

Community Work Transition Program SY 2026-27  
**Job Coaching Monthly Report - September**  
(Must be submitted to OVR on or before the 5th of October)

OVR Case#: 1 Student Info Tab

SSID#: Enter in Student Info Tab

Student: Enter in Student Info Tab rter in Student Info T; Enter in Student Info T  
School Name: Enter in Student Info Tab District Name: Enter in Student Info Tab  
CWTP Employment Specialist: Enter in Student Info Tab Enter in Student Info Tab OVR Counselor: Enter in Student Info Tab Enter in Student Info Tab

Current IPE Goal: Enter in Student Info Tab

Job Coaching Authorization Number:                     

**0.00** Total Time for Activities this Month. Up to 30 hours total per quarter allowable.

| Date | Start Time | End Time | Total Time (rounded to nearest .25) | Job Coaching Area                                                                                                                                                        | Full Name of Student's Employment Site (No Acronyms)                                                                                                                                              | Describe the training or support activity you provided today. Include the specific role or responsibility from the student's job description that was the focus during this session.                                                                                                                                                                                                                                                                                         | During today's activity, what did you learn about the student's ability to perform in the employment setting or complete assigned responsibilities?                                                                                                                                                                                                                                      | Other Important Information                                                                                                                                                                                                              |
|------|------------|----------|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |            |          | 0.00                                | Click on the Down Arrow that appears when the cell is active to select the Job Coaching Area. The Job Coaching Area list is comprehensive, aligns with the definition of | Enter the full name of location where the Job Coaching service occurred. Do not use acronyms. The majority of the time this will be the employment site. On occasion an activity may occur in the | Enter a description of the training or support activity provided during the Job Coaching session. The activity must align with the Job Coaching area listed. Include the role or responsibility from the student's job description targeted during the session.<br><br>A training activity includes job task analysis, instruction during job performance, or observation during job performance. A support activity includes the determination of needed accommodations(s), | If the activity was training-related (task analysis, instruction, or observation), describe the student's ability to complete the specific task(s), role, or responsibility during the coaching session.<br><br>If the coaching session was a support activity (determination or facilitation of accommodations, natural supports, or other supports needed), describe the progress made | Describe new information, if any, that may affect the student or the services provided. Examples include but are not limited to change supervisor or co-workers, change in medication, change in behavior, change in residence or living |
|      |            |          | 0.00                                | Job Coaching, and includes areas needed by a student who has attained employment aligned with the Individual Plan for                                                    | Employment Specialist office to discuss specific concerns such as hygiene issues or benefits counseling. Examples: Tic Toc                                                                        | determination of natural supports or other supports needed, or facilitation of needed supports.                                                                                                                                                                                                                                                                                                                                                                              | in identifying and implementing needed supports. When supports are in place, explain their impact on the student's ability to perform the specific task(s), role, or responsibilities outlined in the job description. Also describe the student's ability to advocate for, manage, and maintain the supports independently.                                                             | arrangements, or death in the family.                                                                                                                                                                                                    |
|      |            |          | 0.00                                | Employment (IPE) goal. The list is not exhaustive. See the CWTP Employment Specialist Procedures Manual for the full description of each option.                         | Tire, Dollar Tree, Super Curl Beauty Shop, Hart County High School Employment Specialist office, etc.                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                          | <b>Other use for this cell:</b> If the Employment Specialist provides an activity that does not fit under a Job Coaching Area listed in the drop-down list, type "Other Job Coaching Area" and a description in this column.             |

| Date | Start Time | End Time | Total Time<br>(rounded to nearest .25) | Job Coaching Area | Full Name of Student's Employment Site<br>(No Acronyms) | Describe the training or support activity you provided today. Include the specific role or responsibility from the student's job description that was the focus during this session. | During today's activity, what did you learn about the student's ability to perform in the employment setting or complete assigned responsibilities? | Other Important Information                                                                                                                                                                        |
|------|------------|----------|----------------------------------------|-------------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      |            |          | 0.00                                   |                   |                                                         |                                                                                                                                                                                      |                                                                                                                                                     | This would be a rare occurrence. The added Job Coaching Area must relate to assisting the student in maintaining competitive integrated employment aligned with the student's IPE vocational goal. |

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| <b>List the specific job-related skill(s) the student acquired this month and can apply effectively at work.</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p style="color: red; margin-top: 40px;">Enter a description of the skills the student acquired and independently used during the month.</p>                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Growth is needed on the following job-related skills and will be focused on next month.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p style="color: red; margin-top: 40px;">Enter a description of the skills the student demonstrated with assistance or prompts, was unable to perform, or did not maintain during the month.</p>                                                                                                                                                                                                                                                                                                                                            |
| <b>Provide an update on the implementation of needed workplace accommodations and support systems. Indicate NA if the student does not require accommodations or supports.</b>                                                                                                                                                                                                                                                                                                                                                              |
| <p style="color: red; margin-top: 40px;">Enter the end-of-month status for determining or getting accommodations, natural supports or other supports in place on behalf of the student. Enter NA if the student does not need accommodations or supports. When supports are in place, summarize their impact on the student's ability to perform the specific task(s), role, or responsibilities outlined in the job description. Also describe the student's ability to advocate for, manage, and maintain the supports independently.</p> |

As of the date below I maintain the information is accurate and verify the completion of the CWTP service(s) outlined within this document.

CWTP Employment Specialist:

Submission Date: