

FY24 Start Early Reporting At-a-Glance

All reports and contract documents should be submitted directly to the Home Visiting & Doula Network admin e-mail address (hvdnadmin@startearly.org) unless otherwise indicated. All forms can be found at <https://www.opfibt.org/>.

1st Quarter (July 1-September 30)		
What's Due?	When is it Due?	Reminders
Data Points data entry	October 8*	e-mail Angela Davis (adavis@startearly.org) at least a week PRIOR to deadline if you need more time
Narrative Quarterly Report – Abbreviated	October 30** FCI Programs – October 8	Please make any needed updates to agency contacts.
ISBE Parent Evaluations	October 30**	Completed by all participants served in the quarter by an ISBE funded staff person and closed before the quarter ended
Cost Report	October 26**	Submit directly to Emma Aioanei (eaioanei@startearly.org)
Budget Amendment		Can be submitted anytime – please see Policy & Procedure Manual for guidelines on when amendment is expected
Staff Change Form	Immediately following any staff change (send notification of terminations immediately – do not wait until position has been filled)	Please submit directly to your program advisor
2nd Quarter (October 1-December 31)		
What's Due?	When is it Due?	Reminders
Data Points data entry	January 8	e-mail Angela Davis (adavis@startearly.org) at least a week PRIOR to deadline if you need more time
Narrative Quarterly Report - Complete	January 30 FCI Programs – January 8	Please make any needed updates to agency contacts.
ISBE Parent Evaluations	January 30	Completed by all participants served in the quarter by an ISBE funded staff person and closed before the quarter ended
Cost Report	January 26	Submit directly to Emma Aioanei (eaioanei@startearly.org)
Budget Amendment		Can be submitted anytime – please see Policy & Procedure Manual for guidelines on when amendment is expected
Staff Change Form	Immediately following any staff change (send notification of terminations immediately – do not wait until position has been filled)	Please submit directly to your program advisor

3rd Quarter (January 1-March 30)		
What's Due?	When is it Due?	Reminders
Data Points data entry	April 8	e-mail Angela Davis (adavis@startearly.org) at least a week PRIOR to deadline if you need more time
Narrative Quarterly Report – Abbreviated	April 30 FCI Programs – April 8	Please make any needed updates to agency contacts.
ISBE Parent Evaluations	April 30	Completed by all participants served in the quarter by an ISBE funded staff person and closed before the quarter ended
Cost Report	April 26	Submit directly to Emma Aioanei (eaioanei@startearly.org)
Budget Amendment		Completed by all participants served in the quarter by an ISBE funded staff person and closed before the quarter ended
Staff Change Form	Immediately following any staff change (send notification of terminations immediately – do not wait until position has been filled)	Please submit directly to your program advisor
4th Quarter (April 1-June 30)		
What's Due?	When is it Due?	Reminders
Data Points data entry	July 8	e-mail Angela Davis (adavis@startearly.org) at least a week PRIOR to deadline if you need more time
Narrative Quarterly Report - Complete	July 30 FCI Programs – July 8	Please make any needed updates to agency contacts.
ISBE Parent Evaluations	July 30	Completed by all participants served in the quarter by an ISBE funded staff person and closed before the quarter ended
Cost Report	July 20	Submit directly to Emma Aioanei (eaioanei@startearly.org)
Final Budget and Program Amendment	May 8	If your program has had staffing changes during the fiscal year, please submit a revised abstract directly to your Program Advisor that reflects updated staffing, even if your program is not submitting a budget amendment.
Staff Change Form	Immediately following any staff change (send notification of terminations immediately – do not wait until position has been filled)	Please submit directly to your program advisor

*If the DataPoints data entry deadline falls on a weekend or a holiday, data entry should be completed the business day prior.

**If the reporting due date falls on a weekend or holiday, the report is due the following business day.