



Connecticut Office
of Early Childhood


ECE Reporter User Guide and Support

Revised Edition 01-2024

We assumed full control of the ECE Reporter system from outside contractors one year ago. During that time, we have made many improvements and upgrades based largely on your feedback. The survey that was sent to all users this past fall provided us with some valuable feedback that we have used to make the most recent updates to the system. Thank you all for your support and patience during this past year. We hope this updated user guide will provide some detailed explanation of how to use the system successfully.


Table of Contents

Login	1
Password Reset	2
ECE Reporter Main Page	4
Organization Menu	5
Roster	6
Monthly Reports	12
Family Fee Calculator	15
CDC Contractors/SR Liaisons	15
Resources	18

 ECE Reporter Family Fee Calculator Resources ▾

Language: English ▾ Log In

Welcome to ECE Reporter



We Support affordable child care in Connecticut

Publicly-funded early care and education programs use ECE Reporter to share data with the Connecticut Office of Early Childhood (OEC).

The Office of Early Childhood uses this data to pay programs and help families access quality care.

[Learn more](#)

User Guide

[Access the ECE Reporter User Guide \(English\)](#)

[Access the ECE Reporter User Guide \(Spanish\)](#)

Get help with ECE Reporter

Have questions about ECE Reporter or are having problems with the online data system.

Submit Helpdesk Ticket - <https://helpdesk.oecit.org/> ↗

Learn more about OEC

[Visit OEC's website](#) ↗

Learn how ECE Reporter collects and stores data

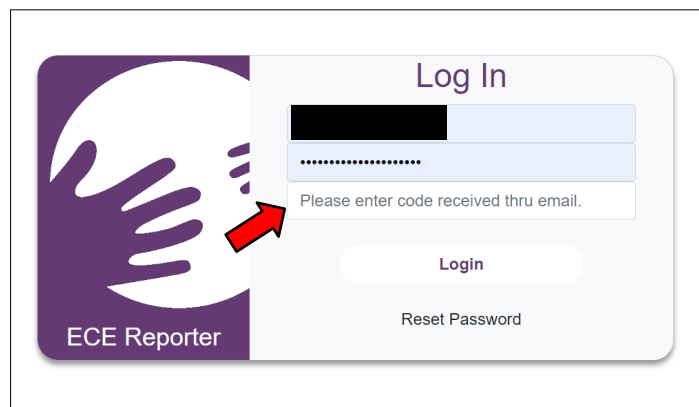
[See the privacy policy](#) ↗

Si desea ver ECE Reporter en otro idioma, vaya a la parte superior derecha de la pagina de inicio y haga clic en la flecha para ubicar su idioma preferido antes de iniciar session.

First Time Logging into ECE Reporter

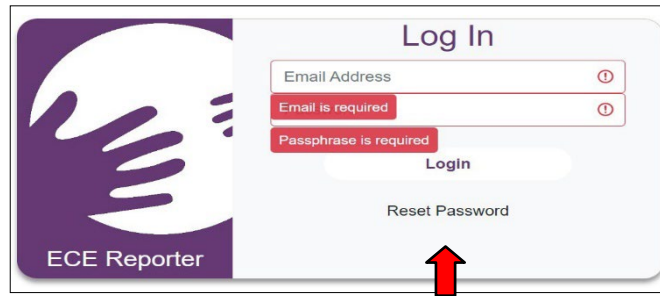
(Before you begin, please make sure the web browser you are using is up to date.)

- ❖ Make sure you have been given permission by your Administrator or Organization. If you are new staff, your Administrator will need to request permission for you to have access by completing a Helpdesk Ticket
- ❖ <https://helpdesk.oecit.org>. Once the Helpdesk Ticket has been completed a confirmation email will be sent verifying that you now have access to the system. The confirmation email will go to the person who sent the Helpdesk Ticket.
- ❖ Once you have confirmation, you will then proceed to the ECE Reporter site using the link <https://ece-reporter.oec.ct.gov>
- ❖ Enter your email address then click on Reset Password. Follow the instructions and password requirements to create a new password.
- ❖ Once the password has been accepted you will be sent a 2 Factor (2FA) verification code **to your email address**. You must enter this code under your password on the log-in page of ECE Reporter. If you do not get a code promptly, you may need to check your junk mail/spam mail folder and if it's not there you may need to check with your Organization's IT for possibly firewall protection that will need to be modified to allow access. The request for your IT department to relax the firewall restriction/network restriction is also known as "permanent whitelist."




Forgot your password? How to Reset your Password

At the Log In screen, please select “Reset Password.”

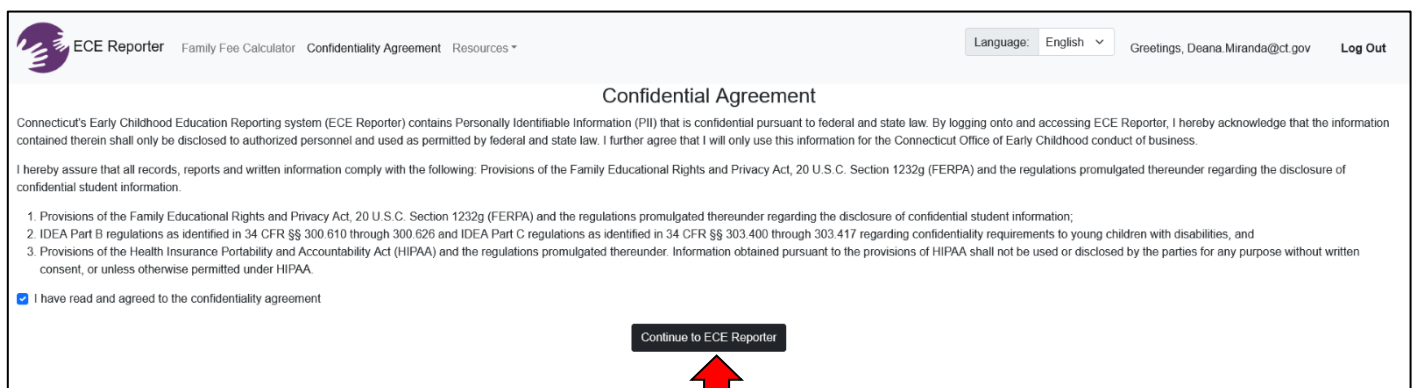


Enter your email address and a numerical translation of the Captcha Text provided (For example: if it reads One Hundred Eighty Eight Thousand One Hundred Ninety Eight, you will enter **188198**). Select “Submit Request”. An email will be sent to complete the password reset.



Entering ECE Reporter after successful login


Confidentiality Agreement: Every time you log into the ECE Reporter System you will be immediately brought to the Confidentiality Agreement Page. Please make sure you click on the box next to “*I have read and agreed to the confidentiality agreement.*” After clicking on the box, you will click on “Continue to ECE Reporter” located in the middle of your screen.



Welcome to ECE Reporter Main Page


You are then brought to the main page of ECE Reporter System. On this page you will see in the top left: Organization Menu, Monthly Reports, Family Fee Calculator, and Resources. On the top right, you will see Language: English or you can click on the down arrow to see Spanish as an option. If you require Spanish translation, you will click on Spanish here. You should also see your Username and Log Out in the upper right-hand side.

This welcome page is where you can find information on the Data ECE Reporter collects, access the OEC Help Desk for assistance with ECE Reporter, and where this user guide is also found. A link to the OEC website and our Privacy Policy can also be found on this welcome page.

 **ECE Reporter** Organization Menu Monthly Reports Family Fee Calculator Resources ▾

Language: English ▾ Greetings, Deana Miranda@ct.gov Log Out

Welcome to ECE Reporter



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[Learn more](#)

See the data collected by ECE Reporter

[Learn the data requirements](#) ↗

User Guide

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Learn more about OEC

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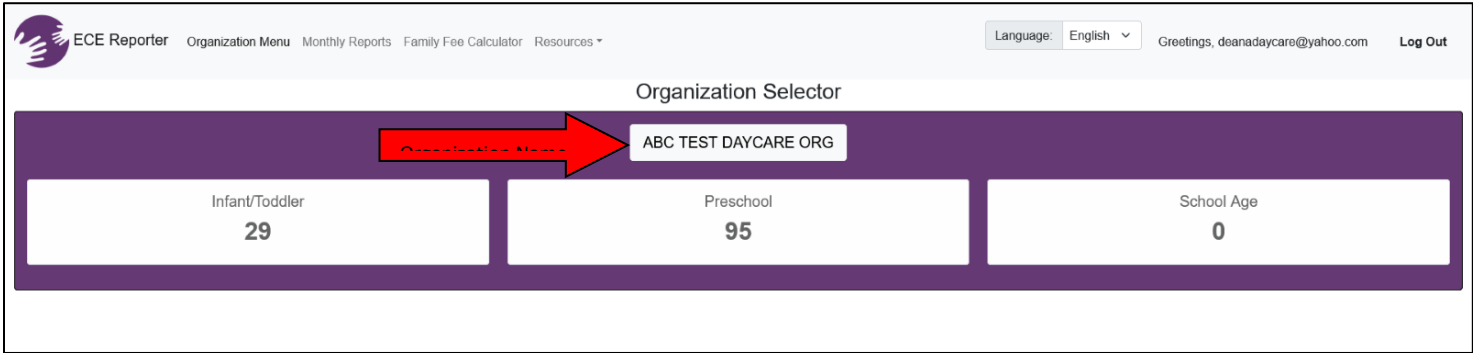
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[See the privacy policy](#) ↗

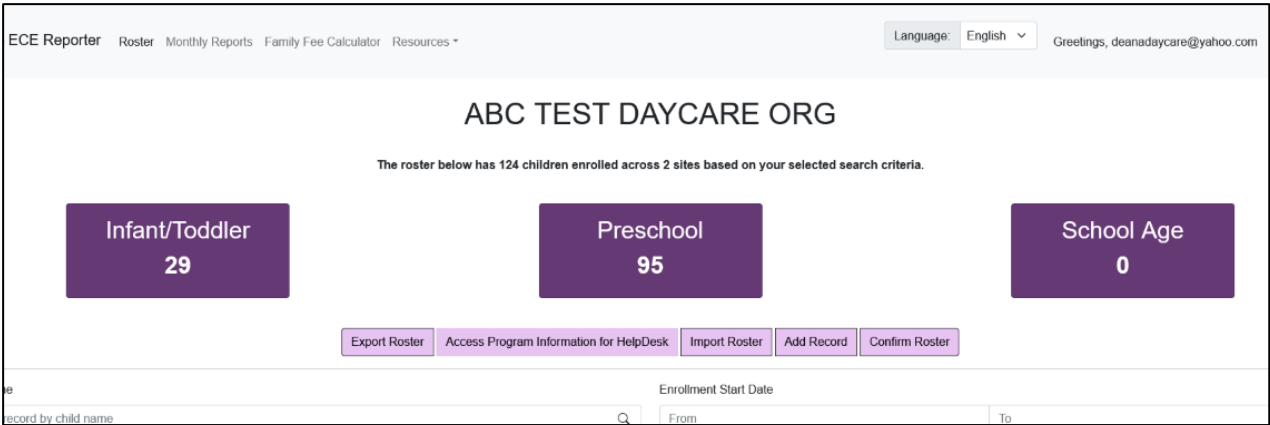
Organization Menu



When you click on the *Organization Menu* at the top left of the main page, you will be brought to the **Organization Selector** Page. This is where the organization that you have approved access for will populate. You will see the organization/site name and located below that are 3 boxes: Infant/Toddler, Preschool, School Age. The numbers reflected in each box should reflect the total number of approved funded spaces for each age group that the Organization currently has. (Ensure that all Organizations/Program Sites you should have access to are listed. If they are not, you should contact your Administrator to confirm access to other Organizations or Program Sites.)



When you click on the Organization Name located in the middle of the screen, a new page will open where you will be able to see the roster of all the children enrolled. Under the Organization Name a message appears letting you know that the roster below has *x number of children enrolled across x sites based on your selected search criteria*. (In our sample we are showing you ABC Test Daycare Org is the name of our organization and has 124 children enrolled across 2 program sites). Please make sure that this information is accurate.



The three dark purple boxes containing the age group totals for Infant/Toddler, Preschool, and School Age reflect the current filter state as defined beneath the button group (Export Roster, Access Program Information for Helpdesk etc.). By default (no filters selected after page load) the data includes all current enrollments for a given organization spanning the three age groups constrained only by the site permissions of the user who is currently logged in. Located in the middle of the page, under the Preschool purple box, you will see in light purple boxes **Export Roster**, **Access Program Information for Helpdesk**, **Import Roster**, **Add Record**, and **Confirm Roster**. These light purple boxes represent actions that you can do from this page. Additionally, you will be able to look up a record by child name, enrollment start date, age group, funding type, space type, and site. These filtering options can be especially helpful if you have a lot of children enrolled and are looking for either a particular child or children receiving specific funding.

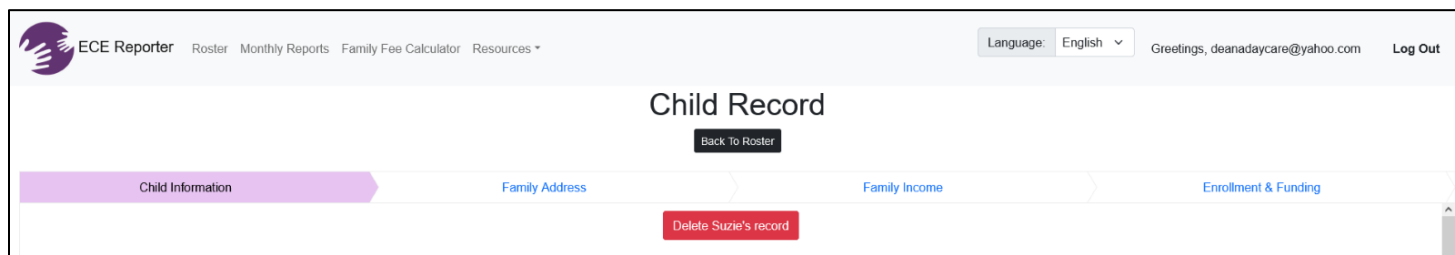
The screenshot shows the ECE Reporter web application. At the top, there's a navigation bar with links like 'Roster', 'Monthly Reports', 'Family Fee Calculator', and 'Resources'. The main content area features three large purple boxes for age group totals: 'Infant/Toddler 29', 'Preschool 96', and 'School Age 0'. Below these are five light purple buttons: 'Export Roster', 'Access Program Information for HelpDesk', 'Import Roster', 'Add Record', and 'Confirm Roster'. A search section follows with fields for 'Child Name' and 'Enrollment Start Date'. Below the search fields are four dropdown menus for 'Age Group', 'Funding Type', 'Space Type', and 'Site'. To the right of these are three checkboxes: 'Include Past Enrollments' (unchecked), 'Display Complete Records' (checked), and 'Display Incomplete Records' (unchecked). A 'Clear Filter' button is centered below the dropdowns. At the bottom, a table header is visible with columns: 'First Name', 'Last Name', 'Age Group', 'Funding Type', 'Space Type', 'Site', 'Enrollment Start Date', and 'View Record'.

On the right side of the filter boxes are three additional filtering options: *Include past enrollments*, *Display Complete Records* and *Display Incomplete Records*. Clicking on any of these will provide you with additional filters. Make sure that you have clicked the appropriate filter options before proceeding any further. Having only the box for the display complete records checked is going to provide the most updated child roster.

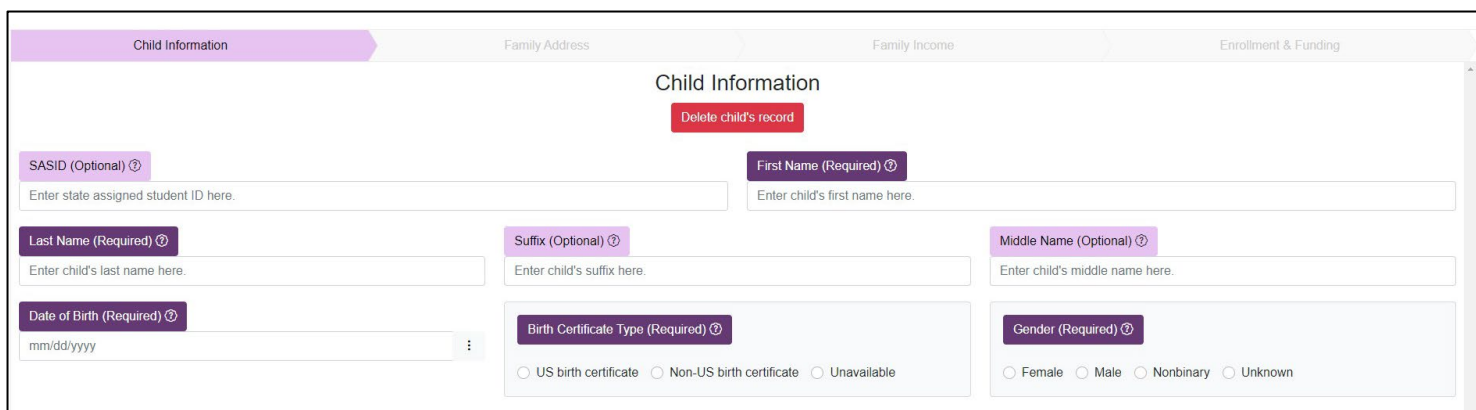
Under the filter boxes, you can clear the filters and start your search again or see all the children enrolled separated by: *First Name*, *Last Name*, *Age Group*, *Funding Type*, *Space Type*, *Site*, or *Enrollment Start Date*. To filter either alphabetically or by newest to oldest or oldest to newest there are small blue arrows that will only appear when you click on the subject title. For example, if you want to filter by alphabet using last names you would click on *Last Name* and the blue arrows will appear at which point you can click on the arrows. Clicking the up arrow will show in order from A-Z and clicking the down arrow will show in order from Z-A. The last column has *View Record*. Clicking on the eye symbol, you will be brought to that child's enrollment record. This can be a useful tool when wanting to quickly view some specific enrollment information.

ADDING/MODIFYING A ROSTER

If you have a new child to enroll, this organization page is where you can manually add a child's enrollment record. Referring to the small light purple boxes in the middle of the page, click on *Add Record*. This will bring you to a new screen that will read **Child Record** in the center of your screen. There are 4 tabs on this page: *Child Information*, *Family Address*, *Family Income*, *Enrollment & Funding*.



Child Information



You will notice as you begin that only the Child Information tab is highlighted in light purple. You will be unable to move on to any of the other tabs until the required information has been entered and saved successfully. Once all required fields are complete, click on the *Save* button located at the very bottom of the page (if you do not see the *Save* box, you need to use the slide bar on the side of your screen to be able to view your entire screen or make the screen smaller). After you click on *Save*, you will notice that the Family Address tab is now a light purple color, another indicator that you have successfully completed the Child Information page.

Family Address

The screenshot shows the 'Family Address' section of the ECE Reporter application. At the top, there is a navigation bar with 'ECE Reporter' and links to 'Roster', 'Monthly Reports', 'Family Fee Calculator', and 'Resources'. On the right, it shows 'Language: English', 'Greetings, deanadaycare@yahoo.com', and a 'Log Out' button. Below the navigation bar, the 'Child Record' title is centered, with a 'Back To Roster' button. A progress bar indicates the current step is 'Family Address', with other steps being 'Child Information', 'Family Income', and 'Enrollment & Funding'. The main form area is titled 'Family Address'. It starts with a question: 'Child is currently experiencing homelessness?'. There are three radio buttons: 'Child is currently experiencing homelessness' (unselected), 'Child is not currently experiencing homelessness' (selected), and 'Unknown/not collected' (unselected). Below this, there are two tabs: 'USPS ADDRESS ENTRY (PREFERRED METHOD)' (selected) and 'MANUAL ADDRESS ENTRY (ALTERNATIVE METHOD)'. A blue warning box states: 'Zip code entered must refer to location in one of the following states: CT, MA, NY, or RI. Town and State data will not populate otherwise.' The form fields are as follows: 'Zip Code' (06103), 'Town' (HARTFORD), and 'State' (CT). A yellow banner above the 'Street Address' field reads 'ADDRESS IS REQUIRED IF CHILD IS NOT HOMELESS'. The 'Street Address' field contains '450 columbus blvd'. A pop-up suggestion bar shows '450 COLUMBUS BLVD'.

The first step on this screen is to select whether the child is currently or not currently experiencing homelessness or if the information is unknown.

Next, there are two options for entering the address: *USPS Address Entry (preferred method)* and *Manual Addresses Entry (alternative method)*. It is recommended to use the preferred method by first entering the zip code, after you hit return or the tab button the town and state should autofill for you. (If it does not autofill or you receive an error message then double check you have the correct zip code and that it is a zip code in CT, MA, or RI only.) If you have confirmed that it is a valid zip code, then move to the Manual Address Entry tab and complete the address information there. After you have entered the zip code and the town and state are auto-filled, you can move on to the street address. As you begin to enter the address- number first, then the street name, you should get a pop-up directly under the street address that will show the address you are entering. Once you see the pop-up, you can stop typing and click on the gray bar with the street address and it will autofill into the street address for you. If you do not get a pop-up as you are typing in the street address, first double check you have the correct information. If you have confirmed the information is accurate, you will need to delete all the information you entered on this page and then go to the Manual Address Entry and enter the child's address here. You will not get autofill options here since it is a manual entry. After you have entered the address click on *Save* located at the bottom center of the page. At this point, the Family Income tab will turn light purple, which is another indicator that you have successfully completed all the required information on the Family Address page.

Family Income

The screenshot shows the 'ECE Reporter' interface with a pop-up box titled 'Add Income Determination'. The pop-up contains four input fields: 'Household Size?', 'Annual Household Income?', 'Determination Date?' (with a date picker showing 'mm/dd/yyyy'), and a checkbox for 'Income Not Disclosed'. There are 'Save' and 'Close' buttons at the bottom right of the pop-up. The background shows the 'Family Income' tab selected in the navigation bar, and the 'Current Income Determination' section with a message 'No Current Income Determination'.

Click on *Add initial income determination* and a pop-up box will appear showing Add Income Determination. 4 light purple boxes will need to be answered. If you are unsure of what is needed, click on the ? in the circle next to each item and a pop-up definition will appear. Once you have entered the Household Size, the Annual Household Income, and the Determination Date (or the Income not disclosed box), click on the *Save* box and then the *Close* box. The information you just entered will now appear on the Family Income page. You should see that the *Enrollment & Funding* tab has turned light purple, and you should have been brought right to this page after you saved and closed the *Add Income Determination* box. If this is not the case, double-check that you have entered all the information required on the Family Income page.

Enrollment & Funding

The screenshot shows the 'ECE Reporter' interface with the 'Child Record' page. The 'Enrollment & Funding' tab is selected and highlighted in light purple. The page shows a 'Back To Roster' button and an 'Add Enrollment' button. Below these, there are two sections: 'Current Enrollment' with a message 'No Current Enrollment' and 'Previous Environments' with a message 'No previous enrollments'.

Enrollment & Funding is in the upper center of the page. Directly below is a light purple tab reading *Add Enrollment*. Click on this. A pop-up box will appear entitled *Modify Enrollment & Funding*. Fill in the required information, starting with the *Enrollment Start Date*. There is a calendar you can use by clicking on the 3 dots next to the box where you will enter the enrollment start date, or you can manually enter this using the format MM/DD/YYYY. Beneath this you will see the word *Sites* which will show all the sites you have access to under the Organization. Click on the circle next to the site to which the child you are entering is enrolled. You will then see *Care Model* which is grayed out with the In Person option already highlighted (you do not have to do anything with *Care Model* at this time). Click on the save button located in the lower right side of the pop-up box, then click the close button (next to the save button).

New Enrollment & Funding

☒ Enrollment & Funding Spans Same Time Interval

Funding Start Date: 8/31/2023

Funding End Date:

Sites:

- ☒ ABC TEST DAYCARE SITE #1
- ☐ ABC TEST DAYCARE SITE #2

Care Model:

- ☐ Distance
- ☐ Hybrid
- ☒ In Person
- ☐ Unknown

Age Group:

- ☐ Infant Toddler
- ☒ Preschool
- ☐ School Age

Funding Source:

- ☒ Child Day Care
- ☐ Competitive School Readiness
- ☐ One Year Development Grant School Readiness
- ☐ Priority School Readiness
- ☐ Smart Start
- ☐ Smart Start For Recovery
- ☐ State Head Start

Space Type: Full-time

Save Close

After entering the enrollment information, add Funding. This box is located under Enrollment & Funding and the light purple box next to the Add Enrollment. Click on *Add Funding* and another pop-up box will appear. For Age Group, please click on the appropriate age group for the child you are enrolling; Infant/Toddler, Preschool, or School Age. For Funding Source, please click on the appropriate funding source associated with the child you are enrolling. For Space Type, click on the down arrow in the box located under the word Space Type it will give you the options of Full-Time, Part-Time, School Day/School year. Click on the appropriate Space type for the child you are enrolling. After you have completed all the required enrollment and funding information click on the save button located in the lower right side of the pop-up box, then click the close button (next to the save button).

*If you realize that you entered incorrect information such as wrong start date, funding type, or funding start date, you can click on the blue box that has a pencil symbol which will allow you to edit any of the information. If you find multiple errors, you can also delete the information by clicking on the red box with the trash can symbol and re-enter the information again. You can then click on the black box under Child Record that says Back to Roster to check to see that the child you just enrolled is now listed in your roster.

Note: A child record without at least one enrollment is considered incomplete. **Only the ECE user who created the child record can view and complete the incomplete record.** Also, School Readiness Liaisons, CDC Contractors, and District Smart Start Coordinators can only view the record, while Providers have both view and edit access over child data belonging to their organization and site.

On the organization home page, the numbers in the purple rectangles should now show a new number in one of the appropriate age groups. You can also type in the child’s name and make sure that the display complete records box is checked-located on the right-hand side after the filter by site box. If the child does not show up, you can check the Display incomplete records and uncheck the Display complete records. Doing this will bring up any child enrollment record that is not complete or shows an error that should be deleted. If you have entered the child’s record correctly, their name will appear under the black *Clear Filter* box in the middle of the page. First Name, Last Name, Age Group, Funding Type, Space Type, Site, and Enrollment Start Date should all have information entered. The last column is View Record, if you click on the eye symbol all the information entered will appear in a pop-up. If any errors are found, now is the time to make edits and correct them.

To withdraw/dis-enroll a child: On the organization home page, select the student you wish to modify. Go to the *enrollment and funding* tab within the *Child Information Page*, select the child, and add an enrollment end date.

ECE Reporter

Roster

Monthly Reports

Family Fee Calculator

Resources

Language: English

Greetings, deenadaycare@yahoo.com

Log Out

ABC TEST DAYCARE ORG

The roster below has 1 child enrolled across 1 site based on your selected search criteria.

Infant/Toddler

0

Preschool

1

School Age

0

Export Roster

Access Program Information for HelpDesk

Import Roster

Add Record

Confirm Roster

Child Name

Enrollment Start Date

State: Snowflake

From

To

Age Group

Funding Type

Space Type

Site

Filter by Age Group(s)

Filter by Funding Type(s)

Filter by Space Type(s)

Filter by Site(s)

Include Past Enrollments

Display Complete Records

Display Incomplete Records

Clear Filter

First Name	Last Name	Age Group	Funding Type	Space Type	Site	Enrollment Start Date	View Record
Suzie	Snowflake	Preschool	Child Day Care	Full-time	ABC TEST DAYCARE SITE #1	08/31/2023	

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Import a Roster

On the Roster main page, you also can import your roster directly into ECE Reporter. This should be done when there is a large quantity of child records that need to be imported. It is recommended that if you have less than 10 children to enroll or import you do so manually by going to Add Record for each child using the guidance provided in this user guide.

To import a roster, you will click on the light purple box that says *Import Roster* located in the center of the screen. This will bring you to a large pop-up screen where you will see *Choose File* in the light purple box on the left-hand side of your screen. Click on the light purple box that reads *Roster Data Template (xlsx)*. If the template does not automatically open, please search your download folder to retrieve the template.

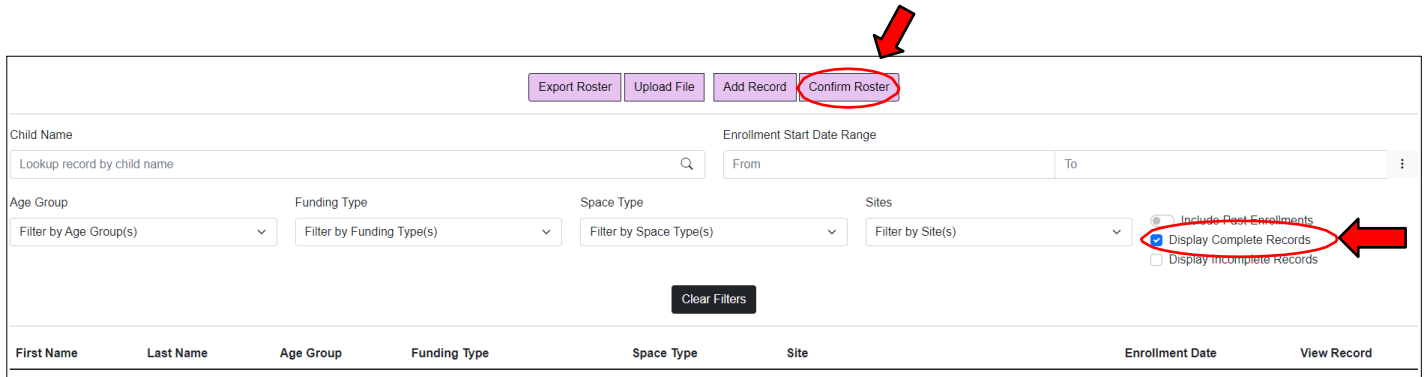


This template is where you will enter all children that you are enrolling into the ECE Reporter data system. **Do not change any of the columns in the template.** Making any changes will show an error when trying to import the template. Make sure to enter the required information at the top of each column. You can use the arrows or sliders on the bottom or side of your screen as the entire excel spreadsheet will not show on your screen. When you click on each of the fillable boxes some will have arrows that by clicking on them will give you the options to choose. (For example, when you get to the box/column that says *Is Race not Disclosed*, you will see an arrow appear on the right side of the box where you would type in the information. If you click on the arrow the options to choose will appear. Click on the appropriate answer and it will autofill into the box.) Once you have entered all the required information for each child you will first save this document to your computer as you will then be importing the template to ECE Reporter.

Now when you click on import roster you will be able to click on Browse to find your saved template to complete the import.

Confirming a Roster

Select the name of an Organization/Program Site and you will be directed to a new page specific to it. Once there, you will be able to see the roster with specific details for each child in your program. (Be sure that you have checked off the box “Display Complete Records” to see every student.) ***Please note that you must confirm your roster each month before completing the monthly report.***



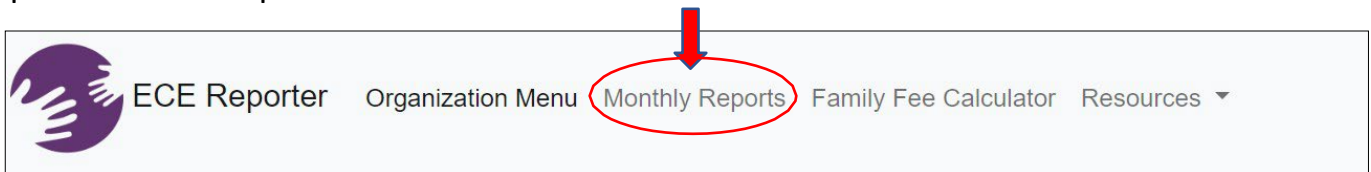
The screenshot shows the ECE Reporter interface. At the top, there are four buttons: 'Export Roster', 'Upload File', 'Add Record', and 'Confirm Roster'. The 'Confirm Roster' button is circled in red, with a red arrow pointing to it from above. Below the buttons, there is a section for filters. On the left, there is a 'Child Name' field with a search icon. To the right, there is an 'Enrollment Start Date Range' section with 'From' and 'To' fields. Below these, there are four dropdown menus: 'Age Group' (labeled 'Filter by Age Group(s)'), 'Funding Type' (labeled 'Filter by Funding Type(s)'), 'Space Type' (labeled 'Filter by Space Type(s)'), and 'Sites' (labeled 'Filter by Site(s)'). To the right of these filters, there are three checkboxes: 'Include Post Enrollments' (unchecked), 'Display Complete Records' (checked and circled in red with a red arrow pointing to it from the right), and 'Display Incomplete Records' (unchecked). Below the filters is a 'Clear Filters' button. At the bottom, there is a table header with columns: 'First Name', 'Last Name', 'Age Group', 'Funding Type', 'Space Type', 'Site', 'Enrollment Date', and 'View Record'.

Carefully check each child’s information and make any corrections necessary.

If everything looks correct, select “*Confirm Roster*”. A new window will pop up. Please select “*Marked Completed*” for the sites ready for roster confirmation.

To submit a monthly report

At the top left of the ECE Reporter **main page**, select “*Monthly Reports*”. Monthly reports are required to be completed each month.



Clicking on the *Monthly Reports* tab will bring you to the monthly report main page. All program sites that you have access to will appear on this screen. Columns include Reporting Period, Funding Source, Organization, Site, Registry ID, Status, and View Report. These columns can be filtered by taking the pointer (cursor) and hovering over the data you want to be filtered. Small blue arrows will appear to the right of the data field. (For example, if you want to filter Organization alphabetically, you will take your mouse and put the pointer directly over the word Organization and the arrow will appear next to it on the right side along with AZ. If you want to alphabetize from Z to A you need to click on the arrow with the AZ and you will see it change to ZA.) These filter arrows will appear for all the data columns to filter either alphabetically, numerically low to high or high to low as well as oldest to newest or newest to oldest.

[Organization Menu](#)
[Monthly Reports](#)
[Family Fee Calculator](#)
[Resources *](#)

[Language](#)
English

Greetings, deanadaycare@yahoo.com

[Log Out](#)

Monthly Reports

[Start New Report](#)

Reporting Periods
filter by reporting period

Funding Source
filter by funding source(s)

Address Town
filter by town location(s)

Funding Town
filter by funding town(s)

Organization Name
lookup organization name

Sites
filter by site(s)

☐ Display Drafts

☐ Display Not Started

[Clear Filters](#)
[Download Report](#)

Reporting Period	Funding Source	Organization ¹	Site	Registry ID	Status	View Report
07/03/2023 - 07/28/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #2	1683	Approved On: 12/20/2023	
05/29/2023 - 06/30/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #1	8189	Approved On: 7/5/2023	
05/29/2023 - 06/30/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #2	1683	Draft	
05/01/2023 - 05/26/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #1	8189	Submitted On: 6/1/2023	
05/01/2023 - 05/26/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #2	1683	Approved On: 6/2/2023	
04/03/2023 - 04/28/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #2	1683	Submitted On: 5/1/2023	
04/03/2023 - 04/28/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #1	8189	Draft	
02/27/2023 - 03/31/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #1	8189	Submitted On: 4/6/2023	
02/27/2023 - 03/31/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #2	1683	Submitted On: 4/3/2023	
01/30/2023 - 02/24/2023	Priority School Readiness	ABC TEST DAYCARE ORG	ABC TEST DAYCARE SITE #1	8189	Submitted On: 3/3/2023	

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| 01/02/2023 - 01/27/2023 | Priority School Readiness | ABC TEST DAYCARE ORG | ABC TEST DAYCARE SITE #2 | 1683 | Submitted On: 2/2/2023 | |

To view past submitted reports, click on the eye symbol in the last column. You can filter by a specific reporting period, program site, or funding source. A monthly report will look like the screenshot below.

[Roster](#)
[Monthly Reports](#)
[Family Fee Calculator](#)
[Resources *](#)

[Language](#)
English

Greetings, deanadaycare@yahoo.com

[Log Out](#)

Child Day Care Monthly Report

10/30/2023 - 11/24/2023
ABC TEST DAYCARE SITE #1

Data from deleted reports will not be sent to OEC. If this report is deleted you will need to submit another for the current reporting period to qualify for funding.

[Configure Roster](#)
[Download Report](#)
[Submit](#)
[Delete Report](#)

Overall Enrollment

Age Group	Space Type	Capacity	Attended	Spaces Utilized	Monthly per Child Rate	Funding Allocation	Funded Earned	Unspent Funds
No data.								

Number of children with Care 4 Kids:

Total Funds Earned:
 \$0.00

Revenue (\$0.00)

Family Fees Collected:

Care 4 Kids Subsidies Collected:

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Family Income

	Number of Children	% of Attended
Less than 50% SMI	0	0
Between 50% and 75% SMI	0	0
Above 75% SMI	0	0

To start a new report, click on the light purple box *Start New Report* located in the top center of the page. *Please note that you must first confirm your roster. To do this, go to the roster page (refer to the instructions provided) and click the confirm roster box.

In the new report box, please choose your Funding Source, Reporting Period, and Site. Then select “Start Report”.

A monthly report will be generated based on the report parameters you entered.

- ❖ Confirm that the **Overall Enrollment** information is accurate.
- ❖ Enter values for “**Number of children with Care 4 Kids**”, “**Family fees collected**”, and “**Care 4 Kids subsidies collected**”.
- ❖ Click on “*Submit Report*”
- ❖ *If you find discrepancies between the report and your records, we suggest returning to the program/site page and making any necessary updates. Please use the “Configure Roster” button in your monthly report to discover children’s records that are erroneously included/omitted in the specific reporting period. You will then need to return to the monthly report section, **select and delete** the report that showed the error and then create a new report.*

Family Fee Calculator

Fee Schedule, sometimes referred to as the sliding fee scale, is used by providers to determine the weekly fee families enrolled in state-funded spaces pay for care. Providers will need to determine the following before using the fee schedule: Space Type, Family Size, and Annual Income. Family fee shall be determined for each family upon enrollment and redetermined annually.

On the top left side of the ECE Reporter main page is the tab for *Family Fee Calculator*. Clicking on this will bring you to the Family Fee Calculator main page. It will look like the box below. Please make sure to read the instructions provided carefully as they will provide information on how to use this calculator.

Open Family Fee Calculator

Calendar Year: Current (Fee Schedule Effective 10/1/2022)

Instructions | Qualifying Income | Fee Schedule

Click open family fee calculator

Or

- Go to the Qualifying Income Table (2nd Tab) to determine SMI based on family size and gross annual family income.
 - Find family size from the column header.
 - Within that column search for the row that contains the family's annual income.
 - This is the family's SMI interval.
- Go to the Fee Schedule Table (3rd Tab) to determine percentage of annual income to be used to calculate the family fee.
 - Find the correct space type the child is enrolled in (age group and space type) from the column header.
 - Within that column search for the row that contains the correct SMI interval.
 - This is the percentage of the annual family income to be used to calculate the family fee.
- Multiply the percentage to be charged by the gross annual family income. This equals the annual family fee.
- Divide the annual family fee by 52, then round up to the nearest whole dollar. This is the weekly family fee to be charged.

Clicking on *Qualifying Income* located in the center of the screen in light blue will display a new screen. You will use this to locate the income bracket for families enrolled in your program.

	1 ==> 3	4	5	6	7	8	9	10	11	12
From 0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
To (<) 12%	\$12,845.24	\$15,292.16	\$17,739.08	\$20,186.00	\$20,644.64	\$21,103.52	\$21,562.40	\$22,021.16	\$22,479.92	\$22,938.80
From 12%	\$12,846.24	\$15,293.16	\$17,740.08	\$20,187.00	\$20,645.64	\$21,104.52	\$21,563.40	\$22,022.16	\$22,480.92	\$22,939.80
To (<) 15%	\$16,056.80	\$19,115.45	\$22,174.10	\$25,232.75	\$25,806.05	\$26,379.65	\$26,953.25	\$27,526.70	\$28,100.15	\$28,673.75
From 15%	\$16,057.80	\$19,116.45	\$22,175.10	\$25,233.75	\$25,807.05	\$26,380.65	\$26,954.25	\$27,527.70	\$28,101.15	\$28,674.75
To (<) 17%	\$18,197.84	\$21,664.31	\$25,130.78	\$28,597.25	\$29,246.99	\$29,897.07	\$30,547.15	\$31,197.06	\$31,846.97	\$32,497.05
From 17%	\$18,198.84	\$21,665.31	\$25,131.78	\$28,598.25	\$29,247.99	\$29,898.07	\$30,548.15	\$31,198.06	\$31,847.97	\$32,498.05
To (<) 20%	\$21,409.40	\$25,487.60	\$29,565.80	\$33,644.00	\$34,408.40	\$35,173.20	\$35,938.00	\$36,702.60	\$37,467.20	\$38,232.00
From 20%	\$21,410.40	\$25,488.60	\$29,566.80	\$33,645.00	\$34,409.40	\$35,174.20	\$35,939.00	\$36,703.60	\$37,468.20	\$38,233.00
To (<) 23%	\$24,620.96	\$29,310.89	\$34,000.82	\$38,690.75	\$39,569.81	\$40,449.33	\$41,328.85	\$42,208.14	\$43,087.43	\$43,966.95
From 23%	\$24,621.96	\$29,311.89	\$34,001.82	\$38,691.75	\$39,570.81	\$40,450.33	\$41,329.85	\$42,209.14	\$43,088.43	\$43,967.95
To (<) 26%	\$27,832.52	\$33,134.18	\$38,435.84	\$43,737.50	\$44,731.22	\$45,725.46	\$46,719.70	\$47,713.68	\$48,707.66	\$49,701.90
From 26%	\$27,833.52	\$33,135.18	\$38,436.84	\$43,738.50	\$44,732.22	\$45,726.46	\$46,720.70	\$47,714.68	\$48,708.66	\$49,702.90

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When you click on *Fee Schedule* to the right of Qualifying Income you will see a screen that can be used to guide you in locating the fee schedule for all age groups.

	Infant Toddler	Infant Toddler	Preschool	Preschool	Preschool	School Age
From 0% To (<) 12%	4.0%	1.6%	4.0%	1.6%	2.4%	2.2%
From 12% To (<) 15%	7.0%	2.8%	7.0%	2.8%	4.2%	3.9%
From 15% To (<) 17%	8.0%	3.2%	7.0%	2.8%	4.2%	3.9%
From 17% To (<) 20%	8.5%	3.4%	7.5%	3.0%	4.5%	4.2%
From 20% To (<) 23%	9.0%	3.6%	7.5%	3.0%	4.5%	4.2%
From 23% To (<) 26%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 26% To (<) 29%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 29% To (<) 32%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 32% To (<) 35%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 35% To (<) 38%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 38% To (<) 41%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 41% To (<) 44%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 44% To (<) 47%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 47% To (<) 50%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 50% To (<) 53%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 53% To (<) 56%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 56% To (<) 59%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 59% To (<) 61%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%
From 61% To (<) 64%	9.5%	3.8%	8.0%	3.2%	4.8%	4.5%

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Different Role Types/Access Levels

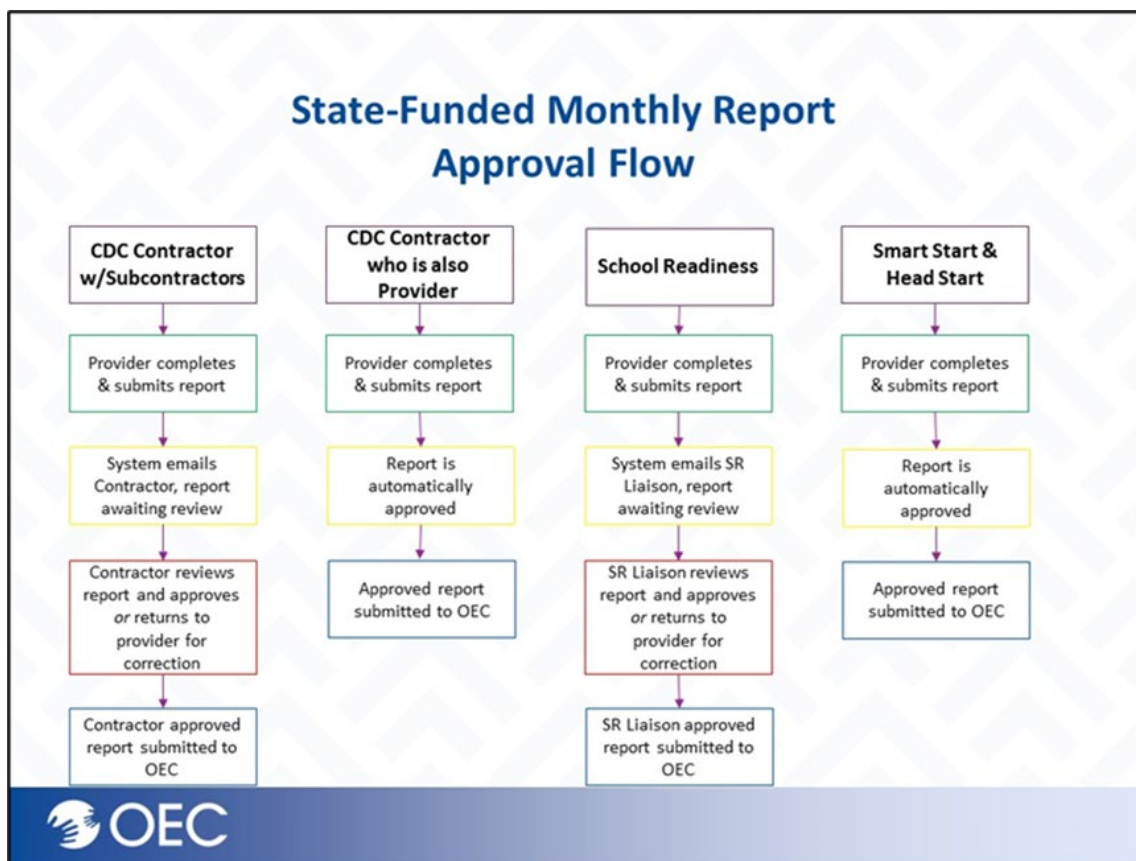
CDC Contractors/Subcontractors

CDC contractors with one or more subcontractors must review and approve all reports monthly and are responsible for monitoring the accuracy of the data submitted.

Data Submission and Reporting Requirements are detailed in [OEC General Policy A-03](#).

School Readiness Liaisons

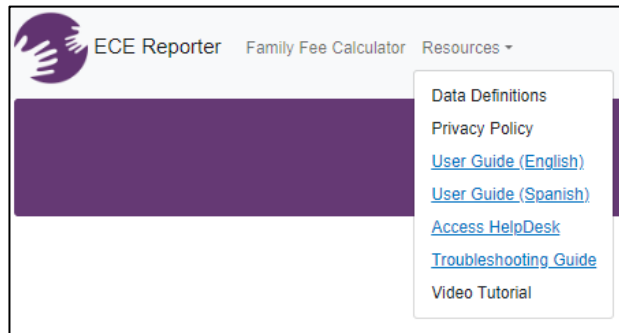
School Readiness Liaisons are responsible for verifying the accuracy of program monthly reports for each program site included in the community's School Readiness grant and are responsible for monitoring the accuracy of the data submitted.



To gain access to ECE Reporter for monthly report approval, please submit a helpdesk ticket at <https://helpdesk.oecit.org>. Be sure to provide your name, email address, and the program(s) to which you need access.

Resources

At the top left of the main screen, you will see the *Resources* tab, next to the Family Fee Calculator tab. If you click on *Resources*, you will get a pop-up box listing the support documents and video tutorials, as well as a link directly to our helpdesk. You can click on any of the resources listed, including data definitions and our privacy policy to help assist you as you navigate through the ECE Reporter system.



For questions regarding state-funded programs or spaces, please contact the appropriate program manager via email.

School Readiness: Christy Gademsky Christina.Gademsky@ct.gov

Cheryl Sparks Cheryl.Sparks@ct.gov

Child Day Care: Jennifer Jones Jennifer.Jones@ct.gov

Rachel Tway-Grant Rachel.Tway-Grant@ct.gov

State Head Start: Jennifer Jones Jennifer.Jones@ct.gov

Smart Start: Michelle Levy Michelle.Levy@ct.gov

HelpDesk Ticketing System

If you require further assistance, please select “Access HelpDesk” from the Resources dropdown menu or go directly to <https://helpdesk.oecit.org>.

