

**Pre-ETS Monthly Report Directions**

**File Name Rules**

Master File Name	PreETS Report Once downloaded the file name may remain PreETS Report or be shortened to PreETS.
Renaming File for Each Student	<b>6digitOVRCase#districtnameoriginalfilename</b> No student names or student initials in file names County district example: 356789KentuckyCoPre-ETSReport County district sans "county" example: 356789KentuckyPre-ETS Independent district example: 356789KentuckyIndPreETS

**Student Info Tab**

Demographic Data Entry:	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 (6-digit number included on OVR authorization forms. Can also be requested from the VR Counselor), School Name, District Name, Employment Specialist First Name, Employment Specialist Last Name, OVR Counselor First Name, and OVR Counselor Last Name.
Sum of Hours and Amount Billed section	The cells in this field are locked. User cannot type into this section. The Amount of Time will calculate from the service and hourly data entered in each monthly report. The Total Hours and Amount Billed will calculate by formula. <b>Note:</b> Up to 20 hours per service per quarter are billable. If a month or quarter is over 20 hours conditional formatting will appear in the "hours" cell (red letters/pink background).

**Pre-ETS Monthly Report Tabs**

Demographic Data Entry	The demographic data from the Student Information tab will auto-fill into each monthly report. See Student Info Tab: Data Entry section above for the information that will auto-fill.
Begin/End Time	Enter timeframe of activity. Example: 9:00 -10:00
Location	Enter where the activity occurred, such as name of business, school location or agency.
Service	Click on the Down Arrow and use Drop Down box to select the Pre-ETS service provided.
Pre-ETS Definitions	<p>Job Exploration Counseling: includes conducting interest inventories, exploring career pathways, exploring in-demand occupations, and practicing informational interview skills.</p> <p>Work Based Learning Experiences: include job shadowing, touring companies, job training, internships, apprenticeships, short-term employment, and on the job training-learning about jobs.</p> <p>Post-Secondary Opportunities: include providing information or advising on course offerings, career options, types of trainings available, disability support services, academic curricula, application and admission processes, and completing the Free Application for Federal Student Aid (FAFSA) form.</p> <p>Workplace Readiness Training: in the areas of social skills and independent living skills necessary to prepare for eventual employment includes soft skills training, communication and interpersonal skills, financial literacy, job seeking skills, and understanding employer expectations.</p> <p>Self-Advocacy Instruction: includes discovering rights and responsibilities, learning how to request accommodations/services/supports, and how to communicate needs.</p>
Hrs	Enter the duration of the activity. You may use whole numbers or up to two decimal points. Example: 1, 1.25, 2.5, 2.75 hours. The numbers in these cells link to the Total Time for Activities section of the monthly report. .25 = 15 minutes .5 = 30 minutes .75 = 45 minutes
Activities	Describe the activity provided during the provision of the Pre-ETS service.

**Signatures & Submission - Monthly Report**

CWTP Employment Specialist	after completion of the report, signs and dates.
CWTP Primary Contact	reviews the report, signs and dates. Note: discuss any issues found with the Employment Specialist prior to providing signature and date.

**Pre-ETS Monthly Report Directions**

Signature Statement	Signatures of the CWTP Employment Specialist and Primary Contact signify that as of the date signed both maintain the information is accurate and verify the completion of the CWTP service(s) outlined within the report.
CWTP Primary Contact	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: 356789KentuckyPre-ETSReport_Aug Example: 356789KentuckyPre-ETS_Jan

**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.																						
	<table> <tr><td>August</td><td>_Aug</td></tr> <tr><td>September</td><td>_Sep</td></tr> <tr><td>October</td><td>_Oct</td></tr> <tr><td>November</td><td>_Nov</td></tr> <tr><td>December</td><td>_Dec</td></tr> <tr><td>January</td><td>_Jan</td></tr> <tr><td>February</td><td>_Feb</td></tr> <tr><td>March</td><td>_Mar</td></tr> <tr><td>April</td><td>_Apr</td></tr> <tr><td>May</td><td>_May</td></tr> <tr><td>June</td><td>_Jun</td></tr> </table>	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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**Billing Statement**

Demographic Data Entry	The demographic data from the Student Information tab will auto-fill into the billing statement. See Student Info Tab: Data Entry section on page 1 for a list of the information that will auto-fill.
School Reporting Quarter	Click on the Down Arrow and use Drop Down box to select the billing quarter. Q1SFY21 includes August-September, Q2SFY21 includes October-November-December, Q3SF21 includes-January-February-March, Q4SFY21 includes April-May-June.
OVR Reporting Quarter	The OVR Reporting Quarter auto-fills upon selection of the School Reporting Quarter.
Remit: For each service provision area:	The hours for each Pre-ETS service populates from the Sum of Hours section in the Student Info tab. The Remit value for each Pre-ETS service calculates by formula: \$35/hour x total hours.

**Billing Statement Signatures & Submission**

Employment Specialist	after completion of the billing statement, signs and dates.
Primary CWTP Contact	reviews the billing statement, signs and dates. Note: discuss any issues found with the Employment Specialist prior to providing signature and date.
Signature Statement	Signatures of the CWTP Employment Specialist and Primary Contact signify that as of the date signed, each maintain the information is accurate and verify the completion of the CWTP service(s) outlined within the billing statement.
Primary CWTP Contact	Saves billing statement to PDF format. Renames file by adding an underscore _ and the billing quarter to the end of the file name. Example: 356789KentuckyPreETSReport_BSQ1

**Billing Statement File Name Extensions**

File Name Extension Rule:	Add an underscore _ and the BSQ# to the end of the file name.
1st Quarter	_BSQ1
2nd Quarter	_BSQ2
3rd Quarter	_BSQ3
4th Quarter	_BSQ4