



Office of Early Childhood  
450 Columbus Blvd  
Hartford, CT 06103

Early Care and Education Division


# **ECE Reporter**

## **User Guide and Support**

Early Start CT begins July 1, 2025

# Table of Contents

	Page
Welcome to ECE Reporter	3-4
Log In/Password Reset	5-6
ECE Reporter Main Page	7-8
User Roles/Access levels	9-10
All Providers/Provider Subcontractor functions and features	11
Dashboard	11
Organization Selector Page	12-14
Roster Main Page Functions	15
Export Roster	15
Import Roster	15-17
Add Record	18
Child Information Tab	18
Family Address Tab	19
Family Fees and Income Tab	20
Enrollment and Funding Tab	21
Ending Enrollment	22
Child Assessment	23
Confirm Roster	24
End Selected Enrollments (more than 2)	24
Shared Full Time Spaces	24-25
Monthly Reports	26-29
For Liaisons	30-33
For ESCT Contractors	34
For District Smart Start Coordinators	35
Resources	36
Help Desk Ticketing System	37
OEC Regional Teams	38

 ECE Reporter [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**

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Submit Helpdesk Ticket - <https://helpdesk.oec.ct.gov/>

**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.

## Important:

The ECE Reporter is a data system used by the Office of Early Childhood for all state funded programs. We are limiting the number of approved users to a maximum of three (3) users per program site. Requests for additional users will need to be approved by OEC staff. As an Administrator of your Organization, you will need to submit a request to add/change or remove users to our *Helpdesk Ticketing System*. 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*. If you are an ESCT-Liaison, ESCT-Contractor or District Smart Start Coordinator you will also need to submit a *Helpdesk Ticket* requesting access to all program sites you are responsible for overseeing.

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

- *Of note: If a user has not logged in for at least one year their access will become inactive. Administrators of the program will need to submit a helpdesk ticket if they want to re-activate one of their inactive users.*

# Logging into the ECE Reporter Data System

To access the ECE Reporter system go to <https://ece-reporter.oec.ct.gov/> and click on Log In at the top right of the page.

## NEW ECE REPORTER USERS:

New Users must be approved by OEC via your program's administrators request for access through the OEC helpdesk ticketing system <https://helpdesk.oec.ct.gov/>. A helpdesk ticket needs to be submitted providing the reason for the request, the users position/title and role in the system and email address. An OEC Program Manager will review, and confirmation will come from the OEC helpdesk system either approving or denying the request. Once OEC staff enters your name into the system this will generate a welcome email with additional information including setting up your password.

If you do not receive the welcome email please check your junk or spam folders. If you do not receive an email within a 3–4-hour window then there is a possibility your program's firewall is preventing this email from being delivered. We ask that you contact your IT department to assist. If you do not receive the email within 24hrs please submit a helpdesk ticket for assistance. <https://helpdesk.oec.ct.gov/>

The automated welcome email will have a link to the ECE Reporter system, or you can go to <https://ece-reporter.oec.ct.gov/> and click on Log In at the top right of the page. Enter the email address that was provided in the helpdesk ticket request (in most cases this is a work email address) then click on the Reset Password. A pop-up box will appear where you will enter your as well as 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.



## Password Reset Request



Email Address

Enter Captcha Text Below As A Number

Nine Thousand Two Hundred Ninety Three



Submit Request

Close

ECE Reporter

Reset Password

## Welcome to ECE Reporter Main Page

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. Additional resources can be found by clicking on Resources located on the top left of the welcome page.



TO LOG IN: You will click on Log In, in the upper right side of your screen. You can also choose your language here next to log in, as there are drop down language options that will translate the page into your preferred language.



## After Successfully Logging In:

**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.

Connecticut's Early Childhood Education Reporting system (ECE Reporter) contains Personally Identifiable Information (PII) that is confidential pursuant to federal and state law. By logging onto and accessing ECE Reporter, I hereby acknowledge that the information contained therein shall only be disclosed to authorized personnel and used as permitted by federal and state law. I further agree that I will only use this information for the Connecticut Office of Early Childhood conduct of business.

I hereby assure that all records, reports and written information comply with the following: Provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g (FERPA) and the regulations promulgated thereunder regarding the disclosure of confidential student information.

1. Provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g (FERPA) and the regulations promulgated thereunder regarding the disclosure of confidential student information;
2. IDEA Part B regulations as identified in 34 CFR §§ 300.610 through 300.626 and IDEA Part C regulations as identified in 34 CFR §§ 303.400 through 303.417 regarding confidentiality requirements to young children with disabilities, and
3. Provisions of the Health Insurance Portability and Accountability Act (HIPAA) and the regulations promulgated thereunder. Information obtained pursuant to the provisions of HIPAA shall not be used or disclosed by the parties for any purpose without written consent, or unless otherwise permitted under HIPAA.
4. Consistent with the state of Connecticut's Acceptable Use of State Systems Policy, sharing your credentials and allowing others to access your log-on information is disallowed and is considered unauthorized access and a violation of this Confidentiality Agreement.

☐ I have read and agreed to the Confidentiality Agreement. Failure to comply with this Confidentiality Agreement may result in your access being revoked.

[Continue to ECE Reporter](#)

If there have been any system updates and/or revisions a pop-up box will appear once you log in.



# User Roles in ECE Reporter (NEW FOR EARLYSTART CT)

We have 4 Provider roles:

1. ESCT Provider
2. ESCT Provider Subcontractor
3. ESCT-SHS Provider
4. Smart Start Provider

**For the ESCT Provider** you will have access to your associated Organization and all associated Program Sites. You will be able to upload a child roster template, add a child record as well as create and submit a monthly report.

**For the Provider Subcontractor** you will have access to your associated Organization and all associated Program sites. You will be able to upload a child roster template, add a child record as well as create and submit a monthly report to be approved by your Contractor.

**For the ESCT-SHS Provider** you will have access to your associated Organization and all associated State Head Start children in your program(s). You will be able to upload a child roster template for your state head start children, add a child record as well as create and submit a monthly report reflecting those children in a state head start space.

**For the Smart Start Provider** you will have access to your associated Organization and all associated Smart Start children in the classroom(s). You will be able to upload a child roster template for your Smart Start children, add a child record as well as create and submit a monthly report reflecting those children in a Smart Start funded space. If you have a specified District Smart Start Coordinator who will be approving your monthly reports then once you submit a monthly report it will await approval by your District Smart Start Coordinator. If you do not have an associated/assigned District Smart Start Coordinator your monthly reports will not require approval status and will remain as submitted.

We also have additional roles, some that are new and some that previously existed:

5. ESCT Contractor
6. ESCT Liaison
7. Smart Start District Smart Start Coordinator or DSSC

**For the ESCT Contractor**, you will have read only access to the monthly reports submitted by your subcontractor for your review and to

approve or not approve. You will receive notification that a monthly report has been submitted and is awaiting your review. You are also able to download the monthly reports if you want to keep for your own records. Monthly reports can be deleted and resubmitted for only 30 days once the report has been approved. If it is more than 30 days a helpdesk ticket will need to be done requesting OEC to unlock that monthly report for revisions.

**For the ESCT Liaison** you will have read only access to the monthly reports of the programs you are associated with. Liaisons will no longer approve monthly reports, so no further action is required unless otherwise noted. ESCT Liaisons will also have the ability to create a Program Status Summary for all of their associated programs. This Program Status Summary is completed directly in the ECE Reporter system with the ability to complete for each program the Liaison is associated with. Once a Program Status Summary has been reviewed by OEC if there are any questions or concerns it will be referred to the Program Manager that oversees that Program for further review. A copy of the Program Status Summary will be automatically emailed to the Liaison once the submit button is clicked on.

**For District Smart Start Coordinator**, you will have read only access to the monthly reports submitted by your associated/assigned Smart Start Provider for your review and to approve or not approve. You will receive a notification that a monthly report has been submitted and is awaiting your review. You are also able to download the monthly reports if you want to keep for your own records. Monthly reports can be deleted and resubmitted for only 30 days once the report has been approved. If it is more than 30 days a helpdesk ticket will need to be done requesting OEC to unlock that monthly report for revisions. \*This is a role assigned to specific Smart Start Providers and not all Smart Start Providers will have a District Smart Start Coordinator associated with their programs.

The final role in the ECE Reporter is OEC Administrator. This is the role given to OEC staff in the ECE Division as well as IT staff. It allows us to access information in the system, assist providers in completing tasks or for troubleshooting testing.

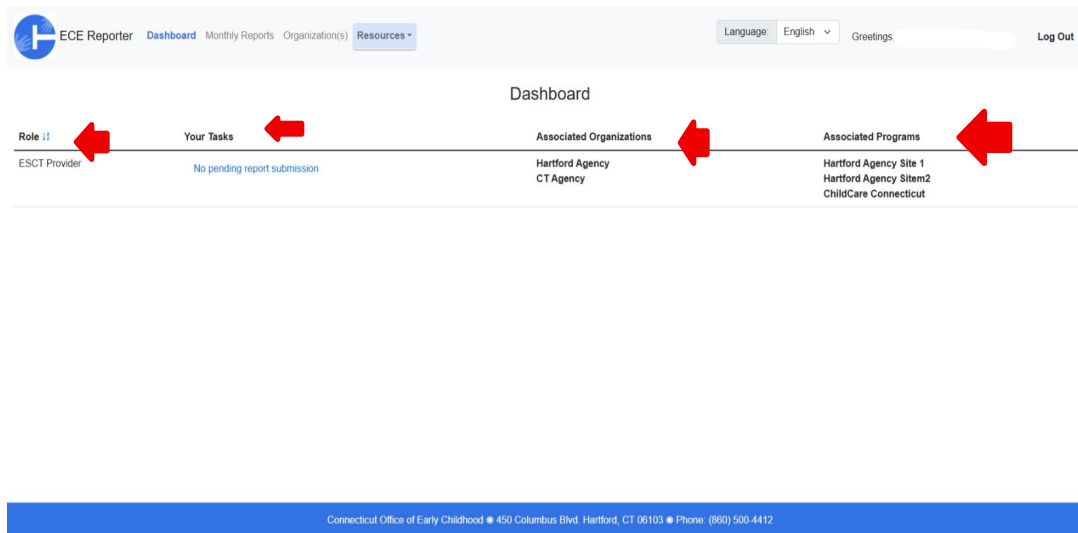
*\*If your user role is not correct in ECE Reporter please submit a helpdesk ticket with what the corrected user role should be.*

If your role is as a:

- ESCT Provider
- ESCT Provider Subcontractor
- ESCT-SHS Provider
- Smart Start Provider

## DASHBOARD PAGE

Below is a screenshot of what you will see once you log into the system. After agreeing to the confidentiality agreement, you will be brought to your Dashboard. The Dashboard below shows you what role you have been given, Your Tasks if you have anything pending such as a monthly report due, your Associated Organizations as well as your Associated Program Sites. If you notice any errors here please submit a helpdesk ticket explaining what is incorrect, missing or needs to be included so we can make the necessary changes for you



This Dashboard is also where any Tasks that are due over overdue will be listed here for you and can be used as a reminder for you.

## ORGANIZATION SELECTOR PAGE

Once you are logged in you will see Organization(s) at the top left of the page/screen. If you click on Organization(s) you will then see all Organization(s) you are assigned to or associated with. The screenshot below shows you the screen you will see after you click on Organization(s). It will have the name of the Organization in the dark blue banner and under that there will be tiles that have all of the Program Sites listed separately. The tiles will have the name of the Program at the top in the light blue banner, followed by the Programs Registry ID, License # (if applicable), and current enrollment information. In addition, you will see Funded Spaces in blue if you click on that another box will appear showing you all the approved space type care levels you have been awarded.

The screenshot displays the 'Organization Selector' page. At the top, a navigation bar includes 'ECE Reporter', 'Dashboard', 'Monthly Reports', 'Organization(s)', and 'Resources'. On the right, there are links for 'Language: English', 'Greetings: deanadaycare@yahoo.com', and 'Log Out'. The main content area is titled 'Organization Selector' and features two organization tiles. The first tile, 'ChildCare Connecticut', has a red arrow pointing to its name in the blue banner. The second tile, 'Hartford Agency', also has a red arrow pointing to its name in the blue banner. Each tile displays details such as Registry ID, License #, Funding Source, and Enrollment information. Below this information is a table of 'Funding Sources' with columns for Funding Source, Age Group, Contract Space Type, Care Level Type, and Capacity.

Funding Source	Age Group	Contract Space Type	Care Level Type	Capacity
Early Start CT	SchoolAge	Full-Time	2 Months	20
Early Start CT	Preschool	Half-Time	10 Months	10
Early Start CT	Infant Toddler	Full-Time	12 Months	5

Funding Source	Age Group	Contract Space Type	Care Level Type	Capacity
Smart Start	Preschool	Full-Time	12 Months	10
Early Start CT	Infant Toddler	Full-Time	12 Months	47

Funding Source	Age Group	Contract Space Type	Care Level Type	Capacity
Child Day Care	Infant Toddler	Full-Time	12 Months	8
Priority School Readiness	Preschool	Full-Time	12 Months	15
State Head Start - Early Start CT	Preschool	Full-Time	12 Months	10

This is another opportunity to make sure the information you in the Organization Selector Page is accurate and reflects the correct information. If there are any Organizations or Program sites missing please submit a helpdesk ticket so we can make any necessary corrections. You can also verify your funding, space type, care level or capacity numbers in the tiles as well. Again, if any inaccuracies you may find please submit a helpdesk ticket so we can make sure the information is reflected correctly.

To get to the Organization roster view page, click on that Organization name which is located in light blue within the blue banner. It will then bring you a new page with all of the Organizations roster information.

The Organization roster page provides a lot of information and has multiple functions that can be linked from here. Let's look at what you will see here for your Organization roster view:

**ECE Reporter** Dashboard Monthly Reports Organization(s) Resources

Language: English Greetings, deanadaycare@yahoo.com Log Out

### CT Agency

The roster below has 6 children enrolled across 1 site based on your selected search criteria.

Infant/Toddler  
3

Preschool  
3

School Age  
0

Export Roster Import Roster End Selected Enrollments Add Record Confirm Roster Shared Spaces

Child Name:  Enrollment Start Date: From  To  Site:

Age Group:  Funding Type:  Space Type:  Care Level:

☐ Include Past Enrollments ☒ Display Complete Records ☐ Display Incomplete Records

**Clear Filter**

First Name	Last Name	Age Group	Funding Type	Space Type	Care Level	Site	Enrollment Start Date	Is Sharing a Space	Shared Space # of Hrs	View Record
Charlie	Brown	Preschool	Early Start CT	Half-Time	10 Months	ChildCare Connecticut	06/25/2025	No		<a href="#">View Record</a>
Charlie	Brown	Preschool	Early Start CT	Half-Time	10 Months	ChildCare Connecticut	06/25/2025	No		<a href="#">View Record</a>
Wonder	Woman	Preschool	Early Start CT	Half-Time	10 Months	ChildCare Connecticut	06/25/2025	No		<a href="#">View Record</a>
James	Bond	Infant Toddler	Early Start CT	Full-Time	12 Months	ChildCare Connecticut	06/26/2025	Yes	37	<a href="#">View Record</a>
George	Clinton	Infant Toddler	Early Start CT	Full-Time	12 Months	ChildCare Connecticut	06/25/2025	Yes	35	<a href="#">View Record</a>
Selena	Gomez	Infant Toddler	Early Start CT	Full-Time	12 Months	ChildCare Connecticut	06/30/2025	Yes	45	<a href="#">View Record</a>

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The three dark blue boxes contain the number of children enrolled in each of the age groups infant/Toddler, Preschool, and School Age. These numbers represent the total across the entire Organization. If the Organization has more than one program site then it will include a total number for all sites combined.

Located in the middle of the page, light blue boxes **Export Roster, Import Roster, End Selected Enrollments (whited out), Add Record, Confirm Roster, Shared Spaces**. These light blue boxes represent functions that you can do from this page. You will also be able to look up a record by child name, enrollment start date, age group, funding type, space type, and site.

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. However, if you possibly started a new child record and did not finish it you may also find those incomplete records by clicking the toggle button next to Display incomplete records. If names pop up then this is an indicator that you need to complete all of the required information before this child is added to your roster.

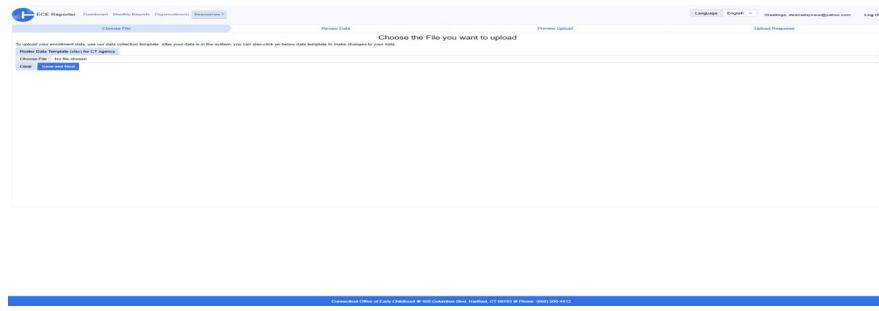
Under the filter boxes, you can see all the children enrolled separated by: *First Name, Last Name, Age Group, Funding Type, Space Type, Care level, Site, Enrollment Start Date, Sharing a space and shared space # of hrs*. You can filter each column alphabetically by clicking on the column header (for example if you point your mouse over the word last name an arrow and AZ or ZA will appear). the last column is *View Record*. Clicking on the **eye symbol**, you will be brought to that specific child's enrollment record. This can be a useful tool when wanting to view a child's record or update information.

# Roster Main Page Functions



**Export Roster Function:** When you click on the blue box that says Export Roster you will see a file that appears that you can save to your personal laptop or computer file to have as a reference. It will populate all of the required fields from the child record and create on a spreadsheet for easing viewing.

## **Import Roster Function:**



You 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 15 children to enroll you do so manually by going to *Add Record* (see page 18 for detailed instruction on adding a new child record). ***You can also find the updated template for download on the main page under Resources.***

To import a roster, you will click on the light blue 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 blue box on the left-hand side of your screen. Click on the light blue box that reads *Roster Data Template (xlsx)*. If the template does not automatically open, please search your download folder to retrieve the template. Once you open the file you may see pop up messages you can simply close or x out of those messages as they are just indicating that the template is being accessed.

The template has column headers have been locked do not try and edit or delete these headers or columns or your roster import will not be successful. Most of the boxes will have drop down options to click on that will fill the corresponding box. If a box has a drop down you will see a small arrow appear on the right side of the box once you have clicked on the box itself. You will be required to enter the information in all of the dark blue header columns, and the information in the light blue headers are optional. Once you have entered all the required information for each child make sure to save the document.



Now when you click on import roster you will be able to click on *Choose File* and find your saved template to complete the import. Once you choose the file you should be brought back to the import roster page, where a message letting you know if the Data is Valid or Data is not Valid. If the data is not valid it is because there were errors in the information on the template roster. A pop up of all the errors will appear to assist in where to make those corrections. If data is valid you will then be able to click on Save and Next button.



The image displays two screenshots of the ECE Reporter web application interface, illustrating the process of uploading a roster file.

**Top Screenshot: Preview changes and Upload File**

- Navigation Bar:** Includes "ECE Reporter", "Dashboard", "Monthly Reports", "Organization(s)", and "Resources". On the right, it shows "Language: English" and "Greetings, deanadaycare@yahoo.com".
- Progress Bar:** Shows four steps: "Choose File", "Review Data", "Preview Upload" (current step), and "Upload Response".
- Summary Boxes:**
  - Total records in this file: 1
  - New: 1
  - Updated: 0
  - Withdrawn: 0
- Form Section:** Includes filters for "Infant/Toddler", "Preschool", and "School Age", along with "Clear" and "Save data to Roster" buttons.

**Bottom Screenshot: Upload Response**

- Navigation Bar:** Similar to the top screenshot, but includes a "Log Out" link.
- Progress Bar:** The "Upload Response" step is now the active step.
- Message:** A green message box states "Roster file has been uploaded successfully.", highlighted by a red arrow.

Once you click on save and next you will see all the spaces you have entered as new or updated or withdrawals. Each blue box will have the corresponding number of child records. You will want to check these numbers to make sure they align with your records. If you had 20 new children on the roster template then you should see the number 20 in the "New" blue box. Also important is the message saying that the Roster file has been uploaded successfully. This is an indicator that when you go to Organizations the roster page will now include the children in the upload.

## Add Record:

### Child Information Tab:

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 blue 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/sections that need to be completed for each child record: *Child Information*, *Family Address*, *Family Fees & Income* and *Enrollment & Funding*.

The screenshot shows the 'Child Record' form in the ECE Reporter system. The 'Child Information' tab is active and highlighted in light blue. The form contains several required and optional fields for child information, including SASID, Legal First Name, Legal Last Name, Legal Middle Name, Date of Birth, Birth Certificate Type, Race, Gender, Country of Birth, and Dual Language Learner status. There is also an attestation checkbox at the bottom. The form is divided into sections by tabs: Child Information, Family Address, Family Fees & Income, Enrollment & Funding, and Child Assessment. The 'Child Information' tab is currently selected. The form is titled 'Child Record' and has a 'Back To Roster' button. The top navigation bar includes 'ECE Reporter', 'Dashboard', 'Monthly Reports', 'Organization(s)', 'Resources', 'Language: English', 'Greetings', and 'Log Out'. The footer of the form displays the Connecticut Office of Early Childhood contact information: 450 Columbus Blvd, Hartford, CT 06103, Phone: (860) 500-4412.

**ECE Reporter** Dashboard Monthly Reports Organization(s) Resources Language: English Greetings Log Out

### Child Record

[Back To Roster](#)

**Child Information** Family Address Family Fees & Income Enrollment & Funding Child Assessment

**SASID (Optional)** ⓘ  
Enter state assigned student ID here.

**Legal First Name (Required)** ⓘ  
Enter child's first name here.

**Legal Last Name (Required)** ⓘ  
Enter child's last name here.

**Legal Suffix (Optional)** ⓘ  
Enter child's suffix here.

**Legal Middle Name (Optional)** ⓘ  
Enter child's middle name here.

**Country of Birth (Required)** ⓘ  
--Select the Country of Birth--

**Date of Birth (Required)** ⓘ  
mm/dd/yyyy

**Birth Certificate Type (Required)** ⓘ  
☐ US birth certificate ☐ Non-US birth certificate ☐ Unavailable

**Gender (Required)** ⓘ  
☐ Female ☐ Male ☐ Nonbinary ☐ Unknown

**Race (Required)** ⓘ  
☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Pacific Islander ☐ White ☒ Bi-Racial or Multi-Racial

**Dual Language Learner (Required)** ⓘ  
☐ Is a dual language learner ☐ Is not a dual language learner ☐ Unknown/not collected

**Child lives with foster family (required)** ⓘ  
☐ Yes ☐ No ☐ Unknown/not collected

**Attestation** ⓘ  
☐ I attest that the name of the child entered in the required and non-required legal name fields match the child's birth certificate or other legal document(s) that verifies the child's legal name.

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You will notice as you begin that only the **Child Information tab** is highlighted in light blue. You are unable to move on to any of the other tabs until the required information has been entered and successfully saved.

**Of note: The Attestation box does need to be checked before you click on the save button.**

## Family Address Tab:

The screenshot shows the 'Family Address' tab in the ECE Reporter system. At the top, there's a navigation bar with 'ECE Reporter', 'Dashboard', 'Monthly Reports', 'Organization(s)', and 'Resources'. On the right, there's a 'Language' dropdown set to 'English', a 'Greetings' field, and a 'Log Out' button. Below the navigation bar, the 'Child Record' section has a 'Back to Home' button. The main content area is titled 'Family Address' and has a 'Family Address' tab selected. It contains three radio buttons for homelessness status: 'Child is currently experiencing homelessness' (selected), 'Child is not currently experiencing homelessness', and 'Unknown/not collected'. Below this, there are two tabs: 'USPS ADDRESS ENTRY (PREFERRED METHOD)' and 'MANUAL ADDRESS ENTRY (ALTERNATIVE METHOD)'. A note 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.' There are input fields for 'Zip Code' (06100), 'Town' (Hartford), and 'State' (CT). A 'Street Address' field is also present. At the bottom, there's a footer with 'Connecticut Office of Early Childhood', '450 Columbus Blvd, Hartford, CT 06103', and 'Phone: (860) 500-4412'. A 'Save and Continue' button is at the bottom center.

First, 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 click enter 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.)

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. If you experience any errors with this method, then please click on the Manuel Address Entry and enter the information there. 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 blue, which is another indicator that you have successfully completed all the required information on the Family Address page.

## Family Fees & Income Tab:

The screenshot displays the 'Child Record' page in the ECE Reporter system, with the 'Family Fees & Income' tab selected. The page is divided into several sections:

- Family Fees Collected:** Includes a 'Redetermine Family Fee' button and a table for current fees.
- Current Family Fee:** A table with columns for Weekly Fee Collected, Determination Date, and Monthly Fee.
- Family Income Determination:** Includes a 'Redetermine Income' button and a table for current income information.
- Current Income Determination:** A table with columns for Household Size, Annual Household Income, Determination Date, and Care For Kids.
- Past Income Determinations:** A section showing 'No Past Income Determinations'.

The page also features a top navigation bar with links to Dashboard, Monthly Reports, Organization(s), and Resources, as well as a language dropdown and a log out button.

You will enter the weekly family fees that are to be collected from the family and the determination date (usually same as enrollment date) here. The monthly fee will be automatically calculated for you based on the number you entered for the weekly fee.

For the family income information make sure to enter the number for household size, the annual household income, and the determination date. After entering all of the required information click on the *Save* box and then the *Close* box. You should see that the *Enrollment & Funding* tab has now turned light blue, if this is not the case, double-check that you have entered all the information required on the Family Income page.

**Of note: The income determination date should always be on or before the enrollment start date**

## Enrollment & Funding Tab:

The screenshot shows the 'New Enrollment & Funding' form in the ECE Reporter application. The form is titled 'New Enrollment & Funding' and has a sub-header 'Enrollment & Funding Space Name Time Interval'. It contains several input fields and dropdown menus. The 'Funding Start Date' is set to 7/30/2025. The 'Funding End Date' is also set to 7/30/2025. The 'Site' dropdown is set to 'ChildLine Connecticut'. The 'Funding Source' dropdown is set to 'Early Head Start - CT'. The 'Space Type' dropdown is set to 'Full-Time'. The 'Care Level (in Months)' dropdown is set to '12 Months'. There are 'Save' and 'Cancel' buttons at the bottom right of the form. The background shows the ECE Reporter interface with a sidebar and a main content area.

### Add Enrollment:

First you will begin by clicking with your mouse on **Add Enrollment** and a pop-up box will appear where you will need to complete all of the required information. You will need to add the **funding start date**, (usually the same as enrollment start date), then which **Site** (all sites under that Organization will appear so make sure you click on the correct site that the child is being enrolled in). The **age group** and **funding sources** are listed so when you click on the correct age group and funding source, and it will populate inside the empty boxes. For the **space type** and **care level** you will notice a small arrow pointing down, if you click on this arrow a dropdown of options will appear, again make sure to click on the correct space type and care level that you have been awarded and that the child is using. *You may also notice there is also a question about shared spaces. If you are looking to add children to a shared full-time space please go to page 23 for more detailed instruction on how to create a shared space in ECE Reporter.*

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 incorrect enrollment date, funding type, or funding start date, you can click on the red box that has a trash symbol which will allow you to delete the incorrect information and re-enter. You can then click on the black box under Child Record that says **Back to Roster** verifying that the child record you just created is now listed in your roster. If you do not see it, first refresh your screen or click on the toggle button next to display incomplete records as you may have*

missed some required information.

## End Enrollment:

*When a child leaves a state funded space you will need to update that child's record by adding their end date*

The screenshot displays the 'ECE Reporter' application interface. A modal window titled 'Withdraw from Current Enrollment' is open, allowing users to update a child's enrollment record. The modal includes a dropdown for 'Exit Reason', and input fields for 'Enrollment End Date' and 'Funding End Date'. Below these fields are 'Save' and 'Cancel' buttons. The background shows a table of enrollment data for a child named 'ChildCare Connecticut'.

Site	Age Group	In In A Shared Space	Shared Space # of 10's	Enrollment Start Date	Enrollment End Date	
ChildCare Connecticut	Preschool	No		6/25/2025	N/A	10
Funding Source Type	Space Type	Care Level	Funding Start Date	Funding End Date		
Early Start CT	Half Time	10 Months	6/25/2025	N/A		10
Early Start CT	Half Time	10 Months	6/25/2025	N/A		10

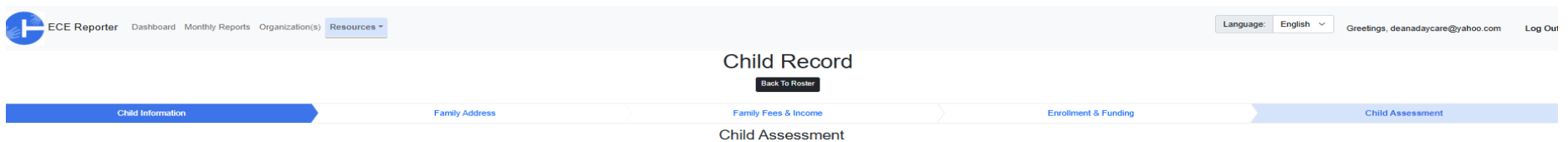
Below the table, there is a section titled 'Previous Enrollments' with a message: 'No previous enrollments'.

Under no circumstances should you delete a child when they are no longer in the program. If you delete or try to edit an existing record by replacing with a new child's information the system will not accept this and you will have error messages appear here and in the monthly report.

Once you click on the *End Enrollment* another pop up will appear. You will need to enter an *Exit Reason*; there is a drop-down list from which you can choose the most appropriate one. Depending on which exit reason you choose, additional information may be required. Please pick the answer that best describes the withdrawal reason. You will also need to add an *Enrollment End Date* as well as a *Funding End Date*. Once completed click on the save button then close. You will now see that the information entered is captured under the *Enrollment End Date* and *Funding End Date*.

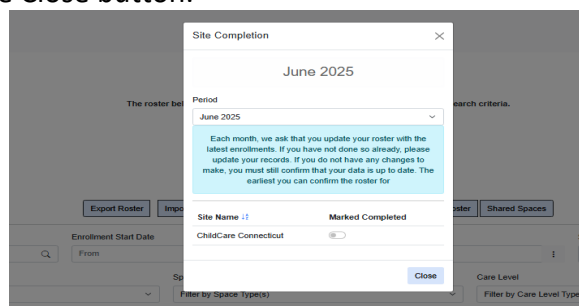
## Child Assessment Tab (currently being updated)

You are not required to enter this information at the time of initial enrollment. However, when you have completed a child assessment, have written documentation and have shared with the family you will then be required to go into the individual child record and answer the 3 assessment questions with dates.



Once you have entered all of the child level data you can click on Back to Roster in black and it will bring you to the main roster page where all of the currently enrolled children will appear. If you do not see the child then click on display incomplete records as you may have missed entering some required information. If you continue to have any issues feel free to submit a helpdesk ticket request for further assistance.

**Confirming a Roster:** By clicking on Confirm Roster a pop-up box will appear asking that you look at the child roster to make sure the information there is accurate. Any changes that need to be made must be completed before clicking on the toggle button under where it says Marked Completed. Once you have reviewed the roster and it is accurate and/or no changes occurred within the corresponding month then you will Marked Completed and click on the Close button.



*Please note that you must confirm your roster each month before completing the monthly report.*

### **End Selected Enrollments** *(this function is whited out during initial enrollments)*

If you would like to end enrollment for multiple children who have ended their enrollment on the same day for the same reason (for example you have preschoolers moving to kindergarten) then you will check the boxes found to the left of the children's names on the roster main page. Click on the **red** box that says End Selected Enrollments. If only one child is checked, then this feature will not work, and you will have to go into that child's record in the Enrollment and Funding page and click on *End Enrollment*.

### **Shared Spaces** *(this function is new for ESCT)*

If you have at least 2 children who come for a limited number of hours per week you are able to place those two children in one full-time space as long as their combined hours meet the definition of full-time which is attending between 35-50 hours per week. To do this if you click on the shared spaces tab and enter the site, age group and care level a list will populate all the children who are currently enrolled. (You will have to do this for each age group and care level). You will then use the



toggle button next to the children you want to share a full-time space (at least 2 children). Once you click on the toggle button to yes for sharing a space you will then add the number of hours each child will be attending weekly. Once you enter the information and save it, if you then click on Current Shared spaces the children you just toggled to share a space will now appear. You can always remove these children in the future and make any updates to shared spaces by clicking on the Shared Spaces button on the Roster Main Page and clicking the toggle button to off/no and removing the hours. If there are errors in this you will get a pop-up message letting you know that the hours are not totaling a full-time space and to correct the information before proceeding.

*It is important to note that if one of the children that is in a shared space does not attend that month then you will be reimbursed for the hours the other child in that shared space did attend, NOT the full time rate. A pop message will appear in your monthly report regarding this change in reimbursement as well..*

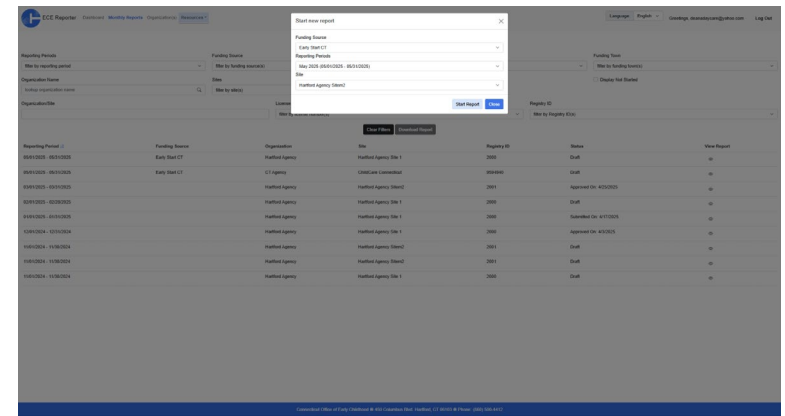
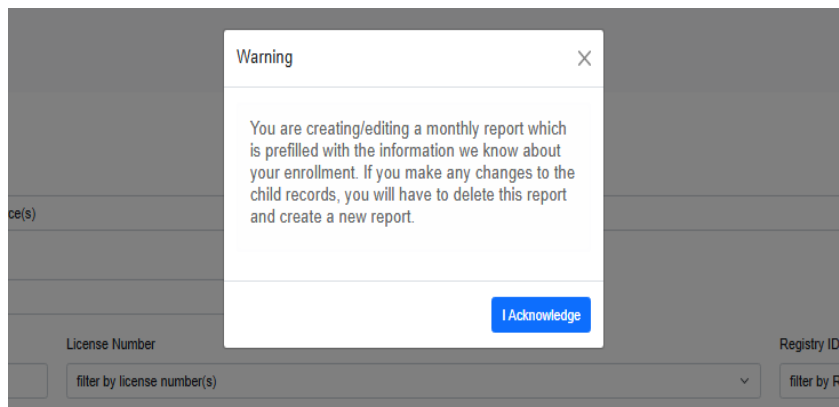
# Monthly Reports

## Creating a New Monthly Report

Reporting Period	Funding Source	Organization	Site	Registry ID	Status	View Report
09/01/2023 - 09/30/2023	Early Start CT	HeadStart Agency	HeadStart Agency Site 1	2000	Draft	<a href="#">View Report</a>
09/01/2023 - 09/30/2023		HeadStart Agency	HeadStart Agency Site2	2001	Approved On: 4/25/2025	<a href="#">View Report</a>
09/01/2023 - 09/30/2023		HeadStart Agency	HeadStart Agency Site 1	2000	Draft	<a href="#">View Report</a>
09/01/2023 - 09/30/2023		HeadStart Agency	HeadStart Agency Site 1	2000	Submitted On: 4/17/2025	<a href="#">View Report</a>
10/01/2024 - 10/30/2024		HeadStart Agency	HeadStart Agency Site 1	2000	Approved On: 4/25/2025	<a href="#">View Report</a>
10/01/2024 - 10/30/2024		HeadStart Agency	HeadStart Agency Site2	2001	Draft	<a href="#">View Report</a>
10/01/2024 - 10/30/2024		HeadStart Agency	HeadStart Agency Site2	2001	Draft	<a href="#">View Report</a>
10/01/2024 - 10/30/2024		HeadStart Agency	HeadStart Agency Site 1	2000	Draft	<a href="#">View Report</a>

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

OF NOTE: Prior to clicking on the Start New Report button make sure to go to the roster and confirm the roster for the correct month you are wanting to create your monthly report for. If a child is still in the program but did not attend for that month you will need to click on Configure Roster and uncheck the option that says, “this child attended at least 1 day this month.”



Once you have confirmed your roster for the month you can click on the *Start Monthly Report* button. A pop-up box will appear in which you will need to add the appropriate Funding Source, Reporting Period and the corresponding site. If all of the information you entered is correct you will see the monthly report opens on your screen with some information already prefilled from your roster information. You will need to manually enter the Number of Children with Care 4 Kids, Number of New Children Enrolled, Number of Children Withdrawn, **Family Fees Collected**, Care 4 Kids Subsidies Collected, Services provided by an LEA and Services not provided by an LEA if applicable. Once you have reviewed for accuracy you may submit the report for the approver. If you do not submit the report it will remain in Draft version until either submitted or deleted.



Once you submit then your report will show here. The Full Name and Role will show (if applicable) the person who is contracted to review and approve your monthly report. The date of approved or if returned for corrections will also appear when completed by the approver. If you need to make corrections a separate email will come to you with additional information from the approver. If you are both the provider and the contractor then this will have your information and is a function you will be allowed to

**Early Start CT Monthly Report**  
05/01/2025 - 05/31/2025  
Hartford Agency Site#02

Data from deleted reports will not be sent to CEC. If this report is deleted you will need to submit another for the current reporting period to qualify for funding.  
Submitted on: 05/01/2025

If you are experiencing any challenges regarding the recovery or cannot click the submit button please go to Microsoft Word

**Approval Options**

Full Name: \_\_\_\_\_ Role Name: \_\_\_\_\_ Approval Date: \_\_\_\_\_  
Deleted Report Name: \_\_\_\_\_

**Overall Enrollment**

Age Group	Service Type	Care Level	Number of Enrolled Services	Capacity	Attended	Service Utilized	Monthly per Child Rate	Funding Attribution (1)	Parents Enrolled by Utilization (2)	Parents Reenrolled (3)
Total Enrollment										
Number of children with Care & Waiver			5		Total Parents Enrolled		50.00			

**Revenue (\$0.00)**

Family Fees Collected	Revenue	Care & Waiver Subsidies Collected	Revenue
50.00	50.00	0.00	0.00

**Family Income**

Less than 50% SMI	Between 50% and 99% SMI	At least 100% SMI	Number of Children	% of Attended
0	0	0	0	0

**Special Population**

Services provided for an L.E.A.	Number of Children	% of Attended
0	0	0

To view past submitted reports, click on the eye symbol in the last column. You can filter by a specific reporting period,.

**Monthly Reports**

Reporting Period: [Filter] Funding Source: [Filter] Address: [Filter] Funding Team: [Filter]

Organization Name: [Filter] Site: [Filter] Display Drafts: [Filter]

Organization ID: [Filter] License Number: [Filter] Registry ID: [Filter]

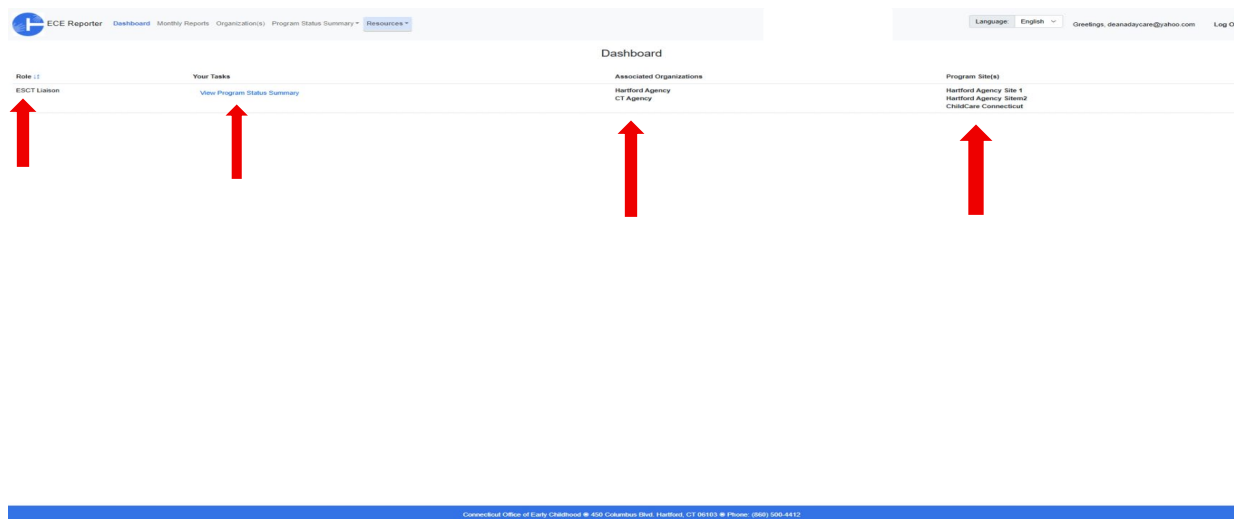
Reporting Period	Funding Source	Organization	Site	Registry ID	Status	View Report
05/01/2025 - 05/31/2025	Early Start CT	Hartford Agency	Hartford Agency Site 1	2000	Draft	👁
05/01/2025 - 05/31/2025	Early Start CT	CT Agency	CHS/Case Connecticut	000000	Draft	👁
05/01/2025 - 05/31/2025	Early Start CT	Hartford Agency	Hartford Agency Site#2	2001	Submitted On: 11/30/2024	👁
05/01/2025 - 05/31/2025	Early Start CT	Hartford Agency	Hartford Agency Site#2	2001	Approved On: 4/20/2025	👁
02/01/2025 - 02/28/2025		Hartford Agency	Hartford Agency Site 1	2000	Draft	👁
01/01/2025 - 01/31/2025		Hartford Agency	Hartford Agency Site 1	2000	Submitted On: 4/17/2025	👁
12/01/2024 - 12/31/2024		Hartford Agency	Hartford Agency Site 1	2000	Approved On: 4/20/2025	👁
11/01/2024 - 11/30/2024		Hartford Agency	Hartford Agency Site#2	2001	Draft	👁
11/01/2024 - 11/30/2024		Hartford Agency	Hartford Agency Site#2	2001	Draft	👁
11/01/2024 - 11/30/2024		Hartford Agency	Hartford Agency Site 1	2000	Draft	👁

## LIAISONS:

If your role is as a:  
ESCT Liaison

When you log in your credentials as a Liaison gives you the ability to do the following functions: View only access to child roster information for all programs you are associated with, view only access to Monthly Reports and the ability to create a Program Status Summary as well as view all submitted program status summaries that can be filtered by date, name of program,

**Dashboard:** This is where you can see your role, any tasks that are due or overdue, all associated organization(s) and program site(s) will be listed. If there are any errors on this page please submit a helpdesk ticket so we can make any necessary changes.



**Monthly Report Tab:** You can also view the monthly reports that have been submitted by the programs you are associated with. No longer are Liaisons required to approve these monthly reports, however you are still able to review for accuracy.

**ECE Reporter** Dashboard Monthly Reports Organization(s) Program Status Summary Resources Language English

Early Start CT Monthly Report  
05/01/2025 - 05/31/2025  
Hartford Agency Site 1

Compare Periods Expanded Report

### Overall Enrollment

Age Group	Space Type	Care Level	Number of Enrolled Spaces	Capacity	Attended	Spaces Utilized	Monthly per Child Rate	Funding Allocation	Funds Earned by Utilization	Funds Received
Infant/Toddler	Full Time	12 Months	5	47	21	16	\$1,125.00	\$62,875.00	\$16,000.00	\$16,000.00
										Average Percentage of Utilization: 34%

Enter number of children with Care 4 Kites:  \$16,000.00 Total Funds Earned:

### Revenue (\$0.00)

Family Fees Collected:  Care 4 Kites Subsidies Collected:

### Family Income

	Number of Children	% of Attended
Less than 50% SMI	21	100
Between 50% and 70% SMI	0	0
Above 70% SMI	0	0

### Special Population

	Number of Children	% of Attended
Services provided by an LEA	Enter number of LEA services child count: <input type="text"/>	0

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**Organization Tab:** You can view all of the Organizations and Program sites that you are associated with. This tab shows all of the program level information including their current enrollment numbers and actual funded spaces.

**ECE Reporter** Dashboard Monthly Reports Organization(s) Program Status Summary Resources Language English

### Organization Selector

CT Agency

**ChildCare Connecticut**

Registry ID: 9544940  
License #: 800-0012  
Funding Source: Early Start CT  
Enrolled: VT 3 PS 3 SA 0  
[Funding Sources](#)

Hartford Agency

**Hartford Agency Site 1**

Registry ID: 2000  
License #: 800-0012  
Funding Source: Smart Start, Early Start CT  
Enrolled: VT 26 PS 8 SA 0  
[Funding Sources](#)

**Hartford Agency (Site 2)**

Registry ID: 2001  
License #: 800-0012  
Funding Source: Child Day Care, Priority School Readiness, State Head Start - Early Start CT  
Enrolled: VT 4 PS 7 SA 0  
[Funding Sources](#)

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**Program Status Summary Tab:** You will be able to enter the information collected from your monitoring visit. To help you navigate this form there is a user guide available and info hovers for all of the questions to provide some additional clarity.

The screenshot displays the 'Program Status Summary' form within the ECE Reporter application. The top navigation bar includes the ECE Reporter logo, a breadcrumb trail (Dashboard > Monthly Reports > Organization(s) > Program Status Summary), and a 'Resources' dropdown. On the right, there are links for 'Language' (English), 'Greetings', and a user profile icon labeled 'lg Out'.

The form itself is a vertical stack of sections, each with a blue header and a light gray background. The sections are as follows:

- Organization:** A dropdown menu with a 'User Guide' link.
- Date:** A dropdown menu.
- Registry ID:** A text input field.
- Licenses Number:** A text input field.
- Site Visit Date:** A date picker.
- Did the Program have all the appropriate and required documentation per their Contract available for review?** Radio buttons for 'Yes', 'No', and 'Other'.
- Other Details:** A text area.
- Rate each operational item listed below, reflecting the extent to which it was evidenced during the visit:** A section with four dropdown menus: 'Sign In Sheets', 'Daily Schedules', 'Staff/Child Ratios', and 'Menus Posted'.
- Rate each item based on the documents provided as evidence of collaboration, as well as the written policies and procedures about when and how interviews are made:** A section with two dropdown menus: 'Documentation Of Collaborative Efforts' and 'Policies and procedures in place'.
- Have you verified that the program has uploaded all required documentation for both the program and staff, as applicable, to the OCE registry?** A dropdown menu.
- Program Related Documents Uploaded to Registry:** A dropdown menu.
- Staff related documents uploaded to Registry:** A dropdown menu.

A blue horizontal bar separates the top section from the bottom section. Below this bar, the text 'Connecticut Office of Early Childhood • 609 Columbus Blvd, Hartford, CT 06103 • Phone: (860) 500-4412' is displayed.

The bottom section continues with:

- Age appropriate materials:** A dropdown menu.
- Classrooms were well organized with labels:** A dropdown menu.
- On a scale of 1 to 5, how well does this program meet required compliance standards and regulations?** A dropdown menu.
- How well does the program maintain accurate and up-to-date records for each child?** A dropdown menu.
- What is the anticipated timeframe for this program to come into compliance?** Radio buttons for '2 weeks', '1 month', and '3 months'.
- Other Details:** A text area.
- Next Steps & Goals:** A text area.
- Submit:** A blue button at the bottom.



You also will be able to see all of the Program Status Summaries that you have completed and submitted in ECE Reporter. You can filter by date, name, license number or registry ID.

ECE Reporter

Dashboard

Monthly Reports

Organization(s)

Program Status Summary

Resources

Language

English

Program Status Summary

Monitored Date Filter

From

To

Organization Name

lookup organization name

Sites

filter by site(s)

Organization/Site

License Number

filter by license number(s)

Registry ID

filter by Registry ID(s)

Clear Filters

Monitored Date	Organization	Site	License	Registry ID	Status	View Program Status Summary
5/6/2025	Affordable Child Care Learning Center	Affordable Child Care Learning Center	DCCC 70419	8330	Submitted	
5/6/2025	Affordable Child Care Learning Center	Affordable Child Care Learning Center	DCCC 70419	8330	Submitted	

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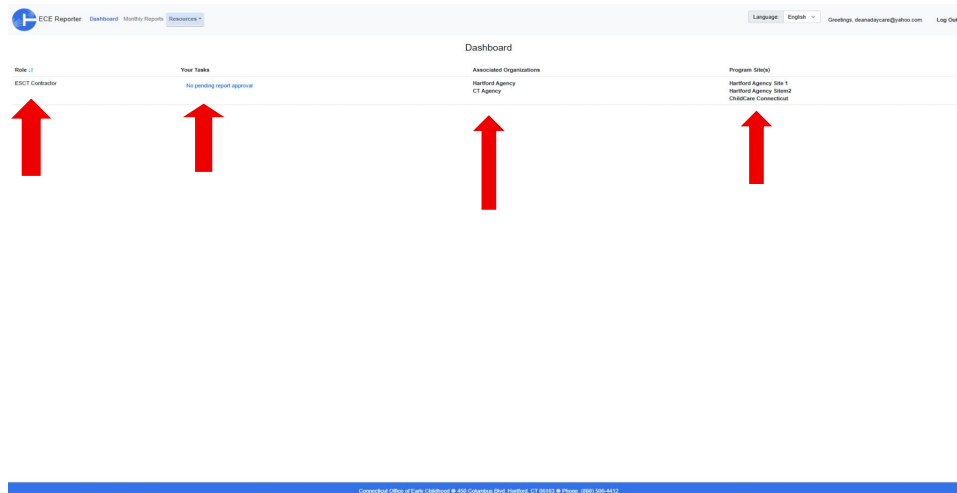
Phone: (860) 500-4412

## ESCT CONTRACTOR

If your role is as a:  
ESCT Contractor

When you log in your credentials as an ESCT Contractor gives you the ability to do the following functions: View only access to child roster information for all programs you are associated with as well as the ability to approve or return monthly reports that your associated provider subcontractor submits.

**Dashboard:** This is where you can see your role, any tasks (approving monthly reports) that are due or overdue, all associated organization(s) and program site(s) will be listed. If there are any errors on this page please submit a helpdesk ticket so we can make any necessary changes.

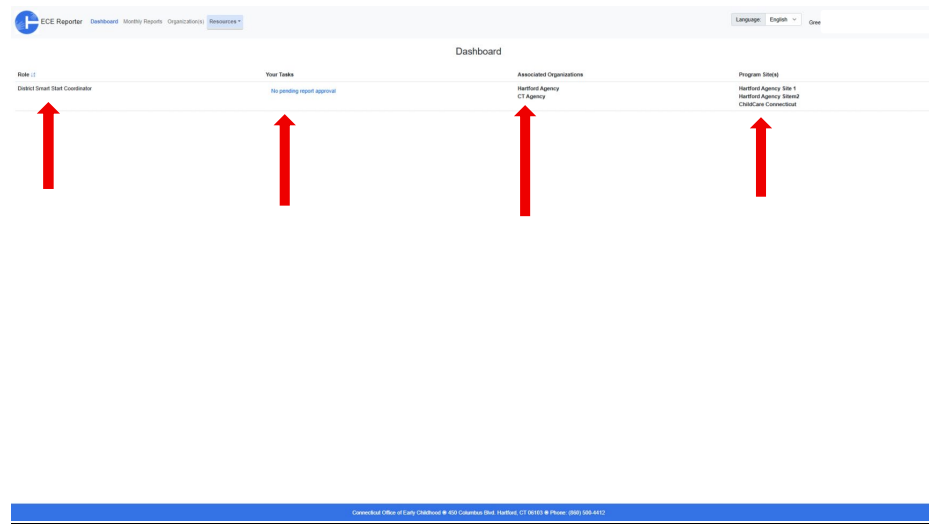


## District Smart Start Coordinator

If your role is as a:  
District Smart Start Coordinator

When you log in your credentials as a District Smart Start Coordinator you will have the ability to do the following functions: View only access to child roster information for all programs you are associated with as well as the ability to approve or return monthly reports that your associated Smart Start Provider submits.

**Dashboard:** This is where you can see your role, any tasks (approving monthly reports) that are due or overdue, all associated organization(s) and program site(s) will be listed. If there are any errors on this page please submit a helpdesk ticket so we can make any necessary changes



## Resources



At the top left of the main screen, you will see the *Resources* 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. We are always adding to our Resources be sure to check there frequently for any updates and other useful information!

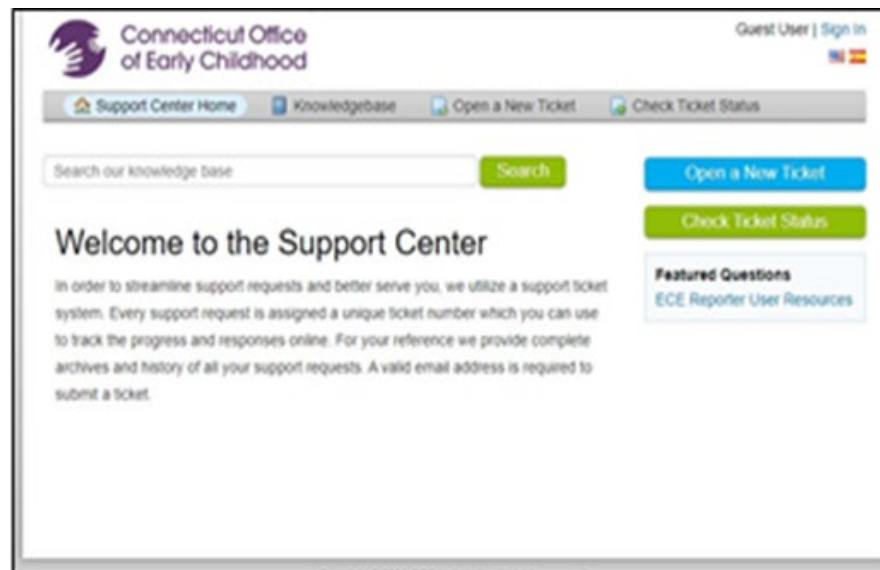
*\*Family Fee Calculator* is used for the fee calculator or sometimes referred to as the sliding fee scale, is used by providers to determine the weekly fee families enrolled in state-funded spaces pay for care. Providers will need to determine the following before using the fee schedule: Space Type,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

Office hours will continuously be held every month, with increased office hours available during the first few months of Early Start CT Transition. All office hours are posted on the OEC Website, under For Programs-Resources for StateFunded providers-ECE Reporter-Learn more about ECE Reporter <https://www.ctoec.org/early-care-and-education-reporter/>.

## Help Desk Ticketing System

To request 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. The knowledgebase tab also is linked to all the resources that may assist you, feel free to take a look before submitting your helpdesk ticket.

If you require further assistance, please select “Access HelpDesk” from the Resources dropdown menu or go directly to <https://helpdesk.oec.ct.gov/scp/login.php>



# **OEC PROGRAM MANAGERS**

## **and**

### **Education Services Assistants Regional Teams**

#### **REGION 4&6 including Early Start CT-State Head Start:**

Christy Gademsky [Christina.Gademsky@ct.gov](mailto:Christina.Gademsky@ct.gov) and Juan Lopez [juan.lopez@ct.gov](mailto:juan.lopez@ct.gov)

#### **REGION 2&3 including Early Start CT-State Head Start:**

Jennifer Jones [Jennifer.Jones@ct.gov](mailto:Jennifer.Jones@ct.gov) and Amari Franklin [amari.franklin@ct.gov](mailto:amari.franklin@ct.gov)

#### **REGION 1&5 including Early Start CT-State Head Start:**

Rachel Tway-Grant [Rachel.Tway-Grant@ct.gov](mailto:Rachel.Tway-Grant@ct.gov) and Deana Miranda [deana.miranda@ct.gov](mailto:deana.miranda@ct.gov)

#### **Region 1& 5 including Smart Start and Early Start Public Schools :**

Michelle Levy [Michelle.Levy@ct.gov](mailto:Michelle.Levy@ct.gov) and Deana Miranda [deana.miranda@ct.gov](mailto:deana.miranda@ct.gov)

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

***General mailbox [OEC.Statefunded@ct.gov](mailto:OEC.Statefunded@ct.gov)***