
Early Start CT Data Submission and Reporting

June 25 & 26, 2025



Office of Early Childhood

Agenda

- Introduction
- Early Start CT Overview
- Where We Are
- General Policies
 - Data & Reporting: ECE Reporter
- Next Steps
- Questions?

Please put questions in the [Q&A box](#) and use the [Chat](#) feature for conversation with participants and hosts.

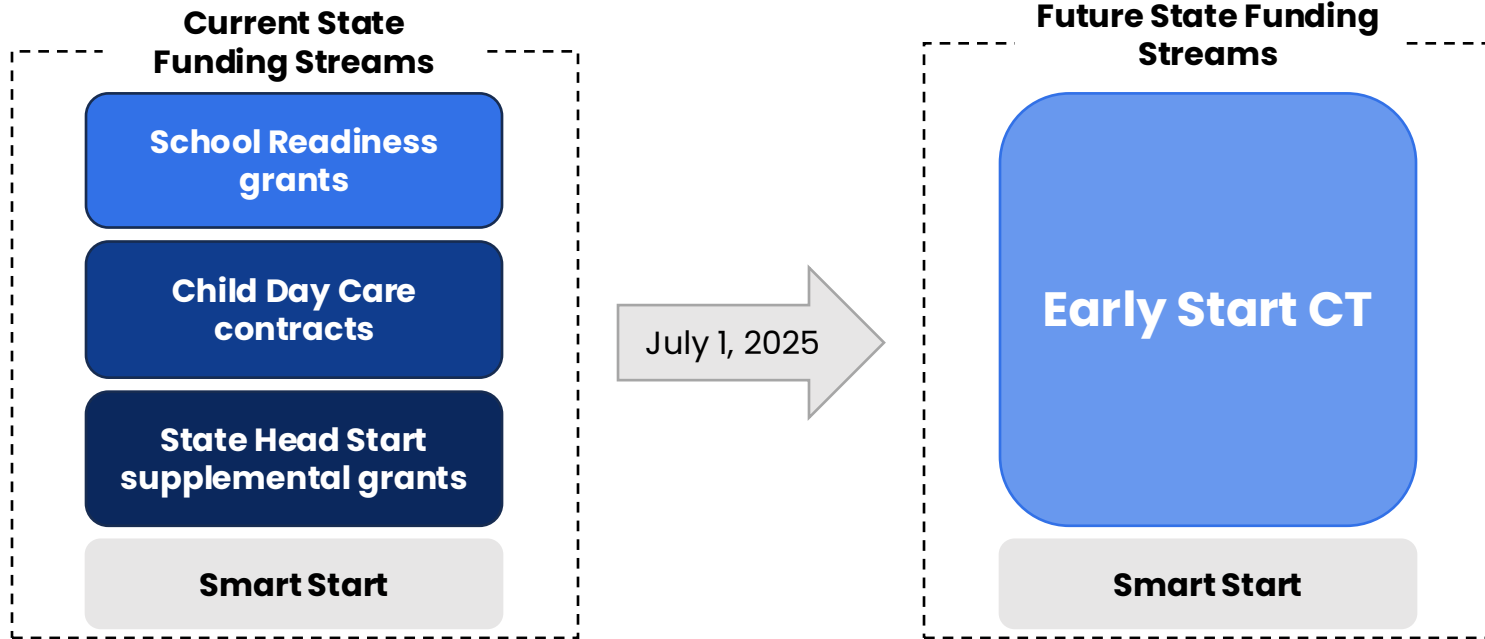
Goals for Today's Session

- 1) Have a clear understanding of data and reporting with ECE Reporter for Early Start CT
- 2) Know how to access and use available resources related to ECE Reporter



What is Early Start CT?

Early Start CT is the new state funding stream that combines the current School Readiness grants, Child Day Care Contracts, and State Head Start supplemental grants; it goes into effect **July 1, 2025**



Early Start CT Goals



Empower families and amplify parent voice to better meet the needs of Connecticut children.



Strengthen system collaboration and a shared vision to build lasting partnerships between community stakeholders.



Improve equitable access to affordable, high-quality care and early childhood services and supports that meet a range of family needs.



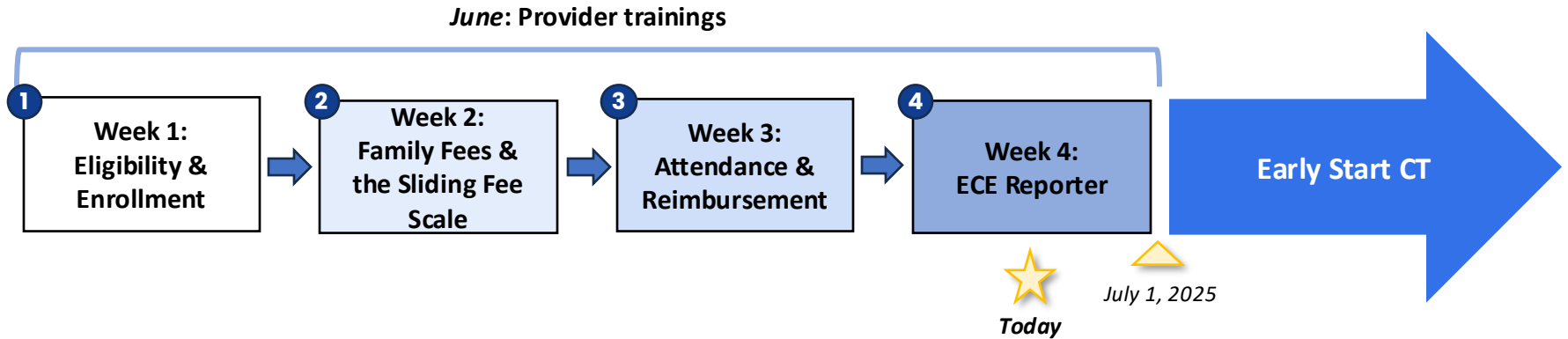
Promote best practices to enhance provider's ability to support children's learning and development.

Early Start Contract Overview

- To **expedite** contract execution, the OEC has worked with the Office of Attorney General on an **approved** ESCT contract template.
- Individual contracts **do not need** to go to the OAG for final approval.
- OAG approved templates **do not allow** for individual contract language change requests.
- The Early Start CT contract template **follows the same structure** as previously executed Child Day Care contracts **BUT is more condensed** and does not contain the content that is covered in General Policies.
- This week, OEC will begin **processing and sending contracts** to Vendors who have submitted the necessary forms and for which OEC has verified the business name in all systems.



Timeline: ESCT training and launch



The Early Start CT Team will be offering additional trainings this fall.

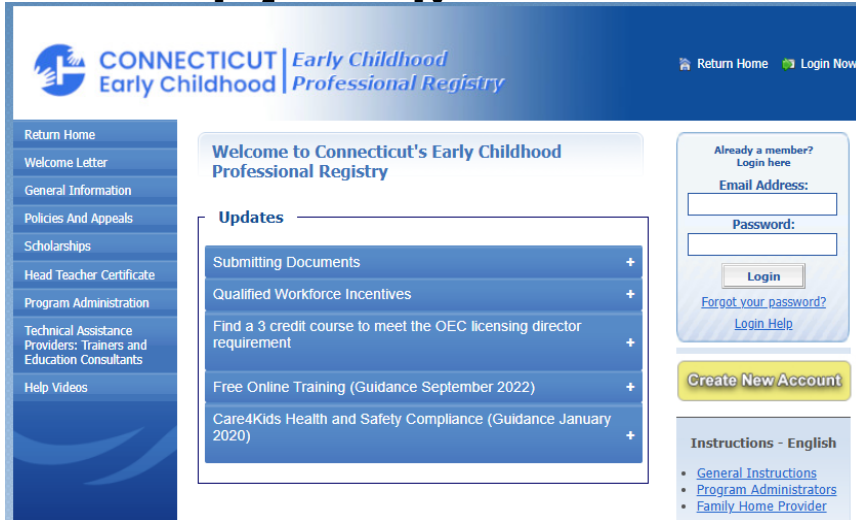


General Policies



Data Submission Systems

The Registry: Program and Staff



The screenshot shows the homepage of the Connecticut Early Childhood Professional Registry. The header features the logo and navigation links for 'Return Home' and 'Login Now'. A left sidebar contains a menu with items like 'Return Home', 'Welcome Letter', 'General Information', 'Policies And Appeals', 'Scholarships', 'Head Teacher Certificate', 'Program Administration', 'Technical Assistance Providers: Trainers and Education Consultants', and 'Help Videos'. The main content area has a 'Welcome to Connecticut's Early Childhood Professional Registry' message, an 'Updates' section with a list of recent activities (e.g., 'Submitting Documents', 'Qualified Workforce Incentives'), and a login section for existing members with fields for email and password, a 'Login' button, and links for password recovery and help. There is also a 'Create New Account' button and a link to 'Instructions - English'.

ECE Reporter: Child Information



The screenshot shows the ECE Reporter website. The header has a purple bar with the text 'Welcome to ECE Reporter'. Below this is a circular image of a family. The main content area includes a heading 'We Support affordable child care in Connecticut', followed by text explaining that publicly-funded programs use ECE Reporter to share data with the Connecticut Office of Early Childhood (OEC). It also mentions that the OEC uses this data to pay programs and help families access quality care. There are links for 'Learn more', 'User Guide' (with English and Spanish versions), and 'Get help with ECE Reporter'. A section for 'Have questions about ECE Reporter or are having problems with the online data system.' provides a link to a Helpdesk Ticket. At the bottom, there is a link to 'Learn more about OEC' and a footer with contact information for the Connecticut Office of Early Childhood.



General Policy: Smart Start Data Reporting

General policy language

Smart Start grantees must submit an annual report detailing the status and operation of their program.

Relevant Guidance

- This annual report will be submitted to the OEC in conjunction with the plans for the operation of the Smart Start program for the following fiscal year, if applicable.
- Smart Start grantees will receive information from the OEC regarding deadlines and the submission processes for this annual report and plan.



General Policy: ECE Reporter

General policy language

Early Start CT (ESCT) Contractors, Local Governance Partner Councils, Liaisons, and ESCT and Smart Start Local Education Agencies are responsible for overseeing program compliance with these requirements.

Monthly Reports are to be completed in ECE Reporter every month. Reports are due by the second Friday of the following month.

Relevant Guidance

- Early Start CT and Smart Start programs are required to enter or upload child enrollment data and submit monthly reports via the Early Care and Education (ECE) Reporter system.
- Child Enrollment Data: Child enrollment data must be confirmed, updated and entered in ECE Reporter monthly.
- Monthly Reports: Once the enrollment data (i.e., the roster) is confirmed, programs complete the monthly report in ECE Reporter. They must confirm fields that populate automatically and manually enter any required information.
- **The information submitted in monthly reports via ECE Reporter is used to determine payments for Early Start CT programs.**



General Policy: Reporting Requirements

General policy language

The Contractor and/or Program shall submit the following items in accordance with established OEC timelines.

Relevant Guidance

Annually:

- Program Contact List (and within 30 days of any program changes)
- Program Space Grid
- ~~Annual Program Calendar~~
- Program child assessment tool

Once per contract as applicable:

- Subcontractor Monitoring Plan



General Policy: OEC Professional Registry

General policy language

The Early Childhood Professional Registry, also known as The Registry, is a system for Early Start CT and Smart Start to access applicable staffing requirements as well as resources and scholarships available to staff.

Relevant Guidance

Individual Accounts

- Part-time and full-time teaching and administrative staff members of state-funded programs are required to hold active Registry accounts

Administrative Access

- All state-funded programs must designate at least one leadership-level staff member to request Administrative Access (Admin Access) to the program's Registry tools in order to oversee compliance
- Provide a work email address in [Edit Program Details](#) and verify at least 2x a year program data changes.



Next Steps



ECE Reporter: Office Hours Overview of ECE Reporter data system

JULY				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 <i>Early Start CT officially launches!</i>	2	3	4 Office is closed for Holiday
7	8 ECE Reporter will be down beginning 5:00pm	9	10	11
14 ECE Reporter is back online and accessible.	15	16 Office Hours: 12:00PM-1:00PM Juan Lopez en espanol	17 5:00PM-6:00PM Office Hours: Juan Lopez en espanol	18
21 12:00PM-1:00PM Office Hours Deana Miranda	22	23 Office Hours: 5:00pm-6:00pm Deana Miranda	24	25
28 Office Hours: 5:00pm-6:00pm Amari Franklin	29	30	31 Office Hours: 12:00pm-1:00pm Amari Franklin	



Check out these resources!

- Early Start CT website - <https://www.ctoec.org/early-start-ct/>
- Current State-Funded General Policies - <https://www.ctoec.org/general-policies/>
- ECE Reporter-<https://ece-reporter.oec.ct.gov>
- Family Fee Calculator - <https://ece-reporter.oec.ct.gov/#InstructionTab>
- OEC Professional Registry-<https://oecregistry.org>



Thank you!

