

Performance Reports Submission User Resource Guide

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NJ SMART Timeline – October 2022

DATE	EVENT
Tuesday, October 18, 2022	Open: Performance Reports Submission

October Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the Handbook, FAQ document, and Template	October 18, 2022	<input type="checkbox"/> Completed
Export and review data from the Last Year’s Data page	October 18, 2022	<input type="checkbox"/> Completed
Attend a Performance Reports Submission webinar training	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Complete a full file upload to the submission	October 24, 2022	<input type="checkbox"/> Completed

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NJ SMART Timeline – November 2022

DATE	EVENT
Monday, November 21, 2022	Deadline: Performance Reports Submission

November Action Items

Task	Recommended Completion Date	Task Completed?
Verify that the report is free of errors and records in the warnings field are entered accurately	November 8, 2022	<input type="checkbox"/> Completed
View the Sample Reports page to ensure the proper look of the report	November 8, 2022	<input type="checkbox"/> Completed
Attend a Performance Reports Submission webinar	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Certify or Certify with Errors to meet the November 21 st at 5PM submission deadline	November 21, 2022	<input type="checkbox"/> Completed