

SEMP Employment Tracking System (ETS)

Quick Reference Guide for SEMP Providers

September 2026

SEMP Employment Tracking System (ETS) Quick Reference Guide

This guide will walk you through the basics of logging into ETS, entering data and submitting a report. The screens shared here are from fictitious agencies and people.

Please email questions to supported.employment.data@opwdd.ny.gov

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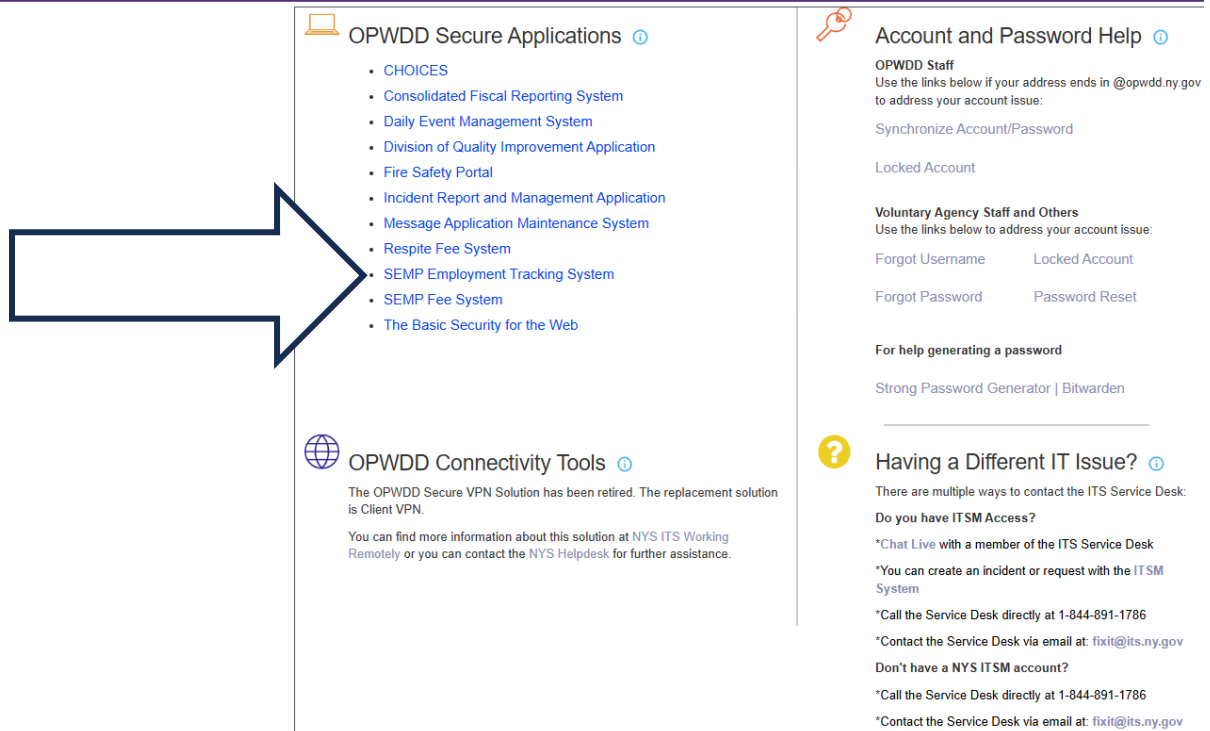
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1. Logging In

- a. Go to <https://ext.opwdd.ny.gov/ss/index.jsp>
- b. Select SEMP Employment Tracking System and log in with your username and password.

Office for People With Developmental Disabilities

Secure Site Applications



The screenshot shows the OPWDD Secure Applications page. A large white arrow points to the 'SEMP Employment Tracking System' link in the list of applications. The page is divided into three main sections: OPWDD Secure Applications, OPWDD Connectivity Tools, and Account and Password Help. The OPWDD Secure Applications section lists various systems, including CHOICES, Consolidated Fiscal Reporting System, Daily Event Management System, Division of Quality Improvement Application, Fire Safety Portal, Incident Report and Management Application, Message Application Maintenance System, Respite Fee System, SEMP Employment Tracking System, SEMP Fee System, and The Basic Security for the Web. The OPWDD Connectivity Tools section provides information about the retired OPWDD Secure VPN Solution and the replacement Client VPN solution. The Account and Password Help section provides links for OPWDD Staff, Voluntary Agency Staff and Others, and links for forgot username, forgot password, and password reset. It also includes a link for help generating a password and a link for having a different IT issue.

OPWDD Secure Applications

- CHOICES
- Consolidated Fiscal Reporting System
- Daily Event Management System
- Division of Quality Improvement Application
- Fire Safety Portal
- Incident Report and Management Application
- Message Application Maintenance System
- Respite Fee System
- SEMP Employment Tracking System**
- SEMP Fee System
- The Basic Security for the Web

OPWDD Connectivity Tools

The OPWDD Secure VPN Solution has been retired. The replacement solution is Client VPN.

You can find more information about this solution at [NYS ITS Working Remotely](#) or you can contact the NYS Helpdesk for further assistance.

Account and Password Help

OPWDD Staff
Use the links below if your address ends in @opwdd.ny.gov to address your account issue:

[Synchronize Account/Password](#)

[Locked Account](#)

Voluntary Agency Staff and Others
Use the links below to address your account issue:

[Forgot Username](#) [Locked Account](#)

[Forgot Password](#) [Password Reset](#)

For help generating a password

[Strong Password Generator](#) | [Bitwarden](#)

Having a Different IT Issue?

There are multiple ways to contact the ITS Service Desk:

Do you have ITSM Access?

- *[Chat Live](#) with a member of the ITS Service Desk
- *You can create an incident or request with the [ITSM System](#)
- *Call the Service Desk directly at 1-844-891-1786
- *Contact the Service Desk via email at: fixit@its.ny.gov

Don't have a NYS ITSM account?

- *Call the Service Desk directly at 1-844-891-1786
- *Contact the Service Desk via email at: fixit@its.ny.gov

*You must be granted access before you can log in. Contact supported.employment.data@opwdd.ny.gov for details.

2. Navigating the Dashboard

After logging in you will see the Dashboard with your SEMP roster. Enrollments synchronize with your SEMP roster in CHOICES. *ETS does not replace the DDP-1 enrollment/disenrollment process.*

- Adjusting the screen:** You may need to adjust the zoom on your browser to see the entire toolbar at the top of the enrollment screen. You can zoom out by pressing *Control* and *-* until you can see the entire tool bar including “Job Details” all the way at the right. You can press *Control* and *+* to zoom back in.
- Sorting categories:** You can use the arrows next to certain categories to sort the enrollment list.



- Adjusting the toolbar:** You can customize the width of each category by dragging the lines in between each column.



- Search:** You can quickly search for a person by name or TABS number by using the search bar.



- Individual Profile:** You can view a person’s demographic information, current job and job history by clicking their name on the Dashboard. Job history stays in the person’s profile even if they enroll with a different agency. You can also download and save the profile as a PDF.



3. Entering Data

You will need to enter a status for each person on your SEMP roster and Job Details for anyone who is Employed.

Entering a Status

First, select a Status from the drop-down menu.

- If the person obtained a new job or there were changes to their existing job, click the Job Details button.
- If the person is not employed or there were no changes to their existing job, scroll down and click Save on the dashboard after selecting one or multiple statuses.

The screenshot shows the 'Submit Employment Status' dashboard. At the top, there are tabs for 'Submit Employment Status' and 'View Historical Data'. Below the tabs, a dropdown menu shows 'Which quarter is this submission for' with the selected value 'Q1-APR-01-2025 to JUN-30-2025' and a 'Quarter Due Date: 07/15/2025'. A search bar is present. Below the search bar, there is a table with columns for 'Individual Name', 'DDRO', 'Quarterly Status', 'Job Details Complete', and 'JobDetails'. The table contains three rows of data. The 'Quarterly Status' column has a dropdown menu with 'Select Quarterly Status' selected. The 'JobDetails' column has a button with a green plus icon. A callout box labeled '1 - Select status' points to the 'Quarterly Status' dropdown. Another callout box labeled '2 - Enter Job Details if the person has a new job.' points to the 'JobDetails' button. A 'Save' button is at the bottom left.

Entering Job Details

- a. After you click the Job Details button you will be brought to the Job Details screen.

The screenshot shows the 'Current Primary Job - Edit' screen. On the left, there is a sidebar with a list of fields: '+ Required to Save', '+ Required to Submit', 'Individual Name/Id', '+ Quarterly Status', '+ Name of Business Where Person Physically Works, If Employed', '+ Type of Business Setting', '+ Type of Job / General Job Title', '+ Hourly Wage', '+ Wage Category', '+ Paycheck Issued by Which Entity?', '+ Average Weekly Hours', 'Comments', 'Primary Job', 'Job Termination Details', 'Termination Date (If applicable)', and 'Job Termination Reason (If applicable)'. The main area contains the form for these fields. The 'Individual Name/Id' field is filled with 'GERE, TIMOTHY N/166759'. The 'Employed (works 6 months or more per year)' checkbox is checked. The 'Name of Business' field is filled with 'Pet Store'. The 'Type of Business Setting' dropdown is set to 'Animal Care'. The 'Type of Job / General Job Title' dropdown is set to 'Stockers/Order Filler'. The 'Paycheck Issued by Which Entity?' dropdown is set to 'ACCES-VR' with a red note 'The selection relates only to obtain'. The 'Select Job or Self-Employed' dropdown is set to 'Select Job or Self-Employed'. The 'Select Primary Mode Of Transportation' dropdown is set to 'Select Primary Mode Of Transportation'. The 'Termination Date' field is filled with '12/01/2025'. The 'Hourly Wage' field is filled with '\$ 20 Cents 0'. The 'NYS wage outside of NYC' dropdown is set to 'NYS wage outside of NYC'. The 'Employer in Community' dropdown is set to 'Employer in Community'. The 'Average Weekly Hours' field is filled with 'Hrs 15'. The 'Comments' field is empty. The 'Primary Job' checkbox is checked. The 'Job Termination Details' section is collapsed. The 'Termination Date' field is filled with 'mm/dd/yyyy'. The 'Job Termination Reason' dropdown is set to 'Select Job Termination Reason'. A callout box labeled 'Incomplete job details will be highlighted yellow. All highlighted details must be completed.' points to the 'Select Job or Self-Employed' and 'Select Primary Mode Of Transportation' dropdowns. A callout box labeled 'Don't forget to Save!' points to the 'Save' button. A 'Close' button is also present.

- b. After you have entered job details and clicked Save you will be returned to the Dashboard. The person's line will turn orange to indicate the last person you entered information for.

Search by Keywords									
Individual Name	DDRO	Quarterly Status	Name of Business	Job Start Date	Hourly Wage	Average Weekly hrs	Job Details Completed	Job Details	
BOMBAY SALLY X/198914	Brooklyn BDSO	Employed (works 6 months or more per year)	Shake Shack	05/08/2023	17.00	25	Y		

- c. You will get an "N" in the Job Details column on the Enrollment Page if you save with incomplete data. Remember you can sort the column to group the Ys and Ns together.

Job Details Completed		JobDetails
		N
		Y

The report cannot be submitted with incomplete Job Details.

Adding a second job

If someone has more than one job, you can click the green plus button in the lower right corner of the job details screen.

NYSOPWDD

* Required to Save
+ Required to Submit

Individual Name/Id: CARTER, DONNA/199928
 Quarterly Status: Employed (works 6 months or more per year)
 Name of Business Where Person Physically Works, If Employed: Alto Music
 Type of Business Setting: Retail/Grocery/Department Store
 Type of Job / General Job Title: Teacher/Teacher Assistant
 Funding Source Used to Obtain Job: ACCES-VR
 Job or Self-Employed: Individual Placement
 Primary Mode Of Transportation: Drives own vehicle
 Current Job Start Date: 07/10/2023
 Hourly Wage: \$15 Cents/25
 Wage Category: NYS wage outside of NYC
 Paycheck Issued by Which Entity?: Employer in Community
 Average Weekly Hours: Hrs 12
 Termination Date (If applicable): mm/dd/yyyy
 Job Termination Reason (If applicable): Select Job Termination Reason

Comments

Primary Job

Save Close

Name of Business	Type of Job	Funding Source	Job Start Date
Alto Music-(Primary)	Teacher/Teacher Assistant	ACCES-VR	07/10/2023

Click here to add a second job

Important Points to Remember About Job Details

- Only enter Job Details for people who are Employed.
- The Name of Business is locked after you Save. Make sure it is entered correctly.
- Do not change the Funding Source Used to Obtain Job after the initial entry.
- Report the status of the person on the final day of the quarter.
- Do not enter Job Details for ETP Internships paid by ETP.

4. Job Termination

Follow these steps if someone lost their job during the quarter.

IMPORTANT: If the person lost one job and gained another in the same quarter, first terminate the old job and then enter the Job Details for the new job. *Note: if someone has a Secondary Job, it will automatically become Primary if the Primary Job is terminated.*

Search by Individual Name or Name of Business		Individual Name	DORO	Quarterly Status	Name of Business	Job Start Date	Hourly Wage	Average Weekly Hrs	Job Details Complete	JobDetails
CALDERON ANDREW/306493		Western New York DOR	Select Quarterly Status	SwS Testing Dept Store	09/09/2024	38.00	25	Y		

1. From the dashboard, click the Job Details button. Don't worry about selecting a status for now.

Current Primary Job - Edit

* Required to Save
+ Required to Submit

Individual Name/Id: CALDERON, ANDREW/306493

+ Quarterly Status: Select Quarterly Status

* Name of Business Where Person Physically Works, If Employed: SwS Testing Dept Store

+ Type of Business Setting: Arts/Creative Enterprise

+ Type of Job / General Job Title: Baggage/Porter/Bellhop

+ Funding Source Used to Obtain Job: OPWDD Extended SEMP

+ Job or Self-Employed: Self Employed

+ Primary Mode Of Transportation: Drives own vehicle

+ Current Job Start Date: 09/09/2024

+ Hourly Wage: \$ 38 Cents

+ Wage Category: NYS wage outside of NYC

+ Paycheck Issued by Which Entity: Provider Agency Paid through Subcontract

+ Average Weekly Hours: Hrs 25

Termination Date (If applicable): mm/dd/yyyy

Job Termination Reason (If applicable): Select Job Termination Reason

Comments:

Primary Job ☒

Save **Close**

2. Enter Job Termination Date and Reason.

3. Click Save.

4. When you return to the dashboard, the job information will be cleared out. You may now select the updated status and save.

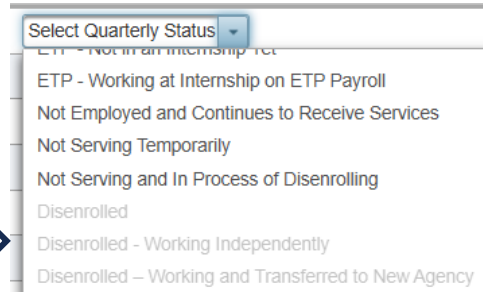
Search by Individual Name or Name of Business		Individual Name	DORO	Quarterly Status	Name of Business	Job Start Date	Hourly Wage	Average Weekly Hrs	Job Details Complete	JobDetails
CALDERON ANDREW/306493		Western New York DOR	Select Quarterly Status							

5. Historical job information can be viewed in the Individual Profile accessed by clicking the person's name on the dashboard.

5. Reporting Disenrollment

If someone has a SEMP disenrollment date in CHOICES during the reporting period, you will need to report a Disenrolled status.

Disenrolled statuses will be greyed out until the person is disenrolled from SEMP in CHOICES.



Select Quarterly Status

- ETP - Not in an Internship yet
- ETP - Working at Internship on ETP Payroll
- Not Employed and Continues to Receive Services
- Not Serving Temporarily
- Not Serving and In Process of Disenrolling
- Disenrolled
- Disenrolled - Working Independently
- Disenrolled - Working and Transferred to New Agency

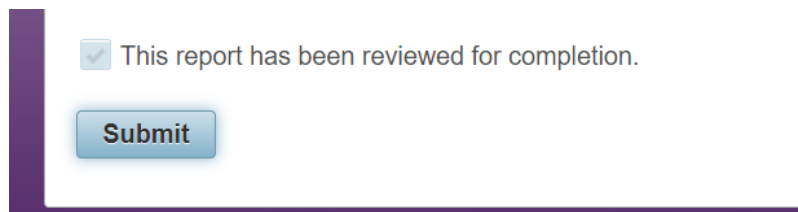
- If the person is not employed when disenrolled, select the Disenrolled status. If the person lost their job during the quarter, you need to enter Job Termination Date and Reason first.
- If the person is employed upon disenrollment, select whichever of the second two statuses is applicable.

6. How to Submit the Report

Once you've completed the report and it has been reviewed by a SEMP Manager/Director, follow these steps to submit the report.

Scroll down to the lower left corner of the Dashboard where you will find a checkbox indicating that the report has been reviewed for completion and a Save button.

Click the checkbox then the Submit button to submit your quarterly data.



☒ This report has been reviewed for completion.

Submit

Make sure you see the following message in the upper left corner of the Dashboard after clicking Submit. **Your report is not submitted unless you see this.**

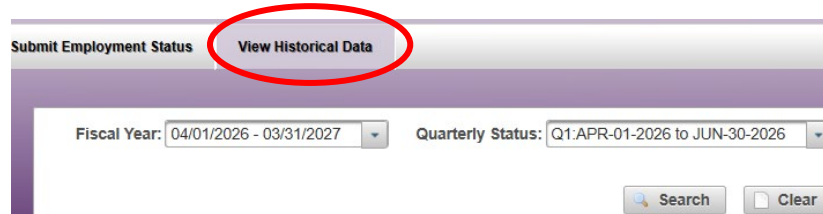
 Success. Quarterly Status for all the individuals has been submitted successfully.

Note: After successful submission, the report remains open for editing until the lockout date. Please resubmit the report after making any changes.

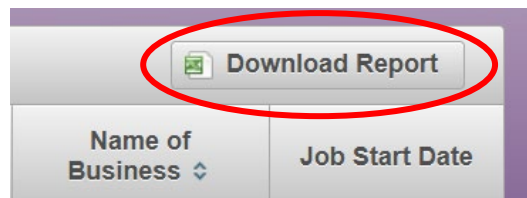
7. Historical Data Reports

You may view, download and save quarterly reports after they have been submitted. These reports are great for record keeping and as management tools.

1. Click the “View Historical Data” tab from the upper left corner of the Dashboard.
2. Select the Fiscal Year and Quarter you wish to view from the dropdown menus.
3. Click “Search.”

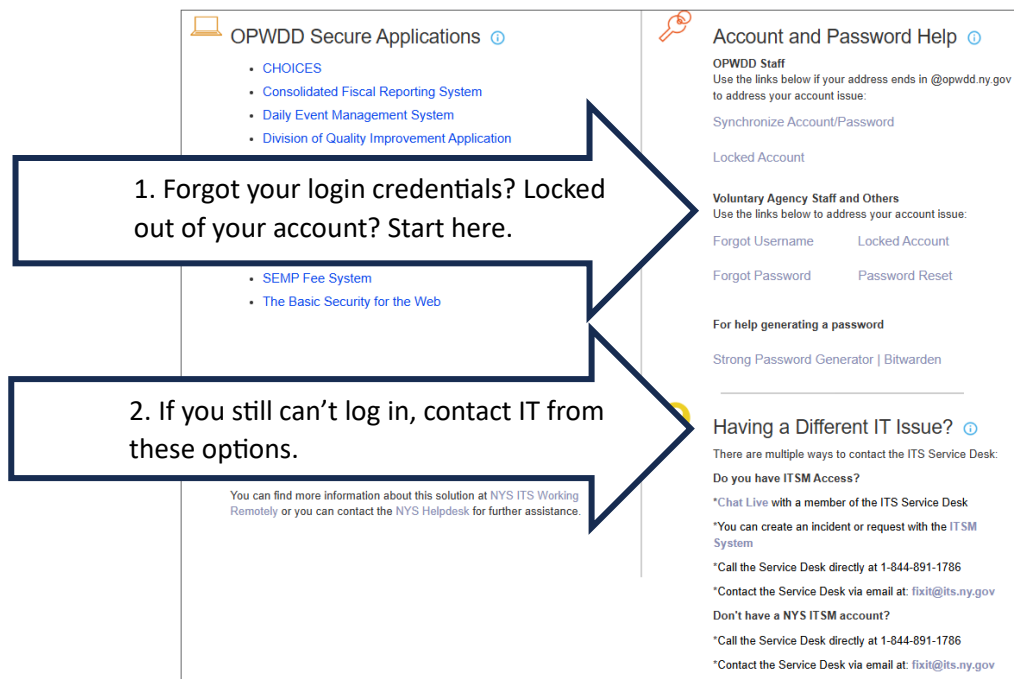


This will open the report screen. Click “Download Report” on the right side of the screen to download an Excel version of the report.



8. How to Get Help

- Contact supported.employment.data@opwdd.ny.gov if you need help with ETS.
- If you are having trouble logging in after being granted access, go to <https://ext.opwdd.ny.gov/ss/index.jsp> and see below.



1. Forgot your login credentials? Locked out of your account? Start here.

2. If you still can't log in, contact IT from these options.

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Appendix A: Reporting Schedule

Please plan to submit your quarterly reports by the due date. Reports are open for submission from the 1st-15th of the month it is due. You may start updating and saving a report as soon as the previous one is submitted.

Quarter 1: April – June, **due July 15**

Quarter 2: July – September, **due October 15**

Quarter 3: October – December, **due January 15**

Quarter 4: January – March, **due April 15**

Note: You may edit and resubmit reports until the lockout date.

Quarter 1: April – June, Locked for editing on August 31

Quarter 2: July – September, Locked for editing on November 30

Quarter 3: October – December, Locked for editing on February 28

Quarter 4: January – March, Locked for editing on May 31

Remember to save and resubmit the report if you do make edits after the initial submission!

Appendix B: SEMP ETS Drop Down Lists

Type of Business Setting

Choose the type of business setting where the person works. For instance, if a person works at a college, choose educational/school as the business setting.

- Administration
- Animal Care
- Arts/Creative Enterprise
- Athletic/Sports
- Automotive/Vehicle
- Childcare/Daycare
- Construction/Building Trades
- Educational/School
- Equipment Repair/Service
- Food Service/Restaurant/Vending
- Government/Public Administration
- Healthcare/Hospital/Nursing Home
- Horticulture/Greenhouse/Farm
- Hospitality/Hotel/Motel
- Janitorial/Maintenance
- Manufacturing/Production
- Media/Print/Audio/Video
- Office/Clerical
- Personal Care/Hair Salon/Spa
- Public Safety/Protective Services
- Recreation/Entertainment
- Religious/Spiritual
- Retail/Grocery/Department Store
- Social Services/Human Services
- Transportation/Material Moving
- Travel/Airport/Train Station
- Warehouse/Order Processing

Type of Job/General Job Title

Choose the option that best describes the person's actual job title. The type of job may differ from the job setting. For instance, the type of job a person may have is Food Preparation/Cook, however, they may work in an educational/school business setting.

- Advocate/Legislative
- Animal Care/Breeder
- Artist/Crafter/Musician/Photographer
- Assembler/Packer
- Baggage/Porter/Bellhop
- Bookkeeping/Business Operations
- Childcare/Day Care/Bus Monitor
- Coach/Sports Official

- Building Trades/Laborer
- Counselor/Social Service/Recreation Worker
- Customer Service/Cashier
- Delivery/Carrier
- Dishwasher/Utility Worker
- Entertainer/Actor/DJ/Writer
- Equipment Repair/Operator
- Exercise Trainer/Instructor
- Food Preparation/Cook
- Food Server/Cafeteria Attendant/Host
- Greenhouse Worker/Floral Designer
- Groundskeeper/Landscaper
- Hairdresser/Barber/Shampooer
- Health Care Worker
- Janitor/Cleaner
- Manager/Supervisor
- Office Clerk/Receptionist
- Salesperson/Telemarketer
- Security Guard
- Stocker/Order Filler
- Teacher/Teacher Assistant
- Transporter/Driver
- Vehicle Cleaner
- Vehicle Repair Tech

Funding Source Used to Obtain Job

*How were SEMP services funded when the individual was initially employed at their current job? **Do not change this selection after the initial entry was made.***

- ACCES-VR
- ETP
- OPWDD Extended SEMP
- OPWDD Intensive SEMP
- Other Funding Source
- Unknown Funding Source

Job or Self-Employed

List the type of employment. Are services billed as group or individual? Choose the predominant type of services received. Drop-down options are:

- Group Placement (up to 8)
- Individual Placement – Primarily Remote
- Individual Placement
- Self-Employed
- Self-Employed – Primarily Remote

Primary Mode of Transportation

Choose the option the person uses most frequently to get to work.

- Agency van/car funded by another HCBS Waiver service
- Agency van funded by SEMP
- Drives own vehicle
- Family
- Friend/coworker
- Public Transportation-Ambulatory (van/car)
- Public Transportation (bus/subway)
- Residential staff
- Taxi/Uber/Lyft
- Walk/bike

Wage Category

Under which category does the person meet minimum wage requirements?

- Federal wage
- NJ wage
- NYC wage
- NYS wage outside of NYC
- Other
- PA wage
- Self-employment income
- Tipped wage NYC
- Tipped wage outside of NYC

Paycheck Issued by Which Entity? (drop-down list)

Choose the entity that issues the individual's paycheck for hours worked.

- Employer in Community
- Provider Agency Paid through Subcontract
- Self-Employed
- Temporary or Personnel Agency

Job Termination Reason (use drop-down list)

Choose the reason the individual is no longer working at the job. The options provided closely match the New York Employment Services System (NYESS) for consistency.

- Business Closed
- Deceased
- Incarceration
- Layoff, Permanent
- Layoff, Temporary
- Medical-Expected Return
- Medical-Not Expected to Return
- Military
- Moved
- Parenting-Permanent

- Parenting-Temporary
- Quit - Death of a Parent/Caregiver/Guardian
- Quit - Dissatisfaction with Hours
- Quit - Dissatisfaction with Job Tasks
- Quit - Dissatisfaction with Wages
- Quit - Family Issues (Non-Financial)
- Quit - General
- Quit - Lack of Interest
- Quit - Lack of Requested Accommodations
- Quit - Language Difficulties
- Quit - Marriage
- Quit - Peers Were Quitting Work
- Quit - School
- Quit -Family Issues (Financial)
- Quit-Concern Over Loss of Public Benefits
- Relocated
- Retired
- Seasonal Layoff, Expected Return
- Seasonal Layoff, No Return
- Service - Lack of Participation
- Service - Lost contract
- Service - Needs Exceed Program
- Service - Other Program
- Service - Program Funding Issues
- Service - Supports Services Not Wanted
- Service -Supports or Services Not Available
- Service-Achieved Employment Goals
- Social Difficulties
- Stress Related Issues
- Temporary Position Ended
- Terminated - Behavioral Issues
- Terminated - Inability to Perform Job Tasks
- Terminated - Poor Performance
- Terminated - Productivity
- Terminated - Unknown
- Terminated - Violation of Rules
- Terminated Poor Attendance
- Terminated Poor Punctuality
- Transportation Issues