

**Job Development/Job Coaching Monthly Report Directions  
2021-22**

**File Name Rules**

Master File Name	JD_JC Report
	Once downloaded retain the file name JD_JC Report.
Renaming File for Each Student	<b>6digitOVRCase#districtnameoriginalfilename</b>
	No student names or student initials in file names
	County district example: 356789KentuckyJD_JCReport
	County district sans "county" example: 356789KentuckyJD_JCReport
	Independent district example: 356789KentuckyIndJD_JCReport

**Student Info Tab**

Demographic Data Entry:	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.
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. <b>Note:</b> Up to 20 hours per quarter are billable. If a month or quarter is over 20 hours conditional formatting will appear in the "hours" cell (red letters/pink background). If more than 20 hours per quarter are needed for a student contact the VR Counselor. The VR Counselor determines if additional hours needed.

**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/End Time	Enter timeframe of activity. Example: 9:00 -10:00
Total Time of Activity	Enter the duration of the activity. You may use whole numbers or up to two decimal points, in 15 minute increments (i.e. .25, .50, .75, 1.00). Example: 1, 1.25, 2.5, 2.75 hours. The numbers in these cells link to the <i>Total Time for Activities</i> section of the monthly report.
	.25 = 15 minutes .5 = 30 minutes .75 = 45 minutes
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	Enter where the activity occurred, such as location within the school, name of business, employer or agency.

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Specific activities/training completed at the site	Describe 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 resume development, job search for openings within the student vocational goal (IPE 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?	Describe 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:	Summarize the areas of progress observed or noted during the month.
Strengths noted this month:	Summarize the student's strengths observed or noted during the month.
Area(s) of needed growth noted this month:	Summarize 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 describe the skills to work on during the next month.

**Signatures & Submission -  
Monthly Report**

Employment Specialist	after completion of the report, signs and dates.
CWTP Primary Contact	reviews the report, signs and dates. Note: discuss any issues found with the Employment Specialist prior to providing signature and date.
Signature Statement	Signatures of the CWTP Employment Specialist and Primary Contact signify that as of the date signed both maintain the information is accurate and verify the completion of the CWTP service(s) outlined within the report.
CWTP Primary Contact	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_JC_Jan

**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

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**Billing Statement**

Demographic Data Entry	The demographic data from the <i>Student Info</i> tab will auto-fill into the billing statement. 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. Q1SFY22 includes August-September, Q2SFY22 includes October-November-December, Q3SF22 includes-January-February-March, Q4SFY22 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.
	The <i>Remit</i> amount calculates by formula: \$40/hour x total hours.

**Billing Statement Signatures & Submission**

Employment Specialist	after completion of the billing statement, signs and dates.
Primary CWTP Contact	reviews the billing statement, signs and dates. Note: discuss any issues found with the Employment Specialist prior to providing signature and date.
Signature Statement	Signatures of the CWTP Employment Specialist and Primary Contact signify that as of the date signed, each maintain the information is accurate and verify the completion of the CWTP service(s) outlined within the billing statement.
Primary CWTP Contact	Saves billing statement to PDF format. Renames file by adding an underscore _ and the billing quarter to the end of the file name.
	Example: 356789KentuckyJD_JCReport_BSQ1

**Billing Statement File Name Extensions**

File Name Extension Rule:	Add an underscore _ and the BSQ# to the end of the file name.
1st Quarter	_BSQ1
2nd Quarter	_BSQ2
3rd Quarter	_BSQ3
4th Quarter	_BSQ4