



PRE-VR USER GUIDE

SPECIALIST EDITION

v. 1.0

Effective July 1, 2022

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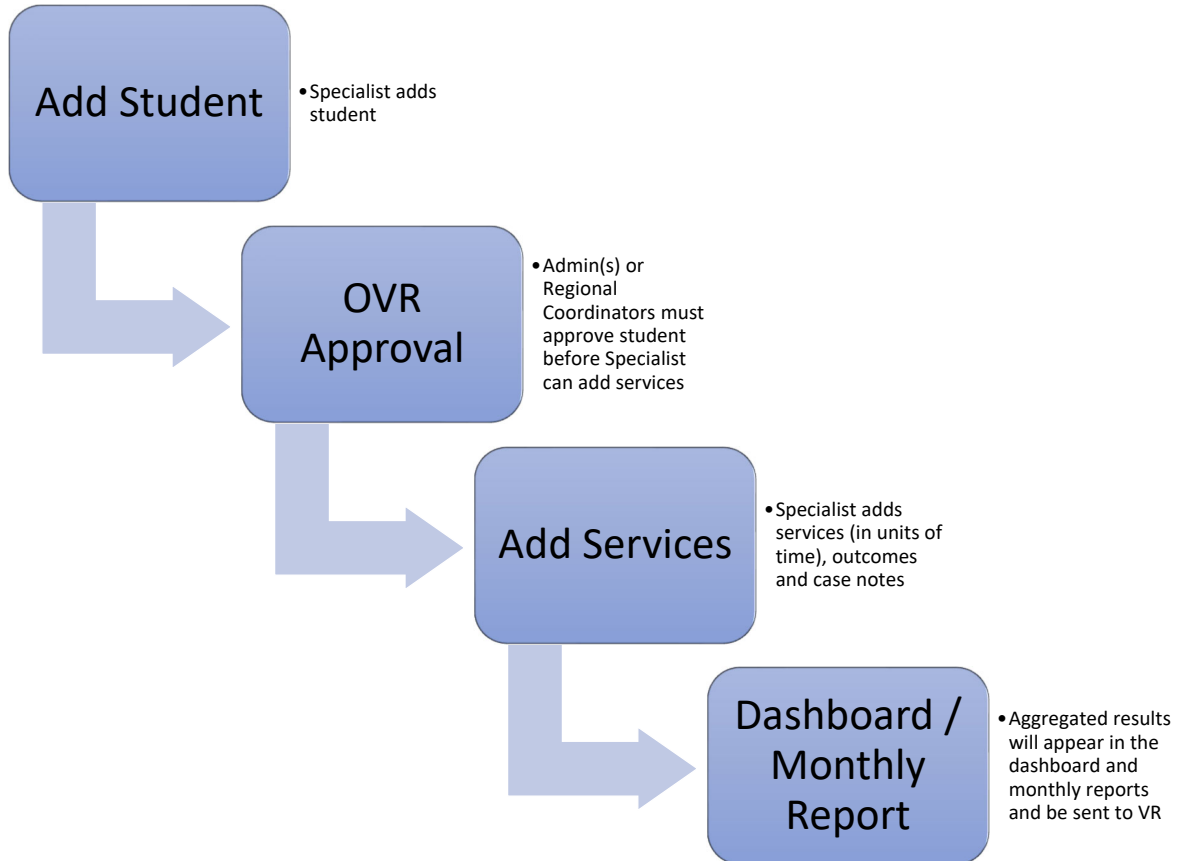
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SECTION 1: PURPOSE

- 1) Provide a common platform for data collection and management
- 2) Create a secure password-protected platform with data structures complying with state and Federal data management regulations (FERPA)
- 3) Provide an easy to use cross-platform (PC, mobile, tablet) interface for data entry and management
- 4) Support system integration with existing state data management methods, including data exchange with Kentucky's CMS system
- 5) Automate secure transmission of reporting data to Kentucky VR
- 6) Reduce data entry errors and eliminate duplicate data entry
- 7) Facilitate administrative & staff management of the program

SECTION 2: WORKFLOW AND MOST COMMONLY USED PAGES

WORKFLOW



MOST COMMONLY USED PAGES

- Add Students
- Add Services
- Edit Student
- Classes
- Upload Forms
- Student History
- Graduation Dates
- Student Archive

SECTION 3: MAIN FUNCTIONS (UNDER MY STUDENTS)

ADD STUDENT

The first step in Pre-VR is to add a student to the system that will be receiving services. You have a choice to enter a new student or add an existing student that already has a KY OVR Case Number (Figure 1). If adding a new student, you must upload the appropriate disability documentation and referral forms when filling out the form on this page.

Figure 1. Add new or existing student

- Add new student
- Add existing student (must have OVR Case Number)

IMPORTANT NOTES

- Most fields in this form are required (designated by an asterisk * by the field name).
- Prior to using Pre-VR, the Administrators will have assigned the schools where you will be providing services. Those schools will be listed in the “Schools” dropdown.
- Pre-VR uses Google to automatically find addresses. If the address of your student is not listed by Google, please click on the “Manually enter address” link to add the address.
- Sometimes there will be multiple students with the same name. Pre-VR will check first name, last name, birthdate, and school to make sure that duplicate students are not added.
- **Once a new student is added to the system your Regional Coordinator will be notified and must approve your student before they can receive services. This may take several minutes to several days depending on the workload of the Regional Coordinator. Once approved, you will receive a notification through email and the student will be allowed to receive services in Pre-VR.**

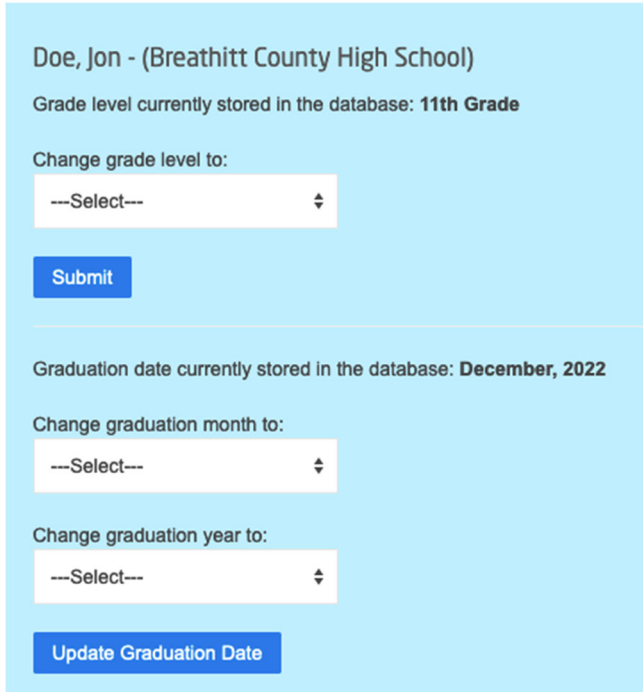
EDIT STUDENT

There may be times when a mistake was made on the “Add Student” form. You have an opportunity to make edits to student information using this feature.

You can edit student data under the “Edit Student Metadata” section...however **this option is only available to students entered in during the current month**. At the end of the month student data is locked down and sent to VR central office. If an edit needs to be made in subsequent months, you must contact either your Regional Coordinator or site administrator to make the correction.

You can also edit the student’s grade level or graduation date at any time. Under “Edit Student Grade Level” filter by school, select the student from the dropdown and click the Find button. A blue box will appear with an option to update grade level and an option to update graduation date (Figure 2).

Figure 2. Update Student Grade Level or Graduation Date



The screenshot shows a light blue form for editing student information. At the top, it identifies the student as "Doe, Jon - (Breathitt County High School)" and states the current grade level is "11th Grade". Below this, there is a section for changing the grade level, with a dropdown menu currently set to "--Select--" and a blue "Submit" button. A horizontal line separates this from the graduation date section, which shows the current date as "December, 2022". This section includes two dropdown menus for "Change graduation month to:" (set to "--Select--") and "Change graduation year to:" (set to "--Select--"), followed by a blue "Update Graduation Date" button.

ADD SERVICES

This page is probably the most important and most used feature on Pre-VR. Here you will add service(s) to one or more student(s) in a particular school.

The first step is to select the school where you provided services using the School/Provider dropdown (Figure 3).

Figure 3. Select School/Provider dropdown

School / Provider:


--Select School / Provider--
⌵

After selecting a school, the Date of Service and Student(s) checklist will appear (Figure 4).

Figure 4. Date of Service and Student(s) checklist

Date of service(s):

05/18/2022



Student(s): *(a student must first be approved by OVR to be listed here)*

[Check all](#)

Student Name	Hours Remaining this Quarter (max. 15)
<input type="checkbox"/> Balboa, Rocky	6.5
<input type="checkbox"/> Jefferson, Thomas	7.25
<input type="checkbox"/> Martin, Dean	9.25
<input type="checkbox"/> Sinatra, Frank	9.25
<input type="checkbox"/> Sterling, Mary	10.25

The Date of Service field automatically defaults to the current date. If a service occurred on a prior date you can click on the calendar icon to open an interactive calendar and then select the appropriate service date. **Please be aware that you can only add services that occurred in the current month. However, you will have a 5-day grace period to enter services for the previous month. After the 5th day of each month, the calendar for the previous month will be closed.**

Below the “Date of Service” field is the “Student(s) checklist” (Figure 4). Here you can check one or more students to whom you provided services. To the right of the student’s name are the number of service hours the student has left during the current quarter. Once a student is checked, a table of service categories, time slots and locations appear (Figure 5). In addition, a tab will appear for each student checked with mandatory fields for service category notes and outcomes (Figure 6). Please note that a “Notes” text box will appear for each category of service selected using the time slots shown on Figure 5.

Figure 5. Service Categories, time slots and locations

Select time spent on the following service(s): (Please round to the nearest quarter hour)

Category of Service	Start Time	End Time	Duration (hours)	Location
Job Exploration	N/A	N/A	0	
Post-Secondary Counseling	N/A	N/A	0	
Self Advocacy	N/A	N/A	0	
Work-based Learning	N/A	N/A	0	
Workplace Readiness	N/A	N/A	0	

Figure 6. Student tab with case notes and outcomes

Balboa, Rocky 2

Notes & Outcomes for: Balboa, Rocky Copy notes to other students?

Self Advocacy Notes: ⓘ

Enter notes here

Outcomes: (Successes/Challenges, must be filled out individually for each student) ⓘ


Enter outcomes here

The following example illustrates how to add services for a small group of students. Let's say you provided Pre-ETS instruction to Jane Doe, Millard Fillmore, and John Public on 5/23/2022. This instruction involved two categories of service: Self Advocacy from 9:00 AM to 9:30 AM (0.5 hours) which took place in the school library and Workplace Readiness from 10:30 AM to 11:30 AM (1 hour) which took place in the classroom.

First, select the school where the students attend. Next, make sure the date is correctly listed in the "Date of Service(s)" field. Then select the three students in the checkbox list and make sure they have enough hours remaining to accept services. When students are selected, the service categories and time slots appear. Add the appropriate start and end times for each service category and add the location where the instruction took place. Figure 7 illustrates how the form should appear using this example (next page).

Figure 7. Add Services example

Date of service(s):

05/23/2022 

Student(s): (a student must first be approved by OVR to be listed here)

[Check all](#)

Student Name	Hours Remaining this Quarter (max. 15)
<input checked="" type="checkbox"/> Doe, Jane	10
<input checked="" type="checkbox"/> Fillmore, Millard	7.75
<input type="checkbox"/> Johnson, Jerry	7
<input type="checkbox"/> Johnson, John	14
<input type="checkbox"/> Jones, John	15
<input checked="" type="checkbox"/> Public, John	7.75
<input type="checkbox"/> Sajack, Pat	7
<input type="checkbox"/> Smith, George	9
<input type="checkbox"/> Student, Fake	10

Select time spent on the following service(s): (Please round to the nearest quarter hour)

Category of Service	Start Time	End Time	Duration (hours)	Location
Job Exploration	N/A	N/A	0	
Post-Secondary Counseling	N/A	N/A	0	
Self Advocacy	09:00 AM	09:30 AM	0.50	School Library
Work-based Learning	N/A	N/A	0	
Workplace Readiness	10:30 AM	11:30 AM	1.00	Classroom

IMPORTANT NOTES:

- The row will automatically turn green indicating that times have been selected for that category and the duration will be calculated to the quarter hour.
- If a student has exceeded their time limit a notice will appear informing you of the overage.
- If you accidentally put an end time that occurs before a start time an alert will appear.
- If your service time exceeds 4 hours an alert will appear to make sure this duration is correct.
- If one service category time overlaps with another, an alert will appear asking for you to make sure times do not overlap.

Case notes are required for each service category for each student. Outcome notes are also required. Text boxes will appear in tabs at the bottom of the page for each student (Figure 8). You will notice a red circle with a number appearing on each student's tab. The number indicates empty text boxes that need to be filled out. When all text boxes are filled in, the red circle will be replaced with a green check mark. Once all tabs have a check mark you will be able to save your work.

If you are instructing many students with the same lesson, you can click on the blue button to copy notes to other students. This will automatically copy one student's notes to the others. Please be aware that Outcomes cannot be copied as these are unique to each student.

Figure 8. Notes & Outcomes tabs

Doe, Jane 3 Fillmore, Millard ✓ Public, John 3

Notes & Outcomes for: Doe, Jane Copy notes to other students?

Self Advocacy Notes: ⓘ
Enter notes here

Workplace Readiness Notes: ⓘ
Enter notes here

Outcomes: (Successes/Challenges, must be filled out individually for each student) ⓘ
Enter outcomes here

VIEW/EDIT/DELETE SERVICES

The View/Edit/Delete Services page allows you to correct mistakes to added services. This option is only available for the current month up to the 5th day of the following month. After that point, data will be locked down and you will need to contact your regional coordinator to make changes.

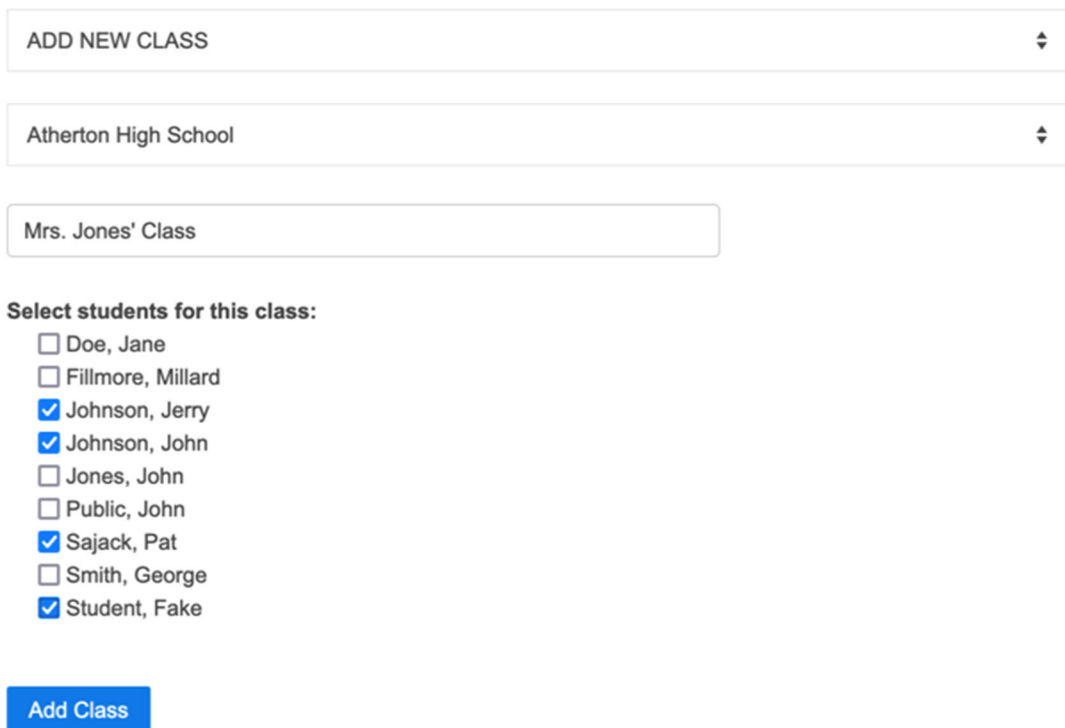
The first dropdown lists services added by date, school, and the number of students in the group. Select the grouping that you wish to view/edit/delete. The same form that was on the Add Services page will appear with saved data based on your selection. If you just wish to view the data, simply close or navigate away from the page when finished. If you want to edit, make any changes needed in the form (you can update any fields including students, times, locations, notes, and outcomes) and then be sure to save by clicking the blue button at the bottom of the page. Finally, if you wish to delete this entire grouping of services, click on the orange button at the bottom of the page. You will be asked to confirm your selection before deletion.

CLASSES

Classes are a simple way to organize your students. If you serve many students in a particular school, classes can help you filter students using smaller groups.

To add a new class, select “ADD NEW CLASS” from the dropdown. Next, select the school where you want to add the class. Once a school is selected, a box will appear to name the class and a checklist of students from that school. Give the class a name. It could be “Mrs. Jones’ Class” or “Period 1” or “C Day” or anything you desire. Next, check the students that you want to be included in that class and then click “Add Class” (see Figure 9).

Figure 9. Add a new class



ADD NEW CLASS

Atherton High School

Mrs. Jones' Class

Select students for this class:

- Doe, Jane
- Fillmore, Millard
- Johnson, Jerry
- Johnson, John
- Jones, John
- Public, John
- Sajack, Pat
- Smith, George
- Student, Fake

Add Class

You also have the option to edit a class by selecting it from the first dropdown. You can change the name of the class or change which students are in that class. Finally, you can delete a class if it is no longer needed.

As previously stated, classes help to filter schools with a large amount of students. Once a class is created, you can filter by class when adding services. A class dropdown will appear allowing you to only work with students in that selected class (Figure 10).

Figure 10. Filter by class

Filter by Class:

Mrs. Jones' Class

UPLOADING FORMS

To begin, simply select a student (optionally filter by school) for which you want to upload a form. Currently, you have the option to upload an IEP, 504, or Documented Disability form and/or a Referral form. Uploading a new form **will replace** the existing form in that category. At the bottom of the page, you can view a list of previously uploaded forms and download them if needed.

STUDENT HISTORY

The Student History page allows you to look at the history of services, notes, and outcomes of a particular student. Select a student (optionally filter by school) and click “Submit”. A button will appear next to the student’s name to show/hide detailed information pertaining to that student (Figure 11).

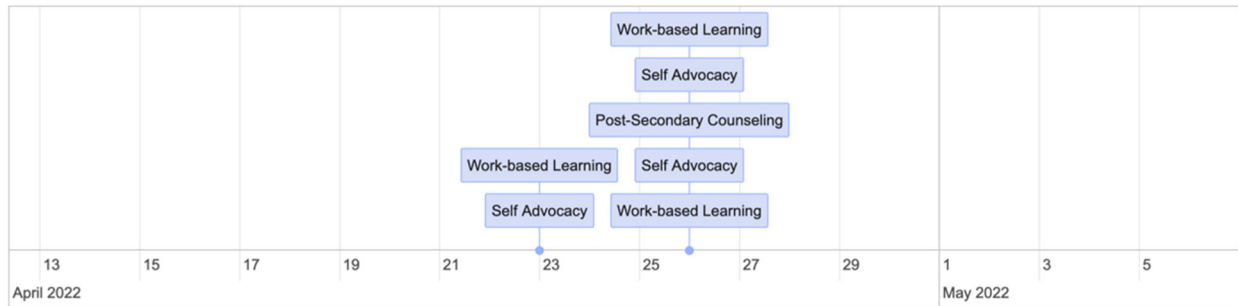
Figure 11. Show/Hide detailed student information

Balboa, Rocky - (Apollo High School) - Hide Student Details

Middle Name:
Gender: M
Grade: 11th Grade
Graduation Month: 6
Graduation Year: 2024
Birthday: 08/15/2005
Race/Ethnicity: White | No
Degree: High School Diploma
Address: 1007 Bardstown Road, Hodgenville 42748
Phone: 123-533-9322
Case Number (OVR): 423412
Secondary ID: 45346
504?:
IEP?:
Documented Disability?:
Referral Date: 02/01/2022
Referral Source: Service Providers

An interactive timeline will also appear showing the date the student was entered into Pre-VR and dates of provided services (Figure 12). Use the scroll wheel on your mouse to zoom in/out of the timeline.

Figure 12. Interactive student timeline



Finally, historical case notes and outcomes are available for the student (Figure 13). They can be printed, copied, or exported into various formats including Excel.

Figure 13. Case Notes and Outcomes History

CASE NOTES HISTORY

Copy CSV Excel PDF Print Search:

STUDENT NAME	SCHOOL	DATE OF SERVICE	SERVICE CATEGORY	CASE NOTE
Balboa, Rocky	Atherton High School	4/23/2022	Self Advocacy	kjdshfidh
Balboa, Rocky	Atherton High School	4/23/2022	Work-based Learning	sdfnmmsdf
Balboa, Rocky	Apollo High School	4/26/2022	Self Advocacy	gdsfas
Balboa, Rocky	Apollo High School	4/26/2022	Work-based Learning	safsf
Balboa, Rocky	Apollo High School	4/26/2022	Post-Secondary Counseling	dfs
Balboa, Rocky	Apollo High School	4/26/2022	Self Advocacy	jhbjkh
Balboa, Rocky	Apollo High School	4/26/2022	Work-based Learning	jkil

Showing 1 to 7 of 7 entries Previous 1 Next

OUTCOMES HISTORY

Copy CSV Excel PDF Print Search:

STUDENT NAME	SCHOOL	DATE OF SERVICE(S)	OUTCOME
Balboa, Rocky	Atherton High School	4/23/2022	ds,mnfm,sd
Balboa, Rocky	Apollo High School	4/26/2022	sadgdfgfsd
Balboa, Rocky	Apollo High School	4/26/2022	sdfs
Balboa, Rocky	Apollo High School	4/26/2022	jhbjkh

Showing 1 to 4 of 4 entries Previous 1 Next

STUDENTS BY GRADUATION DATE

This page gives you a quick listing of your students and when they are set to graduate based on the information you provided when adding/editing their profile. First, you can filter by school, then select a graduation month (May/June or December) and finally select a year and click the submit button. A table of graduating students will appear (Figure 14).

Figure 14. Students by Graduation Date

Atherton High School ▾

May/June ▾

2024 ▾

Submit

Students Graduating in May/June, 2024, from Atherton High School

Last Name	First Name	Gender	Birthday	Educational Goal	Services Start
Public	John	M	01/10/2002	12th Grade	2022-04-11 14:15:52
Student	Fake	M	01/17/2003	12th Grade	2022-03-24 14:54:55

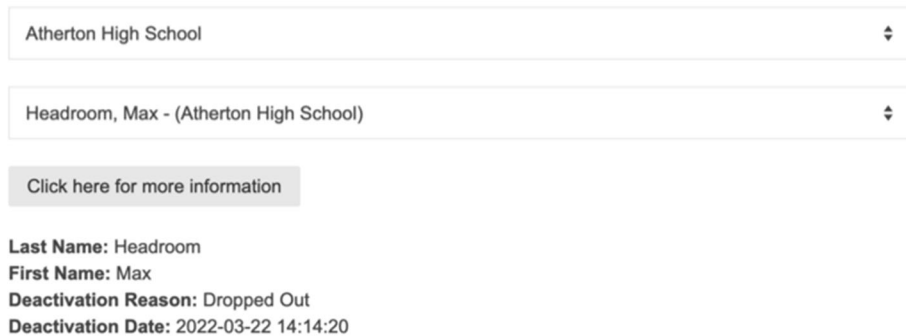
DEACTIVATED STUDENTS

This page lists students in the schools you serve that have been deactivated in Pre-VR. Only regional coordinators/site admins can deactivate a student. Sometimes students will be deactivated in Pre-VR for various reasons. These reasons may include (but not limited to):

- Aged out
- Deceased
- Discontinued Services
- Dismissal
- Dropped out
- Graduation
- Moved
- VR Case Opened

To search for a deactivated student, filter by school using the first dropdown. The second dropdown will list any students from that school that have been deactivated. If a student(s) appears, select a student, and click the button at the bottom of the page. Additional information will display showing the student's name, the reason for deactivation, and the date of deactivation (Figure 15).

Figure 15. Deactivated Students



Atherton High School

Headroom, Max - (Atherton High School)

Click here for more information

Last Name: Headroom
First Name: Max
Deactivation Reason: Dropped Out
Deactivation Date: 2022-03-22 14:14:20

IMPORTANT NOTES

- If you become aware of a reason for a student to become deactivated, please notify your regional coordinator/site admin to deactivate the student.
- If a student is deactivated in Pre-VR, all their data will remain in the database. The only difference is that you will not be able to enter services for them.
- A student may be *reactivated* if they need to resume Pre-ETS services. Please contact your regional coordinator/site admin.

SECTION 4: DASHBOARD

NUMBER OF STUDENTS BY SCHOOL

The top part of the Dashboard is a bar graph showing the current number of students you serve broken down by school (Figure 16). The numbers do not reflect deactivated students. Notice the small “hamburger” (3 horizontal lines) icon in the upper-right corner of the graph. If you click on the icon a small menu will appear (Figure 17) that allows you to view the chart in full screen, print it, or download it as an image or PDF document.

Figure 16. Bar chart: Number of Students by School

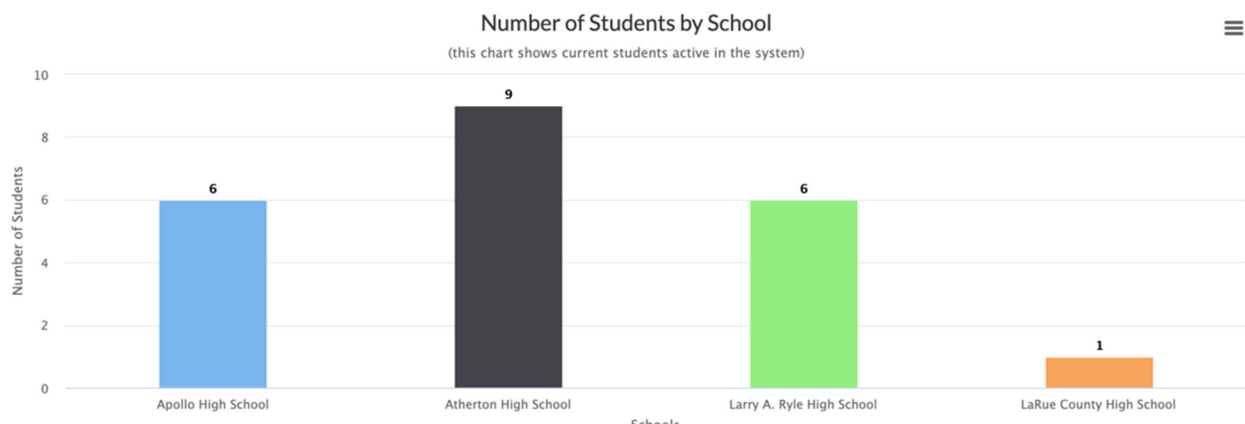
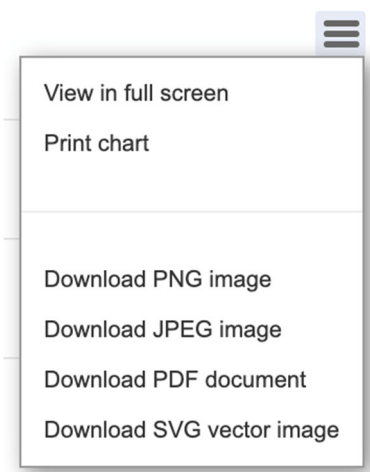


Figure 17. Chart options



STUDENT TIME ALLOTMENTS

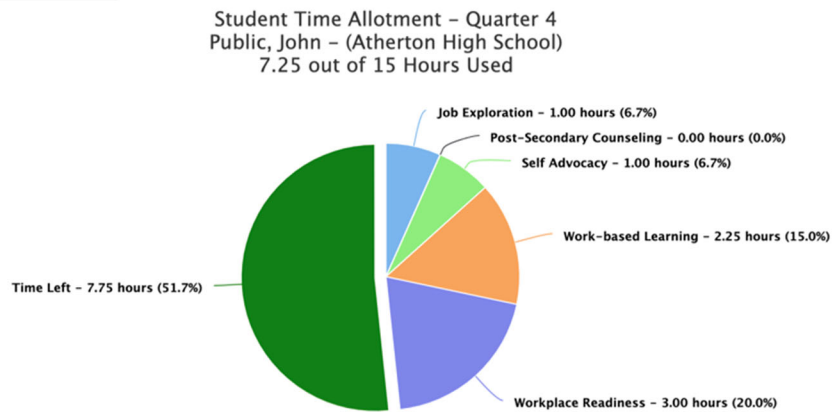
The second part of the Dashboard shows the amount of time spent with a selected student each quarter broken down by the five service categories and the time remaining. To begin, select a student from the dropdown (you may optionally filter by school first). Once a student is selected, a pie chart will appear illustrating time spent among the service categories and remaining time for the quarter (Figure 18). This chart also has a “hamburger” icon in the upper-right corner if you wish to download or export it.

Figure 18. Pie chart: Student Time Allotments

Student Time Allotments

Filter by School(s) ▾

Public, John - (Atherton High School) ▾



SECTION 5: REPORTS

MONTHLY REPORTS

To begin, select a month and year to view a monthly report of services you provided. You can show all services you provided or only services that have been approved by your regional coordinator (Figure 19). Click Submit.

Figure 19. Monthly Reports Selection

Select month and year:

April

2022

Filter results:

View all services provided

View approved services only

Submit

After clicking Submit, a table will appear listing all services you provided during the selected month/year or only approved services, depending upon your selection. The example below (Figure 20) shows all services. Rows with a check mark (✓) indicate the service was approved.

Figure 20. Monthly Report of Services

Approved? ▲	Student Name	School	Service Date	Service Category	Hours	Group Size	Rate (\$)	Bill (\$)
-	Mouse , Micky	Larry A. Ryle High School	5/3/2022	Self Advocacy	1.25	2	38.88	48.60
-	Mouse , Micky	Larry A. Ryle High School	5/3/2022	Work-based Learning	1.75	2	38.88	68.04
✓	Mouse , Minnie	Larry A. Ryle High School	5/3/2022	Self Advocacy	1.25	2	38.88	48.60
✓	Mouse , Minnie	Larry A. Ryle High School	5/3/2022	Work-based Learning	1.75	2	38.88	68.04

Notice the buttons above the table. You can copy, print, or export the table to Excel, CSV, or PDF.

SECTION 6: CHANGE PASSWORD

It is always a good idea to change your password at least once or twice a year. Under your name in the main menu is link to the Change Password page. First, enter your current password. Next, choose a new password and confirm it in the last text box. It's always best to use a long password mixed with numbers, text, and special characters. Try to create something that is memorable to you but difficult for the average person to guess.

Figure 21. Change Password Form

Enter your current password:

Enter your new password:

Confirm new password:

Change Password