

**Job Coaching Report Directions
2025-2026**

File Name Rules	
Master File Name	Job Coaching Report_2025-2026 Once downloaded retain a blank copy of the file. Rename the file <i>JCReport</i> by deleting the school year in the title.
Rename File for Each Student	6digitOVRCase#districtnameJCReport County district example: 356789KentuckyCountyJCReport County district sans "county" example: 356789KentuckyJCReport Independent district example: 356789KentuckyIndJCReport No student names or student initials in file names
Student Info Tab	
Student Demographic Data Entry:	Enter Student First Name, Student Middle Name, Student Last Name, Student Preferred Name, SSID Number (State Student Identification Number used by school districts in the Infinite Campus student information system), OVR Case Number (the 6-digit number is included on OVR authorization forms. If unknown request from the VR Counselor), School Name, District Name, Employment Specialist First Name, Employment Specialist Last Name, OVR Counselor First Name, OVR Counselor Last Name, and current IPE Goal.
Sum of Hours and Amount Billed section	The cells in this field are locked. User cannot type into this section. The Hours will calculate from the <i>Total Time for Activities this Month</i> cell in each monthly report. The <i>Amount Billed</i> will calculate by formula. Note: Up to 30 hours per quarter are billable. If a month or quarter is over 30 hours conditional formatting will appear in the "hours" cell (red letters/pink background). If more than 30 hours per quarter are needed for a student contact the VR Counselor. The VR Counselor determines if additional hours needed.

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JC Monthly Report Tabs	
Student Demographic Data	The demographic data from the <i>Student Info</i> tab will auto-fill into each monthly report. See the Student Info Tab: Data Entry section for the information that will auto-fill.
Current IPE Goal	The current IPE Goal will auto-fill from the <i>Student Info</i> tab.
Job Coaching Authorization Number	Enter the seven-digit authorization number for Job Coaching from the OVR Authorization form.
Total Time for Activities for this Month	The data calculates by formula from the entries in the <i>Total Time</i> column.
Date	Enter the date of the Job Coaching activity. Format: m/dd/yyyy
Begin Time	Enter the beginning time of activity. Indicate AM or PM (mandatory). Example: 9:00 AM or 1:45 PM. There must be a space between the time and AM or PM. If not, the formula in the <i>Total Time of Activities for this Month</i> column will not work. Correct: 9:00 AM. Incorrect: 9:00AM.
End Time	Enter the ending time of activity. Indicate AM or PM (mandatory). Example: 10:00 AM or 3:00 PM. There must be a space between the time and AM or PM. If not, the formula in the <i>Total Time</i> column will not work. Correct 10:00 AM. Incorrect 10:00AM.
Total Time of Activity (rounded to the nearest .25)	The total duration of the activity calculates by formula, rounding to the nearest 15-minute increment (i.e., .25, .50, .75, 1.00). The total duration in each cell is added together by formula in the Total Time for Activities section of the monthly report.
Job Coaching Area	Click on the Down Arrow that appears when the cell is active to select the Job Coaching Area. Options in the list include: -Job task analysis -Instruction during job performance -Observation during job performance -Determination of needed accommodation(s) -Determination of natural supports and other supports needed -Facilitation of needed supports
	<p>The Job Coaching Area list above is comprehensive, aligns with the definition of Job Coaching, and includes areas needed by a student who has attained employment aligned with the Individual Plan for Employment (IPE) goal. The list is not exhaustive.</p> <p>If the Employment Specialist provides an activity that does not fit under a Job Coaching Area listed above, type "Other Job Coaching Area" and a description in the Other Important Information cell. This would be a rare occurrence. The added Job Coaching Area must relate to assisting the student in maintaining their employment.</p>
Full Name of Student's Employment Site.	Enter the full name of the site where the student is employed and the Job Coaching service occurred. Do not use acronyms.
Describe the job-related activity or training you provided today. Include the specific role or responsibility from the student's job description that was the focus during this session.	Enter a description of the job-related activity or training provided during the Job Coaching session. The description must align with the Job Coaching Area selected. Job-related activities fit under the areas of Job Task Analysis, Determination of needed accommodation(s), determination of natural supports/other supports needed, and facilitation of needed supports. Training provided includes instruction during job performance and observation during job performance. Include the role or responsibility from the student's job description targeted during the session.

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Based on today's activities, what did you learn about the student's ability to perform in the employment setting or complete assigned responsibilities?	Enter what you learned or observed about how the student functions in the employment environment or their skill level in completing a specific role or responsibility during the Job Coaching session.
Other Important Information	Describe new information, if any , that may affect the student or the services provided. Examples include but are not limited to change in medication, change in behavior, change in residence or living arrangements, death in the family, or changes at the employment site.
	Also see the Job Coaching Area directions for additional use of this cell.
List the specific job-related skills(s) the student acquired this month and can apply effectively at work.	Enter the skills the student consistently demonstrated at the work site during or by the end of the month's training. The skills are related to a specific role or responsibility included in the student's job description.
Growth is needed on the following job-related skills and will be focused on next month.	List the job-related skill(s) targeted for instruction during the month that the student did not apply effectively at the employment site, displayed inconsistently, or only displayed with some level of prompt.
Provide an update on the implementation of needed workplace accommodations and support systems. Indicate NA if the student does not require accommodations or support.	Enter the status for determining needed accommodations, determining natural supports or other supports needed, or getting the needed supports in place at the employment setting. Indicate NA if based on task analysis, instruction and observation the student does not require any supports to help them complete the roles and responsibilities of their employment.

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Signatures & Submission - Monthly Report	
Employment Specialist	signs and dates the report after completion.
Signature Statement	Signature of the CWTP Employment Specialist signifies that as of the date signed the information is accurate and verifies the completion of the CWTP service(s) outlined within the report.
Employment Specialist	Saves monthly report (worksheet) to PDF format. Renames file 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: 356789KentuckyJCReport_Jan
Employment Specialist	Submits the monthly report to the VR Counselor by the 5th of the following month.
Monthly Report File Name Extensions	
File Name Extension Rule:	Add an underscore _ and the first 3 letters of the name of the month to the end of the file name.
August	_Aug
September	_Sep
October	_Oct
November	_Nov
December	_Dec
January	_Jan
February	_Feb
March	_Mar
April	_Apr
May	_May
June	_Jun

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Invoice	
Student Demographic Data Entry	The demographic data from the <i>Student Info</i> tab will auto-fill into the invoice. See <i>Student Info Tab: Data Entry</i> section on page 1 for a list of the information that will auto-fill.
School Reporting Quarter	Click on the Down Arrow that appears when the cell is active to select the billing quarter. Q1SFY26 includes August-September, Q2SFY26 includes October-November-December, Q3SF26 includes-January-February-March, and Q4SFY26 includes April-May-June.
OVR Reporting Quarter	The <i>OVR Reporting Quarter</i> auto-fills upon selection of the <i>School Reporting Quarter</i> .
Remit: For each service provision area:	<p>The hours for the services provided populates from the <i>Sum of Hours</i> section in the <i>Student Info</i> tab. If a quarter is over 30 hours conditional formatting will appear in the "hours" cell (red letters/pink background). If more than 30 hours per quarter are needed for a student contact the VR Counselor. The VR Counselor determines if additional hours needed.</p> <p>The <i>Remit</i> amount populates by formula from <i>Sum of Hours</i> section in the <i>Student Info</i> tab: \$80/hour x total hours.</p>
Invoice Signature & Submission	
Employment Specialist	after completion of the invoice, enters signature and date.
Signature Statement	Signature of the CWTP Employment Specialist signifies that as of the date signed, the information is accurate and verifies the completion of the CWTP service(s) outlined within the invoice.
Employment Specialist	Saves invoice (worksheet) to PDF format. Renames file by adding an underscore _INV and the invoice quarter at the end of the file name.
	Example: 356789KentuckyJCReport_INVQ1
Billing Statement File Name Extensions	
File Name Extension Rule:	Add an underscore _ and the INVQ# to the end of the file name.
1st Quarter	_INVQ1
2nd Quarter	_INVQ2
3rd Quarter	_INVQ3
4th Quarter	_INVQ4
Employment Specialist	Submits the invoice to the VR Counselor by the 5th of the month following the quarter.
	Quarter 1 invoice due October 5
	Quarter 2 invoice due January 5
	Quarter 3 invoice due April 5
	Quarter 4 invoice due no later than July 5. Recommendation: submit as soon as possible upon the completion of services due to the OVR fiscal year end on June 30.