

Management Skills for SEMP Leaders-
DATA DRIVEN DECISION-MAKING
Innovations in Employment Supports



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**Where are you in
your
development?**

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Complete
this sentence

When I was a new
manager, I wish I
had known...

How I thought it
would go



How it's going



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SUPERVISOR

The person who oversees the employees and regulates them to perform the work assigned.

MANAGEMENT

The person who manages the resources of the organization to achieve the ultimate goal.

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ORGANIZATIONAL / OPERATIONAL TIPS

The Big Picture



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SEMP director expectations

1 Organizational expectations	2 OPWDD expectations	3 Audit/accreditation expectations
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TECHNOLOGY TOOLS

What technology do you use in your SEMP programs?



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What Technology do you require in your SEMP Programs?

 Excel	 Word	 Google Meet	 TEAMS	 zoom	 O-NET	 APD
 Outlook Calendar	 Google Calendar	 MyTime Scheduler	 doxy.me Secure Telemedicine Platform		 samsara GPS tracking app	
 OneDrive Shared Docs	 Google Drive Shared Docs	 Therap		 medisked		 MaaS360 BYOD
				 Remind Private mobile messaging		

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BEST Data Quotes

“Data is like garbage. You’d better know what you are going to do with it before you collect it.”

Mark Twain

“In the end you should only measure and look at the numbers that drive action, meaning that the data tells you what you should do next.”

Alex Peiniger, CEO, quintly

“The analysis of data will not by itself produce new ideas.”

Edward De Bono



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WHAT IS DATA COLLECTION?

Data collection is defined as the “process of gathering and measuring information on variables of interest, in an established systematic fashion that enables one to answer queries, stated research questions, test hypotheses, and evaluate outcomes.”



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WHY DO YOU COLLECT DATA?

- to learn about your stakeholders;
- to discover trends;
- to facilitate decision making and improve quality;
- to help resolve issues and improve the quality of services; and
- to direct different marketing strategies.



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Qualitative Data vs. Quantitative Data

Qualitative Data

- Deals with descriptions
- Can be observed but not measured
- Uses the 5 senses (see, hear, taste, smell, feel)
- Qualitative=quality

Quantitative Data

- Deals with numbers
- Can be measured
- Sums, averages, medians, length of time, cost, age, etc.
- Quantitative=quantity

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What Data are you currently collecting?

Program & Services

Quality Assurance

Staffing

Budgets & Billing

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PROGRAM DATA

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**Department of Health
Regions for OPWDD Billing**

- Region 1 (New York, Bronx, Richmond, Kings, Queens)
- Region 2 (Nassau, Suffolk, Westchester, Putnam, Rockland)
- Region 3 (The Rest of State)

Up to date Regional SEMP fees may be found at: Eleversity.org



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**WHAT IS YOUR
PROGRAM BILLING
EXPECTATION FOR
EACH ESP?**



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Setting Billing expectations



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Setting Billing expectations

Region 1	WK	15	\$89.93	\$1,348.95	YR	\$64,749.60
Region 2	WK	15	\$94.40	\$1,416.00	YR	\$67,968.00
Region 3	WK	15	\$99.46	\$1,491.90	YR	\$71,611.20



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Setting Billing expectations

Region 1	WK	20	\$89.93	\$1,798.60	YR	\$86,332.80
Region 2	WK	20	\$94.40	\$1,888.00	YR	\$90,624.00
Region 3	WK	20	\$99.46	\$1,989.20	YR	\$95,481.60



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Setting Billing expectations

Region 1	WK	35	\$89.93	\$3,147.55	YR	\$151,082.40
Region 2	WK	35	\$94.40	\$3,304.00	YR	\$158,592.00
Region 3	WK	35	\$99.46	\$3,481.10	YR	\$167,092.80



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YTD Performance		July 1, 2024 - June 30, 2025		30-Mar-25	Region 3	3rd Qtr.
Service	Rate	Hrs. Goal	YTD Accrued	Accrued \$	Goal - Service Total	% of Goal
CBPV [US]	\$ 55.11	5000	2000	\$110,220.00	\$ 275,550.00	40%
PTE [US]	\$ 56.24	1000	300	\$ 16,872.00	\$ 56,240.00	30%
Intensive SEMP	\$ 99.46	5000	2000	\$198,920.00	\$ 497,300.00	40%
Extended SEMP	\$ 99.46	4000	3000	\$298,380.00	\$ 397,840.00	75%
				\$624,392.00	\$1,226,930.00	51%

EXPENSES

- Staff salaries and benefits (fringe)
- Overhead
- Travel
- Training
- Equipment (computer, pens, etc.)

REVENUE

- Billable hours
- Development
- Other organizational revenue to offset costs

Program Budget



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OPWDD monthly data reporting

- Tracked monthly, reported quarterly to OPWDD
- Enrollment Information
- Service Information
- Employment information
- Active/Inactive status
- Provider Agency Information



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Data Exercise — Breakout

Room 1
Program & Services

Room 2
Quality Assurance

Room 3
Staffing

Room 4
Budgets & Billing



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