

Performance Reports Submission User Resource Guide

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NJ SMART Timeline – October 2024

DATE	EVENT
Friday, October 18, 2024	Open: Performance Reports Submission

October Action Items

Task	Recommended Completion Date	Task Completed?
Download and review the Submission Handbook, FAQ document, and file template	Friday, October 18, 2024	<input type="checkbox"/> Completed
Export and review data from the Last Year's Data page	Friday, October 18, 2024	<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	Thursday, October 24, 2024	<input type="checkbox"/> Completed

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NJ SMART Timeline – November 2024

DATE	EVENT
Friday, November 22, 2024	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	Friday, November 8, 2024	<input type="checkbox"/> Completed
View the Sample Reports page to ensure the proper look of the report	Friday, November 8, 2024	<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 22 nd at 5PM submission deadline	Friday, November 22, 2024	<input type="checkbox"/> Completed