

**Job Development/Job Coaching Report Directions
2023-2024**

File Name Rules

Master File Name	JD_JC Report_2023-2024
	Once downloaded retain a blank copy of the file renamed JD_JC Report.
Renaming File for Each Student	6digitOVRCase#districtnameoriginalfilename (without school year)
	County district example: 356789KentuckyCountyJD_JCReport
	County district sans "county" example: 356789KentuckyJD_JCReport
	Independent district example: 356789KentuckyIndJD_JCReport
	No student names or student initials in file names

Student Info Tab

Demographic Data Entry:	Enter 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. If unknown request 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 Hours will calculate from the <i>Total Time for Activities this Month</i> cell in each monthly report. The <i>Amount Billed</i> will calculate by formula. Note: Up to 30 hours per quarter are billable. If a month or quarter is over 30 hours conditional formatting will appear in the "hours" cell (red letters/pink background). If more than 30 hours per quarter are needed for a student contact the VR Counselor. The VR Counselor determines if additional hours needed.

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JD/JC Monthly Report Tabs

Demographic Data Entry	The demographic data from the <i>Student Info</i> tab will auto-fill into each monthly report. See Student Info Tab: Data Entry section above for the information that will auto-fill.
Date	Enter the date of the Job Development or Job Coaching activity. Format: m/dd/yyyy
Begin Time	Enter the beginning time of activity. Indicate AM or PM (mandatory). Example: 9:00 AM or 1:45 PM. There must be a space between the time and AM or PM. If not, the formula in the <i>Total Time of Activities</i> column will not work.
End Time	Enter the ending time of activity. Indicate AM or PM (mandatory). Example: 10:00 AM or 3:00 PM. There must be a space between the time and AM or PM. If not, the formula in the <i>Total Time of Activities</i> column will not work.
Total Time of Activity (rounded to the nearest .25)	The total duration of the activity will calculate by formula, rounding to the nearest 15 minute increment (i.e. .25, .50, .75, 1.00). The numbers in these cells link to the <i>Total Time for Activities</i> section of the monthly report.
Service Provided	Click on the Down Arrow and use Drop Down box to select whether <i>Job Development</i> or <i>Job Coaching</i> was provided. Job Development activities occur when the student is actively seeking a job. Job coaching activities occur upon the student gaining employment.
Site	
Specific activities/training completed at the site	Enter a description of the activity provided during the provision of the Job Development or Job Coaching service.
	<i>Job Development</i> activities include but are not limited to developing skills related to the IPE goal for resume building, resume development, job search for openings within the student vocational goal, networking and contacting employers, submitting job applications, follow-up with employers on current applications and interview preparation for a specific job.
	<i>Job coaching</i> activities include but are not limited to job task analysis, instruction and observation during job performance, determination of needed accommodation(s), and determination and facilitation of natural supports and other supports needed.
What did you find out during today's session?	Enter a description of what was observed during the Job Development or Job Coaching session with the student.
Other Important Information	Describe new information, if any , that may affect the student or the services provided. Examples include but are not limited to change in medication, change in behavior, change in residence or living arrangements, or death in the family.
Progress was made in the following area(s) this month:	Enter a summary the areas of progress observed or noted during the month.
Strengths noted this month:	Enter a summary the student's strengths observed or noted during the month.
Area(s) of needed growth noted this month:	Enter a summary of the student's areas of needed growth noted during the month.
Skills to work on next month:	Based on the student's progress and areas of needed growth, enter a description of the skills to work on during the next month.

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**Signatures & Submission -
Monthly Report**

Employment Specialist	after completion of the report, signs and dates.
Signature Statement	Signature of the CWTP Employment Specialist signifies that as of the date signed the information is accurate and verifies the completion of the CWTP service(s) outlined within the report.
Employment Specialist	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: 356789KentuckyJD_JCReport_Aug
	Example: 356789KentuckyJD_JCReport_Jan
Employment Specialist	Submits the monthly report to the VR Counselor by the 5th of the following month.

**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.
August	_Aug
September	_Sep
October	_Oct
November	_Nov
December	_Dec
January	_Jan
February	_Feb
March	_Mar
April	_Apr
May	_May
June	_Jun

**Job Development/Job Coaching Report Directions
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Invoice

Demographic Data Entry	The demographic data from the <i>Student Info</i> tab will auto-fill into the invoice. See <i>Student Info Tab: Data Entry</i> 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. Q1SFY24 includes August-September, Q2SFY24 includes October-November-December, Q3SF24 includes-January-February-March, Q4SFY24 includes April-May-June.
OVR Reporting Quarter	The <i>OVR Reporting Quarter</i> auto-fills upon selection of the <i>School Reporting Quarter</i> .
Remit: For each service provision area:	The hours for the services provided populates from the <i>Sum of Hours</i> section in the <i>Student Info</i> tab. If a quarter is over 30 hours conditional formatting will appear in the "hours" cell (red letters/pink background). If more than 30 hours per quarter are needed for a student contact the VR Counselor. The VR Counselor determines if additional hours needed. The <i>Remit</i> amount calculates by formula: \$40/hour x total hours.

Invoice Signature & Submission

Employment Specialist	after completion of the invoice, enters signature and date.
Signature Statement	Signature of the CWTP Employment Specialist signifies that as of the date signed, the information is accurate and verifies the completion of the CWTP service(s) outlined within the invoice.
Employment Specialist	Saves invoice (worksheet) to PDF format. Renames file by adding an underscore _INV and the invoice quarter at the end of the file name. Example: 356789KentuckyJD_JCReport_INVQ1

Billing Statement File Name Extensions

File Name Extension Rule:	Add an underscore _ and the INVQ# to the end of the file name.
1st Quarter	_INVQ1
2nd Quarter	_INVQ2
3rd Quarter	_INVQ3
4th Quarter	_INVQ4
Employment Specialist	Submits the invoice to the VR Counselor by the 5th of the month following the quarter. Quarter 1 invoice due October 5 Quarter 2 invoice due January 5 Quarter 3 invoice due April 5 Quarter 4 invoice due no later than July 5. Recommendation: submit as soon as possible upon the completion of services due to the OVR fiscal year end on June 30.