

Performance Reports Submission User Resource Guide

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NJ SMART Timeline – October 2023

DATE	EVENT
Wednesday, October 18, 2023	Open: Performance Reports Submission

October Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the Submission Handbook, FAQ document, and file template	Wednesday, October 18, 2023	<input type="checkbox"/> Completed
Export and review data from the Last Year’s Data page	Wednesday, October 18, 2023	<input type="checkbox"/> Completed
Attend a Performance Reports Submission webinar	See the eLearning Videos & Webinars for training dates	<input type="checkbox"/> Completed
Complete a Full File upload to the submission	Tuesday, October 24, 2023	<input type="checkbox"/> Completed

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NJ SMART Timeline – November 2023

DATE	EVENT
Tuesday, November 21, 2023	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	Wednesday, November 8, 2023	<input type="checkbox"/> Completed
View the Sample Reports page to ensure the proper look of the report	Wednesday, November 8, 2023	<input type="checkbox"/> Completed
Attend a Performance Reports Submission webinar if additional training is needed	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	Tuesday, November 21, 2023	<input type="checkbox"/> Completed