



CONNECTICUT
Early Childhood

ECE Reporter
User Guide
and
Support

Revised Edition 11-2024

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ECE Reporter Family Fee Calculator Resources - Language: English Log In

Welcome to ECE Reporter



We Support affordable child care in Connecticut

Publicly-funded early care and education programs use ECE Reporter to share data with the Connecticut Office of Early Childhood (OEC).
The Office of Early Childhood uses this data to pay programs and help families access quality care.

[Learn more](#)

User Guide

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

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

Get help with ECE Reporter

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

Submit Helpdesk Ticket - <https://helpdesk.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.

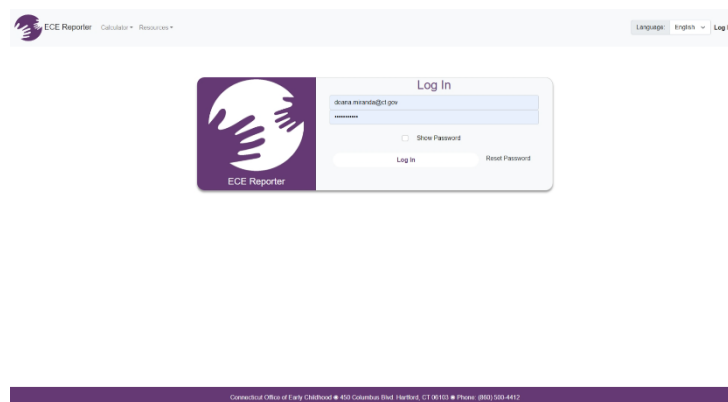
Important:

- 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 approver users to a maximum of two (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 a Liaison, Contractor or Subcontract 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.)

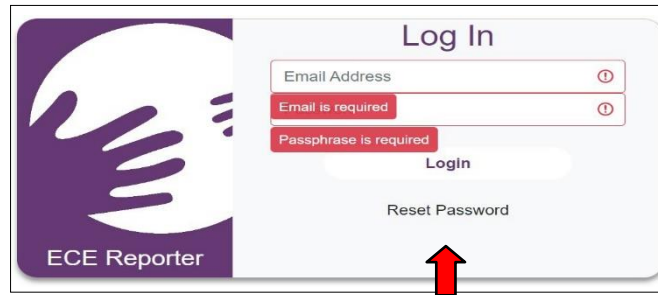
- Once you have confirmation, you will then proceed to the ECE Reporter site using the link <https://ece-reporter.oec.ct.gov>
- Enter your email address then click on Reset Password. Follow the instructions and password requirements to create a new password.
- If a user has not logged in for at least 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 approved users.

Below is the log in screen for the ECE Reporter system:



How to Set/Reset your Password

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

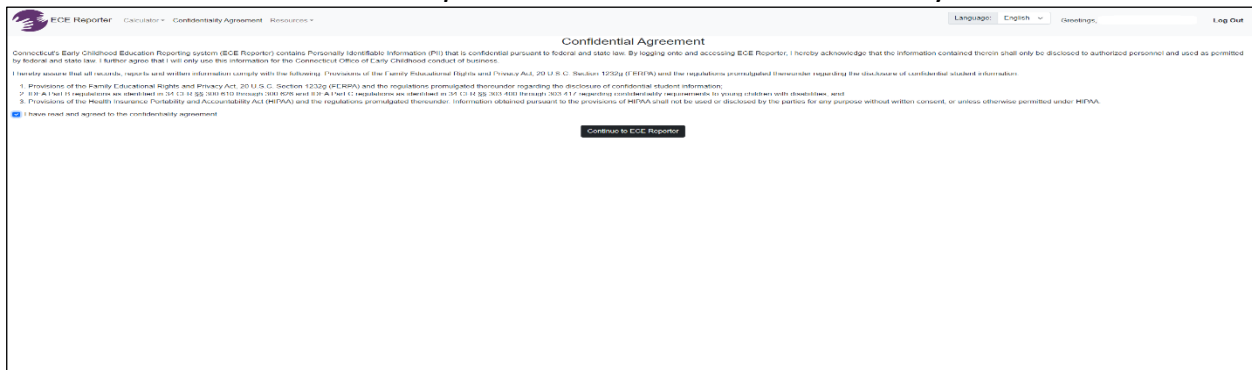


Enter your email address as well as a numerical translation of the Captcha Text provided. (For example: if it reads One Hundred Eighty-Eight Thousand One Hundred Ninety-Eight, you will enter **188198**). Select “Submit Request”. An email will be sent to complete the password reset.



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.




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.

ECE Reporter Calculator • Monthly Reports Organization(s) Resources • Language: English Greetings Log Out

Welcome to ECE Reporter



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[Learn more](#)

See the data collected by ECE Reporter

[Learn the data requirements](#)

User Guide

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

Have questions about ECE Reporter or are having problems with the online data system.
Submit Helpdesk Ticket - <https://helpdesk.oecit.org/>

Learn more about OEC

[Visit OEC's website](#)

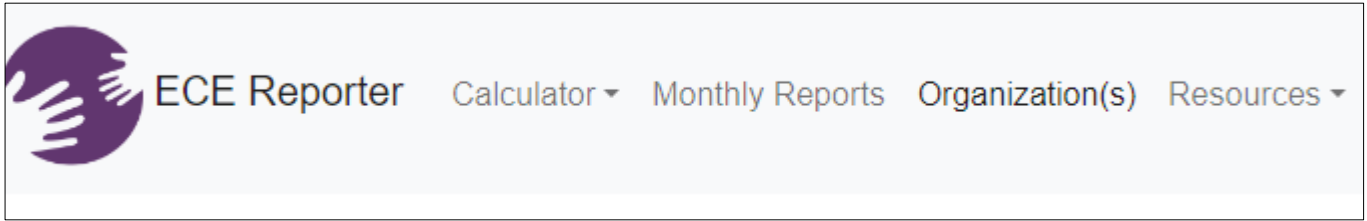
Learn how ECE Reporter collects and stores data

[See the privacy policy](#)

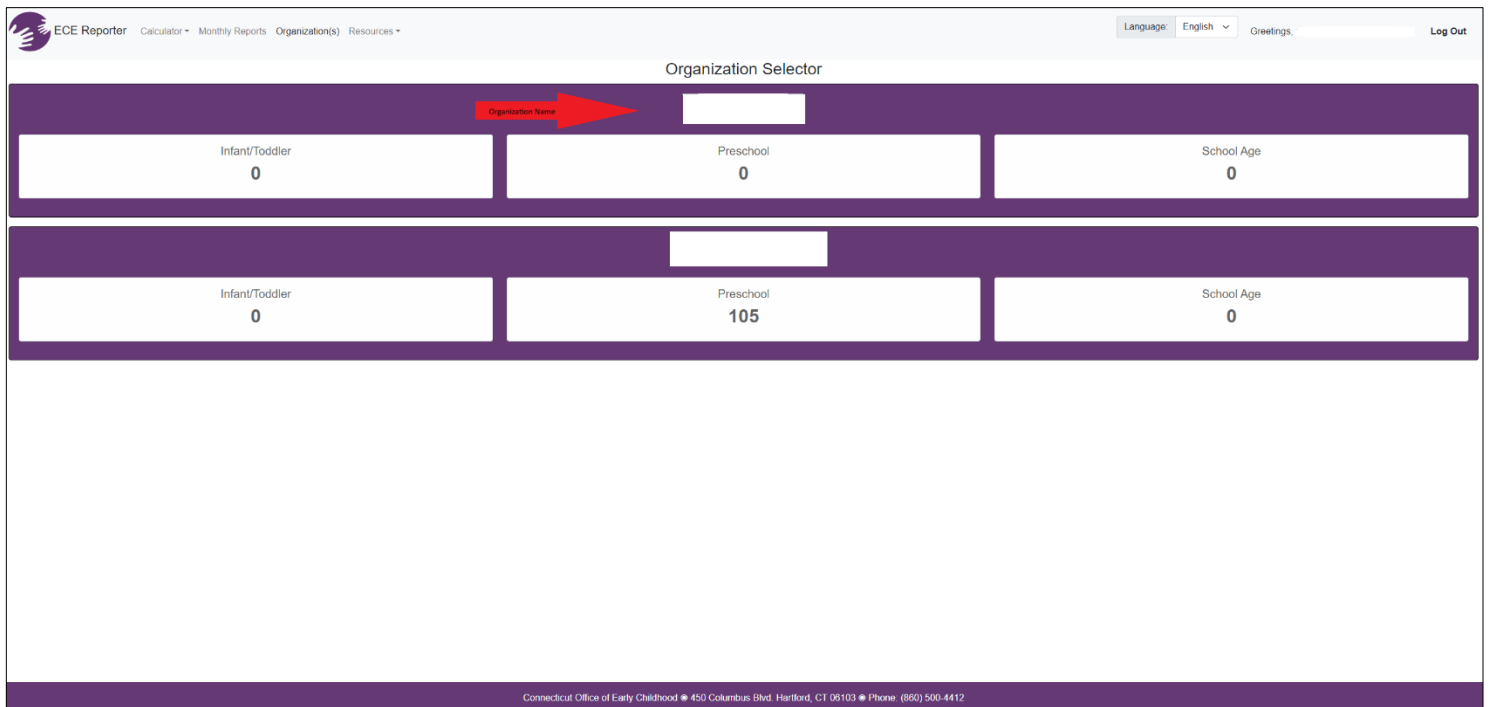
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Reminder: If there have been any system updates and/or revisions a pop-up box will appear once you log in.

Organization Menu



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



When you click on the Organization Name located in the middle of the screen, a new page will open where you will be able to see the roster of all the children enrolled. Under the Organization Name a message appears letting you know that the roster below has *x number of children enrolled across x sites based on your selected search criteria*. Please make sure that this information is accurate.

The screenshot shows the ECE Reporter application interface. At the top left, there is a logo and navigation links: Calculator, Monthly Reports, Organization(s), Roster, and Resources. At the top right, there are options for Language (English) and Greetings, along with a Log Out button. The main content area features a summary message: "The roster below has 105 children enrolled across 3 sites based on your selected search criteria." Below this message are three dark purple boxes displaying enrollment counts: "Infant/Toddler 0", "Preschool 105", and "School Age 0". Under the Preschool box, there are five light purple buttons: "Export Roster", "Access Program Information for HelpDesk", "Import Roster", "Add Record", and "Confirm Roster". Below these buttons is a search section with a "Child Name" field and an "Enrollment Start Date" range selector. The search section includes dropdown menus for "Age Group", "Funding Type", "Space Type", and "Site", each with a "Filter by" label. There are also checkboxes for "Include Past Enrollments", "Display Complete Records", and "Display Incomplete Records". At the bottom of the search section is a "Clear Filter" button. Below the search section is a table header with columns: "First Name", "Last Name", "Age Group", "Funding Type", "Space Type", "Site", "Enrollment Start Date", and "View Record".

The three dark purple boxes containing the age group totals for Infant/Toddler, Preschool, and School Age reflect this data includes all current enrollments for a given organization spanning the three age groups constrained only by the site permissions of the user who is currently logged in.

Located in the middle of the page, under the Preschool purple box, you will see in light purple boxes **Export Roster**, **Access Program Information for Helpdesk**, **Import Roster**, **Add Record**, and **Confirm Roster**. These light purple boxes represent actions that you can do from this page. 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.

Under the filter boxes, you can see all the children enrolled separated by: *First Name*, *Last Name*, *Age Group*, *Funding Type*, *Space Type* *Site*, or *Enrollment Start Date*. If you want to filter by alphabet using last names you would click on *Last Name* and the blue arrows will appear at which point you can click on the arrows. Clicking the up arrow will show in order from A-Z and clicking the down arrow will show in order from Z-A.

The last column is *View Record*. Clicking on the **eye symbol**, you will be brought to that child's enrollment record. This can be a useful tool when wanting to quickly view some specific enrollment information

Add Roster Function

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

The screenshot shows the 'Child Record' form in the ECE Reporter system. The 'Child Information' tab is active. The form contains the following fields and options:

- 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.
- 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 Race Not Disclosed
- Ethnicity (Required):** Hispanic or Latinx Not Hispanic or Latinx Unknown/not collected
- Child has an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) (Required):** Yes No Unknown/not collected
- 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 that certifies the child's birth.

Footer: Connecticut Office of Early Childhood • 450 Columbus Blvd, Hartford, CT 06103 • Phone: (860) 500-4412

Child Information Tab

This screenshot is identical to the one above, showing the 'Child Information' tab of the 'Child Record' form. It details the various input fields and radio button options for child information, including SASID, legal names, date of birth, birth certificate type, gender, race, ethnicity, and dual language learner status.

SASID (Optional)

Legal First Name (Required)

Legal Last Name (Required)

Legal Suffix (Optional)

Legal Middle Name (Optional)

Date of Birth (Required)

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 Race Not Disclosed

Ethnicity (Required) Hispanic or Latinx Not Hispanic or Latinx Unknown/not collected

Child has an Individualized Family Service Plan (IFSP) or an Individualized Education Program (IEP) (Required) Yes No Unknown/not collected

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 that certifies the child's birth.

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You will notice as you begin that only the **Child Information tab** is highlighted in light purple. 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

ECE Reporter Calculator Monthly Reports Organization(s) Roster Resources Language: English Greetings, Log Out

Child Record
Back to Roster

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

Family Address

Child is currently experiencing homelessness Child is currently experiencing homelessness Child is not currently experiencing homelessness Unknown/not collected

USPS ADDRESS ENTRY (PREFERRED METHOD) MANUAL ADDRESS ENTRY (ALTERNATIVE METHOD)

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.

ADDRESS IS REQUIRED IF CHILD IS NOT HOMELESS

Zip Code Town State

Street Address

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Please select whether the child is currently or not currently experiencing homelessness or if the information is unknown.

Next, there are two options for entering the address: *USPS Address Entry (preferred method)* and *Manual Addresses Entry (alternative method)*. It is recommended to use the preferred method by first entering the zip code, after you hit return or the tab button the town and state should autofill for you. (If it does not autofill or you receive an error message then double check you have the correct zip code and that it is a zip code in CT, MA, or RI only.)

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 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 purple, which is another indicator that you have successfully completed all the required information on the Family Address page.

Family Income Tab

The screenshot shows the 'Add Income Determination' pop-up form overlaid on the ECE Reporter interface. The form contains the following fields and options:

- Household Size (dropdown menu)
- Annual Household Income (dropdown menu)
- Determination Date (text input field with a help icon ?)
- Care For Kids (checkbox)
- Determination Date (text input field with a help icon ?)
- Care For Kids (checkbox)
- Income Not Disclosed (checkbox)
- Save button
- Close button

Below the pop-up, the main interface shows sections for 'Current Income Determination' and 'Past Income Determinations', both currently displaying 'No Current Income Determination' and 'No Past Income Determinations' respectively.

Click on *Add initial income determination* and a pop-up box will appear showing Add Income Determination. 4 light purple boxes will need to be answered. If you are unsure of what is needed, click on the (?) in the circle next to each item and a pop-up definition will appear.

Once you have entered the Household Size, the Annual Household Income, and the Determination Date (or the Income not disclosed box), click on the *Save* box and then the *Close* box. The information you just entered will now appear on the Family Income page. You should see that the *Enrollment & Funding* tab has turned light purple, 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 above screenshot shows the *Enrollment & Funding Page* where you can add and end enrollment as well add/end funding especially if a child has moved or has aged up. For a new child you will click on *Add Enrollment* and complete the required information, starting with the **Enrollment Start Date**. There is a calendar you can use by clicking on the 3 dots next to the box where you will enter the enrollment start date, or you can manually enter this using the format MM/DD/YYYY. Beneath this you will see the word **Sites**, click on the circle next to the site to which the child you are entering is enrolled, check the corresponding, **Age Group, Funding Source and Space Type** specific to the child whose record you are adding. After you have completed all the required enrollment and funding information click on the save button located in the lower right side of the pop-up box, then click the close button (next to the save button).

*If you realize that you entered incorrect information such as wrong start date, funding type, or funding start date, you can click on the blue box that has a 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* to check to see that the child you just enrolled is now listed in your roster.

Note: A child record without at least one enrollment is considered incomplete. Only the ECE user who created the child record can view and complete the incomplete record.

End Enrollment

When a child leaves a state funded space you will need to update that child's record by adding their end date. Under no circumstances should you delete a child when they are no longer in the program, by doing so you will not be able to replace with a new child by using the edit feature.

The screenshot shows the 'Child Record' page in the ECE Reporter system. The 'Enrollment & Funding' section is active, displaying 'Current Enrollment' data. Below this, there is a table with two rows of enrollment information. The first row shows 'Site', 'Age Group' (Preschool), 'Enrollment Start Date' (10/9/2024), and 'Enrollment End Date' (N/A). The second row shows 'Funding Source Type' (Smart Start), 'Space Type' (School-day/School-year), 'Funding Start Date' (10/9/2024), and 'Funding End Date' (N/A). A 'Previous Enrollments' section below shows 'No previous enrollments'. The page footer includes contact information for the Connecticut Office of Early Childhood.

Site	Age Group	Enrollment Start Date	Enrollment End Date
[Redacted]	Preschool	10/9/2024	N/A

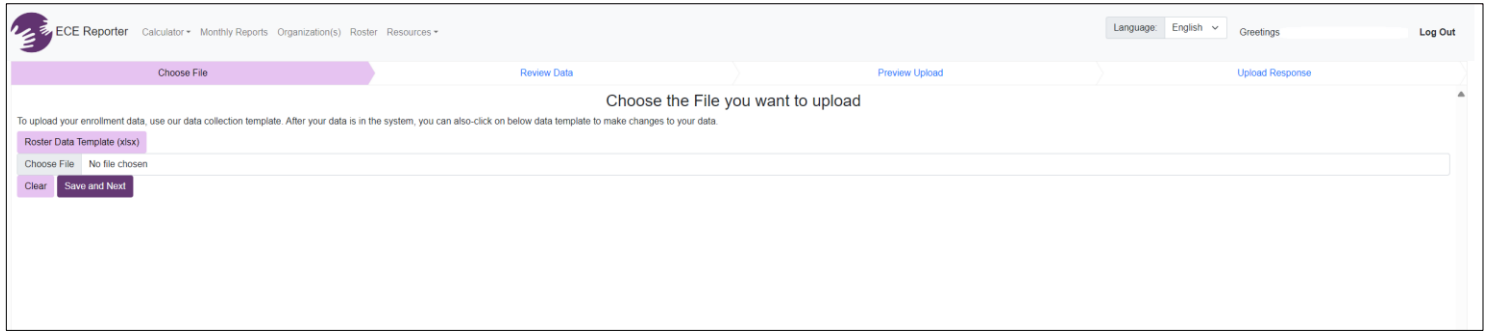
Funding Source Type	Space Type	Funding Start Date	Funding End Date
Smart Start	School-day/School-year	10/9/2024	N/A

The screenshot shows the same 'Child Record' page as above, but with a 'Withdraw from Current Enrollment' pop-up form open. The form contains the following information: Site: [Redacted], Age: Preschool, Enrollment Date: 10/9/2024, Care Model In Person, Space Type: School-day/School-year, and Funding Start Date: 10/9/2024. There are three input fields: 'Exit Reason' (a drop-down menu), 'Enrollment End Date', and 'Funding End Date'. At the bottom of the form are 'Save' and 'Close' buttons. The background page is dimmed.

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. Of those exit reasons there may be additional information required. You will also need to input 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*.

Additional Functions

Import Roster



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

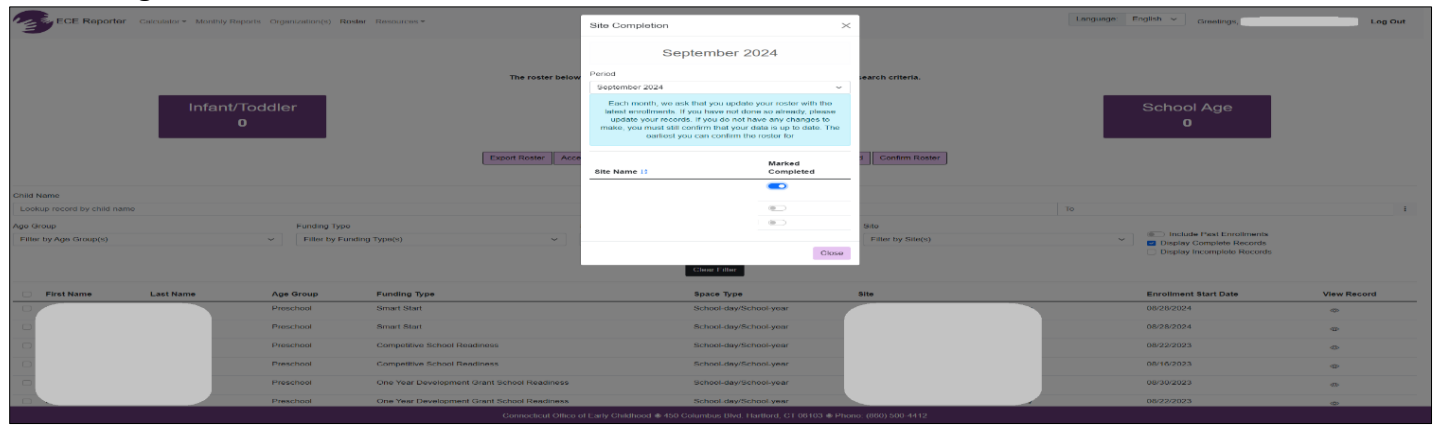
To import a roster, you will click on the light purple box that says *Import Roster* located in the center of the screen. This will bring you to a large pop-up screen where you will see *Choose File* in the light purple box on the left-hand side of your screen. Click on the light purple box that reads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

The template has column headers have been locked and you should not try and edit or delete those headers columns or your roster import will not be successful. You can also find the updated template on the main page under *Resources*. Once you have entered all the required information for each child you will first save this document to your computer as you will then be importing the template to ECE Reporter. Now when you click on import roster you will be able to click on *Browse* to find your saved template to complete the import.

Export Roster

This allows providers to export the roster that is currently in ECE Reporter for your own records.

Confirming a Roster



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

Carefully check each child's information and make any corrections necessary. If everything looks correct, select "*Confirm Roster*". A new window will pop-up. Please select "*Marked Completed*" for the sites ready for roster confirmation.

End Selected Enrollments

If you would like to end enrollment for multiple children, (more than one) check the boxes next to the children you wish to end their enrollments that have the same end enrollment date and same reason for this. 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*.

Monthly Report

Creating a New Monthly Report

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.”

The screenshot shows the ECE Reporter interface for Monthly Reports. At the top, there are navigation links for Calculator, Monthly Reports, Organization(s), and Resources. The page title is "Monthly Reports" with a "Start New Report" button. Below the title are several filter sections: Reporting Periods, Funding Source, Address Town, Funding Town, Organization Name, Sites, License Number, and Registry ID. There are also checkboxes for "Display Drafts" and "Display Not Started". At the bottom of the filter section are "Clear Filters" and "Download Report" buttons. Below the filters is a table with the following data:

Reporting Period	Funding Source	Organization	Site	Registry ID	Status	View Report
09/01/2024 - 09/30/2024	Priority School Readiness			8330	Draft	🔗
08/01/2024 - 08/31/2024	Priority School Readiness			8330	Draft	🔗
06/03/2024 - 06/28/2024	Priority School Readiness			1188	Approved On: 7/1/2024	🔗
06/03/2024 - 06/28/2024	Priority School Readiness			1395	Submitted On: 7/8/2024	🔗
05/03/2024 - 05/28/2024	Competitive School Readiness			1179	Approved On: 7/5/2024	🔗
06/03/2024 - 06/28/2024	Priority School Readiness			1395	Submitted On: 7/2/2024	🔗
06/03/2024 - 06/28/2024	Priority School Readiness			1188	Submitted On: 7/3/2024	🔗
06/03/2024 - 06/28/2024	Priority School Readiness			8330	Submitted On: 7/3/2024	🔗

At the bottom of the page, there is a footer: Connecticut Office of Early Childhood • 450 Columbus Blvd. Hartford, CT 06103 • Phone: (860) 500-4412

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.

ECE Reporter Calculator Monthly Reports Organization(s) Roster Resources Language: English Greetings, Log Out

Age Group	Space Type	Capacity	Attended	Spaces Utilized	Monthly per Child Rate	Funding Allocation	Funds Earned by Utilization	Funds Received
Preschool	School-day/School-year	0	18	0	\$600.00	\$0.00	\$0.00	\$0.00

Number of children with Care 4 Kids: Total Funds Earned:

Number of New Children Enrolled: Number of Children Withdrawn:

Revenue (\$4,500.00)

Family Fees Collected: Care 4 Kids Subsidies Collected:

**Family Fees Collected* must not be empty. *Care For Kids Subsidies Collected* must not be empty.*

Family Income

	Number of Children	% of Attended
Less than 50% SMI	11	61.11
Between 50% and 75% SMI	0	0
Above 75% SMI	7	38.89

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You are also able to download this report for your own records. If at any time you need to make edits to an already submitted report you can open that report and click on the Delete Report button-before doing this make sure to capture any of the information you may have manually entered as a reference if needed when creating a new report to replace this version.



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

Submitted on 10/7/2024

If you are experiencing error messages regarding file recovery or corrupt xlsx file when attempting to open in microsoft excel,

We strongly recommend opening reports in [Libre Office Calc](#).

View Roster Download Report Submit Delete Report

Approval Options



Full Name	Role Name	Approval D
	School Readiness Liaison	<input type="button" value="Approve"/> <input type="button" value="Return"/>

Overall Enrollment

Age Group	Space Type	Capacity	Attended	Spaces Utilized	Monthly per Child Rate	Funding Allocation	Funds Earned by Utilization	Funds Received
Preschool	Full-day/Full-year	23	23	23	\$875.00	\$20,125.00	\$20,125.00	\$20,125.00
Infant Toddler	Full-day/Full-year	21	21	21	\$1,125.00	\$23,625.00	\$23,625.00	\$23,625.00
Number of children with Care 4 Kids:						Total Funds Earned:		
5						\$43,750.00		

Once you submit then your report will show here. The Full Name and Role will show 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 complete.

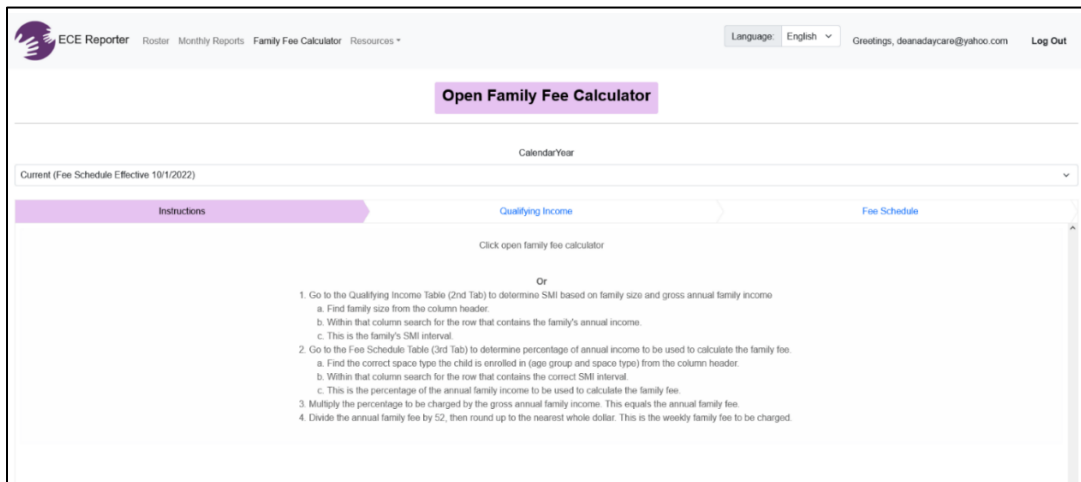
To view past submitted reports, click on the eye symbol in the last column. You can filter by a specific reporting period, program site, or funding source.

Calculator

On the top left side of the ECE Reporter main page is the tab for *Calculator(s)*, clicking on this will bring you to the *Family Fee Calculator* main page.

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.

It will look like the box below. Please make sure to read the instructions provided carefully as they will provide information on how to use this calculator.



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.

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

Role and Access Level

School Readiness Liaisons, CDC Contractors, and District Smart Start Coordinators, only have the ability to view the record, while Providers have both view and edit access over child data belonging to their organization and site.

CDC Contractors/Subcontractors

CDC contractors with one or more subcontractors must review and approve all reports monthly and are responsible for monitoring the accuracy of the data submitted. A comment box is also added for additional notes for the program to review.

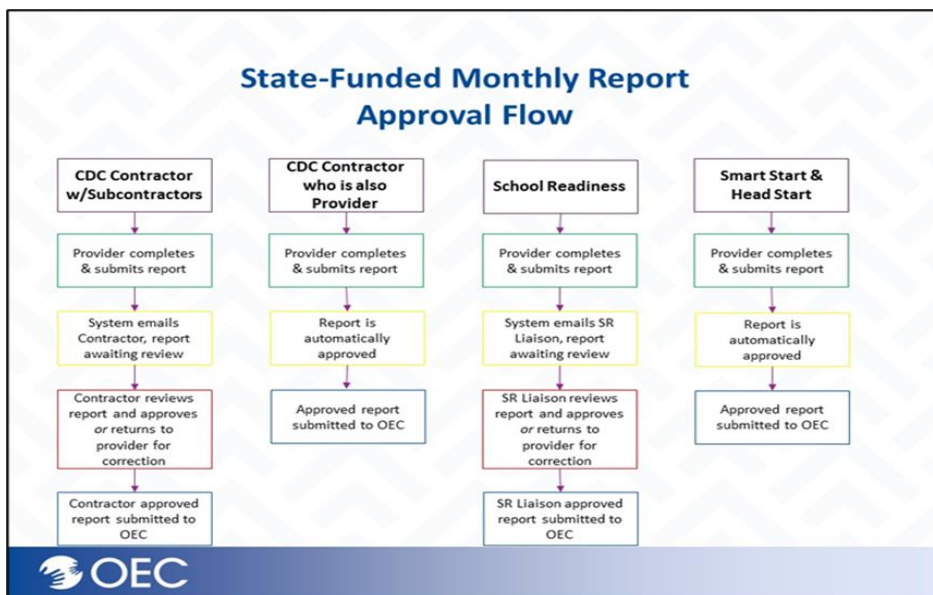
District Smart Start Coordinators

District Smart Start Coordinators must review and approve all reports monthly. Most Providers will also have the user role as the District Smart Start Coordinator so approval will occur automatically.

School Readiness Liaisons

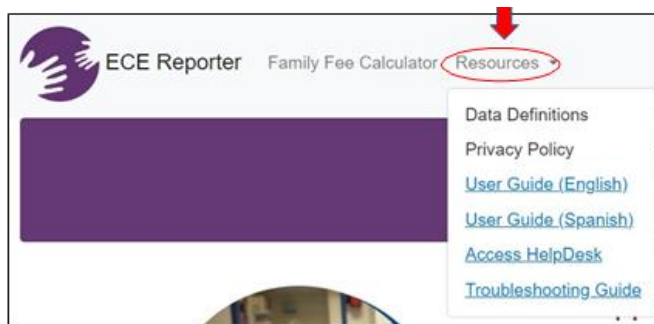
School Readiness Liaisons are responsible for verifying the accuracy of program monthly reports for each program site included in the community's School Readiness grant and are responsible for monitoring the accuracy of the data submitted.

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



Resources

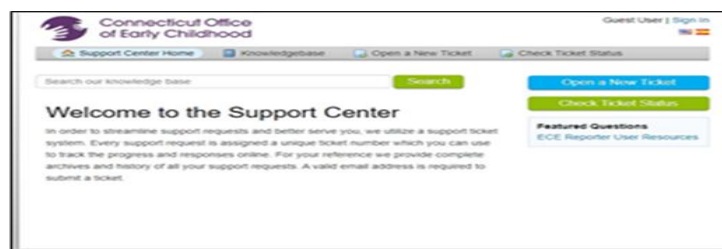
At the top left of the main screen, you will see the *Resources* tab, if you click on *Resources*, you will get a pop-up box listing the support documents and video tutorials, as well as a link directly to our helpdesk. You can click on any of the resources listed, including data definitions and our 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!



Helpdesk Ticketing System

To request access to ECE Reporter for monthly report approval, please submit a helpdesk ticket at <https://helpdesk.oec.ct.gov/> 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>



CONTACT INFORMATION

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

General mailbox OEC.Statefunded@ct.gov

School Readiness:

Christy Gademsky Christina.Gademsky@ct.gov

Child Day Care: (Including the Infant/Toddler Expansion)

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