

# Performance Reports Submission User Resource Guide

## Performance Reports Submission User Resource Guide

### 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 <a href="#">eLearning Videos &amp; Webinars</a> for training dates | <input type="checkbox"/> Completed |
| Complete a Full File upload to the submission                                | Thursday, October 24, 2024   | <input type="checkbox"/> Completed |

# Performance Reports Submission User Resource Guide

## 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 <a href="#">eLearning Videos &amp; Webinars</a> for training dates | <input type="checkbox"/> Completed |
| Certify or Certify with Errors to meet the November 22 <sup>nd</sup> at 5PM submission deadline   | Friday, November 22, 2024  | <input type="checkbox"/> Completed |