

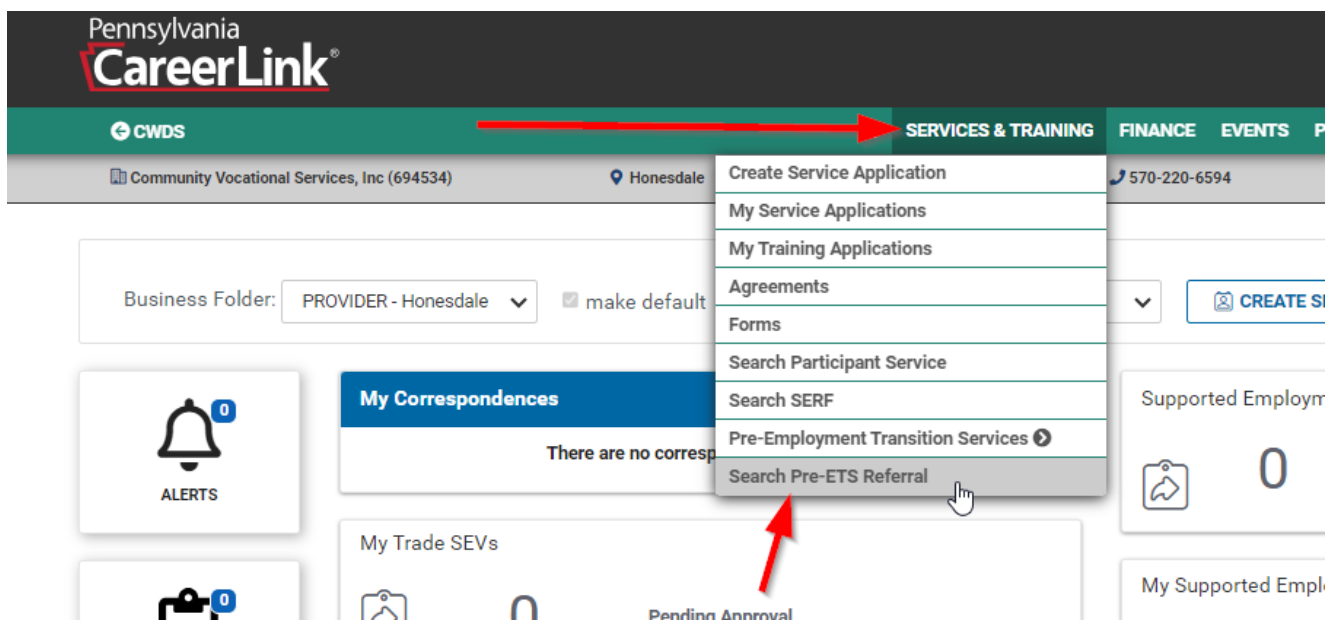
# CWDS/GATEWAY PRE-ETS reports

## Part 1: Intro to Pre-ETS reporting online

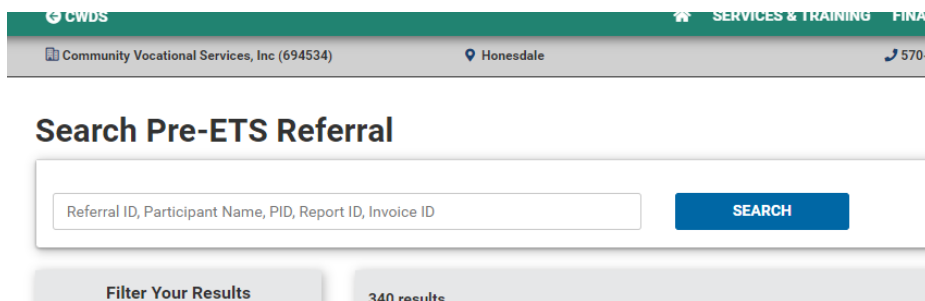
If you have a service with a Pre-ETS referral ID, you will need to add your hours/units online each month.

As a reminder, you can reach the Pre-ETS section of CWDS here.

Click “Services & Training” then click “Search Pre-ETS Referral” from the drop-down menu:

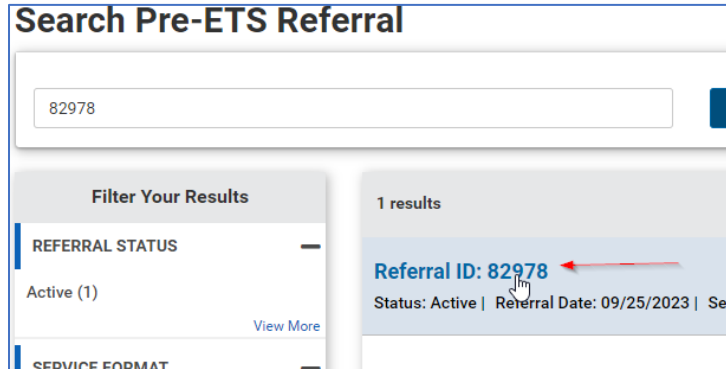


After you get to the SEARCH Pre-ETS Referral page, you will see this:



Enter the PO#/Pre-ETS Referral ID into the search bar and click “Search” (You cannot enter names here, despite what the box says. Only the referral ID numbers will work)

When you get to the search results, click directly onto the Blue Link.



When you reach the next page, just make sure you are viewing the correct record for your client. Go down to the “Students” section to find their name.

+ Staff Coordinators						
- Students						
STUDENT NAME	PARTICIPANT ID (PID)	OVR DISTRICT OFFICE	STUDENT ADDRESS	STUDENT PHONE NUMBER	STUDENT EMAIL	INTEREST
John Smith	123456789	Wilkes-Barre - OVR (BVRS)	1234 Main St Wilkes-Barre, PA 18701	570-123-4567	john.smith@bvr.com	
Services						

The next step is where you will add your hours/units and any comments, if applicable. Some contracts require comments (such as Job Shadows) and some do not. PWEs do not need comments because you will be uploading your PDF report to this screen. No additional comments are needed.

Scroll down until you reach the “Reports” section and click on “ADD REPORT” in the blue box. There may be previously submitted reports already there. If this is a new contract, all you will see is the “ADD REPORT” box.

REPORT ID	REPORT DATE	SERVICE DATE RANGE	SUBMITTED BY	STATUS	ACTIONS
	11/06/2023	10/01/2023 - 10/31/2023		Approved	
	12/01/2023	11/01/2023 - 11/30/2023		Submitted	
	01/06/2024	12/01/2023 - 12/31/2023		Approved	

[ADD REPORT](#)

After you click the ADD REPORT button, you will see this screen below:

## Pre-ETS Individual Report

<b>ACTIVITY TITLE</b> PWE_SKINNER_CVS <b>SERVICE DATE RANGE</b> 09/25/2023	<b>STUDENT NAME</b> SKINNER, SKYE D.	<b>PARTICIPANT ID</b> 5908530	<b>SCHOOL</b> HONESDALE HS
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**General Details**

<b>START DATE</b> (required) <input type="text" value="mm/dd/yyyy"/>	<b>END DATE</b> (required) <input type="text" value="mm/dd/yyyy"/>
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If you worked a PWE, you will put the first and last date of the month in those date boxes.

If you worked a Job Shadow, you would put the actual date of the job shadow in the START and END date boxes. Same date in both.

If you worked a transportation contract, you will either do it one way or the other, depending on the amount of units allotted in the contract.

**The next few sections will further breakdown how to enter a PWE, a job shadow and transportation hours into the Pre-ETS section of CWDS.**

**Part 4: ENTERING TRANSPORTATION INTO the Pre-ETS section of CWDS**

**This section is only for Transportation contracts with a Pre-ETS referral ID. If you have a contract without a Pre-ETS referral ID, you do not need to enter this info into CWDS.**

Most transportation contracts are only to be used for 2 trips on one calendar day. In those cases, please make your start and end date match the date you used those two units.

<b>START DATE</b> (required)	<b>END DATE</b> (required)
04/10/2024 	04/10/2024 

If you did more than one trip in a month on the same contract, please make your start and end dates as 1<sup>st</sup> day and the last day of the month.


<b>START DATE</b> (required)	<b>END DATE</b> (required)
04/01/2024 	04/30/2024 

In the next section, just make sure you are entering in the number of one-way trips you completed for that month for that contract.

Transportation is tracked by OVR as 1 unit per one-way trip. See the sample below for job coach who did 2 one-way trips for the reporting month.

Name	Units
Zone 1 Time limited Student Transport by Provider	- 2.000000 +

All transportation contracts require a log, but you currently *do not* have to upload your transportation log to CWDS. You **do** have to submit the log to Jen on the OVR Billing due date. She will upload the log for you. Just make sure you have the units entered into CWDS before you send your log and billing.

As with the other Pre-ETS services, please make sure to  click before you leave.