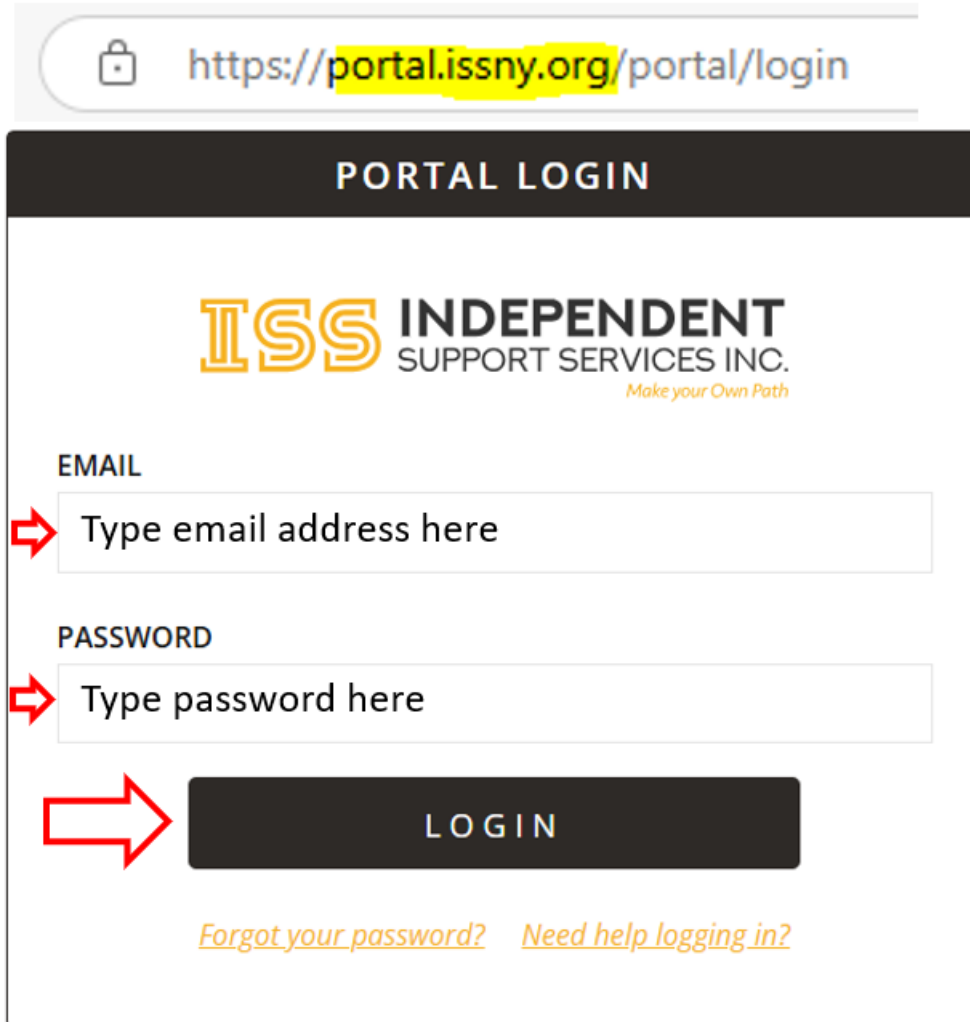


SEMP Survey User Guide

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

Walk-Through

Log into the ISS Portal.



The screenshot shows a web browser with the address bar displaying <https://portal.issny.org/portal/login>. The page title is "PORTAL LOGIN". The ISS logo is displayed, with the text "INDEPENDENT SUPPORT SERVICES INC." and the tagline "Make your Own Path". Below the logo, there are two input fields: "EMAIL" and "PASSWORD". A red arrow points to the "EMAIL" field, which contains the placeholder text "Type email address here". Another red arrow points to the "PASSWORD" field, which contains the placeholder text "Type password here". Below these fields is a large black button labeled "LOGIN". A red arrow points to the "LOGIN" button. At the bottom of the form, there are two links: "[Forgot your password?](#)" and "[Need help logging in?](#)".

Click on "Go to SEMP Survey."



The screenshot shows a navigation bar with the text "SEMP Survey" and "Navigate to the SEMP Survey." Below this text is a button labeled "Go to SEMP Survey", which is circled in red.

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

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.”

[illegible]

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”

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

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

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

type to filter

- 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

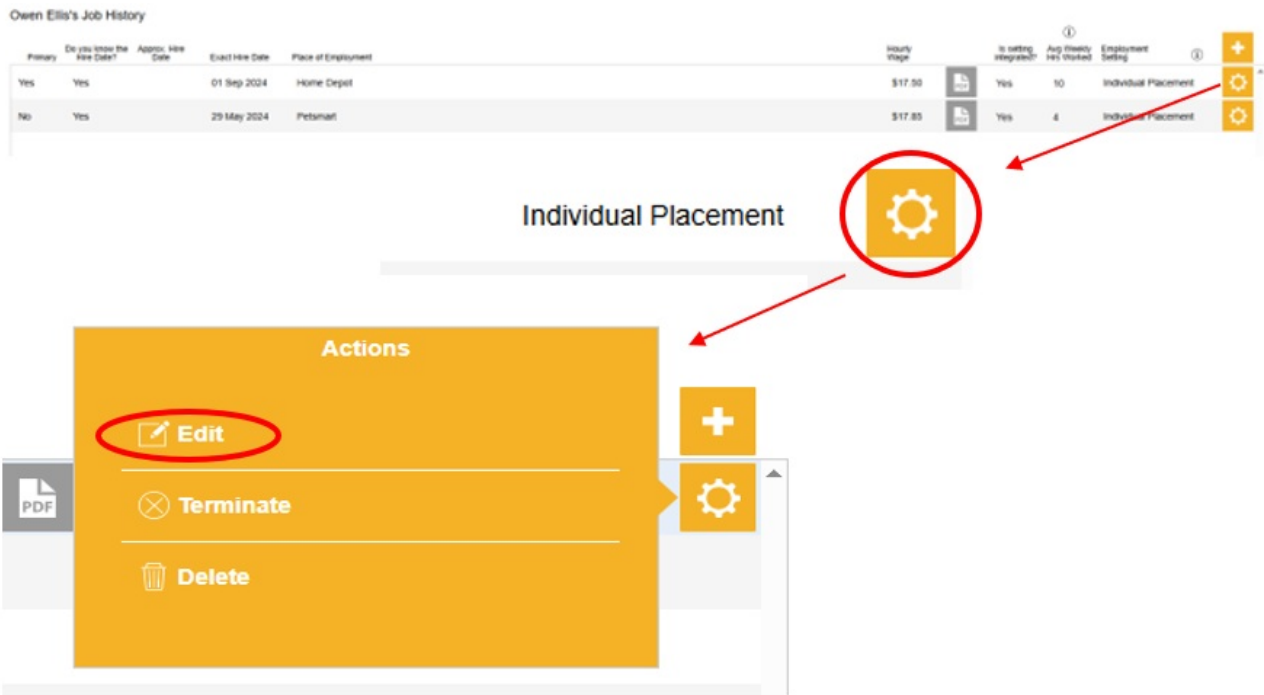
Mark Survey Complete

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"



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

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?

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

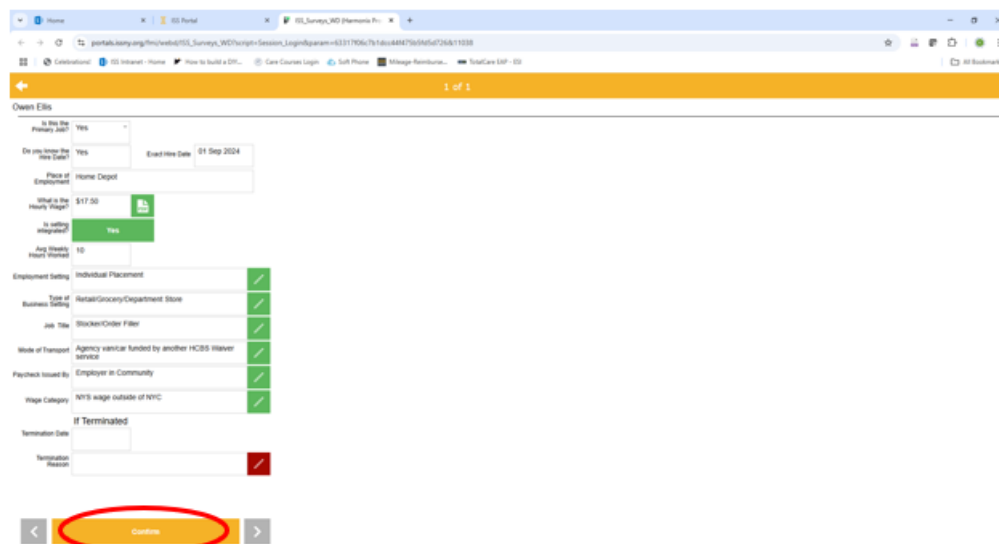
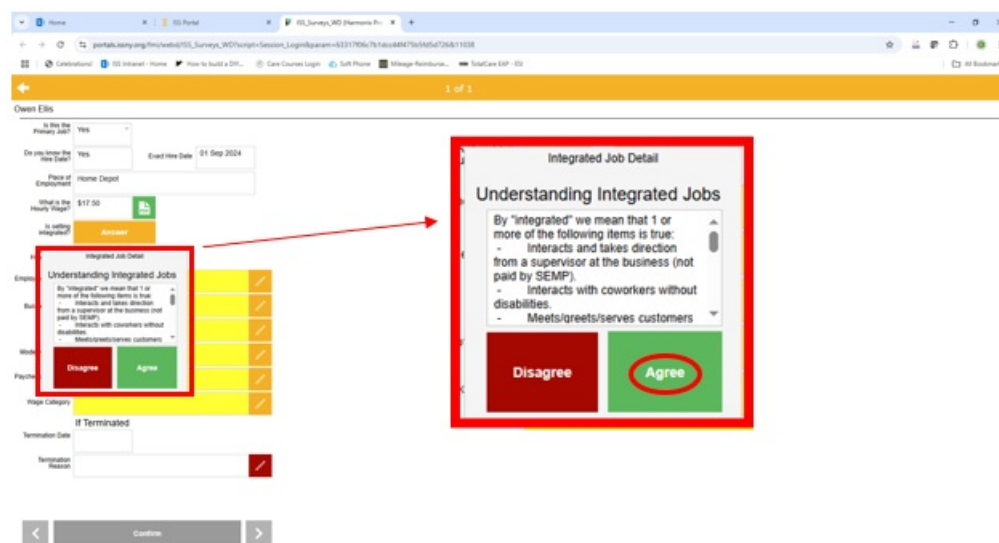
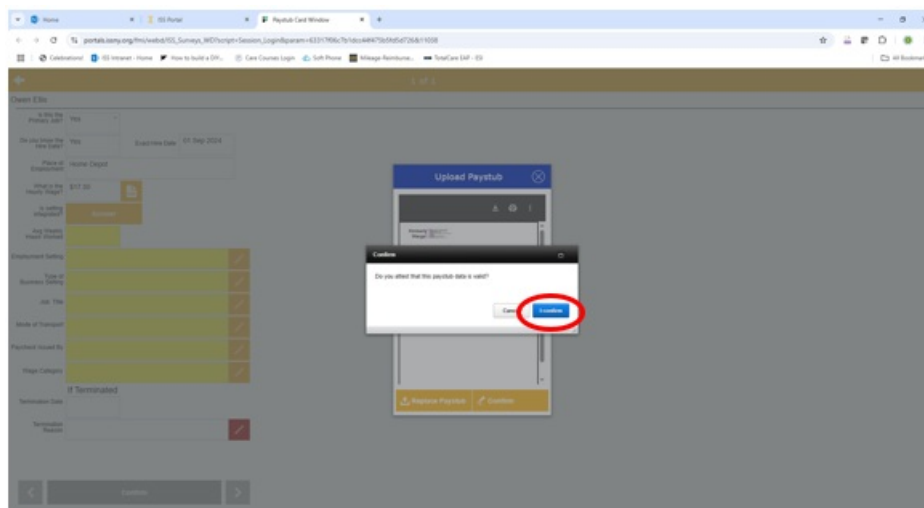
Termination Date

Termination Reason

Confirm

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.

A screenshot of a web application showing a dropdown menu. At the top is a search bar with the placeholder text "type to filter" and a close button (X). Below the search bar, a list of options is displayed: "Agency van funded by SEMP", "Agency van/car funded by another HCBS Waiver service" (which is highlighted in light blue), "Drives own vehicle", and "Family". At the bottom of the dropdown is an orange button labeled "Clear".

Wage Category?

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

A screenshot of a web application showing a dropdown menu. At the top is a search bar with the placeholder text "type to filter" and a close button (X). Below the search bar, a list of options is displayed: "Federal wage", "NJ wage", "NYC wage", and "NYS wage outside of NYC" (which is highlighted in light blue). At the bottom of the dropdown is an orange button labeled "Clear".

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_M0 (Harmonia P...

portals.issny.org/fin/web/ISS_Surveys_WD?origin=Session_Login¶m=6331705a7b74bca48475b5d5af726&11038

Continental ISS Internet - Home How to build a DIT... Care Courses Login Soft Phone WISage Remburse... TotalCare SIP - IS

1 of 1

Owen Ellis

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

Any Weekly Hours Worked 10

Employment Setting Individual Placement

Type of Business Setting Retail/Grocery/Department Store

Job Title Stocker/Order Picker

Mode of Transport Agency vehicle funded by another HCBS Waiver

Paycheck issued by Employer in Community

Wage Category NY's wage outside of NYC

If Terminated

Termination Date

Termination Reason

Confirm

Do you attest that all the data in this job record is valid? This will also mark pay details as confirmed.

Cancel Confirm

Home ISS Portal ISS_Survey_M0 (Harmonia P...

portals.issny.org/fin/web/ISS_Surveys_WD?origin=Session_Login¶m=6331705a7b74bca48475b5d5af726&11038

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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?	Any Weekly Hours Worked	Employment Setting
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	Yes	10	Individual Placement

Mark Survey Complete

ISS

Home ISS Portal ISS_Survey_M0 (Harmonia P...

portals.issny.org/fin/web/ISS_Surveys_WD?origin=Session_Login¶m=6331705a7b74bca48475b5d5af726&11038

Continental ISS Internet - Home How to build a DIT... Care Courses Login Soft Phone WISage Remburse... TotalCare SIP - IS

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?	Any 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) | 2 of 2

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

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

Owen Ellis

Is this the Primary Job?

Do you know the Hire Date? 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:

Home | ISS Portal | ISS_Survey_WD (Harmonia Pro) | Owen Ellis

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

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

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 Hours Worked	Employment Setting
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	<input checked="" type="checkbox"/>	10	Individual Placement
No	No	02/2025		Petsmart	\$16.50	<input checked="" type="checkbox"/>	4	Individual Placement

Mark Survey Complete

Home | ISS Portal | ISS_Survey_WD (Harmonia Pro) | Owen Ellis

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

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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 Hours Worked	Employment Setting
Yes	Yes		01 Sep 2024	Home Depot	\$17.50	<input checked="" type="checkbox"/>	10	Individual Placement
No	No	02/2025		Petsmart	\$16.50	<input checked="" type="checkbox"/>	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).

HomeISS PortalISS_Survey_WD (Harmonix Pro)

portals.issny.org/fmi/webd/ISS_Surveys_WD?script=Session_Login¶m=63317f06c7b1dcc44475b5fd5d726&11038

Celebration!ISS Intranet - HomeHow to build a DIY...Care Courses LoginSoft PhoneMileage-Reimburse...TotalCare EAP - ESIAll Bookmarks

Owen Ellis

During March 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

ISS?

HomeISS PortalPaystub Card Window

portals.issny.org/fmi/webd/ISS_Surveys_WD?script=Session_Login¶m=63317f06c7b1dcc44475b5fd5d726&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

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

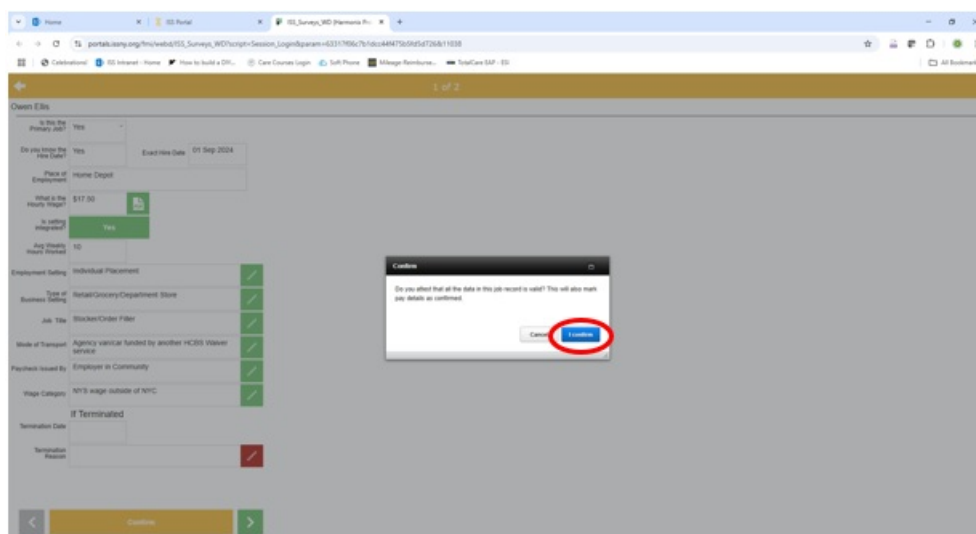
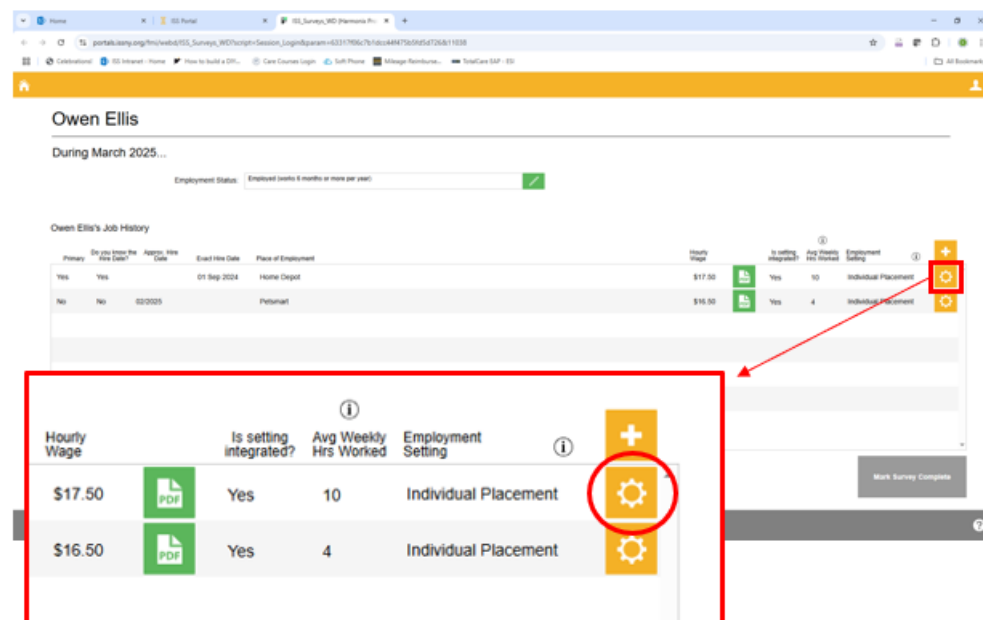
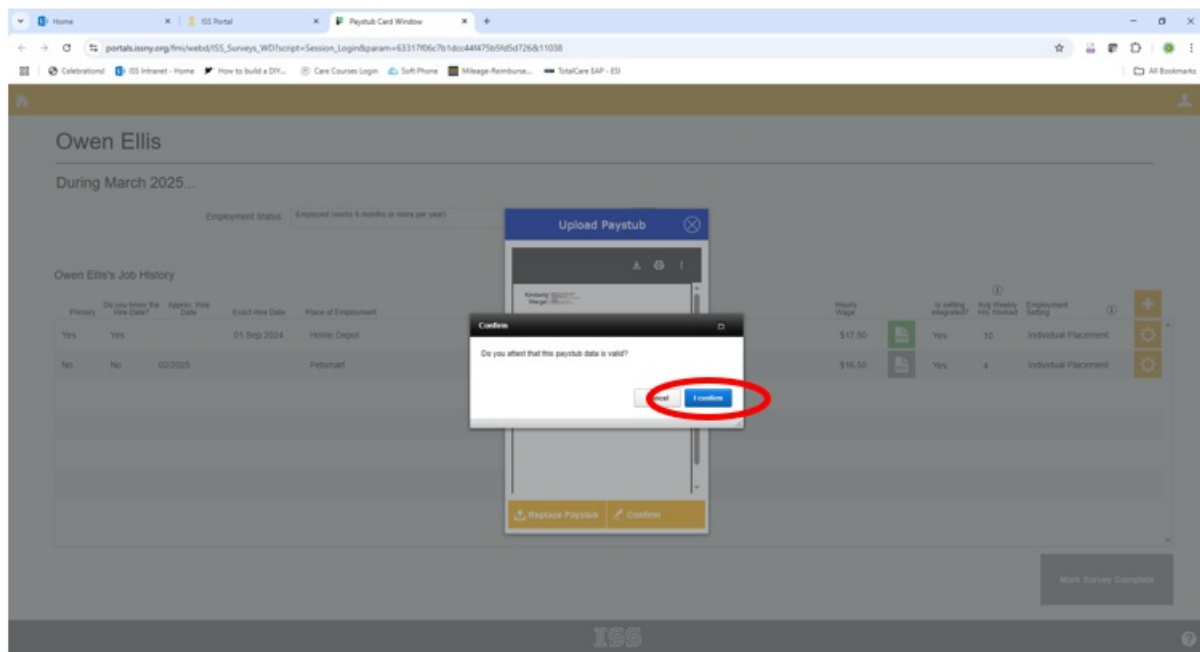
Kimberly Hargis

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.

Home | ISS Portal | ISS_Surveys_WD (Harmonix Pro) | portals.issny.org/fmi/webd/ISS_Surveys_WD?script=Session_Login¶m=6331706c7b1d0c44475b5d5d726&11038

Owen Ellis

During March 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		10	Individual Placement
No	No	02/2025		Petsmart	\$16.50		4	Individual Placement

Mark Survey Complete

Home | ISS Portal | ISS_Surveys_WD (Harmonix Pro) | portals.issny.org/fmi/webd/ISS_Surveys_WD?script=Session_Login¶m=6331706c7b1d0c44475b5d5d726&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		10	Individual Placement
No	No	02/2025		Petsmart	\$16.50		4	Individual Placement

Mark Survey Complete

Home | ISS Portal | ISS_Surveys_WD (Harmonix Pro) | portals.issny.org/fmi/webd/ISS_Surveys_WD?script=Session_Login¶m=6331706c7b1d0c44475b5d5d726&11038

Owen Ellis

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.

🕒Revision #1

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

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