



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

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 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

The screenshot shows the ECE Reporter Dashboard. The header includes navigation links: ECE Reporter, Dashboard, Monthly Reports, Organization(s), and Resources. There are also settings for Language (English) and Greetings, and a Log Out button. The main content area is titled 'Dashboard' and contains four sections: 'Role' (ESCT Provider), 'Your Tasks' (No pending report submission), 'Associated Organizations' (Hartford Agency, CT Agency), and 'Associated Programs' (Hartford Agency Site 1, Hartford Agency Site2, ChildCare Connecticut). Red arrows point to each of these four sections. A blue footer bar contains contact information for the Connecticut Office of Early Childhood.

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 features a blue banner with the text 'Organization Selector' and a button labeled 'CT Agency'. Below this, two organization tiles are shown. 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 contains details such as Registry ID, License #, Funding Source, and Enrollment information, followed by 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		View Record
Charlie	Brown	Preschool	Early Start CT	Half-Time	10 Months	ChildCare Connecticut	06/25/2025	No		View Record
Wonder	Woman	Preschool	Early Start CT	Half-Time	10 Months	ChildCare Connecticut	06/25/2025	No		View Record
James	Bond	Infant Toddler	Early Start CT	Full-Time	12 Months	ChildCare Connecticut	06/26/2025	Yes	37	View Record
George	Clinton	Infant Toddler	Early Start CT	Full-Time	12 Months	ChildCare Connecticut	06/25/2025	Yes	35	View Record
Selena	Gomez	Infant Toddler	Early Start CT	Full-Time	12 Months	ChildCare Connecticut	06/30/2025	Yes	45	View Record

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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.

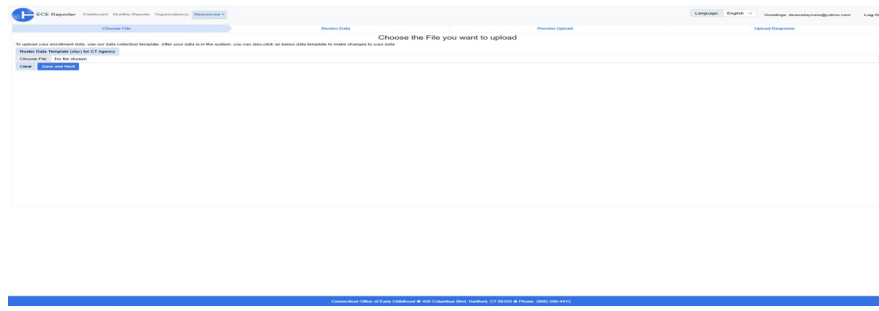
Under the filter boxes, you can see all the children enrolled separated by: *First Name, Last Name, Age Group, Funding Type, Space Type, Care level, Site, Enrollment Start Date, Sharing a space and shared space # of hrs*. You can filter each column alphabetically by clicking on the column header (for 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.

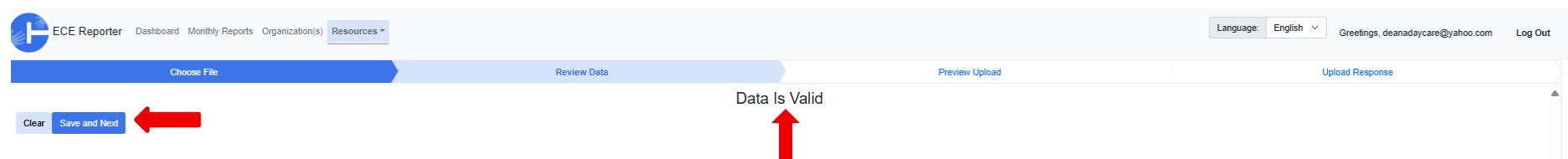
Import Roster Function:



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, specifically the file upload process.

Top Screenshot: The interface shows the "Preview changes and Upload File" step. A progress bar at the top indicates the current step. Below the progress bar, there are four blue boxes displaying the following information:

- Total records in this file: 1
- New: 1
- Updated: 0
- Withdrawn: 0

Below these boxes, there are filters for "Infant/Toddler", "Preschool", and "School Age", along with "Clear" and "Save data to Roster" buttons.

Bottom Screenshot: The interface shows the "Roster file has been uploaded successfully." message. A red arrow points to this message. The progress bar at the top indicates the current step.

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 displays the 'Child Record' form in the ECE Reporter system. The top navigation bar includes 'ECE Reporter', 'Dashboard', 'Monthly Reports', 'Organization(s)', and a 'Resources' dropdown. On the right, there are options for 'Language' (set to English), 'Greetings', and a 'Log Out' button. The main title 'Child Record' is centered, with a 'Back To Roster' button below it. The form is divided into five tabs: 'Child Information' (active and highlighted in light blue), 'Family Address', 'Family Fees & Income', 'Enrollment & Funding', and 'Child Assessment'. The 'Child Information' tab contains several required and optional fields: 'SASID (Optional)', 'Legal First Name (Required)', 'Legal Last Name (Required)', 'Legal Middle Name (Optional)', 'Date of Birth (Required)', 'Birth Certificate Type (Required)', 'Country of Birth (Required)', 'Gender (Required)', 'Race (Required)', 'Dual Language Learner (Required)', 'Child lives with foster family (required)', and an 'Attestation' checkbox. A blue banner at the bottom of the form provides contact information for the Connecticut Office of Early Childhood.

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 contains several sections. The first section is for homelessness status, with three radio buttons: 'Child is currently experiencing homelessness' (selected), 'Child is not currently experiencing homelessness', and 'Unknown/not collected'. Below this is a section for address entry methods, with two tabs: 'USPS ADDRESS ENTRY (PREFERRED METHOD)' and 'MANUAL ADDRESS ENTRY (ALTERNATIVE METHOD)'. The 'USPS ADDRESS ENTRY' tab is active. It contains a note: '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.' Below this note are three input fields: 'Zip Code' (with '06100' entered), 'Town' (with 'hartford' entered), and 'State' (with 'CT' selected in a dropdown). A 'Save' button is located to the right of the 'State' dropdown. Below these fields is a 'Street Address' input field. At the bottom of the form, there's a blue bar with the text 'Connecticut Office of Early Childhood • 450 Columbus Blvd. Hartford, CT 06103 • Phone: (860) 500-4412' and a 'Save and Continue' button.

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 includes a navigation bar at the top with links to Dashboard, Monthly Reports, Organization(s), and Resources. Below the navigation bar, there are tabs for Child Information, Family Address, Family Fees & Income (active), Enrollment & Funding, and Child Assessment. The main content area is divided into several sections:

- Family Fees Collected:** A section with a 'Redetermine Family Fee' button.
- Current Family Fee:** A table with three columns: Weekly Fee Collected, Determination Date, and Monthly Fee. The data row shows: Weekly Fee Collected: 55.00, Determination Date: 06/25/2025, Monthly Fee: 220.00.
- Family Income Determination:** A section with a 'Redetermine Income' button.
- Current Income Determination:** A table with four columns: Household Size, Annual Household Income, Determination Date, and Care For Kids. The data row shows: Household Size: 4, Annual Household Income: 450, Determination Date: 06/25/2025, Care For Kids: 1.
- Past Income Determinations:** A section with a message: 'No Past Income Determinations'.

At the bottom of the page, there is a footer with contact information for the Connecticut Office of Early Childhood.

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.

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:

A screenshot of the ECE Reporter web application. The main window is titled 'New Enrollment & Funding'. It contains several input fields and dropdown menus. The 'Enrollment & Funding' section is active, showing fields for 'Enrollment Start Date' (7/1/2025), 'Enrollment End Date' (7/1/2025), 'Age Group' (Early Start CT), 'Funding Source' (Early Start CT), 'Space Type' (Full-Time), and 'Care Level' (1:2 Adult:Child). There are also buttons for 'Save' and 'Cancel'. The background shows a sidebar with 'Child Information' and 'Previous Enrollments' sections.

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).

**The enrollment start date should be the date the child was enrolled into a state-funded space and NOT necessarily the enrollment date in the program. All Early Start CT funded children should not have an enrollment or funding date PRIOR to 7/1/2025.*

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 shows the 'ECE Reporter' interface with a 'Withdraw from Current Enrollment' pop-up window. The pop-up contains the following fields:

- Site: ChildCare Connecticut
- Age: Preschool
- Enrollment Date: 6/26/2025
- Care Model: In Person
- Space Type: Half Time
- Funding Start Date: 6/26/2025

Below these fields are three input fields:

- Exit Reason (dropdown menu)
- Enrollment End Date (text field)
- Funding End Date (text field)

At the bottom of the pop-up are 'Save' and 'Close' buttons.

The background shows a table with enrollment data:

Site	Age Group	In A Shared Space	Shared Space # of 10s	Enrollment Start Date	Enrollment End Date
ChildCare Connecticut	Preschool	No		6/26/2025	N/A

Below this table is a section for 'Previous Enrollments' which currently shows '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

Child Assessments are to be completed at least 2x a year. You will click on the appropriate boxes to answer the questions. Until you update this information the default is the No check box. Once you answer the questions click on the save button the information will then be captured below the save button.

Of note, it will default back to the No check box after you save the information and it will appear under the Save button on the screen.

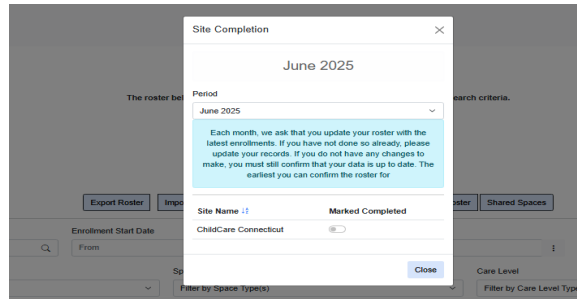
The screenshot shows the 'ECE Reporter' interface with the 'Child Record' section active. The 'Child Assessment' tab is selected, displaying a form with the following questions and options:

- Has this child's family received a written summary of their learning and development?
☒ Yes ☐ No
- Has this child's family been invited to meet to discuss their child's learning and development with their child care provider?
☒ Yes ☐ No
- Has this child's family completed a meeting to discuss their child's learning and development with their child care provider?
☒ Yes ☐ No

Below the questions, there is a 'Save' button. At the bottom of the form, there is a section labeled '# Has this child's family received a written summary of their learning and development?' followed by a 'No data' message.

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 in a state-funded space 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..

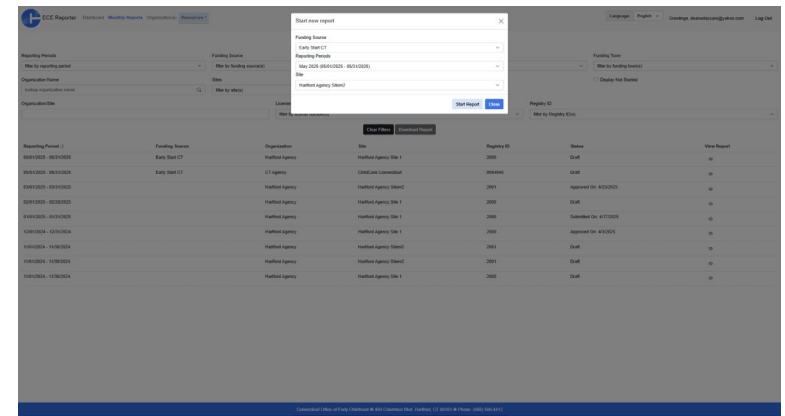
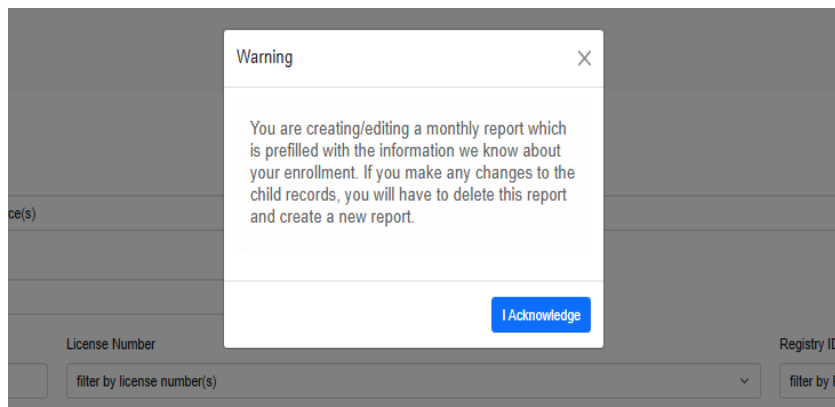
Monthly Reports

Creating a New Monthly Report

The screenshot shows the 'Monthly Reports' section of the ECE Reporter application. The top navigation bar includes 'ECE Reporter', 'Dashboard', 'Monthly Reports', 'Organizations', and 'Resources'. The 'Monthly Reports' section has a 'Start New Report' button. Below this, there are several filters: 'Reporting Period' (dropdown), 'Funding Source' (dropdown), 'Address Type' (dropdown), and 'Funding Term' (dropdown). There are also checkboxes for 'Show by Funding Source(s)', 'Show by Site(s)', 'Display Drafts', and 'Display Not Started'. Below these filters, there are input fields for 'Organization Name', 'License Number', and 'Registry ID'. At the bottom, there is a table with columns: 'Reporting Period', 'Funding Source', 'Organization', 'Site', 'Registry ID', 'Status', and 'View Report'. The table contains several rows of data, including 'Early Start CT', 'HeadStart Agency', and 'HeadStart Agency Site 1'.

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.

***Program Level Data Assessment is a new tab in the monthly report. Before clicking on the Submit button you will need to click on the Program Level Data Assessment button next to the Submit button. A pop up box will appear and there are two questions that will appear regarding assessments for the corresponding month. Please check all boxes that are applicable here. There is also an Attestation section in which both boxes need to be checked before clicking on the save button. This will be required every time you submit a monthly report.**

The 'Program Level Data Assessment' dialog box contains the following sections:

- Select the tool used for ongoing assessment and documentation of children's learning and development:** A dropdown menu with 'Connecticut Documentation and Observation for Teaching System (CT DOTS)' selected.
- Select any developmental screeners used in this program (check all that apply):**
 - ☒ Ages and Stages Questionnaires (ASQ)
 - ☐ Brigance Early Childhood Screens III
 - ☒ Developmental Indicators for the Assessment of Learning, 4th Edition (DIAL-4)
 - ☐ Early Screening Inventory, Third Edition (ESI-3)
 - ☐ MCHAT
 - ☐ Assessment, Evaluation and Program System for Infants and Children (AEPS)
 - ☐ Other (please specify)
- Attestation:**
 - ☒ I attest the above answers are accurate for the initial submission.
 - ☒ I attest the above answers are verified for this monthly report.

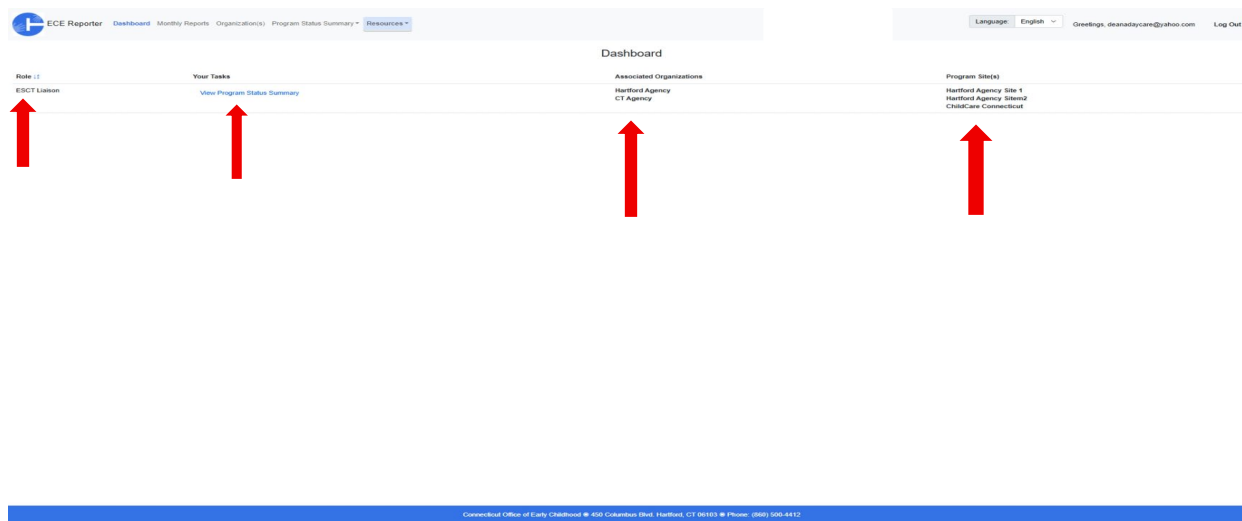
At the bottom are 'Close' and 'Save' buttons.

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 Download 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:	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: 9554940
License #: 802-0012
Funding Source: Early Start CT
Enrolled: VT 3 PS 3 SA 0
[Funding Sources](#)

Hartford Agency

Hartford Agency Site 1
Registry ID: 2000
License #: 802-0012
Funding Source: Smart Start, Early Start CT
Enrolled: VT 26 PS 8 SA 0
[Funding Sources](#)

Hartford Agency (Site 2)
Registry ID: 2001
License #: 802-0012
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 blue 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 • 600 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	

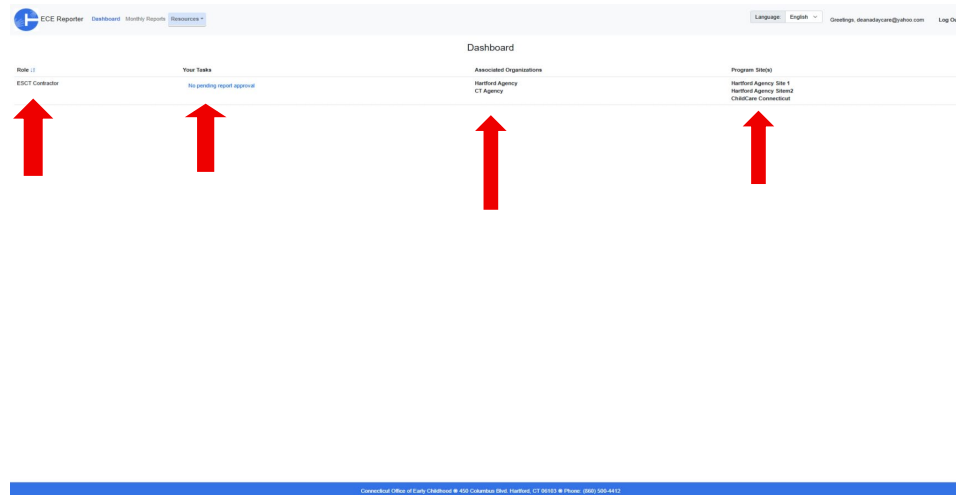
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ESCT CONTRACTOR

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.

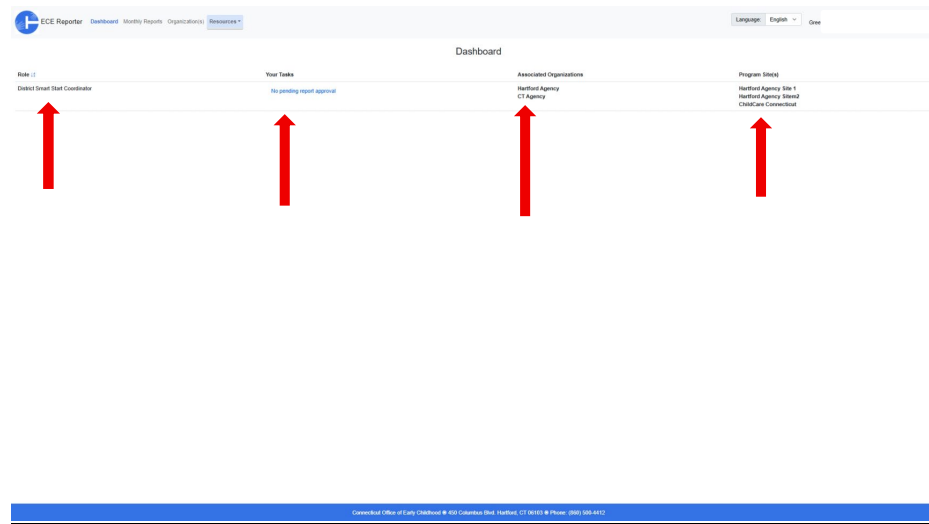


District Smart Start Coordinator

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!

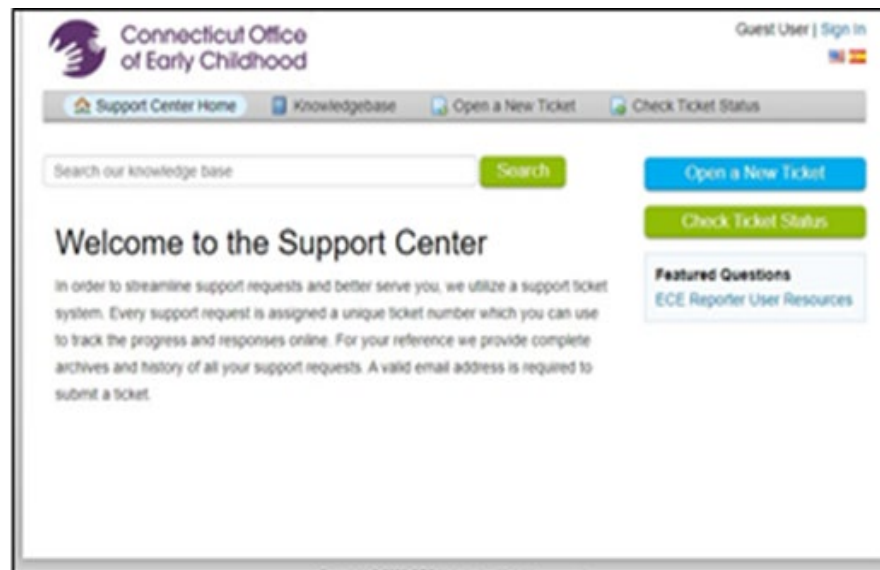
**Family Fee Calculator* is used for the fee calculator or sometimes referred to as the sliding fee scale, is used by providers to determine the weekly fee families enrolled in state-funded spaces pay for care. Providers will need to determine the following before using the fee schedule: Space Type, 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 and Juan Lopez juan.lopez@ct.gov

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

Jennifer Jones Jennifer.Jones@ct.gov and Amari Franklin amari.franklin@ct.gov

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

Rachel Tway-Grant Rachel.Tway-Grant@ct.gov and Deana Miranda deana.miranda@ct.gov

Smart Start: All SS sites state-wide and ESCT Public School sites in Regions 1& 5:

Michelle Levy Michelle.Levy@ct.gov and Deana Miranda 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

