

# 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.

 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."



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 Weeks 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

ISS

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 Weeks 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

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

- 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

Mark Survey Complete

ISS

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

Individual Placement 

**Actions**

-  Edit
-  Terminate
-  Delete

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

**Actions**

-  Edit
-  Terminate
-  Delete

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.”

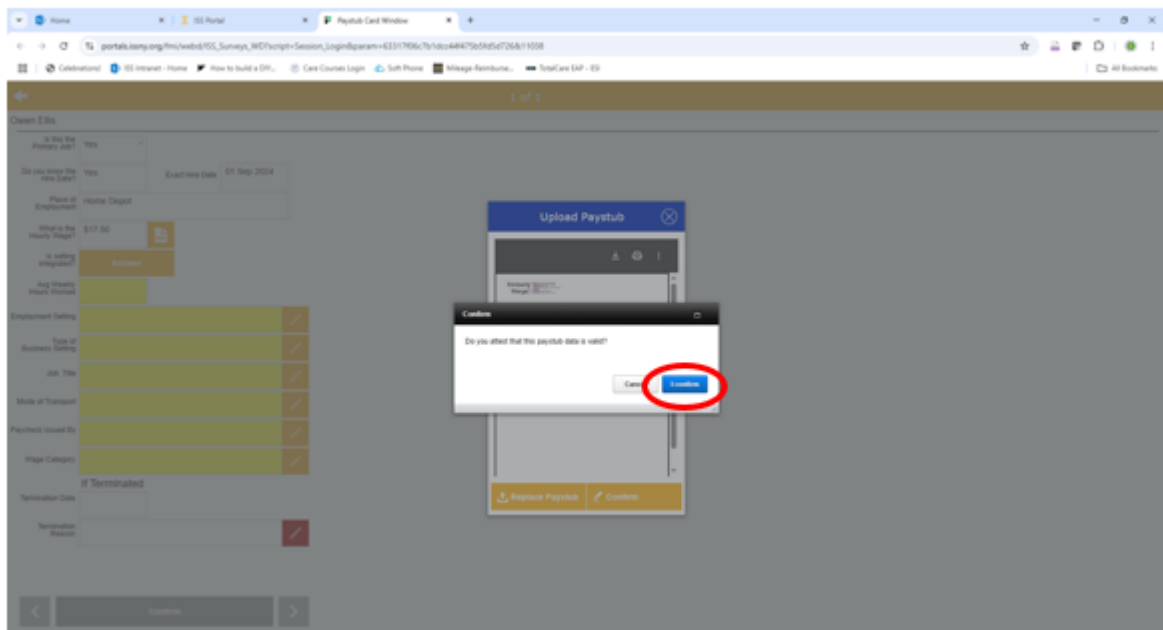
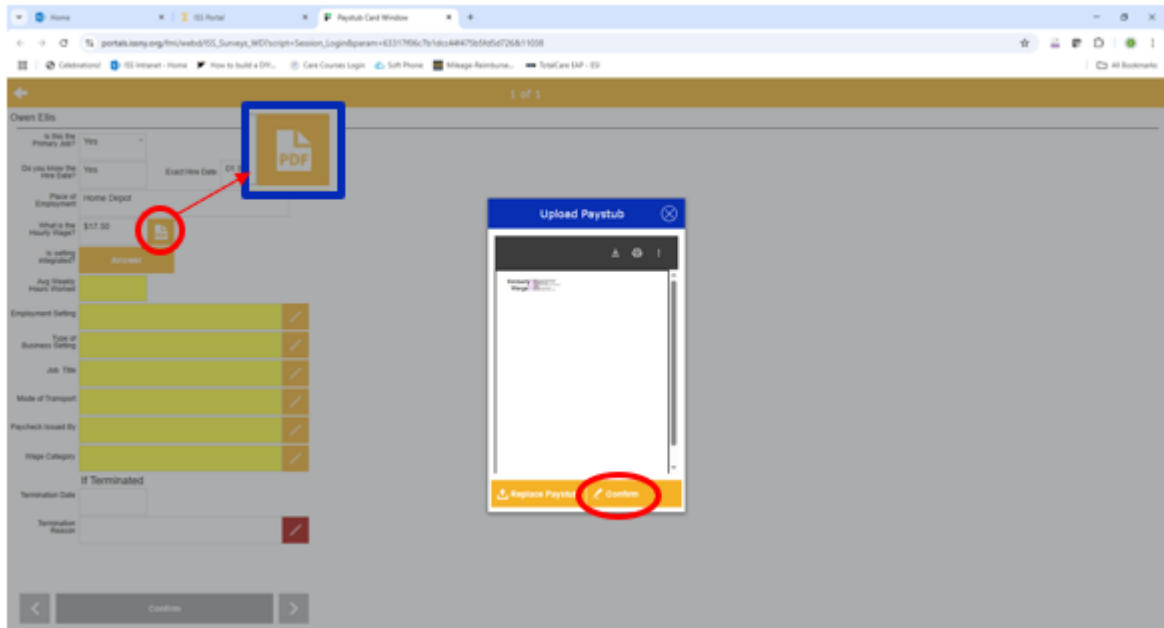
## What is the hourly wage?

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.

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.



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

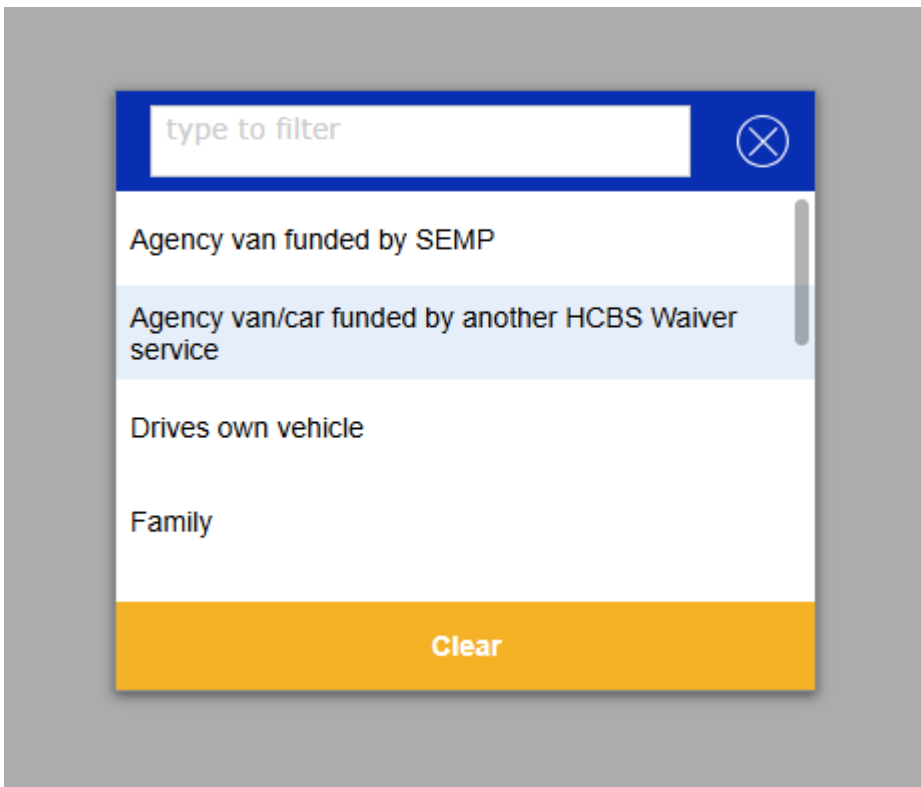
Form fields visible: Is this the Primary Job? Yes; Do you know the Hire Date? Yes; End Hire Date: 01 Sep 2024; Place of Employment: Home Depot; What is the Hourly Wage? \$17.50; Is setting integrated? Yes; Avg Weekly Hours Worked: 30; Employment Setting: Individual Placement; Type of Business Setting: Retail/Grocery/Department Store; Job Title: Stock/Order Filler; Mode of Transport: Agency van/car funded by another HCBS Waiver service; Paycheck issued by: Employer in Community; Wage Category: NYC wage outside of NYC.

Confirm

Form fields visible: Is this the Primary Job? Yes; Do you know the Hire Date? Yes; End 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: 30; Employment Setting: Individual Placement; Type of Business Setting: Retail/Grocery/Department Store; Job Title: Stock/Order Filler; Mode of Transport: Agency van/car funded by another HCBS Waiver service; Paycheck issued by: Employer in Community; Wage Category: NYC wage outside of NYC.

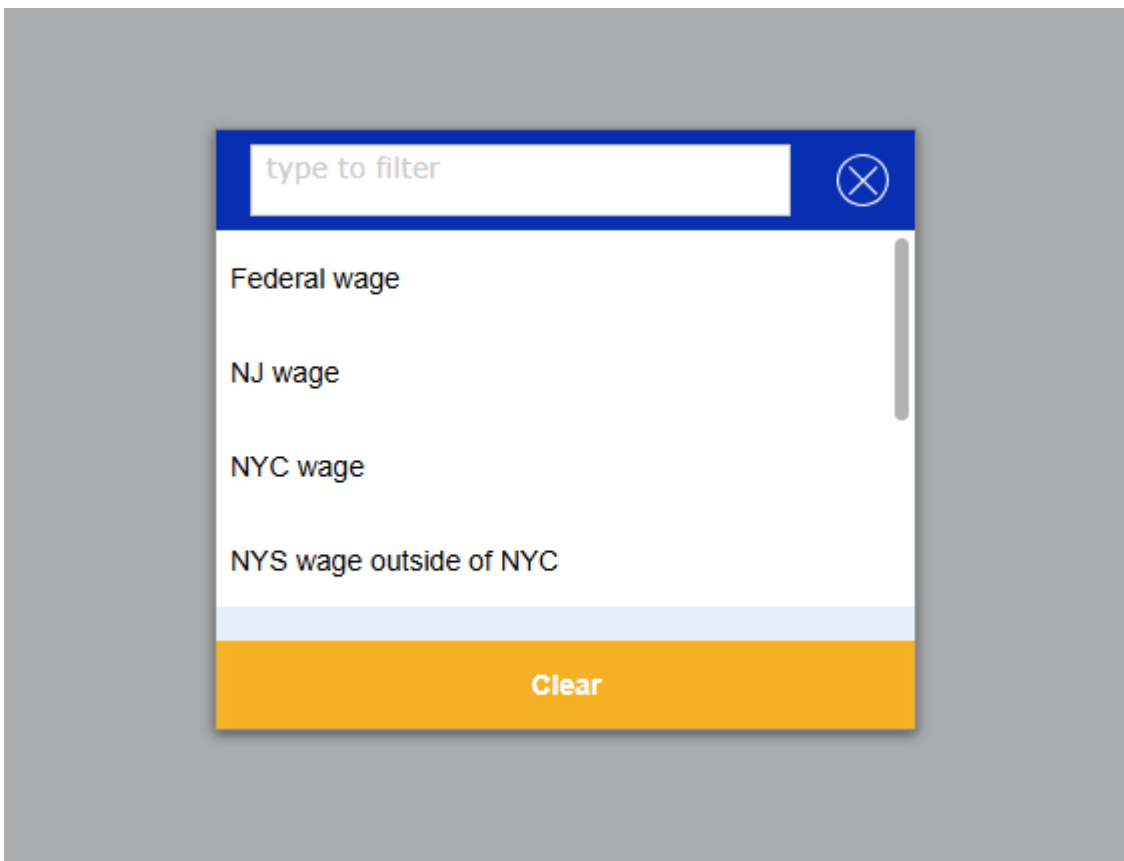
## Mode of Transport?

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!

The screenshot shows a web form for Owen Ellis. The form includes fields for 'Is this the Primary Job?' (Yes), 'Do you know the Hire Date?' (Yes, Exact Hire Date: 01 Sep 2024), 'Place of Employment' (Home Depot), 'What is the Hourly Wage?' (\$17.50), 'Is setting integrated?' (Yes), and 'Avg Weekly Hours Worked' (10). Employment settings include 'Individual Placement', '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', and 'Wage Category: NYS wage outside of NYC'. A 'Confirm' dialog box is open, asking 'Do you affirm that all of the data in this job record is valid? This will also mark pay details as confirmed.' with 'Cancel' and 'Confirm' buttons. The 'Confirm' button is circled in red.

The screenshot shows the job history for Owen Ellis. The table has columns: Primary, Do you know the Hire Date?, Approx. Hire Date, Exact Hire Date, Place of Employment, Hourly Wage, Is setting integrated?, Avg Weekly Hours Worked, and Employment Setting. The first row shows: Yes, Yes, 01 Sep 2024, Home Depot, \$17.50, Yes, 10, Individual Placement. The 'Employment Status' field is highlighted in yellow and circled in red.

Primary	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	Yes	01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement	

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. Months/Hours Worked	Employment Setting
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement

**Mark Survey Complete**

ISS

Owen Ellis

2 of 2

Is this the Primary Job?

Do you know the Hire Date?  Approx. Hire Date:

Place of Employment:

What is the Hourly Wage?

Is setting integrated?

Avg. Months/Hours Worked:

Employment Setting:

Type of Business Setting:

Job Title:

Mode of Transport:

Paycheck Issued By:

Wage Category:

Termination Date:

Termination Reason:

Home | ISS Portal | ISS\_Surveys\_WD (Harmonia Pr... | x

portals.issny.org/fms/webd/ISS\_Surveys\_WD?script=Session\_Login&param=6331706c7b1d0c44475b5d5d726&11038

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

---

### 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	<input checked="" type="checkbox"/>	10	Individual Placement	<input checked="" type="checkbox"/>
No	No	02/2025		PetSmart	\$16.50	<input checked="" type="checkbox"/>	4	Individual Placement	<input checked="" type="checkbox"/>

**Mark Survey Complete**

**Mark Survey Complete**

ISS

Home | ISS Portal | ISS\_Surveys\_WD (Harmonia Pr... | x

portals.issny.org/fms/webd/ISS\_Surveys\_WD?script=Session\_Login&param=6331706c7b1d0c44475b5d5d726&11038

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

---

### 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	<input checked="" type="checkbox"/>	10	Individual Placement	<input checked="" type="checkbox"/>
No	No	02/2025		PetSmart	\$16.50	<input checked="" type="checkbox"/>	4	Individual Placement	<input checked="" type="checkbox"/>

**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).

**Mark Survey Complete**

ISS

## Owen Ellis

During March 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	
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 6 months or more per year)

### Owen Ellis's Job History

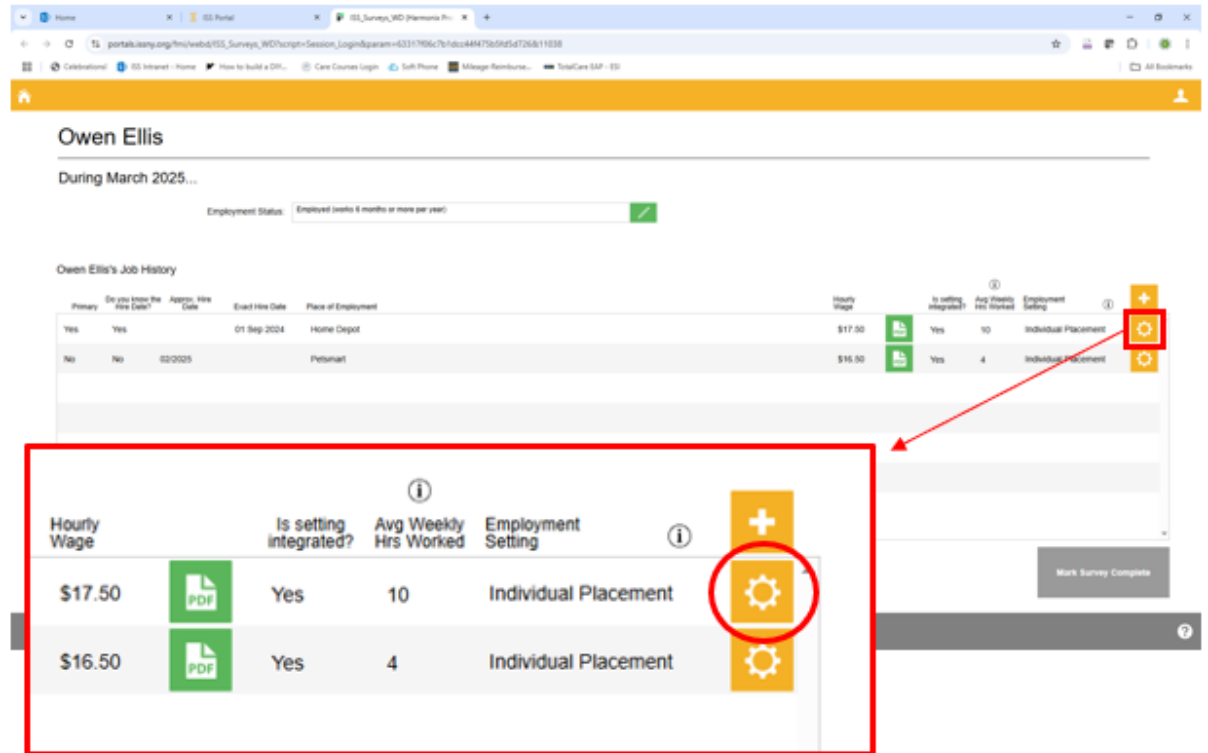
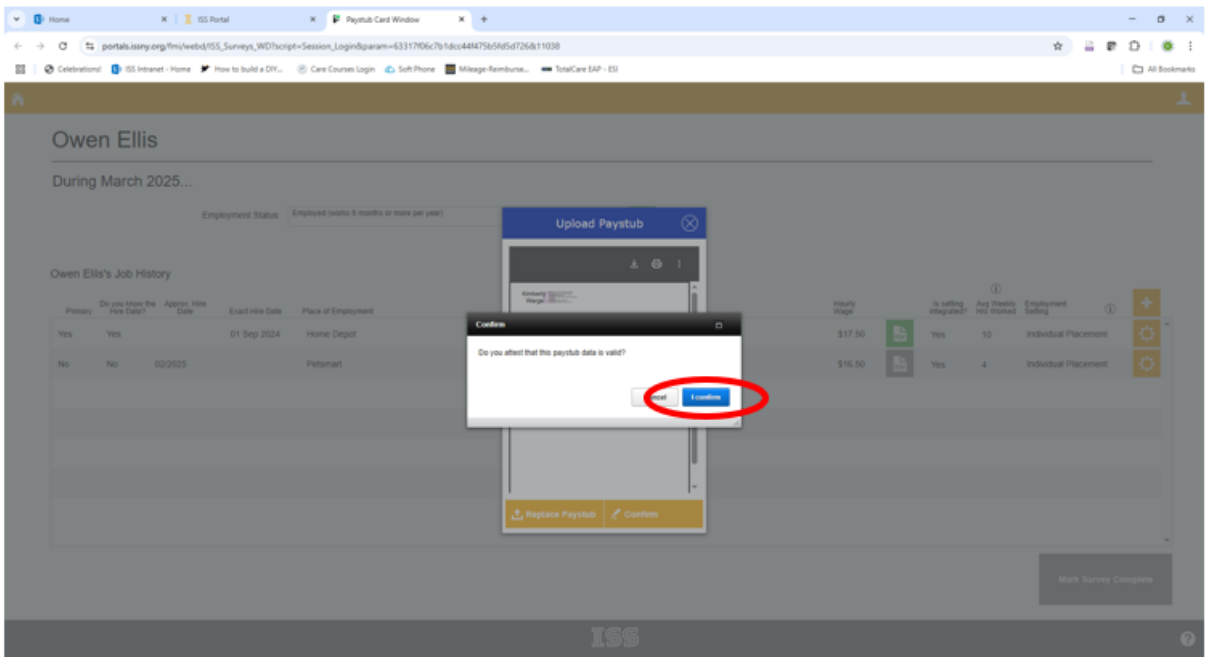
Primary	Do you know the Hire Date?	Approx. Hire Date	Exact Hire Date	Place of Employment	Hourly Wage	Is setting integrated?	Avg Weekly Hrs Worked	Employment Setting	
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement	
No	No	02/2025		Petsmart	\$16.50	Yes	4	Individual Placement	

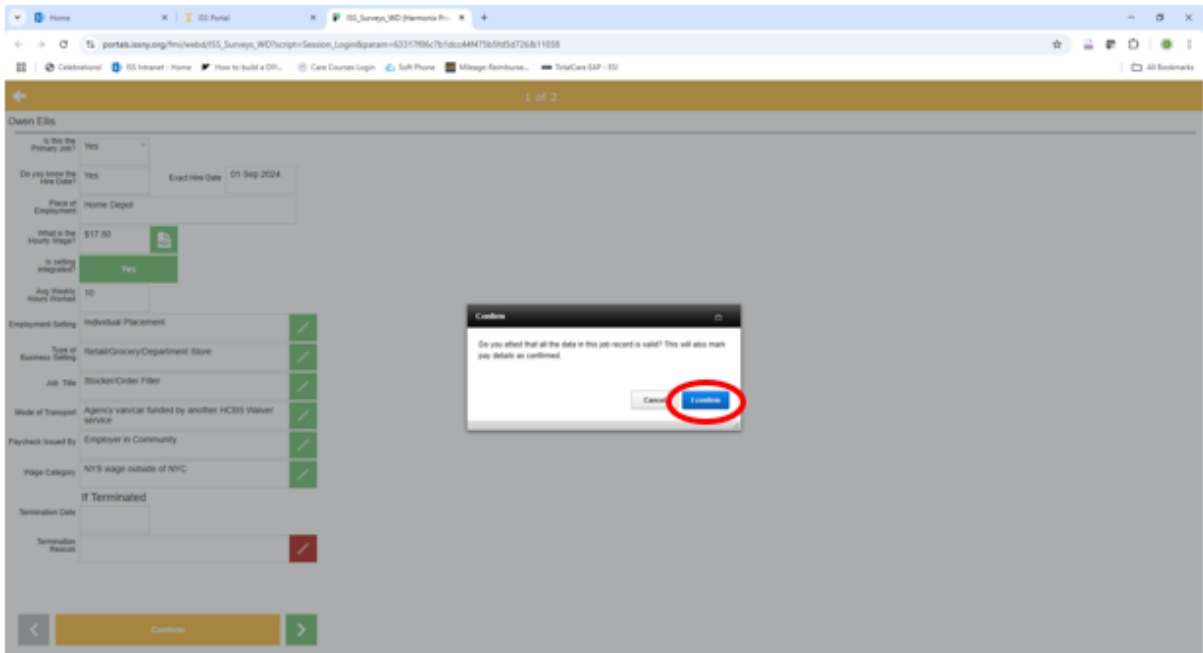
**Upload Paystub** ✕

Kindly Upload  
Wage  
[Image]

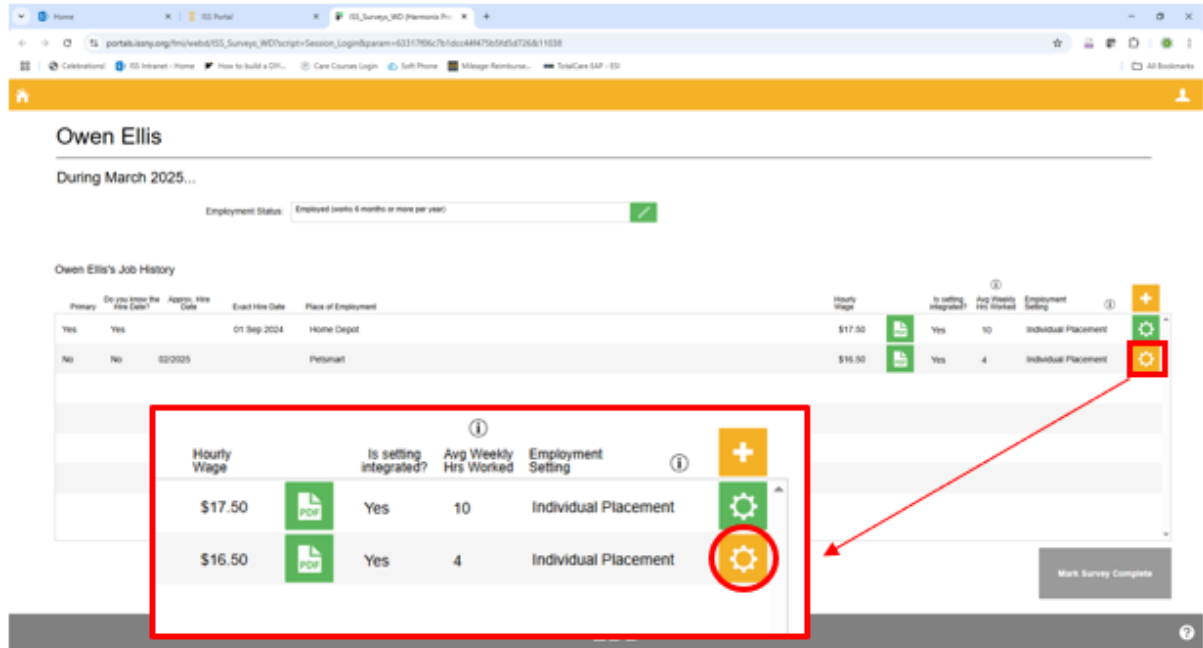
Replace Pay
Confirm

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.



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 billing integrated?	Avg Weeks per Month	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

Owen Ellis

Showing 1 of 1 participants

period	status
March 2025	Completed <input checked="" type="checkbox"/>
February 2025	Completed <input checked="" type="checkbox"/>
January 2025	Completed <input checked="" type="checkbox"/>
December 2024	Completed <input checked="" type="checkbox"/>
November 2024	Completed <input checked="" type="checkbox"/>
October 2024	Completed <input checked="" type="checkbox"/>
September 2024	Completed <input checked="" type="checkbox"/>

ISS

Created 04/18/25.

- 🔄 Revision #1
- ★ Created 18 April 2025 15:31:11 by Elizabeth Lukan
- ✎ Updated 18 April 2025 16:46:23 by Elizabeth Lukan