



Enrollment Reporting FAQ:

Steps to completing ITQI Monthly Enrollment Updates

1 A friendly reminder to ensure your WLS profile lists the correct mobile number. Our team relies on texting as a mean of communication and we wouldn't want to mistakenly contact the wrong individual. In the event of a phone number change, please update your WLS profile or reach out to the ITQI team for assistance.

2 **On the first Friday of each month** you will receive an ITQI Enrollment & Workforce Survey (note month's where there is a holiday you will receive this text possibly later in the month!).

3 Monthly you will receive a text with the GSQ and ECIC logo at the top of the survey prompt. We want you to always know these texts are coming from the ITQI team.

4 To use the text reporting, begin each survey by texting the phone number 517-742-2553, then entering the assigned survey code into the response field for each report!

For the Enrollment Survey, reply with the code "86237". The first survey question will not appear until the correct number has been entered into the reply field.

5 To meet your reporting requirements, programs can respond directly to the text message prompts or log in directly to the GSQ system to update enrollment and workforce information via your account. If you have questions or concerns on this process, email: ITQIGrants@ecic4kids.org or join an ITQI Virtual Office Hours session.



Hi, this is Early Childhood Investment Corporation.
[86237](#) for ITQI Enrollment & Workforce Survey.



When you receive the above message you just need to **REPLY** with the assigned survey number for each of the monthly reports. Examples:

ITQI Program Response on the First Friday for the Enrollment & Workforce Survey. Type:

86237