



The Paper Reports

The Job Shadow Report

A Job Shadow contract can come in two different formats.

(If you are familiar with this, you can skip to the next page)

A description of the two different types of Job Shadow contracts and your responsibilities for each are as follows:

1. **The Pre-ETS Job Shadow:** If the Job Shadow contract is for a student under the age of 21, the client's contract will be found on the CWDS/Gateway. It will show up in SharePoint as "**NAME_SHADOW_#**" and have a Pre-ETS referral ID on the calendar.

Below are the steps you need to take in CWDS/Gateway *after* you have entered the info into SharePoint (Note: as of April 2025, you are no longer required to fill out the "Job Shadow Questions" section in SharePoint):

1. Complete the Job Shadow PDF report (OVR-147)
2. Locate your student's contract in the Pre-ETS section of CWDS by entering their Pre-ETS referral ID (this can be found on the calendar and in SharePoint)
3. Enter the information in the correct boxes.
4. Upload your Job Shadow PDF report and save as DRAFT.


This information is also available with expanded instructions and screenshots in The Online Reports section.

2. **The Paper Job Shadow (P-SHADOW):** If the client is out of school and over 21, their Job Shadow contract will *not* be found in Gateway/CWDS. In SharePoint you will see this type of Job Shadow as a "**P-SHADOW**"

Below are the steps you need to take after you fill out the info in SharePoint:

1. Complete the Job Shadow PDF report (OVR-147)
2. Attach the report in your OVR monthly billing email.

SECTION ONE: CONTRACT INFORMATION

 pennsylvania DEPARTMENT OF LABOR & INDUSTRY OFFICE OF VOCATIONAL REHABILITATION		JOB SHADOWING REPORT	
This form must be submitted monthly.			
Student Name: <input type="text"/>		Format: <input type="checkbox"/> Group <input type="checkbox"/> Individual	
Provider: CVS - <input type="text"/>		OVR Staff: <input type="text"/>	
Service Authorization ID#: <input type="text"/>		School: <input type="text"/>	
Report Dates: <input type="text"/> to <input type="text"/>			

STUDENT NAME: The name of your client


FORMAT: Check the box to indicate whether this was a Group Job Shadow (multiple clients at one time) or an Individual Job Shadow

PROVIDER: Put your name after the “CVS – “

OVR STAFF: The name of the OVR counselor assigned to this contract. You can find this is SharePoint under the Counselor Name column.

Counselor Name Jarosh, Barbara

SERVICE AUTHORIZATION ID#: Alison puts this on the calendar. It is also available in SharePoint after you enter your hours. In SharePoint, use “Log View” from the left menu and look under the “Contract:PO Number” column.

Contract:PO Number 

School: It might be found in CWDS if this is a Pre-ETS contract. If not, Alison will have this information.

REPORT DATES: The first and the last day of the month you are logging on this report. So, if you are logging hours that occurred in October, it would say 10/1/2030 to 10/31/2030 here. (Note that this differs from the dates you enter into CWDS. In CWDS, The start and end dates are the same. They will reflect the date of the shadow. Please see the Online Reports Section in the handbook for more information about CWDS Job Shadow reporting.)

SECTION TWO: THE JOB SHADOW EXPERIENCES

This section contains three (3) identical reporting areas. If you only did 1 shadow that month, you only need to fill out one of these sections.

Job Shadow #1			
Employer Name/Address:			
Employer Contact:		Date:	Hours
Job(s) Shadowed:			
Describe the job tasks observed by student:			
Student feedback and outcomes:			
1.	Please identify one skill or ability needed to be successful at this job:		
2.	What did you like best about this experience?		
3.	What did you like least?		
Observations (describe experience):			

EMPLOYER NAME/ADDRESS: The **business name** of the location you visited, including their address.

EMPLOYER CONTACT: The name of the employee you most interacted with during the job shadow. Ideally the person who was presenting the job experience to the client.

DATE: The date of the job shadow.

HOURS: The length of the job shadow experience

JOB(S) SHADOWED: The name of the position being observed.

DESCRIBE THE JOB TASKS OBSERVED BY STUDENT: a small list/explanation of the tasks observed and/or sampled by the student.

Student Feedback and Outcomes (*Please keep these questions in mind for each and every job shadow you conduct with a student. There are questions here they need to answer.*)

1. Please identify one skill or ability needed to be successful at this job:
2. What did you like best about this experience:

3. What did you like least:

Observations (describe experience): The job coach will provide a detailed summary of the experience. This should include any successes or struggles observed by the job coach. It can include any comments or observations made by the client or the employer during the experience. This part provides insight to the admins and counselors as to what types of experiences may be beneficial for this client in the future.

SECTION THREE: DATES AND HOURS

Please fill out this last section with the date(s) of the shadow(s) and how many hours you spent on the Services Provided list.

(Attach additional sheets as necessary)		
Services Provided	Date(s)	Hours Spent (1-4 can equal no more than 3 hours)
1. Intake (provider one-hour limit)		
2. Transporting customer to job site (provider only)		
3. Successful correspondence (including messages) with employer, parent, school, student, or OVR		
4. Assistance with pre-shadow paperwork		
5. Other (specify):		
6. Direct supervision of the student at the job shadow site		
	Total :	0
Justification for number of supervision hours:		
Provider Name	Title	Email/Phone Number

Notes:

- Number 6 is the one you will most likely be using for nearly all of your shadows.
- Do not list any hours in number 2. If the client has a transportation contract attached to this shadow, you will be putting those hours on the accompanying transportation log.
- Under the “Justification for the number of supervision hours” you can add any details that you did not add under the “Observations” above that might explain if a shadow was exceptionally long. You may also add “see Observations above” in this section.

- Don't forget to add your name, "Job Coach" and your email address/phone number in the sections at the end.
- Always attach this report with your billing submission regardless of whether this contract is a Pre-ETS CWDS contract or not.

The PWE Report

The Paid Work Experience (PWE) contract *always* requires a PDF report (called the OVR-245/Student Status Report) to be completed and submitted. Your completed reports are collected by the OVR admins and submitted to OVR in two different ways, depending on the type of PWE contract.

(If you are familiar with this, you can skip to the next page for the *walkthrough of the PWE report.*)

A description of the two different types of PWE contracts and your responsibilities for each are as follows:

1. **The Pre-ETS PWE:** If the PWE contract is for a student under 21, the client's contract will be found on the CWDS website in the Pre-ETS section. You will see this type of PWE contract in SharePoint as "**NAME_JL_PWE_1**" and it will be assigned a Pre-ETS referral ID on the calendar.

For these contracts there are **three** steps you need to take:

1. You need to fill out the PWE PDF report.
2. You need to upload this report to the client's contract in the Pre-ETS section of Gateway, using the Pre-ETS referral ID to find their contract.
3. You need to attach this report to your email on the OVR billing due date.

2. **The "Paper" PWE:** If the client is out of school and between the ages of 21 and 24, their PWE contract will *not* be found online. This is what we call a "Paper" PWE.

In SharePoint you will see it as "**NAME_JL_P-PWE**".

P = PAPER

Your completed PWE report and invoice will be printed out by Jen and those papers will be faxed to OVR. That is really the only difference. The normal Pre-ETS PWE is found online and you upload it there for Jen to submit to OVR. The Paper PWE is **not** found online and Jen has to print them out to fax them to OVR.

For this contract there are only **two** steps you need to take:

1. You need to fill out the PWE PDF report.
2. You need to attach this report to your email on the OVR billing due date

The next section will review the actual PWE form and what needs to be filled out completely before you submit it to the CVS admins and upload it to CWDS (when appropriate.)

THE PWE REPORT WALKTHROUGH: PAGES ONE AND TWO


 pennsylvania DEPARTMENT OF LABOR & INDUSTRY OFFICE OF VOCATIONAL REHABILITATION		STUDENT STATUS REPORT <i>PWE - Paid Work Experience</i>	
Student Name: _____		Provider: _____	
School District (Note "Post-Secondary," if applicable): _____			
Report Dates: _____ to _____		Referral ID/PO# _____	
Employment Start Date: _____	Work Schedule: _____	Length of Program (Weeks): _____	
Worksite: _____		Student Position: _____	
Worksite address: _____			
Pay Frequency: _____	*Hours Worked Per Week: _____	*Pay: _____	
Worksite Trainer: _____	Worksite Trainer's Phone/Email: _____		
Billing for this report:			
# of Development Hours (59209D) _____	# of Learning Hours (59209L) _____	# of Other Hours _____	

Figure 1: Top of PWE Report

STUDENT NAME: The name of your client

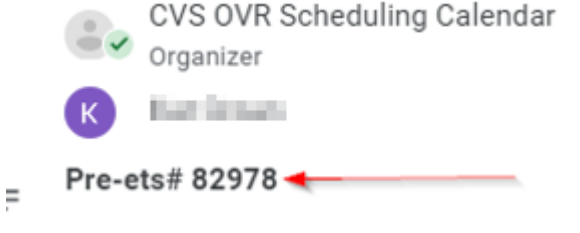

PROVIDER: Community Vocational Services

SCHOOL DISTRICT: Alison will have this information if you don't know.

REPORT DATES: The first and the last day of the month you are logging on this report. So, if you are logging hours that occurred in October, it would say 10/1/2030 to 10/31/2030 here.

Referral ID/PO#: If it's a **Pre-ETS PWE**, you should be able to find the referral ID on your calendar on any of the days you worked with your client. If it's a **Paper PWE**, the PO# can be found in SharePoint **after** you have entered your time and hours for the visit.

See below:

<p>If this is a Pre-ETS PWE, this number is typically entered on the calendar for you by a CVS admin.</p>	<p>After entering your visit in SharePoint, look under the “Contract:PO Number” column to find the Referral ID/PO#.</p>				
 <p>CVS OVR Scheduling Calendar Organizer K Pre-ets# 82978</p>	 <table border="1"> <thead> <tr> <th>Contract:PO Number</th> <th>Contract:ContractType</th> </tr> </thead> <tbody> <tr> <td>1724191</td> <td>P-JL PWE</td> </tr> </tbody> </table>	Contract:PO Number	Contract:ContractType	1724191	P-JL PWE
Contract:PO Number	Contract:ContractType				
1724191	P-JL PWE				

Employment Start Date: Sometimes found on your calendar. Alison puts it there for you. If it’s not there, you can ask her.

Work Schedule: May or may not be on the calendar. “Wednesdays and Fridays from 3:45 to 5” might be on the calendar for example. If the schedule varies, you can add that, too.

Length of Program (Weeks): There are a few ways to answer this and not all of them will be answered in the “Weeks” format. Some people put “90 working hours until END DATE” (insert actual anticipated end date there.) Or, if the calendar shows, for example, that a person is working from 10/11/223 to 6/26/2023, you can calculate the weeks yourself. You can use this site: <https://dqydj.com/week-calculator/> to assist with that.

Worksite: Name of place where your client is working.

Student Position: Position they are working.

Worksite Address: Address of worksite.

Pay frequency: Always enter “Monthly”

Hours worked per week: If it varies, just put a general estimation and add that it varies.

Pay: \$10.35/hour

Worksite Trainer: Your name.

Worksite Trainer Phone/Email: Your info.

Billing for this report:		
# of Development Hours (59209D)	# of Learning Hours (59209L)	# of Other Hours

Figure 2: PLEASE fill this out. Your JL hours go in the center box.

Billing for this report (see screenshot above): For JL hours, you will only need to fill out the middle box. That box is for JL (Job Learning hours). That total should match your SharePoint log and the total hours on the last sheet of this report.

Do not fill out the “# of Other Hours” because that is for a different service. The OVR admin(s) are typically the ones to use the “# of Development Hours” box for their JD hours.

Description of Worksite Trainer Activities: Add comments about what you did with the student/client, for the student/client while they are onsite and completing their PWE hours

Student Tasks: Provide a description of the types of responsibilities and tasks expected to be completed by the student/client while they are working.

***Work-Related Behaviors:** Select the appropriate score and add your notes where appropriate. Not all boxes need to be filled. If, for example, they have a “4” in a category, you might only want to add something in the “Summary/Comments” box. Use your best judgement as to how you want to present the information about your client to the CVS admins and to OVR. This is your chance to really give them a picture of how your client’s skills are improving or in need of further assistance.


Description of Worksite Trainer Activities:		
Student Tasks:		
<p>*Work-Related Behaviors: Rate the student in each category using a scale of 1-4 (all sections must be completed). (1 = needs complete assistance; 4 = independent)</p>		
<p>Social Behavior: Overall score (1-4): <input type="text"/> </p>		
Strengths	Areas of Improvement	Summary/Comments

Figure 3: The end of page 1 and start of page 2.

THE PWE REPORT: PAGE THREE

WORKSITE QUESTIONS and STUDENT QUESTIONS (only for final report): These next two sections are only to be filled out at the end of the student/client's contract. It is best to keep an eye on the remaining contract hours, so that you know when it would be the appropriate time to gather these answers.

WORKSITE QUESTIONS (ONLY REQUIRED FOR FINAL REPORT)

1. Did the student come prepared with the skills needed to contribute to and benefit from the experience?

AND

STUDENT QUESTIONS (ONLY REQUIRED FOR FINAL REPORT)

THE PWE REPORT: PAGE FOUR

Student Time Sheet: Don't forget to fill out this page in the report for the Student Stipend hours for all the hours they are working. It is *typically* the same number of hours you worked, unless they are independent. This sheet is proof of the hours they worked and the hours they will be paid on their monthly stipend check.

STUDENT TIME SHEET			
Date	Start Time	End Time	Total Hours

THE PWE REPORT: PAGE FIVE

Paid Work Experience Development Services- JD: Most coaches won't need to fill this out. This is typically a service that is completed by OVR admins, prior to your JL hours.

Paid Work Experience Development Services - JD		
Development Services Provided <i>(Job sites/Employers contacted, phone calls made, etc.)</i>	Date(s)	# of Hours
Additional Comments (if applicable):	Total JD Hours :	

Paid Work Experience – Learning/Support Services- JL: This is where you will put a breakdown of how you spent your JL hours. The total hours in the bottom box should match your SharePoint Log for these JL hours and also match the number you placed in the “# of Learning Hours” box on the first page.

Paid Work Experience - Learning/Support Services - JL		
Learning Services Provided	Date(s)	# of Hours
Observation or supervision of student(s)		
Transporting to job site		
Orientation of student(s) to the job		
Instruction and/or demonstrations on how to perform a task		
Behavior management		
Organizational or time management skills		
Other (specify):		
	Total JL Hours:	

PWE REPORT: OTHER NOTES

- “Observation or supervision of student(s):” typically holds most of your hours.
- You can enter your dates in a few different ways, such as:
 - “Dec: 1, 4, 6, 10, 12-15” or
 - “12/1, 12/4, 12/6, 12/10”, etc.
- You can also separate out the hours to show the different types of assistance you gave while observing them on-site.
- If your student has an accompanying transportation contract, please do not put those hours in the “Transporting to job site” box. That transportation contract is paid separately and tracked on a transportation log.
- If your client was independent (i.e.: you were not needed on site while they worked their hours) you can put your time in the “Other (specify):” box to record the time you spent communicating with your client or worksite about their progress and stipend work hours.

PWE REPORT: SAMPLES

SAMPLE 1: In the sample below, the coach worked 4 hours total for the month of December. 1 hour for each date, but chose to point out that on one of those days, they spent a half hour working on behavior management.

Paid Work Experience - Learning/Support Services - JL

Learning Services Provided	Date(s)	# of Hours
Observation or supervision of student(s)	Dec: 1, 3, 15, 26	3.50
Transporting to job site		
Orientation of student(s) to the job		
Instruction and/or demonstrations on how to perform a task		
Behavior management	Dec: 3	0.50
Organizational or time management skills		
Other (specify):		
Total JL Hours:		4.00

SAMPLE 2: In the sample below, the student/client is an independent worker, so they do not need assistance at the worksite. This coach logged the time spent checking in with their client and worksite supervisor to assess progress and retrieve stipend work hours.

Paid Work Experience - Learning/Support Services - JL

Learning Services Provided	Date(s)	# of Hours
Observation or supervision of student(s)		
Transporting to job site		
Orientation of student(s) to the job		
Instruction and/or demonstrations on how to perform a task		
Behavior management		
Organizational or time management skills		
Other (specify): Communicated with client about their progress on-site. Spoke with supervisor about future skills/tasks.	12/31	1.00
Total JL Hours:		1.00

Note about the Auto-Calculating Total Hours: Some PDF programs are not auto-calculating the “Total JL Hours” hours box. If you find that your program is not doing this, let me know and I will send you the copy of the master PWE report without that feature and you can then enter the total hours yourself.


This tutorial is a work in progress and may be adjusted and altered as things change on our end and on OVR’s end. If you have any questions about how to properly fill out this form, **please reach out to Jen. She is the one who will be reviewing your submissions and asking for corrections.**

Please do not worry about making errors!

This is a learning process for all of us! 😊

Transportation Log Instructions

(Printing this page is highly recommended!)

OVR Transportation Reporting Form			
	Provider First and Last Name:	YOUR NAME HERE	OVR DO Approving Request:
	Contact Phone:	570-246-1000	Associated Service and PO Number:
	Date(s) of Service:	July 1, 2, 4, 26	Billing Contact Email:
	Client Name:	Andrew Booker	Transportation PO Number:

- Provider First and Last Name:** Your first and last name.
- OVR DO Approving Request:** The OVR Counselor's name. You can find this under the Counselor Name column in SharePoint.
- Contact Phone:** Your phone number
- Associated Service and PO Number:** List the service and PO Number associated with this contract. Some Job Shadows, PWEs and WEXA services will have an associated transportation contract. In this sample, Andrew Booker is being transported to his **Job Shadow**. That Job Shadow's PO Number (sometimes called the Pre-ETS number) is: **12345**. You can find this in SharePoint under the "**Contract:PO Number**" column and on the calendar for your day of service with the client.
- Date(s) of Service:** List each day you provided transportation. Also list these dates in the left column of the signature section.
- Billing contact email:** Pre-filled for you.
- Client name:** The first and last name of your client.
- Transportation PO Number:** This is either the Pre-ETS Referral ID *or* the 'Paper' Purchase Order #. This can be found in the **Contract: PO Number** column for this Transportation contract. Please reach out if you are having trouble finding this number. This *should* also be

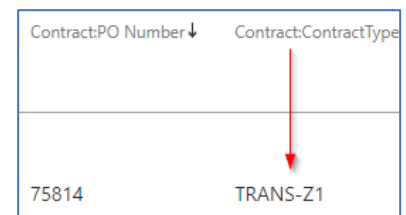
Contract:PO Number	Contract:ContractType
67890	TRANS-Z1

found on your calendar on the day you transported. The CVS OVR admin (Alison) will type it in there for you.

NOTES ABOUT THE SIGNATURE SECTION

Date	Client Last Name	Client First Name	Zone #	Total One-Way Trips Made	Student Signature
1	Booker	Andrew	1	2	<i>Andrew Booker</i>
2	Booker	Andrew	1	2	<i>Andrew Booker</i>
4	Booker	Andrew	1	1	<i>Andrew Booker</i>
26	Booker	Andrew	1	2	<i>Andrew Booker</i>

- Each line is for a single date of service.
- Make certain you are entering the correct Zone Type for the contract. You can find this under the contract name in SharePoint. “TRANS-Z1” is Zone 1. “TRANS-Z2” is Zone 2. Look for the number that comes after the Z.




- Only enter the number of one-way trips you made on that date. (On a single day, if you transported one-way **to** the site and transported one-way **from** the site, that counts as 2 one-way trips. You would then place a 2 in the box for that date. Do not record your hours or the time spent driving. It's 1 unit per one-way trip.)
- Do not submit the log without the student's signature!

ENTERING TRANSPORTATION TRIPS INTO SHAREPOINT

Transportation is tracked by the number of one-way trips and not by the hours spent transporting. The SharePoint Activity input form, however, is only set up to accept times and hours. Examine the workaround for this situation below.

EX: A job coach does 2 trips in one day. They must enter the correct date and any two times in “Time in” and “Time out” as long as those two times are two hours apart. See below.

Date:		Time in:	Time out:	Total Hours:
1/1/2024		9:00 AM	11:00 AM	2.00

Next, please add a 2 to the “Transporting customer to job site (provider only:)” section in the Services Provided section below.

Transporting customer to job site (provider only):	2.00
--	------



OVR Transportation Reporting Form

Provider First
and Last Name:

YOUR NAME HERE

OVR DO Approving Request:

Tish Fogerty

Contact Phone:

570-246-1000

Associated Service
and PO Number:

Job Shadow #12345

Date(s) of Service:

July 1, 2, 4, 26

Billing Contact Email:

jenschultz.cvs@gmail.com

Client Name:

Andrew Booker

Transportation PO Number:

67890

Date

Client Last Name

Client First Name

Zone #

Total One-Way Trips Made

Student Signature

1

Booker

Andrew

1

2

Andrew Booker

2

Booker

Andrew

1

2

Andrew Booker

4

Booker

Andrew

1

1

Andrew Booker

26

Booker

Andrew

1

2

Andrew Booker



OVR Transportation Reporting Form

**Provider First
and Last Name:**

OVR DO Approving Request:

Date(s) of Service:

**Associated Service
and PO Number:**

Contact Phone:

Billing Contact Email:

jenschultz.cvs@gmail.com

Client Name:

Transportation PO Number:

Date

Client Last Name

Client First Name

Zone #

Total One-Way Trips Made

Student Signature