

# CWTP Transition Services

## Electronic File Naming Rules & Due Dates

### Original File Names

Three Microsoft Excel files are used to submit documentation for CWTP Transition Services and corresponding invoices to the VR Counselor. The files with a brief description are listed below.

1. *Transition Services\_2025-2026* contains all one-time Transition Services forms and Invoice.
2. *Job Development Report\_2025-2026* contains Job Development Monthly Reports and Invoice.
3. *Job Coaching Report\_2025-2026* contains Job Coaching Monthly Reports and Invoice.

### Change Master File Names

- *Transition Services\_2025-2026*: Once downloaded shorten the file name to *Transition*.
- *Job Development Report\_2025-2026*: Once downloaded shorten the file name to *JDReport*.
- *Job Coaching Report\_2025-2026*: Once downloaded shorten the file name to *JCReport*.

### Transition Services – Renaming Student Files

- File Name Master Rule: **6digitOVRCase#districtnamefilename**
- Examples
  - County district example: 356789KentuckyCoTransition
  - County district sans "county" example: 356789KentuckyTransition
  - Independent district example: 356789KentuckyIndTransition
- No student names or student initials in file names

### Transition Services Forms and Invoices: Rules for Renaming During Conversion to PDF Format

Name the Transition Services form and Invoice prior to submission to the VR Counselor by adding the following file extensions to the end of the file name.

Transition Service	File Name Extension	Examples
Positive Personal Profile	_PPP	356789KentuckyTransition_PPP
Positive Personal Profile Only Invoice	_INVPPP or _INV_PPP	356789KentuckyTransition_INVPPP 356789KentuckyTransition_INV_PPP

Transition Service	File Name Extension	Examples
Family Engagement Interview	_FEI	356789KentuckyTransition_FEI
Family Engagement Interview Only Invoice	_INVFEI or _INV_FEI	356789KentuckyTransition_INVFEI 356789KentuckyTransition_INV_FEI
Positive Personal Profile & Family Engagement Interview Invoice	INVPPPEI or _INV_PPPFEI or _INV_PPP_FEI	356789KentuckyTransition_INVPPPEI 356789KentuckyTransition_INV_PPPFEI 356789KentuckyTransition_INV_PPP_FEI
CVA Student Activity Report 1	_CVASAR1	356789KentuckyTransition_CVASAR1
CVA Student Activity Report 1 Invoice	_INVCVASAR1 Or _INV_CVASAR1	356789KentuckyTransition_INVCVASAR1 356789KentuckyTransition_INV_CVASAR1
CVA Student Activity Report 2	_CVASAR2	356789KentuckyTransition_CVASAR2
CVA Student Activity Report 2 Invoice	_INVCVASAR2 Or _INV_CVASAR2	356789KentuckyTransition_INVCVASAR2 356789KentuckyTransition_INV_CVASAR2
CVA Student Activity Report 3	_CVASAR3	356789KentuckyTransition_CVASAR3
CVA Student Activity Report 3 Invoice	_INVCVASAR3 Or _INV_CVASAR3	356789KentuckyTransition_INVCVASAR3 356789KentuckyTransition_INV_CVASAR3
Comprehensive Vocational Assessment	_CVA	356789KentuckyTransition_CVA
Comprehensive Vocational Assessment Only Invoice	_INVCVA Or _INV_CVA	356789KentuckyTransition_INVCVA 356789KentuckyTransition_INV_CVA
Positive Personal Profile & Comprehensive Vocational Assessment Invoice	_INVPPPCVA Or _INV_PPPCVA Or _INV_PPP_CVA	356789KentuckyTransition_INVPPPCVA 356789KentuckyTransition_INV_PPPCVA 356789KentuckyTransition_INV_PPP_CVA
Family Engagement Interview & Comprehensive Vocational Assessment Invoice	_INVFEICVA Or INV_FEICVA Or INV_FEI_CVA	356789KentuckyTransition_INVFEICVA 356789KentuckyTransition_INV_FEICVA 356789KentuckyTransition_INV_FEI_CVA

Transition Service	File Name Extension	Examples
Positive Personal Profile, Family Engagement Interview & Comprehensive Vocational Assessment Invoice	_INVPPPFICVA Or _INV_PPPFEICVA Or _INV_PPP_FEI_CVA	356789KentuckyTransition_INVPPPFICVA 356789KentuckyTransition_INV_PPPFEICVA 356789KentuckyTransition_INV_PPP_FEI_CVA
Job Development/Job Coaching Planning Meeting Report	_JDJCPM	356789KentuckyTransition_JDJCPM
Job Development/Job Coaching Planning Meeting Report Invoice	_INVJDJCPM Or _INV_JDJCPM	356789KentuckyTransition_INVJDJCPM 356789KentuckyTransition_INV_JDJCPM
Supported Employment Meeting Report	_SEM	356789KentuckyTransition_SEM
Supported Employment Meeting Report Invoice	_INVSEM Or _INV_SEM	356789KentuckyTransition_INVSEM 356789KentuckyTransition_INV_SEM
Exit Planning Meeting	_EPM	356789KentuckyTransition_EPM
Exit Planning Meeting Invoice	_INVEPM Or _INV_EPM	356789KentuckyTransition_INVEPM 356789KentuckyTransition_INV_EPM
Job Placement Report	_JPR	356789KentuckyTransition_JPR
Job Placement Report Invoice	_INVJPR Or _INV_JPR	356789KentuckyTransition_INVJPR 356789KentuckyTransition_INV_JPR
Employment Follow-up Report	_EFR	356789KentuckyTransition_EFR
Employment Follow-up Report Invoice	_INVEFR Or _INV_EFR	356789KentuckyTransition_INVEFR 356789KentuckyTransition_INV_EFR

## CWTP Transition Service Documentation and Invoice Due Dates

The table below indicates the general timelines for each CWTP Transition Service report and invoice. See General Timelines for CWTP Services section in the *CWTP Employment Specialist Procedures Manual* for more information.

Transition Service	Grade & Typical Quarter Conducted	Report & Invoice Due Date
Positive Personal Profile (optional), Family Engagement Interview (optional), CVA Student Activity Report (s) & Comprehensive Vocational Assessment	Grade 11  Quarter 1 – August September Quarter 2 – October November December	Due upon completion and within the quarter authorized. CVA Report due 45 school days from authorization.
CVA Student Activity Reports	Grade 11  Quarter 1 – August September Quarter 2 – October November December	Due within the quarter authorized and by the 5 <sup>th</sup> of the month following the service
Comprehensive Vocational Assessment	Grade 11  Quarter 1 – August September Quarter 2 – October November December	Report due within 45 days of authorization.
JD/JC Planning Meeting Report	Grade 11  Quarter 2 – October November December Quarter 3 – January February March	Due upon completion and within the quarter authorized
Supported Employment Meeting Report	Grade 12 or year of high school exit (grade 14)  Quarter 3 – January, February, March	Due upon completion and within the quarter authorized
Exit Planning Meeting Report	Grade 12 or year of high school exit (grade 14)  Quarter 4 – April May June	Due upon completion and within the quarter authorized

Transition Service	Grade & Typical Quarter Conducted	Report & Invoice Due Date
Job Placement Report	Grade 12 or year of high school exit (grade 14). Completed one day after a student exits high school with competitive integrated employment.  Quarter 4 – April May June	Upon completion and within the quarter authorized. When completed in June submit by July 5 or sooner due to end of OVR fiscal year.
Employment Follow-up Report	May Exit Date Quarter 4 – June  June Exit Date Quarter 1(next fiscal year) July	Follow-up authorized in June. Submit upon completion. No later than July 5 or sooner due to end of OVR fiscal year.  Follow-up authorized in June. Submit upon completion. No later than August 5.

### Job Development Report - Renaming Student Files

- File Name Master Rule: **6digitOVRCase#districtnamefilename**
- Examples
  - County district example: 356789KentuckyCoJDReport
  - County district sans "county" example: 356789KentuckyJDReport
  - Independent district example: 356789KentuckyIndJDReport
- No student names or student initials in file names

### Job Development Monthly Report - Renaming During Conversion to PDF Format

Name the monthly report worksheet prior to submission to OVR by adding an underscore \_ plus the first three letters of the name of the month at the end of the file name.

Example: 356789KentuckyJDReport\_Aug

Example: 3456789KentuckyCoJDReport\_Sep

Example: 3456789KentuckyIndJDReport\_Mar

## Job Coaching Report - Renaming Student Files

- File Name Master Rule: **6digitOVRCase#districtnamefilename**
- Examples
  - County district example: 356789KentuckyCoJCReport
  - County district sans "county" example: 356789KentuckyJCReport
  - Independent district example: 356789KentuckyIndJCReport
- No student names or student initials in file names

## Job Coaching Monthly Report - Renaming During Conversion to PDF Format

Name the monthly report worksheet prior to submission to OVR by adding an underscore \_ plus the first three letters of the name of the month at the end of the file name.

Example: 356789KentuckyJCReport\_Aug

Example: 3456789KentuckyCoJCReport\_Sep

Example: 3456789KentuckyIndJCReport\_Mar

## Job Development and Job Coaching Monthly Report - File Name Extensions

Month	File Name Extension	Month	File Name Extension	Month	File Name Extension
August	_Aug	December	_Dec	April	_Apr
September	_Sep	January	_Jan	May	_May
October	_Oct	February	_Feb	June	_Jun
November	_Nov	March	_Mar		

## Job Development and Job Coaching Monthly Report Due Dates

Due Dates for Monthly Reports are as follows:

- August – on or before September 5
- September – on or before October 5
- October – on or before November 5
- December – on or before January 5
- January – on or before February 5
- February – on or before March 5
- March – on or before April 5
- April – on or before May 5
- May – on or before June 5
- June – on or before July 5. By June 30 is recommended due to end of the OVR fiscal year.

## Job Development Monthly Report Invoice - Renaming During Conversion to PDF Format

Name the quarterly Invoice worksheet prior to submission to OVR by adding an underscore \_ and the billing quarter at the end of the file name.

Example: 356789KentuckyCoJDReport\_INVQ1

Example: 356789KentuckyJDReport\_INVQ4

Example: 356789KentuckyIndJDReport\_INVQ1

## Job Coaching Monthly Report Invoice - Renaming During Conversion to PDF Format

Name the quarterly Invoice worksheet prior to submission to OVR by adding an underscore \_ and the billing quarter at the end of the file name.

Example: 356789KentuckyCoJCReport\_INVQ1

Example: 356789KentuckyJCReport\_INVQ4

Example: 356789KentuckyIndJCReport\_INVQ1

## Job Development and Job Coaching Invoice - File Name Extensions per Quarter

Quarter	File Name Extension
1st Quarter	_INVQ1
2nd Quarter	_INVQ2
3rd Quarter	_INVQ3
4th Quarter	_INVQ4

## Job Development and Job Coaching Invoice Due Dates

Due dates for Invoices are as follows:

Months in Each Quarter	Quarterly Invoice Due Date
Quarter 1 – August September	October 5
Quarter 2 – October November December	January 5
Quarter 3 – January February March	April 5
Quarter 4 – April May June	July 5  By June 30 is recommended due to end of the OVR fiscal year.