

# SEMP Reporter Training Materials

Dear Self Hired Supported Employment Staff,

As you may know, we have a web-based software program we'd like you to use to submit monthly reports about your participants' employment pursuits and successes. In doing so you are a "SEMP Reporter," a role we're using to identify support staff who have participants in the SEMP program.

Please note that ISS is required to submit this job data to the state in a timely manner every quarter.

As a SEMP Reporter, please make it a habit to log into the SEMP Survey at the beginning of every month, and verify the jobs you've already entered, or provide employment updates (for example, if a participant was terminated). If everything is the same as last month, all you need to do is click through the screens and then mark the survey "Completed." It shouldn't take but a few minutes of your time every month.

If you've yet to enter any data in the survey for your participants, please get into the system and baseline your participants ASAP.

To reach the SEMP Survey, log into the Portal <https://portal.issny.org/> and click the **"Go to SEMP Survey"** link on your home page.

## Not sure how to enter survey data?

- You can refer to the User Guide at <https://help.issny.org/books/support-staff-resources/page/sempr-survey-user-guide> which will walk you through the screens.
- We've also done an online training and recorded the session. Check it out at <https://youtu.be/ojEu3Myg2Vo>

If you have questions or concerns about using the survey, please send an email to [websupport@issny.org](mailto:websupport@issny.org).

Thank you!

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