

# 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\_2022-2023* contains all one-time Transition Services forms and Invoice.
2. *JD\_JC Report\_2022-2023* contains Job Development/Job Coaching Monthly Reports and Invoice.

## Change Master File Names

- *Transition Services\_2022-2023*: Once downloaded shorten the file name to *Transition*.
- *JD\_JC Report\_2022-2023*: 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 Invoices –Renaming During Conversion to PDF Format

Name the Transition Services worksheet and Invoice prior to submission to OVR by adding the following file extensions to the end of the file name.

Transition Service	File Name Extension	Examples
Positive Personal Profile  <b>Note:</b> <i>for SY 2022-23 only, Employment Specialists may complete the optional PPP for students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment. If submitting the <u>PPP only</u>, follow this file extension rule.</i>	_PPP	356789KentuckyTransition_PPP

Transition Service	File Name Extension	Examples
Positive Personal Profile (only) Invoice	_INVPPP Or _INV_PPP	356789KentuckyTransition_INVPPP 356789KentuckyTransition_INV_PPP
<p>Family Engagement Interview</p> <p><b>Note:</b> for SY 2022-23 only, Employment Specialists may complete the optional interview for students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment. If submitting the <u>FEI</u> only, follow this file extension rule.</p>	_FEI	356789KentuckyTransition_FEI
Family Engagement Interview (only) Invoice	_INVFEI Or _INV_FEI	356789KentuckyTransition_INVFEI 356789KentuckyTransition_INV_FEI
<p>Positive Personal Profile and Family Engagement Interview</p> <p><b>Note:</b> for SY 2022-23 only, Employment Specialists may complete the optional PPP and Family Engagement Interview for students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment. If submitting the <u>both the PPP and FEI</u>, follow this file extension rule.</p>	_PPPF EI Or _PPP_FEI	356789KentuckyTransition_PPPFEI 356789KentuckyTransition_PPP_FEI

<b>Transition Service</b>	<b>File Name Extension</b>	<b>Examples</b>
Positive Personal Profile and Family Engagement Interview Invoice	_INVPPFEEI Or _INV_PPPFEEI Or _INV_PPP_FEEI	356789KentuckyTransition_INVPPFEEI 356789KentuckyTransition_INV_PPPFEEI 356789KentuckyTransition_INV_PPP_FEEI
Comprehensive Vocational Assessment (only)	_CVA	356789KentuckyTransition_CVA
Comprehensive Vocational Assessment Invoice	_INVCVA Or _INV_CVA	356789KentuckyTransition_INVCVA 356789KentuckyTransition_INV_CVA
Positive Personal Profile & Comprehensive Vocational Assessment	_PPPCVA Or _PPP_CVA	356789KentuckyTransition_PPPCVA 356789KentuckyTransition_PPP_CVA
Positive Personal Profile & Comprehensive Vocational Assessment Invoice	_INVPPPCVA Or _INV_PPPCVA Or _INV_PPP_CVA	356789KentuckyTransition_INVPPPCVA 356789KentuckyTransition_INV_PPPCVA 356789KentuckyTransition_INV_PPP_CVA
Family Engagement Interview & Comprehensive Vocational Assessment	_FEICVA Or _FEI_CVA	356789KentuckyTransition_FEICVA 356789KentuckyTransition_FEI_CVA
Family Engagement Interview & Comprehensive Vocational Assessment Invoice	_INVFEICVA Or INV_FEICVA Or INV_FEI_CVA	356789KentuckyTransition_INVFEICVA 356789KentuckyTransition_INV_FEICVA 356789KentuckyTransition_INV_FEI_CVA
Positive Personal Profile, Family Engagement Interview & Comprehensive Vocational Assessment	_PPPFEICVA Or _PPP_FEI_CVA	356789KentuckyTransition_PPPFEICVA 356789KentuckyTransition_PPP_FEI_CVA

<b>Transition Service</b>	<b>File Name Extension</b>	<b>Examples</b>
Positive Personal Profile, Family Engagement Interview & Comprehensive Vocational Assessment Invoice	_INVPPPFICVA Or _INV_PPPFEICVA Or _INV_PPP_FEI_CVA	356789KentuckyTransition_INVPPPFICVA 356789KentuckyTransition_INV_PPPFEICVA 356789KentuckyTransition_INV_PPP_FEI_CVA
Job Development/Job Coaching Planning Meeting Report	_JDJCPMR	356789KentuckyTransition_JDJCPMR
Job Development/Job Coaching Planning Meeting Report Invoice	_INVJDJCPMR Or _INV_JDJCPMR	356789KentuckyTransition_INVJDJCPMR 356789KentuckyTransition_INV_JDJCPMR
Exit Planning Meeting	_EPM	356789KentuckyTransition_EPM
Exit Planning Meeting Invoice	_INVEPM Or _INV_EPM	356789KentuckyTransition_INVEPM 356789KentuckyTransition_INV_EPM
Job Placement Report	_JPR	356789KentuckyTransition_JPR
Job Placement Report Invoice	_INVJPR Or _INV_JPR	356789KentuckyTransition_INVJPR 356789KentuckyTransition_INV_JPR
Employment Follow-up Report	_EFR	356789KentuckyTransition_EFR
Employment Follow-up Report Invoice	_INVEFR Or _INV_EFR	356789KentuckyTransition_INVEFR 356789KentuckyTransition_INV_EFR

## CWTP Transition Services Invoice Due Dates

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

### Employment Follow-up Report Invoice Due Dates

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

The 30 days of employment follow-up typically ends in June. In this case, the Employment Follow-up Report and Invoice 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 Employment Follow-up Report and Invoice are submitted upon completion, and no later than August 5.

The table below indicates the general timelines for the one-time Transition Services, reports and invoices. See [General Timelines for CWTP Services](#) section in the *CWTP Policies and Procedures Manual* for more information.

Transition Service	Grade & Quarter Conducted	Report & Invoice Due Date
Positive Personal Profile (optional)	Grade 12 & Grade 14 (SY 2022-2023 Only for students that already have a completed Comprehensive Vocational Assessment)  Quarter 1 – August September Quarter 2 – October November December	Due upon completion and within the quarter authorized
Family Engagement Interview (optional)	Grade 12 & Grade 14 (SY 2022-2023 Only for students that already have a completed Comprehensive Vocational Assessment)  Quarter 1 – August September Quarter 2 – October November December	Due upon completion and within the quarter authorized

<b>Transition Service</b>	<b>Grade &amp; Quarter Conducted</b>	<b>Report &amp; Invoice Due Date</b>
Positive Personal Profile (optional), Family Engagement Interview (optional) & Comprehensive Vocational Assessment	Grade 11 Quarter 1 – August September Quarter 2 – October November December	Due upon completion and within the quarter authorized
JD/JC Planning Meeting Report	Grade 11 Quarter 2 – October November December Quarter 3 – January February March	Due upon completion and within the quarter authorized
Exit Planning Meeting Report	Grade 12 or year of high school exit (grade 14) Quarter 4 – April May June	Due upon completion and within the quarter authorized
Job Placement Report	Grade 12 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.
Employment Follow-up Report	May Exit Date Quarter 4 – June  June Exit Date 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.  Follow-up authorized in June. Submit upon completion. No later than August 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

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

## JD\_JC Monthly Report Invoice - Renaming During Conversion to PDF Format

Name the quarterly Invoice worksheet prior to submission to OVR by adding an underscore \_ and the billing quarter at the end of the file name.

Example: 356789KentuckyCoJD\_JCReport\_INVQ1

Example: 356789KentuckyJD\_JCReport\_INVQ4

Example: 356789KentuckyIndJD\_JCReport\_INVQ1

## JD\_JC Invoice - File Name Extensions per Quarter

Quarter	File Name Extension
1st Quarter	_INVQ1
2nd Quarter	_INVQ2
3rd Quarter	_INVQ3
4th Quarter	_INVQ4

## Job Development/Job Coaching Invoice Due Dates

Due dates for Invoices are as follows:

Months in Each Quarter	Quarterly Invoice 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