STATE OF CONNECTICUT
OFFICE OF EARLY CHILDHOOD

Connecticut Administered State-Funded Program
General Policy A-02

Data Submission and Reporting Requirements

__X__ OEC Early Start CT Programs
__X__ OEC Smart Start CT Programs

POLICY

This policy outlines the specific data all Early Start CT (ESCT) and Smart Start-funded programs shall submit to the Office of Early Childhood (OEC). The information submitted in monthly reports via ECE Reporter is used to determine payments for ESCT programs.

OEC will promptly notify programs in writing of any reporting not described in this policy that may be required. This notification will, at a minimum, include the required data, format, and required due date.

ESCT, Local Governance Partner Liaison's (LGPL) and Smart Start Local Education Agencies are responsible for overseeing program compliance with these requirements.

Program Names

Programs must use their complete, legal entity name (e.g., LLC) for all reporting, licensing, and accreditation information, including but not limited to:

- OEC licensing information;
- CT Early Childhood Professional Registry (CECPR);
- National Association for the Education of Young Children (NAEYC) Accreditation;
- National Association for Family Child Care (NAFCC) Accreditation;
- Applicable Head Start approval systems; and
- Any other reports submitted directly to the Early Care and Education (ECE) Reporter system.

Licensed programs are required to use their complete, legal entity name listed on their OEC license when creating a Registry account. This same name must be used along with the Program Registry ID when submitting reports or records to OEC.

Early Care and Education (ECE) Reporter
ESCT and Smart Start programs are required to enter enrollment data and submit monthly reports detailing this data via the (ECE) Reporter system:

- Child Enrollment Data: Child enrollment data must be confirmed and updated in ECE Reporter monthly.
- Monthly Reports: Once the enrollment data (i.e. the roster) is confirmed, programs must complete the monthly report in ECE Reporter. Programs must verify any fields that auto-populate and manually enter any other required information.

Monthly Reports must be submitted by the second Friday of each month, unless otherwise instructed. At least two weeks advance notice will be provided to programs if a monthly reporting due date is to change. As more fully described in individual OEC contracts, if these reports are not timely submitted, programs may lose funding.

ESCT and Smart Start administrators shall review and approve all program reports within two weeks of receipt. These administrators are responsible for the accuracy of the data submitted.

Early Childhood Professional Registry ("The Registry")
The Early Childhood Professional Registry, also known as The Registry, is a resource for ECST and Smart Start recipients to view staffing requirements as well as to access resources and scholarships available to staff.

- **Individual Accounts**: Part-time and full-time teaching and administrative staff of state-funded programs are required to maintain active Registry accounts which contain:
    - applicable transcripts and diplomas from regionally accredited higher education institutions;
    - early childhood state teaching endorsements;
    - state administrative endorsements;
    - Child Development Associate (CDA) credentials.

Other staff may enroll in the Registry but are not required to do so.

- **Administrative Access**: All state-funded programs must designate at least one leadership-level staff member to be granted Administrative Access (Admin. Access) to the program's Registry tools to ensure compliance.
- This individual must be an employee of the program, not a consultant. This person is required to:
    - update and maintain the program's content monthly;
    - ensure that all newly hired staff have a Registry account linked to the program within thirty (30) days of hire;
    - verify that all staff have submitted current versions of all required documents, as detailed in the Registry;

- o in the *Staff Confirmation* section of the Registry, enter current data including salaries and educational records pertaining to any employee actively working toward a degree in Early Childhood Education;
- o in the *Building/Managing Rooms* section of the Registry, identify each classroom (designated by age and/or program) or group (regardless of funding), hours of operation, and age range of enrolled children;
- o in the *Building/Managing Rooms and Edit Staff* section of the Registry, identify each classroom or group's funding source(s), all associated staff and their designated roles, and one Qualified Staff Member (QSM) (from the drop-down menu) for that room;
- o in the *Edit Program Detail* section of the Registry, enter the administrator's current and active work email address, confirm this information bi-annually and promptly update when changes in staffing occur.
- o In *Program Files*: upload all applicable program documents required for OEC funding:
  - Recent Environmental Rating Scale (ECRS-3, ITERS-3) report required under General Policy A-07
  - NAEYC Decision Reports and Certificates
  - NAEYC 72-Hour Notification Form
  - NAEYC Annual Reports for Y1, Y2, Y3, and Y4 for Recognition, Accreditation and/or Accreditation+ as applicable
  - Head Start/Early Head Start Grant Award Letter
  - Head Start/Early Head Start Grant CLASS Review Document
  - Head Start/Early Head Start Grant FA1 Review Document
  - Head Start/Early Head Start Grant Review Document
  - NAFCC accreditation certificate
  - Documentation of application for NAFCC accreditation renewal.

Assessment of Children's Progress

State-funded programs are required to use a child assessment tool aligned to the CT Early Learning and Development Standards to monitor children's learning and development and must communicate with each family about their child's progress. Use of this tool and other assessments shall be based on the key considerations for assessment in early childhood as outlined in the OEC's guide Early Childhood Screening and Assessment in Connecticut.

Programs shall identify the assessment tool used in the manner determined by OEC.

Programs are required to provide written documentation of the child assessment processes and tool(s) to families annually. This documentation shall include a family-friendly description of the connection between learning standards, the curriculum, and assessment practices in the program.

For more information on the connection between standards, curriculum and assessment, please review OEC's guidance.

Program assessment practices shall include:

- an ongoing assessment of the child's learning and development using a tool designed to inform curriculum and instruction;
- a bi-annual review of assessment data and summary of each child's learning and development reported in a manner that is consistent with the user's manual for the selected tool;
- an opportunity for families to meet twice a year to discuss their child's development and goals for learning;
- a family-friendly written summary of each child's learning and development provided to their family twice a year.

Written documentation of each child's learning and development shall be provided by OEC Program Managers and liaisons within one month of request. Such documentation must include family summaries and family meeting dates over a two-year period.

Early Start CT Reporting Requirements
The Contractor shall submit the following in accordance with the schedule below.

ESCT Reporting Form	Description	Due to OEC
Program Contact List	Full listing of contact information for each ESCT program	Once per fiscal year and within 30 days of any program changes
Program Space Grid	Full listing of ESCT programs and description of allocated spaces	Once per fiscal year
Annual Program Calendar	Operating calendar for each ESCT program	Once per fiscal year
Subcontractor Monitoring Plan (as applicable)	A plan that indicates how the Contractor monitors subcontractors and determines compliance with requirements for monthly reporting, child and family eligibility, and quality requirements as outlined in the Contract. Upon request by OEC, the Contractor shall promptly provide documentation of annual monitoring of the subcontractor(s).	Once per contract term or as required if compliance concerns arise

Smart Start Reporting Requirements
Connecticut General Statutes Section 10-506 provides that Smart Start grantees must submit an annual report each calendar year detailing the status and operation of their program. Smart Start

grantees will receive further information from the OEC regarding applicable deadlines and submission requirements.

OTHER IMPORTANT POLICY CONSIDERATIONS:
- School programs that are license-exempt shall use the following format on all reports including ECE Reports, other town/municipal systems: Board of Education (**BOE**) at (school/program name).
- Other license-exempt programs shall use their complete legal entity name as it appears on the Connecticut Secretary of State's website on all reports and in all systems.
- The Early Childhood Professional Registry - "The Registry" to access the registry:
- Help Videos on Registry Account Creation

DEFINITIONS

I. **Local Governance Partners Fiduciary** - the entity responsible for signing the Contract with the LGP Intermediary and the Office of Early Childhood, and receiving funding to support the LGP Liaisons, Parent Ambassadors, and LGP Community Table convenings.

II. **Local Governance Partners Community Table** - a collaborative space that serves as a neutral, inclusive forum where diverse organizations, parents, and stakeholders come together to engage in open dialogue, share insights, and work towards collective community goals.

III. **Local Governance Partners Liaison -** one or more individuals who are employed year-round to coordinate and assist the efforts of the LGP to deliver services and activities, supervise the Parent Ambassador(s), and visit ESCT programs to support and enhance quality and compliance.

IV. **Parent Ambassadors:** a trained parent leader within the community who serves as a trusted messenger for families and supports parents and families across the entire community.

In the unlikely event that any provision of this General Policy is found to be inconsistent with any contract or grant provision, the contract or grant shall govern.

For further information concerning this GENERAL POLICY please contact your OEC Program Manager or visit
https://www.ctoec.org/contact-us/