Ellis's Job History

Primary	Do you know the Hire Date?	Approx. Hire Date	Exact Hire Date	Place of Employment	Hourly Wage	Is setting integrated?	Avg Weekly hrs worked	Employment Setting
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement
No	No	02/2025		Petsmart	\$16.50	Yes	4	Individual Placement

Mark Survey Complete

Mark Survey Complete

ISS

Home | ISS Portal | ISS_Surveys_WD (Harmonia Pro) | portals.issny.org/fmi/webd/ISS_Surveys_WD?script=Session_Login¶m=6331706c7b7fdcc44475b565d726&11038

Owen Ellis

During February 2025...

Employment Status:

Owen Ellis's Job History

Primary	Do you know the Hire Date?	Approx. Hire Date	Exact Hire Date	Place of Employment	Hourly Wage	Is setting integrated?	Avg Weekly hrs worked	Employment Setting
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement
No	No	02/2025		Petsmart	\$16.50	Yes	4	Individual Placement

Warning

Mark this Survey as "Complete". This will indicate the job data is complete (you can return to it at any time to make corrections).

Cancel **OK**

Mark Survey Complete

ISS

Owen Ellis

During March 2025...

Employment Status: [Redacted]

Owen Ellis's Job History

Primary	Do you know the Hire Date?	Approx. Hire Date	Exact Hire Date	Place of Employment	Hourly Wage	Is setting integrated?	Avg Weekly Hrs Worked	Employment Setting	
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement	
No	No	02/2025		Petsmart	\$16.50	Yes	4	Individual Placement	

Mark Survey Complete

Owen Ellis

During March 2025...

Employment Status: Employed (works 8 months or more per year)

Owen Ellis's Job History

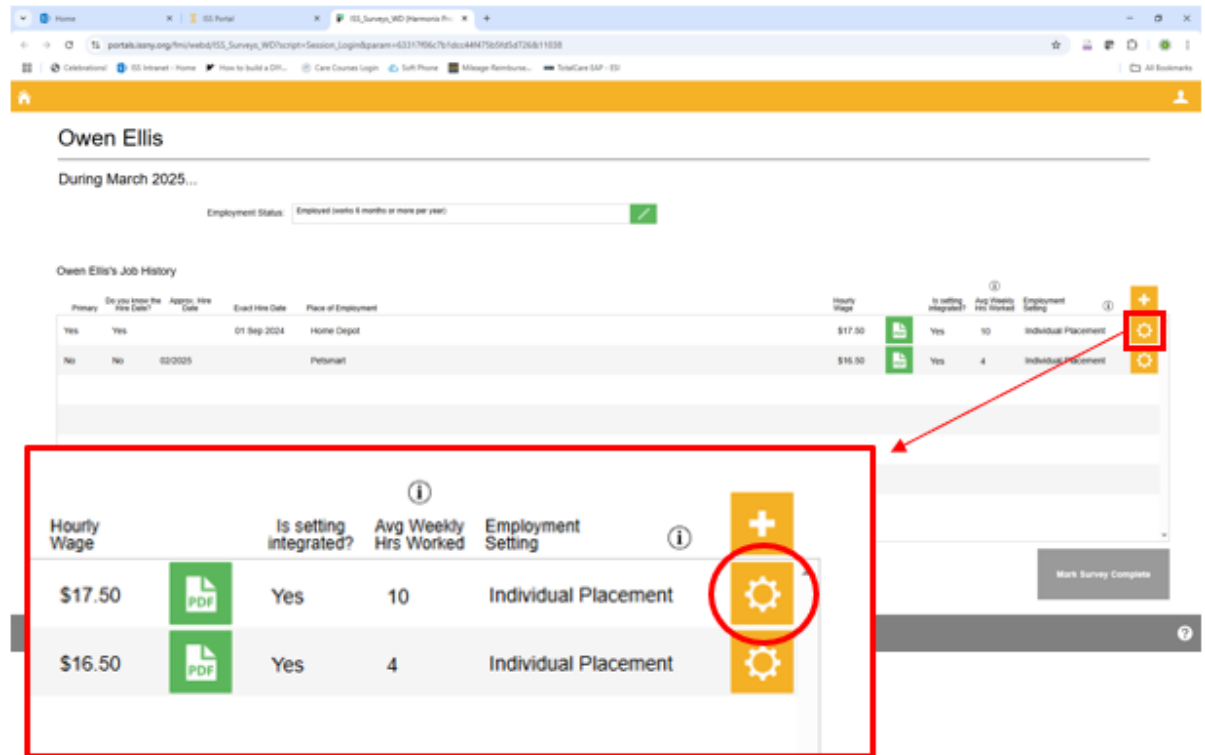
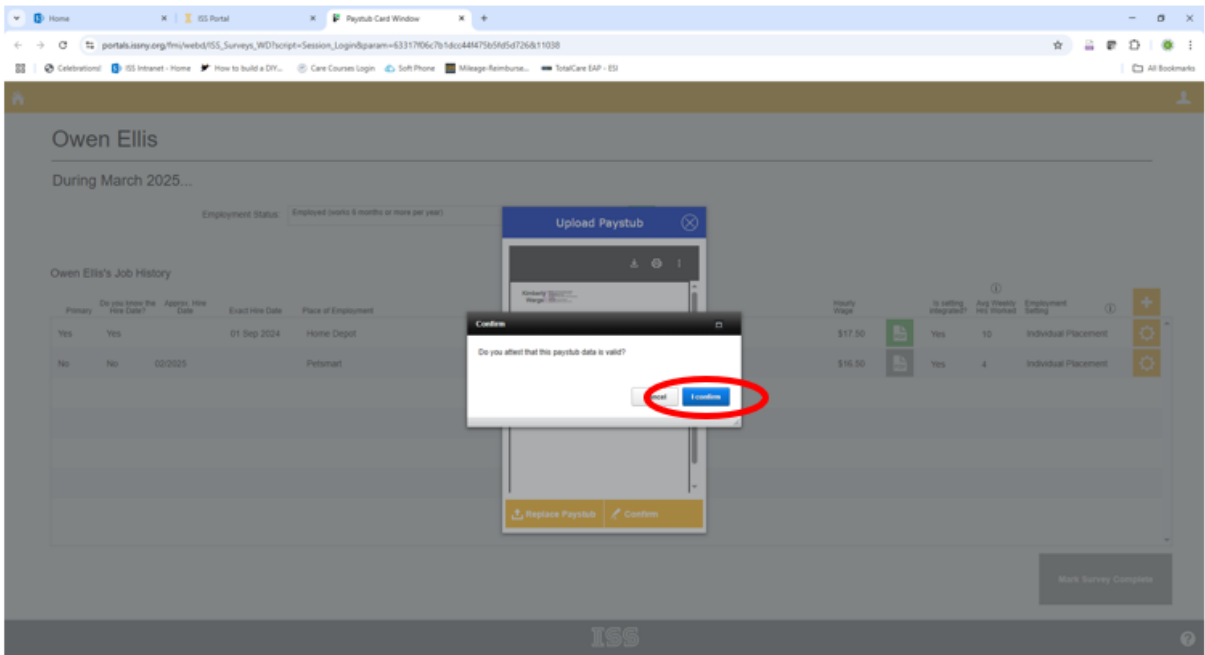
Primary	Do you know the Hire Date?	Approx. Hire Date	Exact Hire Date	Place of Employment	Hourly Wage	Is setting integrated?	Avg Weekly Hrs Worked	Employment Setting	
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement	
No	No	02/2025		Petsmart	\$16.50	Yes	4	Individual Placement	

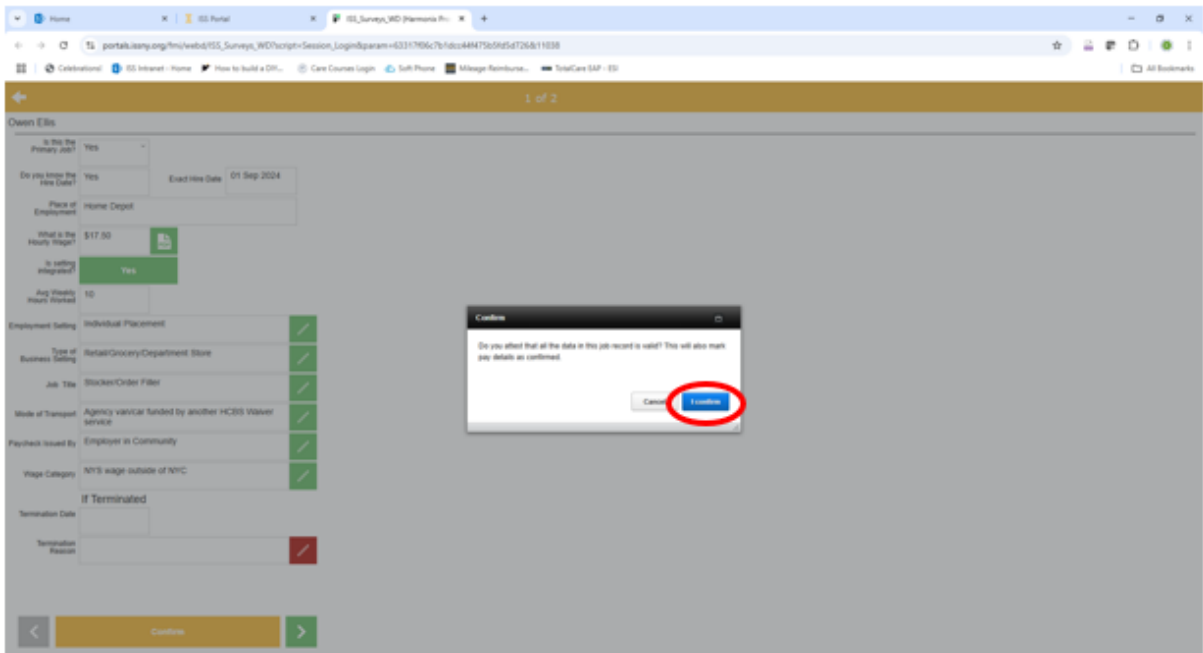
Upload Paystub

Replace File

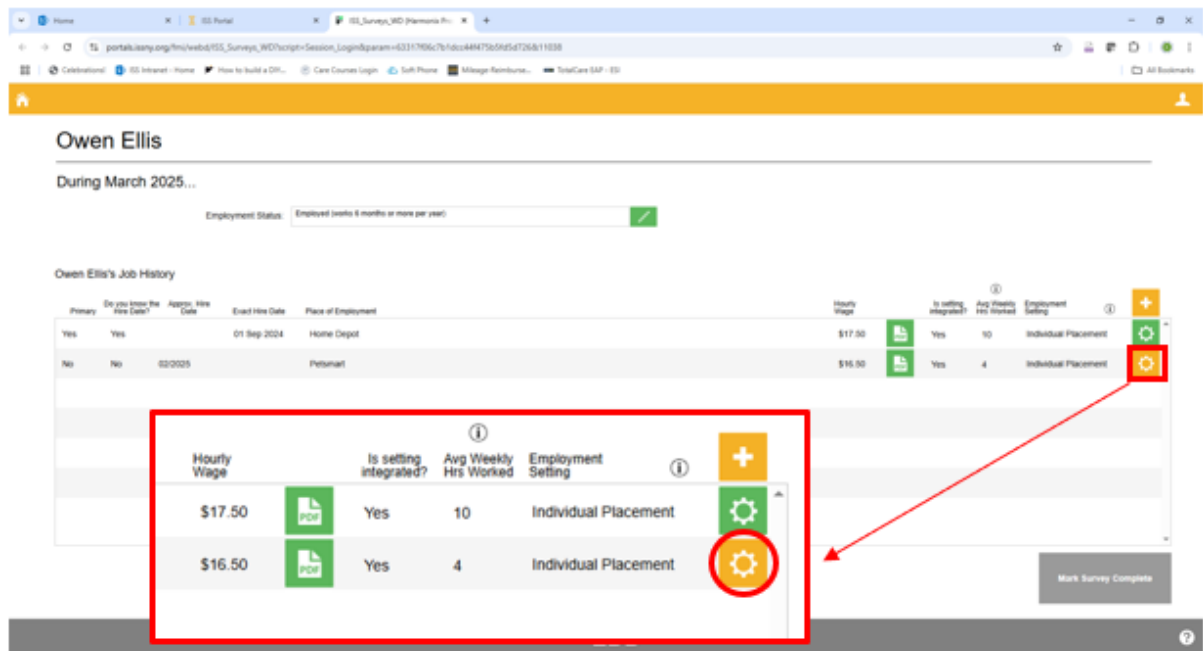
Confirm

Mark Survey Complete





You are going to complete all required fields and tasks turning everything green. From there click “confirm” and a confirmation window will pop up asking you to click “I confirm.” Once you confirm all the information is correct – it will show green and allow you to “Mark the Survey Complete.” If you are unable to mark the survey complete, it is because you have left a task incomplete. See screenshots below for more information.



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Owen Ellis

During February 2025...

Employment Status:

Owen Ellis's Job History

Primary	Do you know the Hire Date?	Approx. Hire Date	Exact Hire Date	Place of Employment	Hourly Wage	Is setting integrated?	Avg Weekly Hrs Worked	Employment Setting
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement
No	No	02/2025		Petsmart	\$16.50	Yes	4	Individual Placement

Mark Survey Complete

Mark Survey Complete

ISS

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Owen Ellis

< > | Invoicing 1 of 1 participants

period	status
March 2025	Completed
February 2025	Completed
January 2025	Completed
December 2024	Completed
November 2024	Completed
October 2024	Completed
September 2024	Completed

ISS

Created 04/18/25.

SEMP Survey Video Tutorial

<https://player.vimeo.com/video/1073548922>

Created 04/18/25.