


How to Complete the Survey Online

Before You Begin

1. Gather information and documentation
 - Name of employer
 - Hire data (exact or approximate, if exact not known)
 - Hourly wage
 - Average weekly hours worked
 - Termination date, if applicable, even if in a previous month
 - Termination reason, if applicable, even if in a previous month
 - Documentation proving employment that shows the wage
 - Paystub, proof of employment, of letter from the Dept. of Labor

Logging in

1. If possible use a desktop computer, not a mobile device
 - Internet Explorer, Chrome or Safari browsers supported
2. Use the secure link that was emailed to you:
 - Check your Spam folder
3. Use your "portal" username and password
 - If you've forgotten your password, reset it on the portal, then use the survey
4. Click the blue "Login" button to login:.



Completing the Survey

1. Choose a participant from the list:
 - If your participant list is incorrect, please let Kim or Mary know.

Welcome to the SEMP Survey, Randy Green TEST

Choose a Participant

- Barbara Martin TEST
your role: SEMP Reporter
- Cynthia Gibson TEST
your role: SEMP Reporter
- Juan Cunningham TEST
your role: SEMP Reporter
- Robert Snyder TEST
your role: SEMP Reporter
- Linda Burns TEST
your role: SEMP Reporter
- Joyce Lane TEST
your role: SEMP Reporter
- Fred Bennett TEST
your role: SEMP Reporter
- Michael Cork TEST
your role: SEMP Reporter

INDEPENDENT Support Services, Inc.

2. Choose a month

- Click the pencil icon to complete that survey
- Complete November 2016 first
- Surveys for a given month are due by the 10th the following month.

Answering 21 of 27 participants

Juan Cunningham TEST

Period	Status
December 2016	Incomplete
November 2016	Incomplete
October 2016	Incomplete
September 2016	Incomplete
August 2016	Incomplete
July 2016	Incomplete
June 2016	Incomplete

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3. Answer the survey questions, using the "Next" buttons as they appear to progress throughout the survey:

Answering 423 of 488 surveys

Juan Cunningham TEST

During November 2016

Did this participant have a job? ☒ Yes ☐ No

Choose the level of employment:

Juan Cunningham TEST's Job History

Do you know the Hire Date?	Approx. Hire Date	Exact Hire Date	Place of Employment	Hourly Wage	Is setting integrated?	Avg Weekly Hours Worked	Employment Setting
Yes		10 Aug 2016	Lowe's	\$10.75	Yes	18	Individual Placement

Next

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- Did the participant have a job in Nov 2016? yes/no

1. Choose No to record a termination in the month of Nov 2016
2. Choose No to record the case where the person didn't work but received job development services
3. Choose Yes if the person worked in Nov 2016:
 - Enter data about any job(s) the participant has

Juan Cunningham TEST

During November 2016...

Did this participant have a job? ☒ Yes ☐ No

Choose the level of employment: Worked this month

Juan Cunningham TEST's Job History

Do you know the Hire Date?	Approx. Hire Date	Exact Hire Date	Place of Employment	Hourly Wage	Is setting integrated?	Avg Weekly Hours Worked	Employment Setting
<input checked="" type="checkbox"/>		10 Aug 2016	Lowe's	\$10.75	Yes	18	Individual Placement

- The "Next" buttons will light up based on the answers to the questions
 - After you enter Job info and click the Next button, your job entries are checked for completeness
4. Did the participant terminate a job in Nov 2016? yes/no
 - If "Yes", fill out the job data (place employed, etc.) and provide a termination date (*even if it is before Nov 2016)
 5. Does the participant want a job?
 - Choose Yes to indicate you're still developing/coaching
 - Choose No (*and alert their Support Broker so they may remove from their budget)

4. Upload documentation of participant's employed status:

- For each job upload at least 1 piece of documentation:

Choose a Document Type

be sure to upload a document that lists the wage

- > SEMP Paystub
- > SEMP Proof of Employment
- > SEMP Dept. of Labor Letter

Cancel

- Click the box to choose document from your computer to upload:

Juan Cunningham TEST

For each job worked in November 2016, upload any supporting documentation that shows proof of Juan Cunningham TEST's employment at that job, and the wage. Click on a red upload icon to begin.

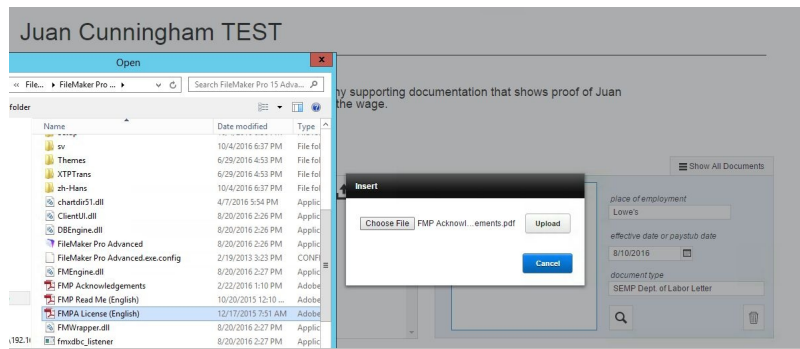
Hire Date/Approx. Hire Date	Place of Employment
8/10/2016	Lowe's

Click to browse for file

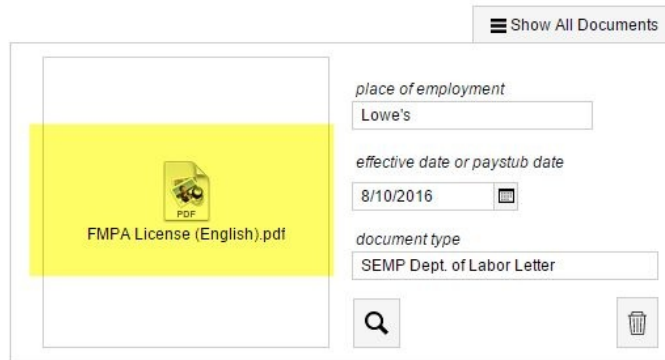
Show All Documents

place of employment	Lowe's
effective date or paystub date	8/10/2016
document type	SEMP Dept. of Labor Letter

- **You don't need to upload a paystub every month; you only need to upload one paystub to prove the employment**
 - **You need to upload a new paystub whenever the rate of pay changes, for instance, when the minimum wage changed on Jan 1, 2017.**
- Browse to the file you want to upload. You may upload a picture or a PDF



- Click **Upload** and you'll see the file in the box:



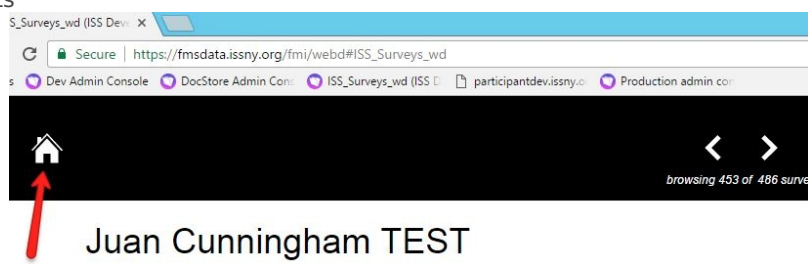
- Click the magnifying glass to see your document in a larger window

5. Complete the Survey, or save your work:

- If you've completed the job(s) and uploaded documents, or if your participant has been terminated or isn't looking for a job, you can click **Mark Survey Complete**



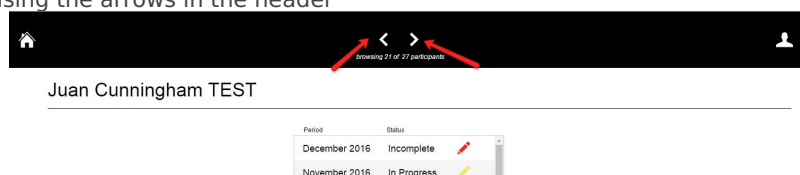
- You can then do a survey for another participant by clicking the Home icon to go back to your list of participants



For each job worked in **November 2016**, upload any supporting documentation that Cunningham TEST's employment at that job, and the wage. Click on a red upload icon to begin.

Hire Date/Approx Hire Date Place of Employment
8/10/2016 Lowe's

- Alternately, you can navigate between your Participants from the list of Surveys for a given participant, using the arrows in the header



- Click **Log Out** to save your work and come back later



- You may also use the green button found in the footer area of some screens. They work the same way
- When you log out before completing, the survey you were workin on will be marked as "In Progress".

Juan Cunningham TEST

Period	Status	
December 2016	Incomplete	
November 2016	In Progress	
October 2016	Incomplete	
September 2016	Incomplete	
August 2016	Incomplete	

🕒Revision #3

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