

CWTP Electronic File Naming Rules & Due Dates

Original File Names

The three Microsoft Excel files for documentation of CWTP services and billing include:

1. PreETS Report – contains Pre-ETS Monthly Reports and Billing Statement
2. Transition Services – contains all Transition Services forms and Billing Statement, with the exception of Job Development/Job Coaching services.
3. JD_JC Report – contains Job Development/Job Coaching Monthly Reports and Billing Statement

Allowable Changes to Master File Names

- PreETS Report - Once downloaded the file name may remain *PreETS Report* or can be shortened to *PreETS*.
- Transition Services – Once downloaded the file name may be shortened to *Transition*.
- JD_JC Report – once downloaded this file name should remain the same.

PreETS Report - Renaming Student Files

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

PreETS Monthly Report - Renaming During Conversion to PDF Format

Name the monthly report worksheet being submitted 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: 356789KentuckyPreETSReport_Aug

Example: 356789KentuckyPreETS_Jun

PreETS Monthly Report - File Name Extensions

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

PreETS 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 30th is recommended due to end of the OVR fiscal year.

PreETS Billing Statement - Renaming During Conversion to PDF Format

Name the quarterly Billing Statement worksheet being submitted to OVR by adding an underscore _ and the billing quarter to the end of the file name.

Example: 356789KentuckyPreETSReport_BSQ1

Example: 356789KentuckyIndPreETS_BSQ4

PreETS Billing Statement - File Name Extensions per Quarter

Quarter	File Name Extension
1st Quarter	_BSQ1
2nd Quarter	_BSQ2
3rd Quarter	_BSQ3
4th Quarter	_BSQ4

PreETS Billing Statement Due Dates

Due dates for Billing Statements are as follows:

Months in each Quarter	Quarterly Billing Statement 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 or sooner due to end of OVR fiscal year

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 Billing Statements –Renaming During Conversion to PDF Format

Name the Transition Services worksheet and billing statement being submitted to OVR by adding the following file extensions to the end of the file name.

Transition Service	File Name Extension	Examples
Comprehensive Vocational Assessment	_CVA	356789KentuckyTransition_CVA
Comprehensive Vocational Assessment Billing Statement	_BSCVA Or _BS_CVA	356789KentuckyTransition_BSCVA 356789KentuckyTransition_BS_CVA
Job Development/Job Coaching Planning Meeting Report	_JDJCPMR	356789KentuckyTransition_JDJCPMR
Job Development/Job Coaching Planning Meeting Report Billing Statement	_BSJDJCPMR Or _BS_JDJCPMR	356789KentuckyTransition_BSJDJCPMR 356789KentuckyTransition_BS_JDJCPMR
Exit Planning Meeting	_EPM	356789KentuckyTransition_EPM
Exit Planning Meeting Billing Statement	_BSEPM Or _BS_EPM	356789KentuckyTransition_BSEPM 356789KentuckyTransition_BS_EPM
Job Placement Report	_JPR	356789KentuckyTransition_JPR
Job Placement Report Billing Statement	_BSJPR Or _BS_JPR	356789KentuckyTransition_BSJPR 356789KentuckyTransition_BS_JPR
Employment Follow-up Report	_EFR	356789KentuckyTransition_EFR

Transition Service	File Name Extension	Examples
Employment Follow-up Report Billing Statement	_BSEFR Or _BS_EFR	356789KentuckyTransition_BSEFR 356789KentuckyTransition_BS_EFR

CWTP Transition Services Billing Statement Due Dates

Transition Services forms and corresponding billing statements are due upon completion and within the quarter authorized, with the exception of the Employment Follow-up Report.

The VR Counselor authorizes employment follow-up services by June of the current school year. The 60 days of employment follow-up begin after the student exits high school. Therefore the Employment Follow-up Report and billing statement cannot be submitted until the 1st quarter of the next fiscal year. The Employment Follow-up Report and billing statement should be submitted upon completion of the services but no later than September 5th. The date of submission of the report is dependent on when the student exited school and the end of the 60-day timeline. Do not wait to submit the report and billing statement until September 5th if the 60 days of employment follow-up was completed in July or early August.

JD_JC Report - Renaming Student Files

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

JD_JC Monthly Report - Renaming During Conversion to PDF Format

Name the monthly report worksheet being submitted 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: 356789KentuckyJD_JCReport_Aug
 Example: 3456789KentuckyCoJD_JCReport_Sep
 Example: 3456789KentuckyIndJD_JC_Report_Mar

JD_JC Monthly Report - File Name Extensions

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

Job Development/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 30th is recommended due to end of the OVR fiscal year.

JD_JC Monthly Report Billing Statement - Renaming During Conversion to PDF Format

Name the quarterly Billing Statement worksheet being submitted by adding an underscore _ and the billing quarter at the end of the file name.

Example: 356789KentuckyCoJD_JCReport_BSQ1

Example: 356789KentuckyJD_JCReport_BSQ4

Example: 356789KentuckyIndJD_JCReport_BSQ1

JD_JC Billing Statement - File Name Extensions per Quarter

Quarter	File Name Extension
1st Quarter	_BSQ1
2nd Quarter	_BSQ2
3rd Quarter	_BSQ3
4th Quarter	_BSQ4

Job Development/Job Coaching Billing Statement Due Dates

Due dates for Billing Statements are as follows:

Months in each Quarter	Quarterly Billing Statement 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 or sooner due to end of OVR fiscal year