



**PRESCHOOL
PROMISE**

2022-2023 PROGRAM YEAR REQUIRED REPORTS & DUE DATES CHECKLIST

Please note: The ELD may request additional data collection and reports that the ELD deems necessary and appropriate to monitor and evaluate the Preschool Promise program and to support continuous quality improvement strategies.

REPORTING MONTH	DUE DATE	ENROLLMENT REPORT	PROGRAM UPDATES
		<i>Data report on enrollment, attendance, and other service delivery information. Please note this information will be shared with early learning hubs to support program recruitment and enrollment.</i>	<i>The first quarter Program Update report will be collected via Jotform. All other update reports will be supplementary questions added to the enrollment report.</i>
July	No Reports	–	–
August	10/15/22	–	–
September	10/15/22	–	–
October	11/15/22	–	–
November	12/15/22	–	<u>Staff Information- Jotform</u>
December	1/15/23	–	–
January	2/15/23	–	–
February	3/15/23	–	Assessments & Screenings
March	4/15/23	–	–
April	5/15/23	–	Covid-19 Impact
May	6/15/23	–	–
June	7/15/23	–	–

OTHER REPORTS	
<u>SITE INFORMATION REPORT</u>	Due within 30 days of grant/amendment execution
<u>2022-2023 PROGRAM BUDGET</u>	Due within 30 days of grant/amendment execution
<u>DRAW REPORT</u>	Due at the time claims are submitted for Preschool Promise funds in EGMS. For more info, see pg. 16 of the PSP 22-23 Manual.
<u>END OF THE YEAR REPORT</u>	Due 7/15/20223

Q: I MADE AN ERROR ON MY REPORT. SHOULD I SEND A SECOND ONE?

A: No. Please email PSP@ode.oregon.gov. We will send you an “update request” through the report platform so that you only need to adjust the areas that need adjusting. This also helps us make sure we don’t have duplicate and/or conflicting data for your program.

Q: WHAT HAPPENS IF I SUBMIT A REPORT LATE?

A: Late reports may result in a delay in your requests for PSP funding. Please contact PSP@ode.oregon.gov if you think you will be late on a report. We know life happens and we can frequently offer an extension! Late reports with no approved extension will result in a hold on your Electronic Grant Management System (EGMS) account.