

## Transition Services File Directions

### File Name Rules

Master File Name: Transition Services_2022-2023
Once downloaded shorten the file name to Transition.
Renaming File for Each Student:
Make a copy the file for each student
Rename the file using the following master rule: <b>6digitOVRCase#districtnamefilename</b>
Do not include school year in file name
Do not include student names or student initials in file name
County district example: 356789KentuckyCoTransition
County district sans "county" example: 356789KentuckyTransition
Independent district example: 356789KentuckyIndTransition

### Student Info Tab

Student Information Entry:
Complete <b>ALL</b> cells: 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.
Complete <b>ALL</b> cells: Primary Phone (xxx-xxx-xxxx) and Primary Phone Note (clarifying information about phone #); Alternate/Secondary Phone (xxx-xxx-xxxx) and Phone Note (clarifying information about phone #).
Complete <b>ALL</b> Cells: Primary Address to include as applicable House/PO#, Street, Apt.(number or NA), City, State (KY is included in the file but may be changed), Zip Code (xxxxx or xxxxx-xxxx); Student Birthdate; and Primary Email.
Transition Services and Amount Billed:
The cells in this field are locked. User cannot type into this section. The Amount Billed and Date will calculate automatically when the CWTP Employment Specialist dates each form.

### Positive Personal Profile Tab

Employment Specialists may complete the optional Positive Personal Profile (PPP) and Family Engagement Interview (FEI) for students in grade 11 to assist with the completion of the Comprehensive Vocational Assessment. Note: For SY 2022-23 only, Employment Specialists may complete the optional PPP and FEI for students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment.
Demographic information populates from Student Info.
Click into or tab to each cell to enter information for: Dreams and Goals; Interests; Talents, Skills, and Knowledge, including Work Related Skills; Values; Positive Personality Traits; Environmental Preferences; Dislikes; Life and Work Experiences; Support System; and Accommodations.
Employment Specialist signs and dates to verify the completion and accuracy of the Positive Personal Profile.

## Transition Services File Directions

### Invoice Tab: Billing for the Positive Personal Profile (PPP)

Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter - Q1SFY23, Q2SFY23, Q3SFY23, Q4SFY23 or Q1SFY24. After selection the OVR Reporting Quarter auto-fills. **Note:** Q1SFY24 (last quarter in the drop-down list) can only be used for an Employment Follow-up Report completed in the 1st Quarter (July) of the next fiscal year.

Demographic information populates from the Student Info tab.

Transition Service Provided: Click on the Down arrow and use the Drop Down list to select one of the following: Positive Personal Profile Only; Positive Personal Profile & Family Engagement Interview; Positive Personal Profile & Comprehensive Vocational Assessment; or Positive Personal Profile, Family Engagement Interview & Comprehensive Vocational Assessment.

Employment Specialists may complete the optional PPP and Family Engagement Interview (FEI) for students in grade 11 to assist with the completion of the Comprehensive Vocational Assessment. In this circumstance select Positive Personal Profile & Comprehensive Vocational Assessment; Family Engagement Interview & Comprehensive Vocational Assessment; or Positive Personal Profile, Family Engagement Interview & Comprehensive Vocational Assessment. Note: For SY 2022-23 only, Employment Specialists may complete the optional PPP and FEI for students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment. In this circumstance select Positive Personal Profile Only, Family Engagement Interview Only, or Positive Personal Profile & Family Engagement Interview.

Remit: Amount billed auto-fills after selection of the Transition Service Provided.

Employment Specialist signs and dates to verify the completion of the Report(s) and accuracy of the Invoice.

### Positive Personal Profile and Invoice Submission to OVR

Save the Positive Personal Profile worksheet to PDF format.

Name file by adding an underscore \_ and PPP to the end of the file name.

Example: 356789KentuckyTransition\_PPP

Save the Invoice worksheet to PDF format. Name file by adding one of the following file naming rule options:

For submission of the PPP only (students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment)

Add an underscore \_ and INVPPP or \_INV\_PPP

Example: 356789KentuckyTransition\_INVPPP

Example: 356789KentuckyTransition\_INV\_PPP

Submit the PDF files to OVR by email or VR Counselor access to shared drive.

Due Date: The PPP and Invoice are submitted to OVR upon completion and within the quarter authorized.

For submission of the Positive Personal Profile and Family Engagement Interview (students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment)

Add an underscore \_ and INVPPPF EI or \_INV\_PPPFEI or \_INV\_PPP\_FEI

Example: 356789KentuckyTransition\_INVPPPF EI

Example: 356789KentuckyTransition\_INV\_PPPFEI

Example: 356789KentuckyTransition\_INV\_PPP\_FEI

## Transition Services File Directions

Submit the PDF files to OVR by email or VR Counselor access to shared drive.
Due Date: The PPP, FEI, and Invoice are submitted to OVR upon completion and within the quarter authorized.
For submission of the Positive Personal Profile and Comprehensive Vocational Assessment (students in grade 11)
Add an underscore _ and INVPPPCVA or _INV_PPPCVA or _INV_PPP_CVA
Example: 356789KentuckyTransition_INVPPPCVA
Example: 356789KentuckyTransition_INV_PPPCVA
Example: 356789KentuckyTransition_INV_PPP_CVA
Submit the PDF files to OVR by email or VR Counselor access to shared drive.
Due Date: The PPP, CVA, and Invoice are submitted to OVR <u>upon completion of the CVA</u> and within the quarter authorized.
For submission of the Positive Personal Profile, Family Engagement Interview, and Comprehensive Vocational Assessment (students in grade 11)
Add an underscore _ and INVPPPFECVA or _INV_PPPFECVA or _INV_PPP_FEI_CVA
Example: 356789KentuckyTransition_INVPPPFECVA
Example: 356789KentuckyTransition_INV_PPPFECVA
Example: 356789KentuckyTransition_INV_PPP_FEI_CVA
Submit the PDF files to OVR by email or VR Counselor access to shared drive
Due Date: The PPP, FEI, CVA and Invoice are submitted OVR <u>upon completion of the CVA</u> and within the quarter authorized.

### Family Engagement Interview

Employment Specialists may complete the optional Positive Personal Profile (PPP) and Family Engagement Interview (FEI) for students in grade 11 to assist with the completion of the Comprehensive Vocational Assessment. Note: For SY 2022-23 only, Employment Specialists may complete the optional PPP and FEI for students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment.
Demographic information populates from Student Info.
Click into or tab to each cell to enter information for the questions selected per family for: Section 1: Hopes, Dreams, Expectations and Challenges; Section 2: School and Adult Supports; Section 3: Focusing on Employment, and Section 4: Other question/information needed to complete the Comprehensive Vocational Assessment. For Section 4 add the questions and answers in the two additional text boxes.
Employment Specialist signs and dates to verify the completion and accuracy of the Family Engagement Interview.

### Invoice Tab: Billing for the Family Engagement Interview (FEI)

Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter. Choices include Q1SFY23, Q2SFY23, Q3SFY23, Q4SFY23 and Q1SFY24. After selection the OVR Reporting Quarter auto-fills. <b>Note:</b> Q1SFY24 (last quarter in the drop-down list) can only be used for an Employment Follow-up Report completed in the 1st Quarter (July) of the next fiscal year.
Demographic Information populates from the Student Info tab.
Transition Service Provided - Click on the Down arrow and use the Drop Down list to select one of the following choices: Family Engagement Interview Only; Positive Personal Profile & Family Engagement Interview; Family Engagement Interview & Comprehensive Vocational Assessment or Positive Personal Profile, Family Engagement Interview & Comprehensive Vocational Assessment.

## Transition Services File Directions

<p>Employment Specialists may complete the optional PPP and Family Engagement Interview (FEI) for students in <u>grade 11</u> to assist with the completion of the Comprehensive Vocational Assessment. In this circumstance select <u>Positive Personal Profile &amp; Comprehensive Vocational Assessment; Family Engagement Interview &amp; Comprehensive Vocational Assessment; or Positive Personal Profile, Family Engagement Interview &amp; Comprehensive Vocational Assessment</u>. Note: For SY 2022-23 only, Employment Specialists may complete the optional PPP and FEI for students in <u>grade 12 or 14</u> that already have a completed Comprehensive Vocational Assessment. In this circumstance select <u>Positive Personal Profile Only, Family Engagement Interview Only, or Positive Personal Profile &amp; Family Engagement Interview</u>.</p>
<p>Remit: Amount billed auto-fills after selection of the Transition Service Provided.</p>
<p>Employment Specialist signs and dates to verify the completion of the FEI and accuracy of the Invoice.</p>

### Family Engagement Interview and Invoice Submission to OVR

<p>Save the Family Engagement Interview worksheet to PDF format.</p>
<p>Name the file by adding an underscore _ and FEI to the end of the file name.</p>
<p>Example: 356789KentuckyTransition_FEI</p>
<p>Save the Invoice worksheet to PDF format. Name the file by adding one of the following file naming rule options:</p>
<p>For submission of the FEI only (students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment)</p>
<p>Add an underscore _ and INVPPP or _INV_FEI</p>
<p>Example: 356789KentuckyTransition_INVFEI</p>
<p>Example: 356789KentuckyTransition_INV_FEI</p>
<p>Submit the PDF files to OVR by email or VR Counselor access to shared drive.</p>
<p>Due Date: The FEI and Invoice are submitted to OVR upon completion and within the quarter authorized.</p>
<p>For submission of the Positive Personal Profile and Family Engagement Interview (students in grade 12 or 14 that already have a completed Comprehensive Vocational Assessment)</p>
<p>Add an underscore _ and INVPPPF EI or _INV_PPPFEI or _INV_PPP_FEI</p>
<p>Example: 356789KentuckyTransition_INVPPPF EI</p>
<p>Example: 356789KentuckyTransition_INV_PPPFEI</p>
<p>Example: 356789KentuckyTransition_INV_PPP_FEI</p>
<p>Submit the PDF files to OVR by email or VR Counselor access to shared drive.</p>
<p>Due Date: The PPP, FEI, and Invoice are submitted to OVR upon completion and within the quarter authorized.</p>
<p>For submission of the Family Engagement Interview and Comprehensive Vocational Assessment (students in grade 11)</p>
<p>Add an underscore _ and INVFEICVA or _INV_FEICVA or _INV_FEI_CVA</p>
<p>Example: 356789KentuckyTransition_INVFEICVA</p>
<p>Example: 356789KentuckyTransition_INV_FEICVA</p>
<p>Example: 356789KentuckyTransition_INV_FEI_CVA</p>
<p>Submit the PDF files to OVR by email or VR Counselor access to shared drive.</p>
<p>Due Date: The FEI, CVA, and Invoice are submitted together to OVR <u>upon completion of the CVA</u> and within the quarter authorized.</p>

## Transition Services File Directions

For submission of the Positive Personal Profile, Family Engagement Interview, and Comprehensive Vocational Assessment (students in grade 11)
Add an underscore and INVPPPFEICVA or INV PPPFEICVA or INV PPP FEI CVA
Example: 356789KentuckyTransition_INVPPPFEICVA
Example: 356789KentuckyTransition_INV PPPFEICVA
Example: 356789KentuckyTransition_INV_PPP FEI CVA
Submit PDF files to OVR by email or VR Counselor access to shared drive
Due Date: The PPP, FEI, CVA and Invoice are submitted to OVR <u>upon completion of the CVA</u> and within the quarter authorized.

### Vocational Assessment Tab (Comprehensive Vocational Assessment)

Demographic information populates from Student Info.
Click into or tab to enter information for the CVA Authorization # and Anticipated Date of HS Exit.
Click on the Down Arrow and use Drop Down list to select Type of Diploma Anticipated. Choices are Regular Diploma or Alternative High School Diploma.
Click into or tab to each cell to enter information for: Current Existing Data Reviewed and Used for the CVA; Previous Work Experience(s); Current Activities, Life Situation, Network of Family and Friends, and Important History; Interests/Skills/Abilities; Transportation Goal; General Knowledge; Work Behavior; Communication; Social Skills/Interactions.
Click on the Down Arrow and use Drop Down list to select Independent (I), With Assistance (WA) or Area of Concern (AC) for: Teamwork; Work Skills Observations; Appearance/hygiene; Problem solving skills; Acceptance of supervision; Attention to task/Persistence; Initiative/Motivation; Awareness of safety precautions; Respect of and ability to care for equipment/property; Adapting to Change; Ability to maintain adequate productivity/pace; and Attendance/Punctuality.
For any Area of Concern add specifics or comments. (mandatory).
Click into or tab to each cell to enter information for: Intensity of Supports Needed; Work Environment/Schedule; and Summary of Recommendations.
Employment Specialist signs and dates to verify the completion and accuracy of the Comprehensive Vocational Assessment.

### Invoice Tab: Billing for the Comprehensive Vocational Assessment (students in grade 11)

Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter. Choices include Q1SFY23, Q2SFY23, Q3SFY23, Q4SFY23 and Q1SFY24. After selection the OVR Reporting Quarter auto-fills. <b>Note:</b> Q1SFY24 (last quarter in the drop-down list) can only be used for an Employment Follow-up Report completed in the 1st Quarter (July) of the next fiscal year.
Demographic information populates from the Student Info tab.
Transition Service Provided - Click on the Down arrow and use the Drop Down list to select one of the following choices: Positive Personal Profile & Comprehensive Vocational Assessment, Family Engagement Interview & Comprehensive Vocational Assessment, Positive Personal Profile, Family Engagement Interview & Comprehensive Vocational Assessment, or Comprehensive Vocational Assessment Only.
Remit: Amount billed auto-fills after selection of the Transition Service Provided.
Employment Specialist signs and dates to verify the completion of the CVA and accuracy of the CVA Invoice.

### Comprehensive Vocational Assessment and Invoice Submission to OVR

Save the Vocational Assessment worksheet to PDF format. Name file by adding an underscore _ and CVA to the end of the file name.
Example: 356789KentuckyTransition_CVA
Review then sign and date to verify completion of the CVA and accuracy of the Invoice.

## Transition Services File Directions

Save the Invoice worksheet to PDF format. Name file by adding an underscore \_ and INVCVA or INV\_CVA to the end of the file name.

Example: 356789KentuckyTransition\_INVCVA

Example: 356789KentuckyTransition\_INV\_CVA

Submit PDF files to OVR by email or VR Counselor access to shared drive.

Due Date: The CVA and Invoice are due to OVR upon completion and within the quarter authorized. The PPP and/or FEI are submitted at the same time, if completed to assist with the completion of the CVA and included on the invoice.

For submission of the Positive Personal Profile and Comprehensive Vocational Assessment: See directions on page 3.

For submission of the Family Engagement Interview and Comprehensive Vocational Assessment: See directions on page 4.

For submission of the Positive Personal Profile, Family Engagement Interview, and Comprehensive Vocational Assessment: See directions on page 3 or page 5.

### **JD\_JC Planning Meeting Tab (Job Development/Job Coaching Planning Meeting)**

Demographic information populates from Student Info.

Click into or tab to each cell to enter the Explanation of Transition Plan (Activities), Potential Business & Contacts for Job Development, and Concerns to address and plans to address the concerns.

Click into or tab to each cell to enter names of Attendees. Note: Student, Employment Specialist, OVR Counselor must attend in order to bill OVR for meeting. Include names of other attendee(s), if any.

Employment Specialist signs and dates to verify the completion of the Job Development/Job Coaching Meeting and accuracy of the content within the form.

### **Invoice Tab: Billing for JD/JC Planning Meeting Report**

Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter. Choices include Q1SFY23, Q2SFY23, Q3SFY23, Q4SFY23 and Q1SFY24. After selection the OVR Reporting Quarter auto-fills. **Note:** Q1SFY24 (last quarter in the drop-down list) can only be used for an Employment Follow-up Report completed in the 1st Quarter (July) of the next fiscal year.

Demographic information populates from the Student Info tab.

Transition Service Provided: Click on the Down arrow and use the Drop Down list to select Job Development/Job Coaching Planning Meeting.

Remit: Amount billed auto-fills after selection of the Transition Service Provided.

Employment Specialist signs and dates to verify the completion of the JD/JC Planning Meeting, corresponding report, and accuracy of the Invoice.

### **Job Development/Job Coaching Planning Meeting Report and Invoice Submission to OVR**

Save the JD\_JC Planning Meeting worksheet to PDF format. Name file by adding an underscore \_ and JDJCPMR to the end of the file name.

Example: 356789KentuckyTransition\_JDJCPMR

Save the Invoice worksheet to PDF format. Name file by adding an underscore \_ and INVJDJCPMR or \_INV\_JDJCPMR to the end of the file name.

Example: 356789KentuckyTransition\_INVJDJCPMR

Example: 356789KentuckyTransition\_INV\_JDJCPMR

## Transition Services File Directions

Submit PDF files to OVR by email or VR Counselor access to shared drive.
Due Date: The Job Development/Job Coaching Planning Meeting Report and Invoice are submitted to OVR upon completion and within the quarter authorized.

### Exit Planning Meeting Tab

Demographic information populates from the Student Info tab.	
Anticipated Date of High School Exit: Enter anticipated date (graduation, drop-out, aging out). The exact date may not be known at this point in time.	
Student's Post High School Contact Information: Information in this section populates from the Student Info tab.	
Two Alternative Contacts: Enter the name, phone number and phone note (clarifying information about phone #) for two alternative contacts that have telephones.	
IPE Goal Status: Click on the Down Arrow and use Drop Down list to select whether the Individual Plan for Employment (IPE) Goal is Unchanged or Amended.	
Current IPE Goal: Type the student's current Individual Plan for Employment (IPE) goal.	
Current Job Site: Enter the full name of the student's current job site.	
#Hours per Week: Enter the number of hours per week the student works at the current job site.	
Follow-up Action Plan: Enter the activities that will be provided and potential student needs to address during employment follow-up, if the student exits high school with competitive integrated employment.	
Supported Employment Consultation Meeting:	Click on the Down arrow and use the Drop Down list to select if the student's IPE includes Supported Employment (Yes/No).
	If Supported Employment is included on the student's IPE, enter the name of the provider.
	Click on the Down arrow and use the Drop Down list to select if the VR Counselor conducted a Supported Employment consultation with the Employment Specialist and student (Yes/No).
	If a Supported Employment consultation was held, enter the date (m/dd/yyyy).
Other Adult Service Providers: List other adult service providers, beyond Supported Employment, needed by the student if any.	
Click into or tab to each cell to enter the names of Attendees. Note: Student, Employment Specialist, and OVR Counselor must attend in order to bill OVR for meeting. Include names of other attendee(s), if any. Include the representative of a Supported Employment provider, if invited (optional).	
Employment Specialist signs and dates to verify the completion of the Exit Planning Meeting and the accuracy of the content within the form.	

### Invoice Tab: Billing for Exit Planning Meeting

Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter. Choices include Q1SFY23, Q2SFY23, Q3SFY23, Q4SFY23 and Q1SFY24. After selection the OVR Reporting Quarter auto-fills. <b>Note:</b> Q1SFY24 (last quarter in the drop-down list) can only be used for an Employment Follow-up Report completed in the 1st Quarter (July) of the next fiscal year.
Demographic information populates from the Student Info tab.
Transition Service Provided: Click on the Down arrow and use the Drop Down list to select Exit Planning Meeting <b>OR</b> Exit Planning Meeting & Supported Employment Consultation. To select the latter the Exit Planning Meeting Report must document that Supported Employment is included on the student's IPE, the name of the Supported Employment provider, that the VR Counselor conducted a Supported Employment consultation with the Employment Specialist and student, and the date of the consultation.
Remit: Amount billed auto-fills after selection of the Transition Service Provided.
Employment Specialist signs and dates to verify the completion of the Exit Planning Meeting, corresponding form, and accuracy of the Invoice.

## Transition Services File Directions

### Exit Planning Meeting and Invoice Submission to OVR

Save the Exit Planning Meeting worksheet to PDF format. Name file by adding an underscore \_ and EPM to the end of the file name.

Example: 356789KentuckyTransition\_EPM

Save the Invoice worksheet to PDF format. Names file by adding an underscore \_ and INVEPM or INV\_EPM to the end of the file name.

Example: 356789KentuckyTransition\_INVEPM

Example: 356789KentuckyTransition\_INV\_EPM

Submit PDF files to OVR by email or VR Counselor access to shared drive.

Due Date: The Exit Planning Meeting and Invoice are submitted to OVR upon completion and within the quarter authorized.

### Job Placement Report Tab

Demographic information populates from the Student Info tab.

Click into or tab to each cell to enter:	Name of Employer, Address, Phone, and Supervisor Name and Position
	Date Hired (must be prior to high school exit date)
	Date of High School Exit
	OVR Job Placement Date (cannot be before student's exit date)
	Job Classification/Title, Current Job Duties, and What the Student likes about the job

Click on the Down Arrow and use Drop Down list to select Yes or No: Are natural supports in place? If Yes, click or tab to the next cell to describe the Natural Support(s).

Click into or tab to each cell to enter Hourly Wage and Hours per Week

Click on the Down Arrow and use Drop Down list to select Yes or No for Health Insurance.

Click into or Tab to each cell to enter Progress Notes and Description of Concerns to address during Employment Follow-up Services.

Employment Specialist signs and dates to verify the completion of Job Placement and accuracy of the contents within the Job Placement Report.

### Invoice Tab: Billing for Job Placement

Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter. Choices include Q1SFY23, Q2SFY23, Q3SFY23, Q4SFY23 and Q1SFY24. After selection the OVR Reporting Quarter auto-fills. Note: Q1SFY24 (last quarter in the drop-down list) can only be used for an Employment Follow-up Report completed in the 1st Quarter (July) of the next fiscal year.

Demographic information populates from the Student Info tab.

### Invoice Tab: Billing for Job Placement

Transition Service Provided: Click on the Down arrow and use the Drop Down list to select Job Placement Report.

Remit: Amount billed auto-fills after selection of the Transition Service Provided.

Employment Specialist signs and dates to verify the completion of the Job Placement, the corresponding report, and accuracy of the Invoice.



## Transition Services File Directions

### Job Placement Report and Invoice Submission to OVR

Save the Job Placement Report worksheet to PDF format. Name the file by adding an underscore \_ and JPR to the end of the file name.

Example: 356789KentuckyTransition\_JPR

Save the Invoice worksheet to PDF format. Name the file by adding an underscore \_ and INVJPR or INV\_JPR to the end of the file name.

Example: 356789KentuckyTransition\_INVJPR

Example: 356789KentuckyTransition\_INV\_JPR

Submits the PDF files to OVR by email or VR Counselor access to shared drive.

Due Date: The Job Placement Report and Invoice are submitted to OVR upon completion and within the quarter authorized.

### Employment Follow-up Report@30 Tab

Demographic Data Information populates from Student Info tab.

Name of Employer populates from the Job Placement Report

Job Classification/Title populates from the Job Placement Report

Job Duties populates from the Job Placement Report

Date Hired populates from the Job Placement Report

High School Exit Date populates from the Job Placement Report

OVR Employed Status Date populates from the Job Placement Report

Date Employment Specialist Follow-up Services End calculates from the OVR Employed Status Date in Job Placement Report

Hourly wage populates from the Job Placement Report

Hours per Week populates from the Job Placement Report

Health Insurance populates from the Job Placement Report

Click into or tab to each cell to enter Transportation Information and Current Schedule.

Current Supervisor populates from the Job Placement Report

Employer Phone populates from the Job Placement Report

Click on the Down Arrow and use Drop Down list to select Yes or No for Student Satisfaction with Current Job, status of Natural Supports, and Expectation Student will Continue to be Successful in Position.

Employment Specialist signs and dates to verify the completion of the 30 days Employment Follow-up services and accuracy of the content within the Employment Follow-up Report.

### Invoice Tab: Billing Employment Follow-up Report

Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter. Choices include Q1SFY23, Q2SFY23, Q3SFY23, Q4SFY23 and Q1SFY24. After selection the OVR Reporting Quarter auto-fills. Note: Q1SFY24 (last quarter in the drop-down list) can only be used for an Employment Follow-up Report completed in the 1st Quarter (July) of the next fiscal year.

Demographic information populates from the Student Info tab.

Transition Service Provided: Click on the Down arrow and use the Drop Down list to select Employment Follow-up Report.

Remit: Amount billed auto-fills after selection of the Transition Service Provided.

Employment Specialist signs and dates to verify the completion of the 30 days of Employment Follow-up services, the Employment Follow-up Report, and accuracy of the Invoice.

## Transition Services File Directions

### Employment Follow-up Report and Invoice Submission to OVR

Save the Employment Follow-up Report worksheet to PDF format. Name the file by adding an underscore \_ and EFR to the end of the file name.

Example: 356789KentuckyTransition\_EFR

Save the Invoice worksheet to PDF format. Name the file by adding an underscore \_ and INVEFR or INV\_EFR to the end of the file name.

Example: 356789KentuckyTransition\_INVEFR

Example: 356789KentuckyTransition\_INV\_EFR

Submits PDF files to OVR by email or VR Counselor access to shared drive.

Due Date: The 30 days of employment follow-up begin after the student exits high school, based on the OVR Employed Status 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 Employed Status 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.

For additional assistance contact Jill Griffiths

Office: 304.523.7900

Cell: 304.633.7161

Email: [jill.griffiths@uky.edu](mailto:jill.griffiths@uky.edu)