

## Transition Services File Directions

### File Name Rules

Master File Name: Transition Services\_2023-2024

Once downloaded, delete the school year and underscore to shorten the file name to Transition.

Renaming File for Each Student:

Copy the file for each student's electronic folder

Rename the file using the following master rule: **6digitOVRCase#districtnamefilename**

County district example: 356789KentuckyCoTransition

County district sans "county" example: 356789KentuckyTransition

Independent district example: 356789KentuckyIndTransition

Do not include school year in file name

Do not include student names or student initials in file name

### Student Info Tab

Student Information Entry:

Complete **ALL** 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 **ALL** 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 **ALL** 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.

### Service Status Tab

Demographic information populates from Student Info

Transition Service Provided - Billed - Date - Comment:

The cells in this field are locked. User cannot type into any cell in this section. The Amount Billed and Date will calculate automatically when the CWTP Employment Specialist enters a date into each form, prior to submission to the VR Counselor.

## Transition Services File Directions

### Positive Personal Profile Tab

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| Employment Specialists may complete the optional Positive Personal Profile (PPP) to assist with the completion of the Comprehensive Vocational Assessment.   |
| Demographic information populates from Student Info.   |
| Enter information in each cell 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.  |

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

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| Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter in which the PPP was completed. Choices are Q1SFY24, Q2SFY24, Q3SFY24, Q4SFY24 or Q1SFY25. After selection the OVR Reporting Quarter cell auto-fills. <b>Note:</b> Q1SFY25 (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 & Comprehensive Vocational Assessment or Positive Personal Profile, Family Engagement Interview & Comprehensive Vocational Assessment.   |
| 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

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| 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 <u>one of the following</u> file naming rule options:            |
| Submission of the Positive Personal Profile and Comprehensive Vocational Assessment  |
| Add an underscore _ and INVPPPCVA or _INV_PPPCVA or _ INV_PPP_CVA  |
| Example: 356789KentuckyTransition_INVPPPCVA  |
| Example: 356789KentuckyTransition_INV_PPPCVA   |
| Example: 356789KentuckyTransition_INV_PPP_CVA  |
| Submission of the Positive Personal Profile, Family Engagement Interview, and Comprehensive Vocational Assessment              |
| 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 the PDF files to OVR by email or VR Counselor access to a 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. |

## Transition Services File Directions

### Family Engagement Interview

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| Employment Specialists may complete the optional Family Engagement Interview (FEI) to assist with the completion of the Comprehensive Vocational Assessment.  |
| Demographic information populates from Student Info.  |
| Enter information for the questions selected during the interview with the 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 questions and answers in the two additional text boxes, as needed. |
| 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)

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| Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter in which the FEI was completed. Choices include Q1SFY24, Q2SFY24, Q3SFY24, Q4SFY24 and Q1SFY25. After selection the OVR Reporting Quarter auto-fills. <b>Note:</b> Q1SFY25 (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 & Comprehensive Vocational Assessment or Positive Personal Profile, Family Engagement Interview & Comprehensive Vocational Assessment.  |
| Remit: Amount billed auto-fills after selection of the Transition Service Provided.  |
| Employment Specialist signs and dates to verify the completion of the FEI and accuracy of the Invoice.   |

### Family Engagement Interview and Invoice Submission to OVR

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| Save the Family Engagement Interview worksheet to PDF format.   |
| Name the file by adding an underscore _ and FEI to the end of the file name.  |
| Example: 356789KentuckyTransition_FEI   |
| Save the Invoice worksheet to PDF format. Name the file by adding one of the following file naming rule options:                  |
| For submission of the Family Engagement Interview and Comprehensive Vocational Assessment   |
| Add an underscore _ and INVFEICVA or _INV_FEICVA or _INV_FEI_CVA  |
| Example: 356789KentuckyTransition_INVFEICVA   |
| Example: 356789KentuckyTransition_INV_FEICVA  |
| Example: 356789KentuckyTransition_INV_FEI_CVA   |
| For submission of the Positive Personal Profile, Family Engagement Interview, and Comprehensive Vocational Assessment             |
| Add an underscore _ and INVPPPFICVA or _INV_PPPFEICVA or _INV_PPP_FEI_CVA   |
| Example: 356789KentuckyTransition_INVPPPFICVA   |
| 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. |

## Transition Services File Directions

### Vocational Assessment Tab (Comprehensive Vocational Assessment)

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| Demographic information populates from Student Info.   |
| Enter information for the CVA Authorization # and Anticipated Date of HS Exit.   |
| Use Drop Down list to select Type of Diploma Anticipated. Choices are Regular Diploma or Alternative High School Diploma.  |
| 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 mandatory specifics or comments. For any skill performed With Assistance, specifics or comment are recommended but not required.   |
| 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

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| Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter in which the CVA was completed. Choices include Q1SFY24, Q2SFY24, Q3SFY24, Q4SFY24 and Q1SFY25. After selection the OVR Reporting Quarter auto-fills. <b>Note:</b> Q1SFY25 (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

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| 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  |
| 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 optional PPP and/or FEI are submitted at the same time, if conducted to assist with the completion of the CVA and included on the invoice. |

## **Transition Services File Directions**

For submission of the Positive Personal Profile and Comprehensive Vocational Assessment: See directions on page 2.

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 2 or page 4.

## Transition Services File Directions

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

Demographic information populates from Student Info.

Enter the initial Job Development activities that will support the Individual Plan for Employment vocational goal; Potential employers & contacts for Job Development and Job Coaching; and Concerns about providing services and steps to address the concerns.

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 in which the Job Development/Job Coaching Meeting was held. Choices include Q1SFY24, Q2SFY24, Q3SFY24, Q4SFY24 and Q1SFY25. After selection the OVR Reporting Quarter auto-fills. **Note:** Q1SFY25 (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 JDJCPM to the end of the file name.

Example: 356789KentuckyTransition\_JDJCPM

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

Example: 356789KentuckyTransition\_INVJDJCPM

Example: 356789KentuckyTransition\_INV\_JDJCPM

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.

## Transition Services File Directions

### Supported Employment Meeting Tab

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| Demographic information populates from Student Info.  |
| Vocational Goal from the Individual Plan for Employment populates from the JD_JC Planning Meeting.  |
| Enter the VR Counselor expectations in relation to Supported Employment; steps to be completed until the end of the school year; the plan for collaboration between the CWTP Employment Specialist and Community Rehabilitation Provider; and supports the student needs for transfer/transition from the CWTP Employment Specialist and the Community Rehabilitation Provider. |
| Enter names of Attendees. Note: Student, Employment Specialist, OVR Counselor and Community Rehabilitation Provider 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 Supported Employment Meeting occurred and accuracy of the content within the form.  |

### Invoice Tab: Billing for Supported Employment Meeting Report

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| Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter in which the Support Employment Meeting was held. Choices include Q1SFY24, Q2SFY24, Q3SFY24, Q4SFY24 and Q1SFY25. After selection the OVR Reporting Quarter auto-fills. <b>Note:</b> Q1SFY25 (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 Supported Employment Meeting.  |
| Remit: Amount billed auto-fills after selection of the Transition Service Provided.  |
| Employment Specialist signs and dates to verify the completion of the Supported Employment Meeting, corresponding report, and accuracy of the Invoice.   |

### Supported Employment Meeting Report and Invoice Submission to OVR

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|---|
| Save the Supported Employment Meeting worksheet to PDF format. Name file by adding an underscore _ and SEM to the end of the file name. |
| Example: 356789KentuckyTransition_SEM   |
| Save the Invoice worksheet to PDF format. Name file by adding an underscore _ and INVSEM or _INV_SEM to the end of the file name.       |
| Example: 356789KentuckyTransition_INVSEM  |
| Example: 356789KentuckyTransition_INV_SEM   |
| Submit PDF files to OVR by email or VR Counselor access to shared drive.  |
| Due Date: The Supported Employment Meeting Report and Invoice are submitted to OVR upon completion and within the quarter authorized.   |

## Transition Services File Directions

### Exit Planning Meeting Tab

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| 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.                 |
| Vocational Goal from the Individual Plan for Employment populates from the JD_JC Planning Meeting.  |
| 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 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.  |
| Enter the steps the CWTP Employment Specialist will take until the end of the year to assist the student's transition to competitive integrated employment.                     |
| Enter the description the Employment Follow-up action plan.   |
| Adult Service Providers: Enter other adult service providers needed by the student if any.  |
| 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. |
| 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 in which the Exit Planning Meeting was held. Choices include Q1SFY24, Q2SFY24, Q3SFY24, Q4SFY24 and Q1SFY25. After selection the OVR Reporting Quarter auto-fills. <b>Note:</b> Q1SFY25 (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.  |
| 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.   |

### Exit Planning Meeting and Invoice Submission to OVR

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| 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.           |



## Transition Services File Directions

### Job Placement Report Tab

|   |  |
|---|--|
| Demographic information populates from the Student Info tab.  |  |
| Vocational Goal from the Individual Plan for Employment populates from the JD_JC Planning Meeting.  |  |
| Enter in each cell:   | <div style="border: 1px solid black; padding: 2px;">Name of Employer, Address, Phone, and Supervisor Name and Position</div> <div style="border: 1px solid black; padding: 2px;">Date Hired (must be prior to high school exit date)</div> <div style="border: 1px solid black; padding: 2px;">Date of High School Exit</div> <div style="border: 1px solid black; padding: 2px;">OVR Job Placement Date (cannot be before student's exit date)</div> <div style="border: 1px solid black; padding: 2px;">Job Classification/Title, Current Job Duties, and What the Student likes about the job</div> |
| 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).  |  |
| 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.  |  |
| 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 (student attained competitive integrated employment aligned with the vocational goal in the Individualized Plan for Employment) and accuracy of the contents within the Job Placement Report. |  |

### Invoice Tab: Billing for Job Placement

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| Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter in which the Job Placement Report was completed. Choices include Q1SFY24, Q2SFY24, Q3SFY24, Q4SFY24 and Q1SFY25. After selection the OVR Reporting Quarter auto-fills. Note: Q1SFY25 (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 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.  |

### 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   |
|   |
| Submit the PDF files to OVR by email or VR Counselor access to shared drive.  |
| Due Date: The Job Placement Report and Invoice are submitted the day after a student exits high school with competitive integrated employment. The employment must be attained at least one day before high school exit and aligned with the vocational goal in the Individualized Plan for Employment. |

## Transition Services File Directions

### Employment Follow-up Report@30 Tab

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| Demographic Data Information populates from Student Info tab.   |
| Vocational Goal from the Individual Plan for Employment populates from the JD_JC Planning Meeting.  |
| 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  |
| 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

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| Click on the Down arrow and use the Drop Down list to select the School Reporting Quarter in which the Employment Follow-up was completed. Choices include Q1SFY24, Q2SFY24, Q3SFY24, Q4SFY24 and Q1SFY25. After selection the OVR Reporting Quarter auto-fills. Note: Q1SFY25 (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.  |

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

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| 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  |

## Transition Services File Directions

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)