

# CWTP Transition Services Electronic File Naming Rules & Due Dates

## Original File Names

The two Microsoft Excel files for documentation of CWTP Transition Services and billing include:

1. *Transition Services\_2021\_2022* contains all one-time Transition Services forms and Billing Statement.
2. *JD\_JC Report\_2021\_2022* contains Job Development/Job Coaching Monthly Reports and Billing Statement

## Change Master File Names

- *Transition Services\_2021\_2022* – Once downloaded shorten the file name to *Transition*.
- *JD\_JC Report\_2021\_2022* – once downloaded shorten the file name to *JD\_JC Report*.

## 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 prior to submission 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

<b>Transition Service</b>	<b>File Name Extension</b>	<b>Examples</b>
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
30-Day Employment Follow-up Report	_EFR30	356789KentuckyTransition_EFR30
30- Day Employment Follow-up Report Billing Statement	_BSEFR30 Or _BS_EFR30	356789KentuckyTransition_BSEFR30 356789KentuckyTransition_BS_EFR30
60-Day Employment Follow-up Report	_EFR60	356789KentuckyTransition_EFR60
60- Day Employment Follow-up Report Billing Statement	_BSEFR60 Or _BS_EFR60	356789KentuckyTransition_BSEFR60 356789KentuckyTransition_BS_EFR60
90-Day Employment Follow-up Report	_EFR90	356789KentuckyTransition_EFR90
90-Day Employment Follow-up Report Billing Statement	_BSEFR90 Or _BS_EFR90	356789KentuckyTransition_BSEFR90 356789KentuckyTransition_BS_EFR90

## 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 Reports.

## Employment Follow-up Report Billing Statement Due Dates

The VR Counselor authorizes employment follow-up services by June 30 of the current school year. The 90 days of employment follow-up begin after the student exits high school with competitive integrated employment, based on the OVR Job Placement Date.

The first 30 days of employment follow-up typically ends in June. In this case, the 30-Day Employment Follow-up Report and billing statement are due upon completion and no later than July 5. The follow-up services could end in July of the next fiscal year, again dependent on the OVR Job Placement Date, which must be after the student exits high school. In this case, the 30-Day Employment Follow-up Report and billing statement are submitted upon completion, and no later than August 5.

The second 30 days of employment follow-up typically end in July (the next fiscal year). In this case, the 60-Day Employment Follow-up Report and billing statement are due upon completion and no later than August 5. The follow-up services could end in early August, again dependent on the OVR Job Placement Date, which must be after the student exits high school. In this case, the 60-Day Employment Follow-up Report and billing statement are submitted upon completion, and no later than September 5.

The third 30 days of employment follow-up ends in August (the next fiscal year). The 90-Day Employment Follow-up Report and billing statement are due upon completion and no later than September 5.

The table below indicates the general timelines for the one-time Transition Services, reports and billing statements. See General Timelines for CWTP Services section in the *CWTP Policies and Procedures Manual* for more information.

<b>Transition Service</b>	<b>Months in each Quarter</b>	<b>Report and Billing Statement Due Date</b>
Comprehensive Vocational Assessment	Junior Year Quarter 1 – August September Quarter 2 – October November December	Due upon completion and within the quarter authorized
JD/JC Planning Meeting Report	Junior Year Quarter 2 – October November December Quarter 3 – January February March	Due upon completion and within the quarter authorized
Exit Planning Meeting Report	Senior Year or year of exit (grade 14) Quarter 4 – April May June	Due upon completion and within the quarter authorized

Transition Service	Months in each Quarter	Report and Billing Statement Due Date
Job Placement Report	Senior Year or year of high school exit (grade 14). Completed after a student exits with competitive integrated employment.  Quarter 4 – April May June	Upon completion and within the month authorized. When completed in June submit by July 5 or sooner due to end of OVR fiscal year.
30-Day Employment Follow-up Report	Quarter 4 – June  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.  Upon completion. No later than August 5.
60-Day Employment Follow-up Report	Quarter 1(next fiscal year) July  Quarter 1(next fiscal year) August	Upon completion. No later than August 5.  Upon completion. No later than September 5
90-Day Employment Follow-up Report	Quarter 1(next fiscal year) August	Upon completion. No later than September 5

### 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 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: 356789KentuckyJD\_JCReport\_Aug  
 Example: 3456789KentuckyCoJD\_JCReport\_Sep  
 Example: 3456789KentuckyIndJD\_JC\_Report\_Mar

## JD\_JC Monthly Report - File Name Extensions

<b>Month</b>	<b>File Name Extension</b>	<b>Month</b>	<b>File Name Extension</b>
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 30<sup>th</sup> 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 prior to submission to OVR 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

<b>Quarter</b>	<b>File Name Extension</b>
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:

<b>Months in each Quarter</b>	<b>Quarterly Billing Statement Due Date</b>
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