AMSI DES1 – Documentation for Employment Support Services in NYS and NYC

First Draft Edition – 2025

Summary:
Sets documentation requirements for Supported Employment (SEMP) providers assisting individuals with IDD in obtaining and maintaining employment in New York State and NYC. Applies to both self-funded and agency-funded services, ensuring compliance with federal, state, and local regulations.

Key Points:
– Self-funded services: ID/residency proof, disability documentation, resumes, education records, accommodation requests, financial/insurance info, service agreements, work forms, labor law compliance
– Agency-funded services: Required forms for ACCES-VR, OPWDD, OMH, DYCD
– General requirements: HIPAA/FERPA compliance, secure storage, ongoing progress documentation
– Supports transparency, accountability, and quality outcomes by defining separate document sets for each funding type

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