

SEMP Survey User Guide

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

Walk-Through

Log into the ISS Portal.

https://portal.issny.org/portal/login

PORTAL LOGIN

ISS INDEPENDENT
SUPPORT SERVICES INC.
Make your Own Path

EMAIL
Type email address here

PASSWORD
Type password here

LOGIN

[Forgot your password?](#) [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.

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	Yes		29 May 2024	Petsmart	\$17.85	Yes	4	Individual Placement

Mark Survey Complete

Owen Ellis

During February 2025...

Employment Status:

Owen Ellis's Job History

- Employed (works 6 months or more per year)
- Employed and Currently Working Seasonal or Temp (works fewer than 6 months per year)
- ETP - Not in an Internship Yet
- ETP - Working at Internship on ETP Payroll

Clear

Use the scroll bar on the right to view more options from the list.

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	Yes		29 May 2024	Petsmart	\$17.85	Yes	4	Individual Placement

Mark Survey Complete

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

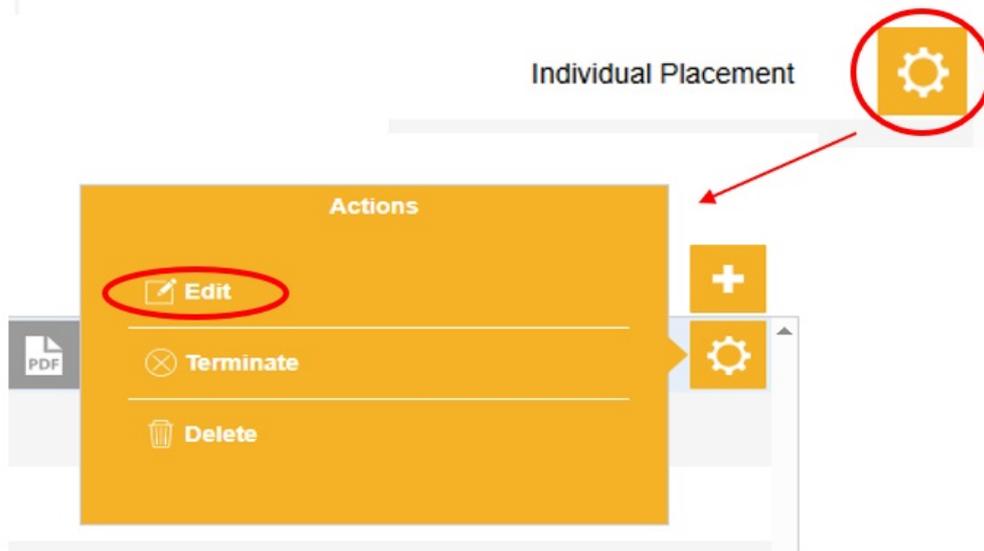
During February 2025...

Employment Status:

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"

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	Yes		29 May 2024	Petsmart	\$17.85	Yes	4	Individual Placement



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? Yes

Place of Employment Home Depot

What is the Hourly Wage? \$16.50 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

Is this the Primary Job? Yes

Do you know the Hire Date? Yes

Place of Employment Home Depot

What is the Hourly Wage? \$16.50 PDF

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

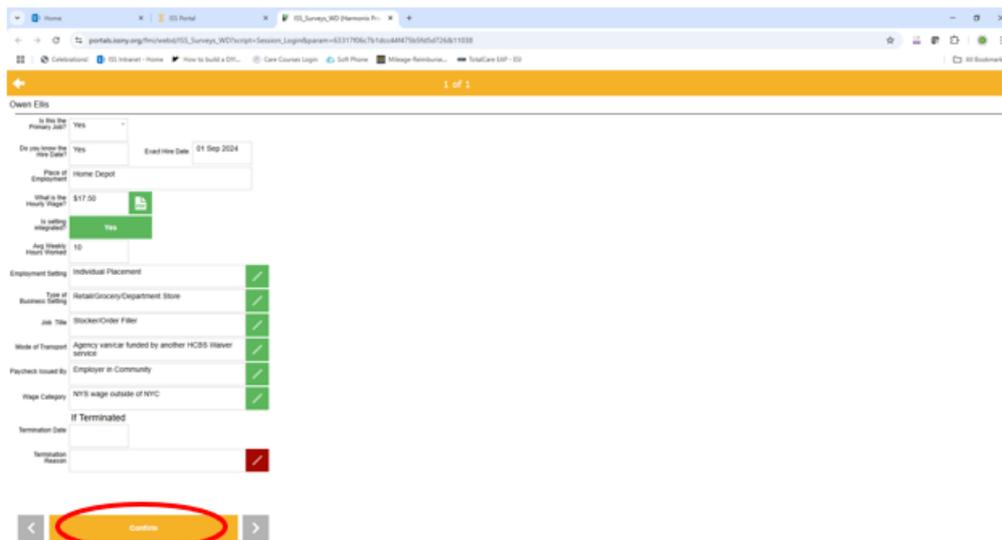
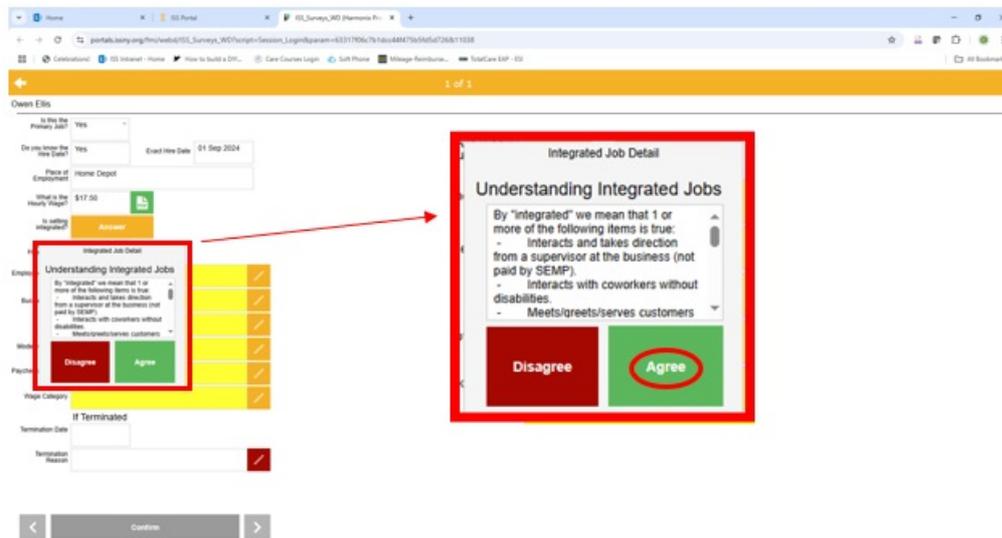
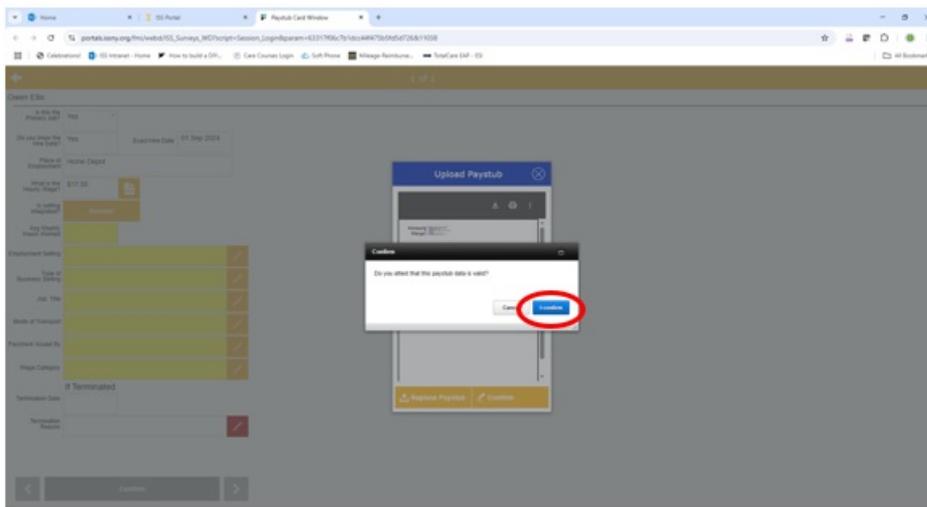
Termination Date

Termination Reason

Confirm

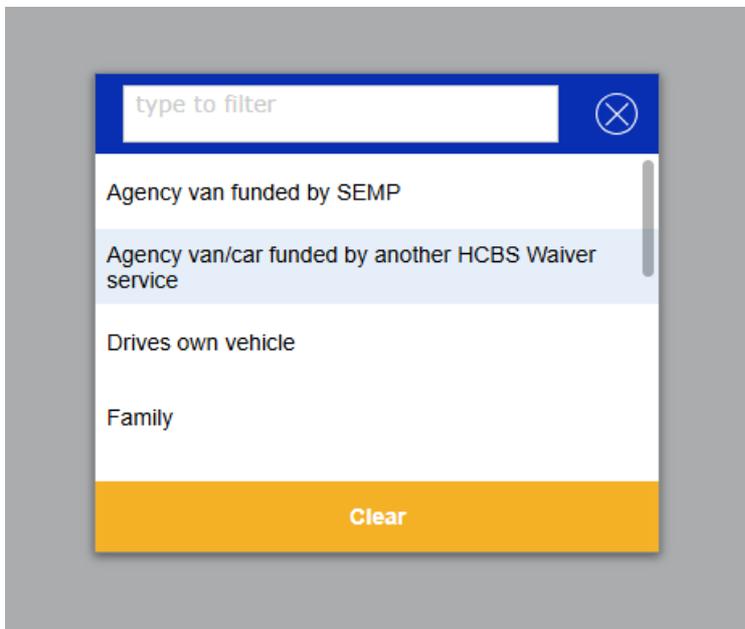
Upload Paystub

Replace Paystub Confirm



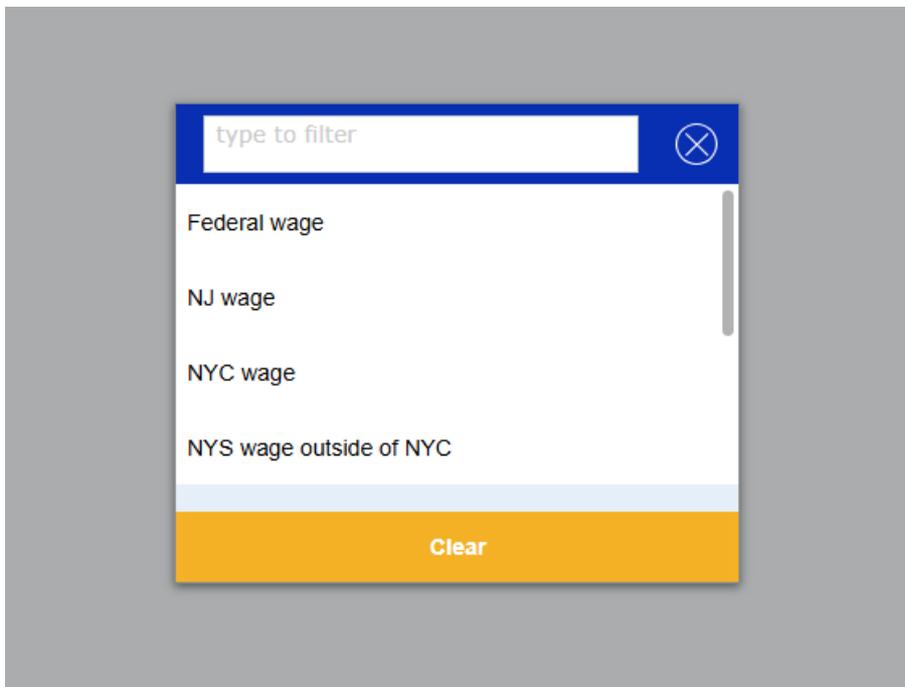
Mode of Transport?

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?

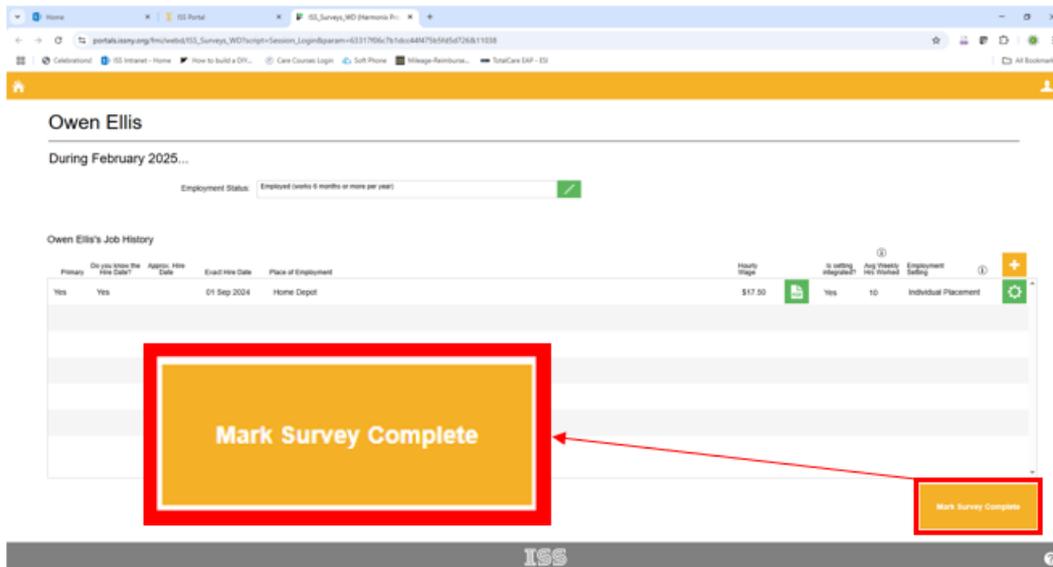
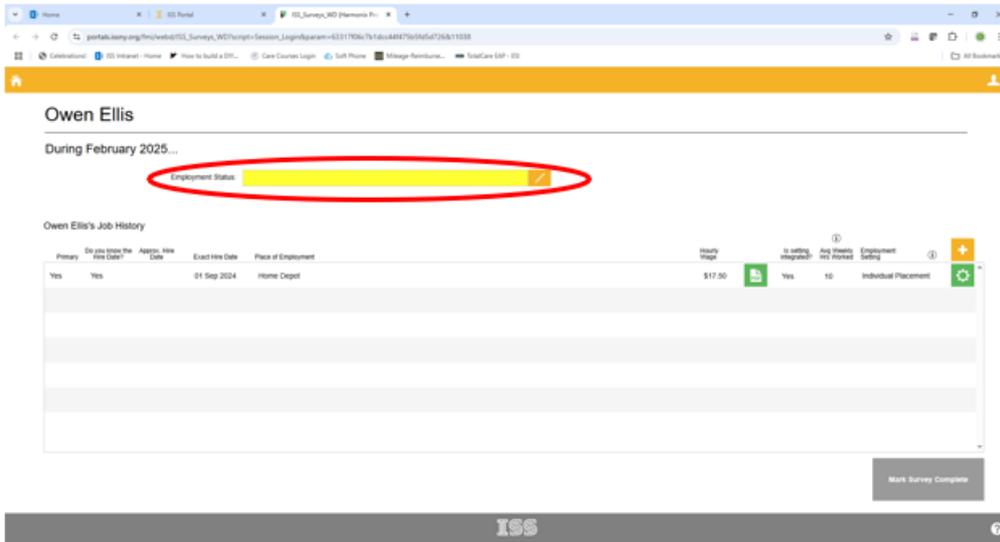
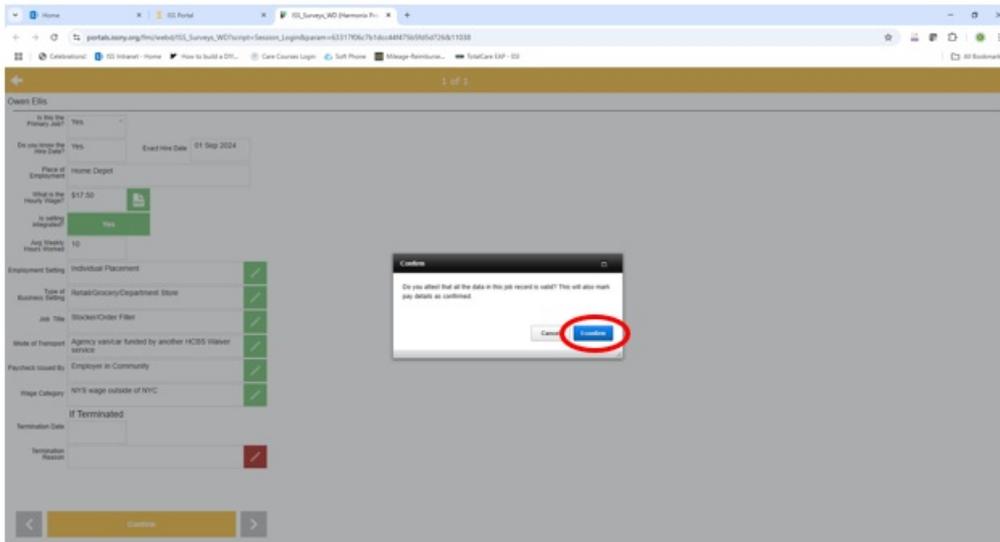
Select the appropriate wage category depending what state or what part of the state the person works in.



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_Surveys_WD (Marionna P...) | 2 of 2

portals.issny.org/fms/webd/ISS_Surveys_WD?script=Session_Login¶m=6331706c7b7fdcc44475b565d726811038

Owen Ellis

To this be Primary Job? No

Do you know the Hire Date? No Approx. Hire Date 02/2025

Place of Employment Petsmart

What is the Hourly Wage? \$16.50

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 ✓

Termination Date

Termination Reason

Confirm

Home | ISS Portal | ISS_Surveys_WD (Marionna P...) | Owen Ellis

During February 2025...

Employment Status: Employed (works 6 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
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No	No	02/2025		Petsmart	\$16.50	Yes	4	Individual Placement

Mark Survey Complete

Mark Survey Complete

ISS

Home | ISS Portal | ISS_Surveys_WD (Marionna P...) | Owen Ellis

During February 2025...

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Owen Ellis's Job History

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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

Home | ISS Portal | ISS_Survey_WD (Harmonix Pro) | +

portals.issny.org/fmi/webd/ISS_Surveys_WD?script=Session_Login¶m=63317f06c7b1dccc44475b56f5d726&11038

Home | ISS Intranet - Home | How to build a DIY... | Care Courses Login | Soft Phone | Mileage-Reimburse... | TotalCare EAP - ESI | All Bookmarks

Owen Ellis

During March 2025...

Employment Status: [Redacted]

Owen Ellis's Job History

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Mark Survey Complete

ISS

Home | ISS Portal | Paystub Card Window | +

portals.issny.org/fmi/webd/ISS_Surveys_WD?script=Session_Login¶m=63317f06c7b1dccc44475b56f5d726&11038

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Owen Ellis

During March 2025...

Employment Status: Employed (works 6 months or more per year)

Owen Ellis's Job History

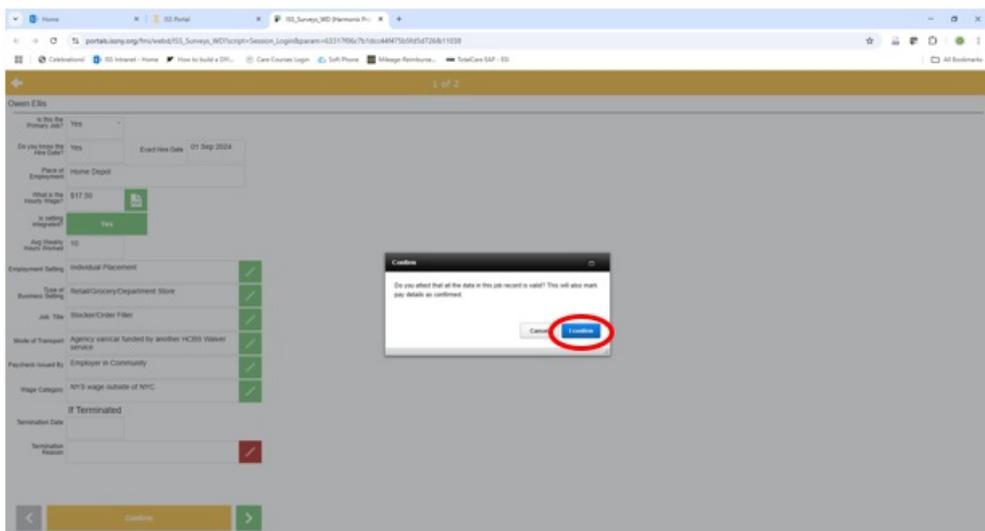
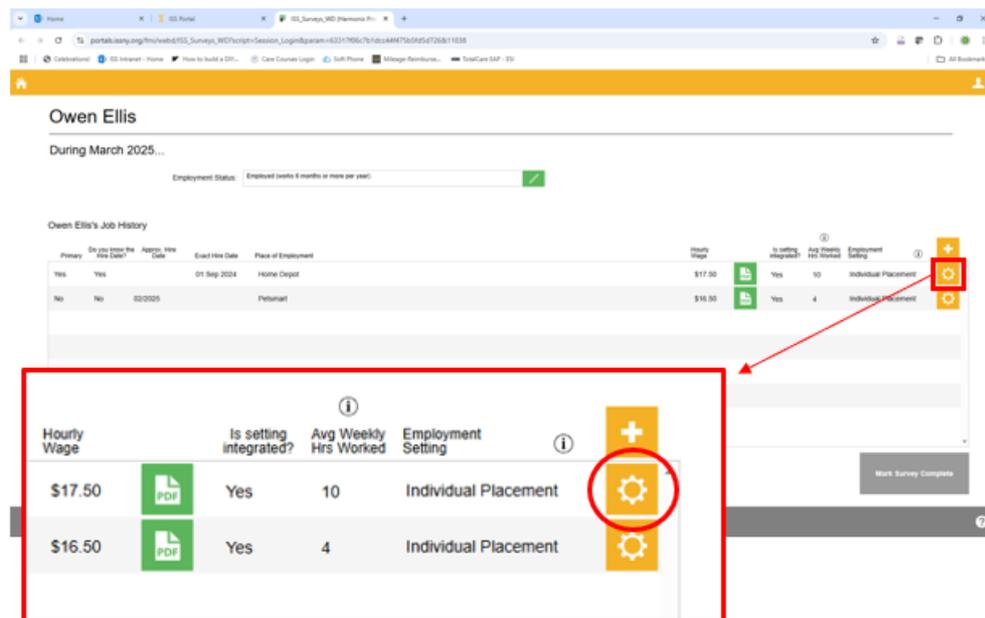
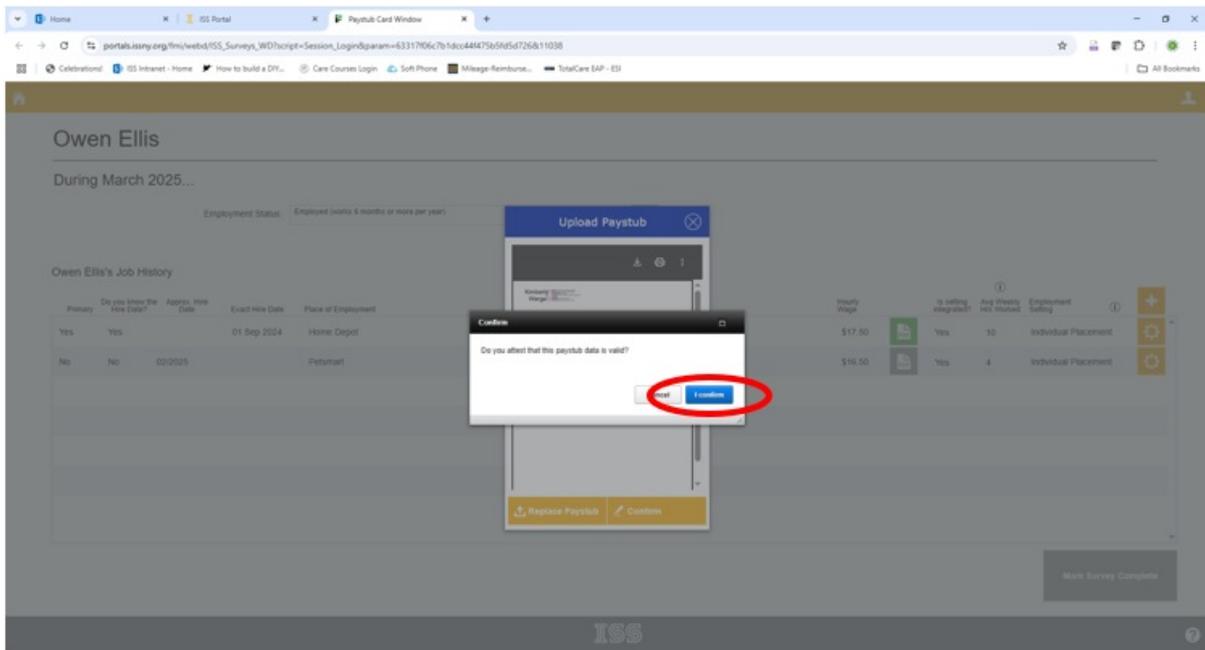
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Upload Paystub

Replace Pay
Confirm

Mark Survey Complete

ISS



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.

Owen Ellis

During March 2025...

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\$16.50	Yes	4	Individual Placement

Mark Survey Complete

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Mark Survey Complete

Mark Survey Complete

Owen Ellis

Browsing 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

Created 04/18/25.

⊙Revision #1

★Created Fri, Apr 18, 2025 3:31 PM by [Elizabeth Lukan](#)

✎Updated Fri, Apr 18, 2025 4:46 PM by [Elizabeth Lukan](#)