



# **Educational Monitoring, Assistance, and Compliance**

## **“EMAC”**

Educator & School Excellence  
Arizona Department of Education



---

## Presentation Goals:

- Explore the EMAC application
- Examine Tasks Status and Types of Data Submissions
- Demonstrate how to submit a Data Collection Task

We will pause for a few strategic check-in opportunities.

You may drop questions in the Chat, and we will address them during these check-in points.



# Monitoring has a New Home

From Common Logon



**To ADE Connect**



**EMAC**

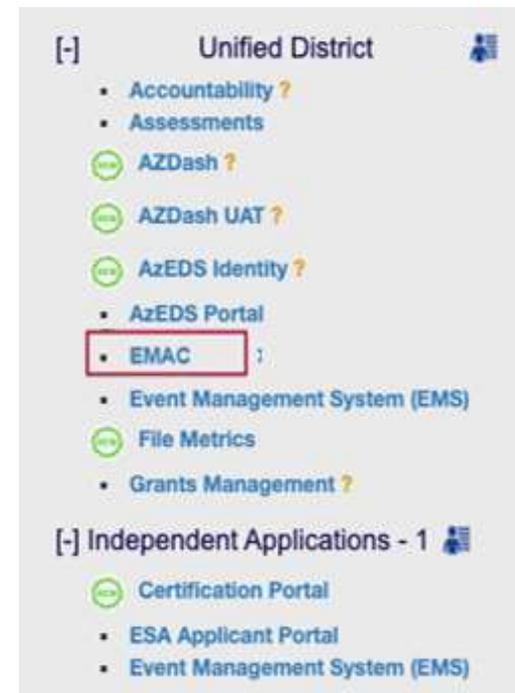




# EMAC

## *Educational Monitoring, Assistance & Compliance*

- Permission to access EMAC is granted by your LEA's Entity Administrator
  - EMAC Administrator Guide (Getting Access)
    - User "Submitter" Role
    - Read-Only Role
  - EMAC Portal User Guide
- Application in ADE Connect



---

# EMAC: ADE Connect Tour



# EMAC Dashboard - Tasks

The screenshot shows the EMAC Dashboard for Arizona Unified District (1234). The navigation bar includes links for Dashboard, Upcoming Schedule, My Schedule, School Schedule, Calendar, Communications, Document Archive, and Contact. The main content area is divided into an Overview sidebar and a Dashboard main section. The Overview sidebar lists monitoring programs such as Highly Effective Schools, Test1, Demo Monitoring Program, ESEA Programmatic Monitoring, Targeted Support and Improvement (TSI), Testing for SSI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate, QATestPurpose - 11/30, DeterminationTasks-QATestPurpose, and OA Test Purpose - 02/18. The Dashboard main section features a search filter for 'ESEA Programmatic Monitoring' and a 'Search' button. Below this, a 'Tasks' section displays a grid of status indicators: Not Started (17), Overdue (18), Completed (5), Pending LEA Approval (0), In Progress (3), Onsite Visits (7), and Action Required (1).

- Monitoring Items are now called “Data Collection Tasks”
- Status Indicators:

In Progress

Completed

Action Required

Overdue

- Respond/Upload is now under the “Submission” tab



# EMAC Dashboard

**EMAC** Dashboard Upcoming Schedule My Schedule School Schedule Calendar Communications Document Archive Contact

### Overview

## Arizona Unified District

Monitoring Programs:

- Highly Effective Schools
- Test1
- Demo Monitoring Program
- ESEA Programmatic Monitoring
- Targeted Support and Improvement (TSI)
- Testing for SSI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate
- QATestPurpose - 11/30
- DeterminationTasks-QATestPurpose
- QA Test Purpose - 02/18
- AutoAssign-Demo

### Dashboard

Monitoring Program(s):  Search Reset

#### Tasks

Not Started	23	In Progress	6
Overdue	22	Onsite Visits	6
Completed	15	Action Required	7
Pending LEA Approval	0		

### My Recent Activity

7 Days 15 Days 30 Days

notstarted-dc Alhambra Elementary District	Task	06/17/2021
OnlineForm-24May-01-future Alhambra Elementary District	Online Form	06/17/2021

### Upcoming Tasks

ESE DCT1	10/28/2019
ESE DCT1	10/28/2019
New-DCT-AutoEval	10/29/2019

### Task Communications Last 7 days

No data available in last 7 days.

### Tagged Tasks

C2-01 Statement of Assurance	
------------------------------	--



# EMAC – Not Started

 **EMAC** Dashboard Upcoming Schedule My Schedule School Schedule Calendar Communications ▾ Document Archive Contact

## ☰ Not Started

Fiscal Year: 2022  
Monitoring Program: ESEA Programmatic Monitoring ×  
Status: Not Started ×  
Date Range: month/day/year month/day/year

[Search](#)

Search...

Drag a column header and drop it here to group by that column

Program Area ↑ ▾	Monitoring Program... ▾	Cycle... ▾	Task Name	Task Type ▾	Onsit... ▾	Start Date ↑	End Date	Status ▾	Staff Assig... ▾	Actions
Educator and School Excellence	Demo Monitoring Program	Cycle1	DCT Test	Data Collection	No	07/16/2020	07/26/2020	Not Started	kym Dillard	
Educator and School Excellence	Demo Monitoring Program	Cycle1	C1:02 Evidence Based Practices	Data Collection	No	01/16/2021	02/02/2021	Not Started	kym Dillard	



# EMAC – In Progress

- The task(s) have been started: Online Form or documents were uploaded.

The screenshot shows the EMAC 'In Progress' dashboard. At the top, there is a navigation bar with the EMAC logo and links for Dashboard, Upcoming Schedule, My Schedule, School Schedule, Calendar, Communications, Document Archive, and Contact. Below the navigation bar, the page title 'In Progress' is displayed with a menu icon. The main content area features a search filter panel with the following fields: Fiscal Year (2022), Monitoring Program (ESEA Programmatic Monitoring), Status (In Progress), and Date Range (month/day/year). A blue 'Search' button is located below the filters. Below the search panel, there is a search bar and a table of tasks. The table has columns for Program Area, Monitoring Program, Cycle, Task Name, Task Type, On/Off, Start Date, End Date, Status, Staff Assigned, and Actions. The first row of the table is highlighted with a red border.

Program Area	Monitoring Program	Cycle	Task Name	Task Type	On/Off	Start Date	End Date	Status	Staff Assigned	Actions
Educator and School Excellence	AutoAssign-Demo	Cycle-1	DCT-Auto-YESResponse	Data Collection	No	04/26/2021	03/12/2022	In Progress	TitleOne Specialist	
Educator and School Excellence	Demo Monitoring Program	Cycle1	Demo link in form using html	Data Collection	No	02/15/2021	02/26/2021	In Progress	kym Dillard	
Educator and School Excellence	ESEA Programmatic Monitoring	Cycle 0	C0-01 Statement of Assurance	Data Collection	No	07/01/2020	09/30/2020	In Progress	kym Dillard	

# EMAC – Completed

- The task(s) have been Completed: task was “Submitted for Review”

The screenshot shows the EMAC web application interface. At the top, there is a navigation bar with the EMAC logo and links for Dashboard, Upcoming Schedule, My Schedule, School Schedule, Calendar, Communications, Document Archive, and Contact. Below the navigation bar, the page title is 'Completed'. The main content area features a search filter section with the following fields:

- Fiscal Year: 2022
- Monitoring Program: ESEA Programmatic Monitoring
- Status: Completed
- Date Range: month/day/year

A 'Search' button is located below the filters. Below the search filters is a search bar with the text 'Search...'. Below the search bar is a table with the following columns: Program Area, Monitoring Program..., Cycle..., Task Name, Task Type, Onsite..., Start Date, End Date, Status, Staff Assign..., and Actions. The first row of the table is highlighted with a red border:

Program Area	Monitoring Program...	Cycle...	Task Name	Task Type	Onsite...	Start Date	End Date	Status	Staff Assign...	Actions
Educator and School Excellence	AutoAssign-Demo	Cycle-1	DCT-Auto	Data Collection	No	04/06/2021	01/21/2022	Completed	TitleOne Specialist	
Educator and School Excellence	Demo Monitoring Program	Cycle1	Provide documentation	Data Collection	No	09/28/2020	02/11/2021	Completed	kym Dillard	



# EMAC – Action Required

- The task(s) were reviewed but a revision of the Online Form and/or Evidence is required.

The screenshot shows the EMAC 'Action Required' dashboard. At the top, there is a navigation bar with links for Dashboard, Upcoming Schedule, My Schedule, School Schedule, Calendar, Communications, Document Archive, and Con. Below this is a header for 'Action Required' with a menu icon. The main content area contains search filters for Fiscal Year (2022), Monitoring Program (ESEA Programmatic Monitoring), Status (Action Required), and Date Range (month/day/year). A Search button is located below the filters. Below the filters is a table with columns: Program Area, Monitoring Program..., Cycle..., Task Name, Task Type, Onsite ..., Start Date, End Date, Status, Staff Assign..., and Actions. The first row of the table is highlighted with a red border and contains the following data: Educator and School Excellence, ESEA Programmatic Monitoring, Cycle 0, Cycle 0-02 Needs Assessments, Data Collection, No, 08/29/2020, 09/28/2020, Action Required, Trish Geraghty, and an edit icon. At the bottom of the table, there is a pagination control showing 10 items per page and 1 - 1 of 1 items.

Program Area	Monitoring Program...	Cycle...	Task Name	Task Type	Onsite ...	Start Date	End Date	Status	Staff Assign...	Actions
Educator and School Excellence	ESEA Programmatic Monitoring	Cycle 0	Cycle 0-02 Needs Assessments	Data Collection	No	08/29/2020	09/28/2020	Action Required	Trish Geraghty	



# EMAC – Task Lists

EMAC
Dashboard Upcoming Schedule My Schedule Calendar Document Archive

Monitoring Program

Status

Date Range

Drag a column header and drop it here to group by that column

Program Area	Monitoring Progra...	Cycle...	Task Name	Task Type	Onsit...	Start Date	End Date	Status	Staff Assi...	Actions
Educator and School Excellence	Demo Monitoring Program	Cycle1	DCT Test	Data Collection	No	07/16/2020	07/26/2020	Not Started	kym Dillard	
Educator and School Excellence	Demo Monitoring Program	Cycle1	Provide documentation	Data Collection	No	09/28/2020	02/11/2021	Not Started	kym Dillard	
Educator and School Excellence	Demo Monitoring Program	Cycle1	C1:02 Evidence Based Practices	Data Collection	No	01/16/2021	02/02/2021	Not Started	kym Dillard	



# Where do I start?

The screenshot displays the EMAC dashboard interface. At the top, there is a navigation bar with the EMAC logo and links for Dashboard, Upcoming Schedule, My Schedule, School Schedule, Calendar, Communications, Document Archive, and Contact. The main content area is divided into several sections:

- Overview:** Shows the user is logged in as Arizona Unified District (1234). It lists monitoring programs such as Highly Effective Schools, Test1, Demo Monitoring Program, ESEA Programmatic Monitoring, Targeted Support and Improvement (TSI), Testing for SSI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate, QATestPurpose - 11/30, DeterminationTasks-QATestPurpose, QA Test Purpose - 02/18, and AutoAssign-Demo.
- Dashboard:** Features a search filter for Monitoring Program(s) set to "All Programs". It displays a summary of tasks: Not Started (23), In Progress (6), Overdue (22), Onsite Visits (6), Completed (15), and Action Required (7). Pending LEA Approval is shown as 0.
- My Recent Activity:** Includes filters for 7 Days, 15 Days, and 30 Days. It lists recent activities like "notstarted-dc" (Task) and "OnlineForm-24May-01-future" (Online Form) from Alhambra Elementary District on 06/17/2021.
- Upcoming Tasks:** A list of tasks with due dates: ESE DCT1 (10/28/2019), ESE DCT1 (10/28/2019), and New-DCT-AutoEval (10/29/2019).
- Task Communications:** Shows "No data available in last 7 days."
- Tagged Tasks:** Lists "C2-01 Statement of Assurance" with a yellow tag icon.



---

# Check In



---

# Check for Understanding – 1 of 3

## Fill in the Blank

I am just beginning the process of completing my first required Data Collection Task. From my EMAC Dashboard, there are two places I can go to get started...

- 1) To get into my first task, I start with the “ Not Started ” collection of Tasks.
- 2) The other place I could click to start is in my “ Upcoming Task ” List.



# Check for Understanding – 1 of 3

## Fill in the Blank

The screenshot displays the EMAC dashboard interface. At the top, the navigation bar includes 'Dashboard', 'Upcoming Schedule', 'My Schedule', 'School Schedule', 'Calendar', 'Communications', 'Document Archive', and 'Contact'. The main content area is divided into several sections:

- Overview:** Displays 'Arizona Unified District (1234)' and a list of 'Monitoring Programs' including 'Highly Effective Schools', 'Test1', 'Demo Monitoring Program', 'ESBA Programmatic Monitoring', 'Targeted Support and Improvement (TSI)', 'Testing for SBI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate', 'QA Test Purpose - 11/20', 'Determination Tasks - QA Test Purpose', 'QA Test Purpose - 02/12', and 'AutoAssign-Demo'.
- Dashboard:** Features a search bar for 'Monitoring Programs' and a 'Filter' button. Below this is a 'Tasks' section with a red border, showing a 'Not Started' status with a count of 23. Other task statuses include 'In Progress' (4), 'Onsite Visits' (2), 'Action Required' (1), 'Overdue' (22), 'Completed' (12), and 'Pending LEA Approval' (0).
- My Recent Activity:** Shows a table of recent activities with filters for '7 Days', '11 Days', and '30 Days'. Two activities are listed: 'Hestered-di' (09/11/2021) and 'OnlineForm-20May-21-Adult' (09/11/2021).
- Upcoming Tasks:** A section with a red border showing a list of tasks: 'ESE OCT1' (10/26/2018), 'ESE OCT1' (10/26/2018), and 'New OCT-Adult' (10/26/2018).



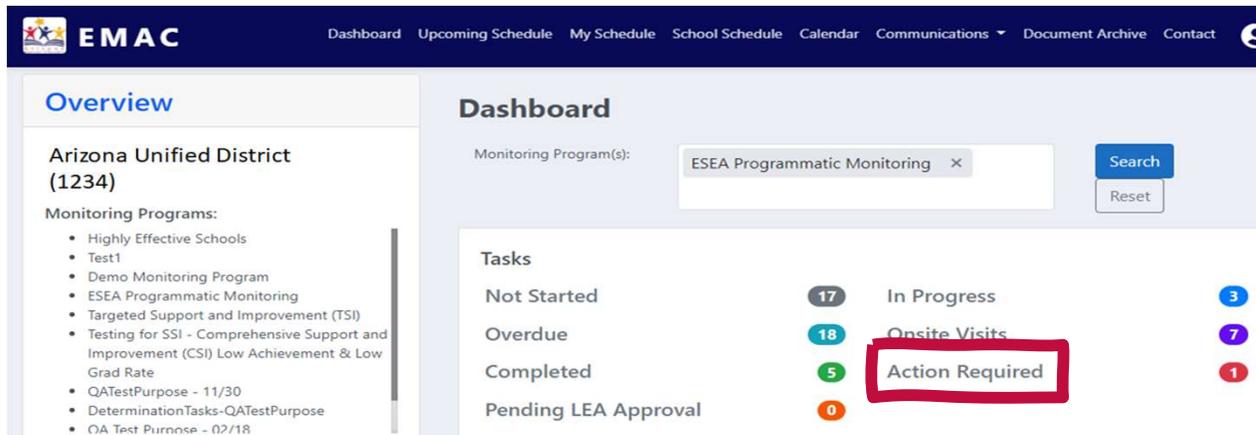


# Check for Understanding – 3 of 3

## Fill in the Blank

I submitted all 12 Data Collection Tasks for review. About a week later, I check my EMAC Dashboard to be sure I satisfactorily completed everything.

To see if I need to fix anything on my submissions, I first must look at the “Action Required” collection of Tasks.



The screenshot shows the EMAC Dashboard for Arizona Unified District (1234). The dashboard displays a list of monitoring programs and a summary of task statuses. The 'Action Required' category is highlighted with a red box.

Task Status	Count
Not Started	17
Overdue	18
Completed	5
Pending LEA Approval	0
In Progress	3
Onsite Visits	7
Action Required	1



---

# How to **Access** a Data Collection Task



# LEA Dashboard

 **EMAC** Dashboard Upcoming Schedule My Schedule School Schedule Calendar Communications Document Archive Contact 

---

### Overview

**Arizona Unified District (1234)**

Monitoring Programs:

- Highly Effective Schools
- Test1
- Demo Monitoring Program
- ESEA Programmatic Monitoring
- Targeted Support and Improvement (TSI)
- Testing for SSI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate
- QATestPurpose - 11/30
- DeterminationTasks-QATestPurpose
- QA Test Purpose - 02/18
- AutoAssign-Demo

### Dashboard

Monitoring Program(s):  Search Reset

Tasks			
Not Started	23	In Progress	6
Overdue	22	Onsite Visits	6
Completed	15	Action Required	7
Pending LEA Approval	0		

### My Recent Activity

7 Days 15 Days 30 Days

notstarted-dc Alhambra Elementary District	Task	06/17/2021
OnlineForm-24May-01-future Alhambra Elementary District	Online Form	06/17/2021

### Upcoming Tasks

ESE DCT1	10/28/2019
ESE DCT1	10/28/2019
New-DCT-AutoEval	10/29/2019

### Task Communications Last 7 days

No data available in last 7 days.

### Tagged Tasks

C2-01 Statement of Assurance 



# Data Collection Task Details

MySchedule - EMAC | EMAC - Task Details - EMAC

https://azedemacsuataps.azurewebsites.net/EntityPortal/TaskDetails?id=12

**EMAC** | Dashboard | Upcoming Schedule | My Schedule | School Schedule | Calendar | Communications | Document Archive | Contact

**In Progress**

## CO-01 Statement of Assurance #12

Program Area Educator and School Excellence	Monitoring Program ESEA Programmatic Monitoring	Cycle Cycle 0	Fiscal Year 2021	Task Type Data Collection
------------------------------------------------	----------------------------------------------------	------------------	---------------------	------------------------------

Assigned On: 6/12/2020 | Last Modified On: 6/12/2020 1:56:51 PM | Staff Assigned: kym Dillard Primary

IsOnsite Visit: ☹️ | Original Start Date: 7/1/2020

Data Collection Method: Desktop Review | Current Start Date: 7/1/2020

Original End Date: 9/30/2020 | Current End Date: 9/30/2020

### Purpose

Monitor trial.

Submission | Resource | Communication | Related Tasks | History

#### Online Forms

CD-02 Procedures for LEA Integrated Action Plan (LIAP)	Completed 1
CO-01 Statement of Assurance	In progress 1

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

C2 - 02 4 Week Letter resource.docx	Word	
HR1.3TelecommutingProgram.pdf	PDF	

Select files...

You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload Submit for Review



**OR**



# LEA Dashboard

 **EMAC**

[Dashboard](#) [Upcoming Schedule](#) [My Schedule](#) [School Schedule](#) [Calendar](#) [Communications](#) [Document Archive](#) [Contact](#) 

### Overview

**Arizona Unified District (1234)**

**Monitoring Programs:**

- Highly Effective Schools
- Test1
- Demo Monitoring Program
- ESEA Programmatic Monitoring
- Targeted Support and Improvement (TSI)
- Testing for SSI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate
- QATestPurpose - 11/30
- DeterminationTasks-QATestPurpose
- QA Test Purpose - 02/18
- AutoAssign-Demo

### Dashboard

Monitoring Program(s):

#### Tasks

Not Started	23	In Progress	6
Overdue	22	Onsite Visits	6
Completed	15	Action Required	7
Pending LEA Approval	0		

### My Recent Activity

7 Days | 15 Days | 30 Days

notstarted-dc	Task	06/17/2021
OnlineForm-24May-01-future	Online Form	06/17/2021

### Upcoming Tasks

ESE DCT1	10/28/2019
ESE DCT1	10/28/2019
New-DCT-AutoEval	10/29/2019

### Task Communications

Last 7 days

No data available in last 7 days.

### Tagged Tasks

C2-01 Statement of Assurance



# Not Started

## ☰ Not Started

Fiscal Year: 2022

Monitoring Program: ESEA Programmatic Monitoring

Status: Not Started

Date Range: month/day/year month/day/year

**Search**

Search...

Drag a column header and drop it here to group by that column

Program Area...	Monitoring Pro...	Cy...	Task Name	Task T...	O...	Start Date...	End Date	Status	Staff ...	Actic
Educator and School Excellence	ESEA Programmatic Monitoring	Cycle 0	Cycle 0-03 School Criteria for Services	Data Collection	No	07/28/2020	10/26/2020	Not Started	kym Dillard	

1 10 items per page 1 - 1 of 1 items



# Not Started

## Not Started

Fiscal Year: 2022

Monitoring Program: ESEA Programmatic Monitoring

Status: Not Started

Date Range: month/day/year month/day/year

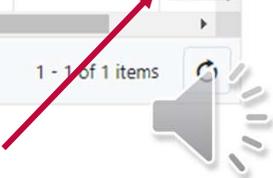
**Search**

Search...

Drag a column header and drop it here to group by that column

Program Area...	Monitoring Pro...	Cy...	Task Name	Task T...	O...	Start Date...	End Date	Status	Staff ...	Actic
Educator and School Excellence	ESEA Programmatic Monitoring	Cycle 0	Cycle 0-03 School Criteria for Services	Data Collection	No	07/28/2020	10/26/2020	Not Started	kym Dillard	

1 - 1 of 1 items



# Data Collection Task

## 3 main parts to every Task

- Big Picture
- Purpose
  - *Purpose*
  - *Task Collection Tabs*
- Data Collection Section
  - *Online Forms*
  - *Required Evidence*
  - *Submission*



**In Progress**

### C0-01 Statement of Assurance #12

Program Area	Monitoring Program	Cycle	Fiscal Year	Task Type
Educator and School Excellence	ESEA Programmatic Monitoring	Cycle 0	2021	Data Collection

Assigned On: 6/12/2020      Last Modified On: 6/12/2020 1:56:51 PM      Staff Assigned: kym Dillard **Primary**

IsOnsite Visit: ☹      Original Start Date: 7/1/2020      Current Start Date: 7/1/2020      Original End Date: 9/30/2020      Current End Date: 9/30/2020

Data Collection Method: Desktop Review

### Purpose

Monitor trial.

Submission    Resource    Communication    Related Tasks    History

#### Online Forms

C0-02 Procedures for LEA Integrated Action Plan (LIAP)	Completed
C0-01 Statement of Assurance	In progress

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

C2 - 02 4 Week Letter resource.docx	Word
HR1.3TelecommutingProgram.pdf	PDF

Select files...

You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB

Upload

Submit for Review

# Task Collection Tabs

Five Tabs to the Task Collection section of every Task

The screenshot displays a task submission interface with five tabs: **Submission**, **Resource**, **Communication**, **Related Tasks**, and **History**. The **Submission** tab is highlighted with a red box. Below the tabs, the interface is divided into three main sections:

- Online Forms**: A table listing forms with their status.

Form Name	Status
C0-02 Procedures for LEA Integrated Action Plan (LIAP)	Completed
C0-01 Statement of Assurance	In progress
- Evidence Documents**: A section indicating that no evidence documents are currently available.

Not Available
- Evidence Documents Uploaded**: A table listing uploaded files with their names, formats, and icons.

File Name	Format	Icon
C2 - 02 4 Week Letter resource.docx	Word	Word icon
HR1.3TelecommutingProgram.pdf	PDF	PDF icon

Below the tables, there is a "Select files..." button, a note stating "You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB.", an "Upload" button, and a "Submit for Review" button.



---

# How to **Complete & Submit** a **Data Collection Task**



# Complete and Submit the Online Form

## Submission Tab

- Online Form to complete

Access the Online Form (fillable) by clicking on the red-font “Not Started” link to the right of the form title.

**In Progress** 🔖

### C0-01 Statement of Assurance #12

Program Area	Monitoring Program	Cycle	Fiscal Year	Task Type
Educator and School Excellence	ESEA Programmatic Monitoring	Cycle 0	2021	Data Collection

Assigned On: 6/12/2020      Last Modified On: 6/12/2020 1:56:51 PM      Staff Assigned: kym Dillard Primary

IsOnsite Visit: ☺      Original Start Date: 7/1/2020      Current Start Date: 7/1/2020      Original End Date: 9/30/2020      Current End Date: 9/30/2020

Data Collection Method: Desktop Review

#### Purpose

Monitor trial.

Submission    Resource    Communication    Related Tasks    History

#### Online Forms

C0-02 Procedures for LEA Integrated Action Plan (LIAP)	Completed <span style="color: blue;">🔍</span>
C0-01 Statement of Assurance	Not Started <span style="color: red;">🔍</span>

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

C2 - 02.4 Week Letter resource.docx	Word	🗑️
HR1.3TelecommutingProgram.pdf	PDF	🗑️

Select files...  
You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload

Submit for Review



# Complete and Submit

When you are ready to “Submit for Review”, double check:

- ✓ Online Form is “Completed” and
- ✓ required Evidence document(s) is/are uploaded

To officially “Submit the Task for Review”, press the Upload button at the bottom of the task.

Task is submitted when:

- A green box will flash in the upper-righthand corner of your screen that says “Success” and
- The sticker/label at the top of the Task changes to **Completed**

**In Progress**

## C0-01 Statement of Assurance #12

Program Area	Monitoring Program	Cycle	Fiscal Year	Task Type
Educator and School Excellence	ESEA Programmatic Monitoring	Cycle 0	2021	Data Collection

Assigned On: 6/12/2020  
Last Modified On: 6/12/2020 1:56:51 PM  
Staff Assigned: kym Dillard **Primary**

IsOnsite Visit: ☺  
Original Start Date: 7/1/2020  
Current Start Date: 7/1/2020  
Original End Date: 9/30/2020  
Current End Date: 9/30/2020

Data Collection Method: Desktop Review

### Purpose

Monitor trial.

Submission | Resource | Communication | Related Tasks | History

#### Online Forms

C0-02 Procedures for LEA Integrated Action Plan (LIAP)	Completed
C0-01 Statement of Assurance	Completed

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

C2 - 02.4 Week Letter resource.docx	Word
HR1.3TelecommutingProgram.pdf	PDF

Select files...

You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB

Upload

Submit for Review

# Complete and Submit the Online Form

After clicking on “*Not Started*”, the fillable Online Form will open for completion.

## You can:

- Type response(s) right into the text box
- Copy response(s) from another program and paste them into the text box

« Back

C0-01 Statement of Assurance

Save Draft

## ESEA Programmatic Monitoring Statement of Assurance

An LEA participating in the Elementary and Secondary Education Act is required to complete a self-assessment annually to ensure that programs are in compliance with all applicable statutes, regulations, and applications. Submission of the Cycle 0 Monitoring Instrument affirms that the LEA has reviewed all documents and procedures addressed in the monitoring instrument to verify compliance.

### The following required evidence (if applicable) is to be uploaded into EMACS:

- C0-01 - Cycle 0 Statement of Assurance
- C0-02 - Needs Assessment - Needs Assessment process
- C0-02 - Needs Assessment - LEA Integrated Action Plan Procedure

### LEA Information: \*

LEA Name \_\_\_\_\_  
CTDS Number \_\_\_\_\_  
Authorized LEA Signer (Print) \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Date \_\_\_\_\_  
Authorized LEA Signature \_\_\_\_\_

As the authorized agent of the LEA, I attest that I have reviewed the list of requirements for Cycle 0 and the evidence provided to the ADE is accurate and true. I understand that funding may not be allocated or the LEA placed on programmatic hold if the ADE identifies that any of the evidence provided to ADE is found to be false and/or deemed out of compliance. \*

Please sign here \_\_\_\_\_

Complete

# Complete and Submit the Evidence Documents

Review what Evidence (*if any*) is required to upload.

Uploading Evidence is a **two-step** process.

1. Press “Select files...” This will open up a window to allow you to click on the file you want to upload. After you select the file, it will show it in the list. ***But...***

2. ***You still have to press “Upload”.*** Once you press “Upload”, it will show the file as attached.

The screenshot displays a web application interface for submitting evidence documents. The main heading is "C2-02 Appropriately Certified Teacher #11712". Below this, there is a table with columns for Program Area, Monitoring Program, Cycle, Fiscal Year, and Task Type. The table shows "ESEA Programmatic Monitoring - Pilot" for Cycle 2, Fiscal Year 2021, and Task Type "Data Collection".

Key information includes:

- Assigned On: 3/22/2021
- Last Modified On: 6/21/2021 2:35:58 PM
- Staff Assigned: Belinda Balough (Primary)
- IsOnsite Visit: ☺
- Original Start Date: 7/1/2020
- Current Start Date: 7/1/2020
- Original End Date: 3/1/2021
- Current End Date: 3/1/2021
- Data Collection Method: Desktop Review

The "Purpose" section is "Appropriately Certified Teacher".

The "Evidence Documents" section shows a list of documents:

- C2-02 Appropriately Certified teacher (Not Started)
- C2-02 Standardized Document Placeholder for Evidence.docx (Word)

The "Evidence Documents Uploaded" section shows "Not Available".

A red box highlights the "Submit for Review" and "Upload" buttons. A red arrow points from the text "But..." to the "Submit for Review" button.



# Complete and Submit

When you are ready to “Submit for Review”, double check:

- ✓ Online Form is “Completed” and
- ✓ required Evidence document(s) is/are uploaded

To officially “Submit the Task for Review”, press the Upload button at the bottom of the task.

Task is submitted when:

- A green box will flash in the upper-right hand corner of your screen that says “Success” and
- The sticker/label at the top of the Task changes to **Completed**

**In Progress** 🔖

## C0-01 Statement of Assurance #12

Program Area	Monitoring Program	Cycle	Fiscal Year	Task Type
Educator and School Excellence	ESEA Programmatic Monitoring	Cycle 0	2021	Data Collection

Assigned On: 6/12/2020      Last Modified On: 6/12/2020 1:56:51 PM      Staff Assigned: kym Dillard Primary

IsOnsite Visit: ☺      Original Start Date: 7/1/2020      Current Start Date: 7/1/2020

Data Collection Method: Desktop Review      Original End Date: 9/30/2020      Current End Date: 9/30/2020

### Purpose

Monitor trial.

Submission    Resource    Communication    Related Tasks    History

#### Online Forms

📄	C0-02 Procedures for LEA Integrated Action Plan (LIAP)	Completed ⓘ
📄	C0-01 Statement of Assurance	Completed ⓘ

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

📄	C2 - 02.4 Week Letter resource.docx	Word	🗑️
📄	HR1.3TelecommutingProgram.pdf	PDF	🗑️

Select files...  
You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB

Upload

Submit for Review

🔊

# Another Data Collection Task

- To access the next Data Collection Tasks you are ready to complete, use the “Related Tasks” tab.

## Related Tasks

Task Name	Type	Schedule Date	End Date	Status
<a href="#">C2-01 Statement of Assurance</a>	Data Collection	7/1/2020	3/1/2021	Not Started
<a href="#">C2-03 Parents Right to Know Notice</a>	Data Collection	7/1/2020	3/1/2021	Not Started
<a href="#">C2-04 Schoolwide Plans</a>	Data Collection	7/1/2020	3/1/2021	Not Started
<a href="#">C2-05 Targeted Assistance Programs</a>	Data Collection	7/1/2020	3/1/2021	Not Started
<a href="#">C2-06 MEP Coordination of Services</a>	Data Collection	7/1/2020	3/1/2021	Not Started

Or – Go back to the LEA Dashboard



---

# Check In



# Check for Understanding – 1 of 2

## Multiple Choice

Every Data Collection Task will include:

- a) Big Picture and Purpose
- b) Task Collection Tabs
- c) Data Collection Section
- d) All of the above

**In Progress**

### C0-01 Statement of Assurance #12

Program Area Educator and School Excellence	Monitoring Program ESEA Programmatic Monitoring	Cycle Cycle 0	Fiscal Year 2021	Task Type Data Collection
------------------------------------------------	-------------------------------------------------------	------------------	---------------------	------------------------------

Assigned On: 6/12/2020  
IsOnsite Visit: ☺  
Data Collection Method: Desktop Review

Last Modified On: 6/12/2020 1:56:51 PM  
Original Start Date: 7/1/2020  
Current Start Date: 7/1/2020  
Original End Date: 9/30/2020  
Current End Date: 9/30/2020

Staff Assigned: kym Dillard **Primary**

#### Purpose

Monitor trial.

Submission | Resource | Communication | Related Tasks | History

#### Online Forms

C0-02 Procedures for LEA Integrated Action Plan (LIAP)	Completed
C0-01 Statement of Assurance	In progress

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

C2 - 02 4 Week Letter resource.docx	Word
HR1.3TelecommutingProgram.pdf	PDF

Select files...

You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload

Submit for Review

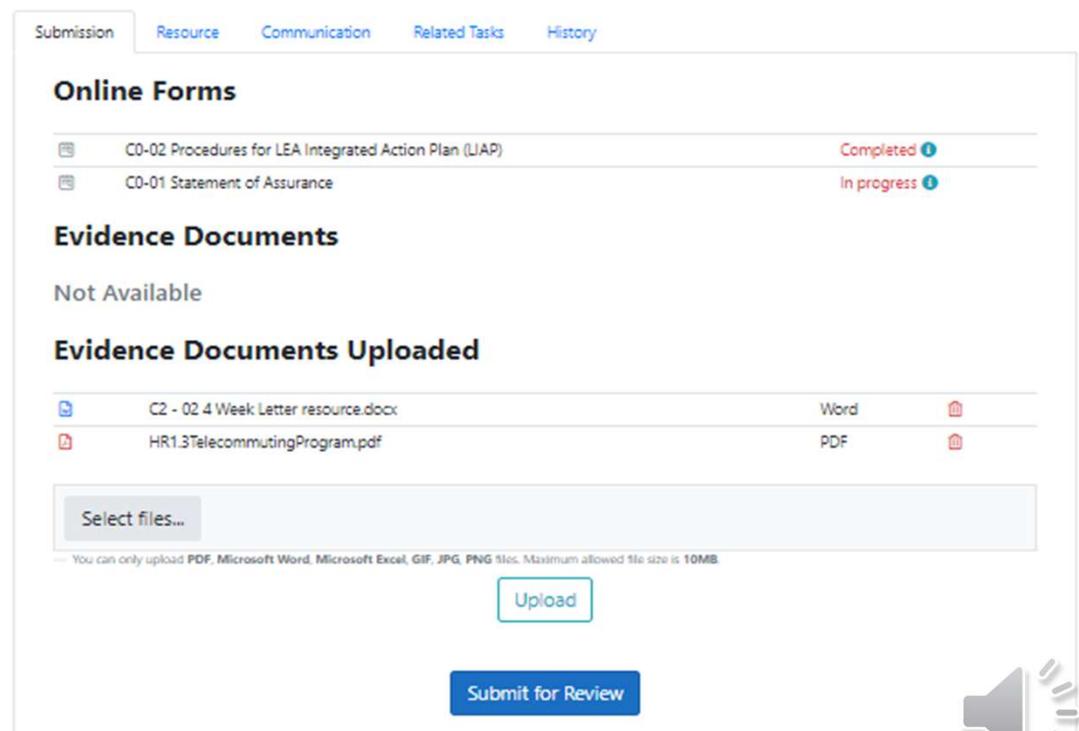


# Check for Understanding – 1 of 2

## Fill in the Blank

Anytime I am required to submit Evidence for a Data Collection Task, it is a 2-step process.

- 1) Select the file
- 2) Upload the file



The screenshot shows a web interface with a navigation bar at the top containing 'Submission', 'Resource', 'Communication', 'Related Tasks', and 'History'. Below the navigation bar, there are three main sections:

- Online Forms:** A table with two rows. The first row is 'C0-02 Procedures for LEA Integrated Action Plan (LIAP)' with a status of 'Completed'. The second row is 'C0-01 Statement of Assurance' with a status of 'In progress'.
- Evidence Documents:** A section with the text 'Not Available'.
- Evidence Documents Uploaded:** A table with two rows. The first row is 'C2 - 02 4 Week Letter resource.docx' with a status of 'Word'. The second row is 'HR1.3TelecommutingProgram.pdf' with a status of 'PDF'.

Below the 'Evidence Documents Uploaded' section, there is a 'Select files...' button, a note stating 'You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB', an 'Upload' button, and a 'Submit for Review' button. A speaker icon is located in the bottom right corner of the interface.

---

# How do I know if what I did was correct?



---

# Data Collection Task: Was my submission correct?

If the Data Collection Task  
(Online Form and submitted  
Evidence)  
**is acceptable:**

Completed

The task status will remain  
“Completed” and your  
Specialist will note that the  
submission was acceptable.



# Notifications

Dashboard Upcoming Schedule My Schedule School Schedule Calendar Communications Document Archive Contact 

## Dashboard

Monitoring Program(s):

Tasks			
Not Started	23	In Progress	6
Overdue	22	Onsite Visits	6
Completed	15	Action Required	7
Pending LEA Approval	0		



# Communication is Key

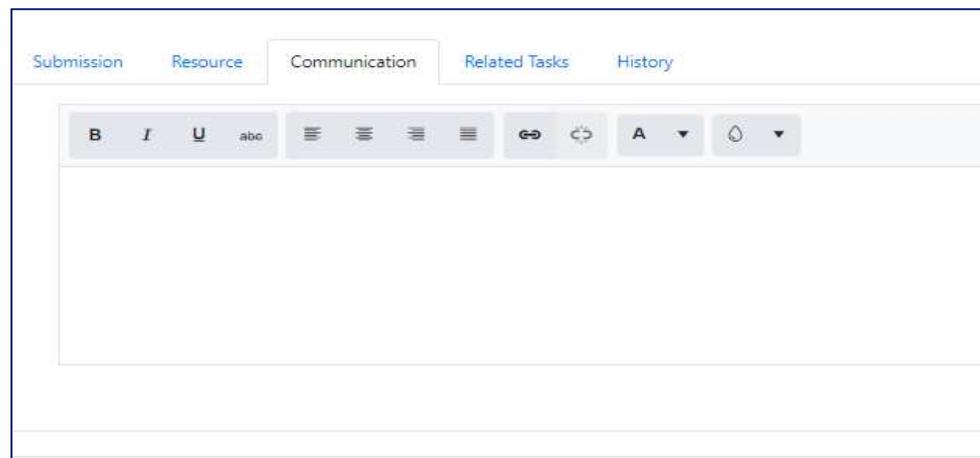
LEA → Specialist

Specialist → LEA

Email communication between Specialist is critical.



Additionally, each Data Collection Task has a tab for Communication with your assigned Specialist regarding the task completion.



---

**How do I know if I am  
**completely** finished with my  
assigned monitoring?**



# If you have...

- ✓ All Data Collection Tasks in **Completed** status.
- ✓ There are zero tasks in not started, in progress, and in action required.

Primary											
Not Started	✓ 0	In Progress	✓ 0	Completed	12	Action Required	✓ 0	On-site	0	Overdue	10
Secondary											
Not Started	0	In Progress	0	Completed	0	Action Required	0	On-site	0	Overdue	0



# Welcome to ESEA Cycle Monitoring

**What can I do now to prepare?**

▶ Cycle 0 - New and Expanding

▶ Cycle 1 - Homeless Education, Foster Care, Migrant Programs

▶ Cycle 2 - Targeted Assistance, Schoolwide, Appropriately Certified Staff, Migrant Programs

▶ Cycle 3 – LEA IAP and Migrant Programs

▶ Cycle 4 - Comprehensive Programmatic Monitoring

▶ Cycle 5 - Gifted Education and Cycle 4 Follow-up

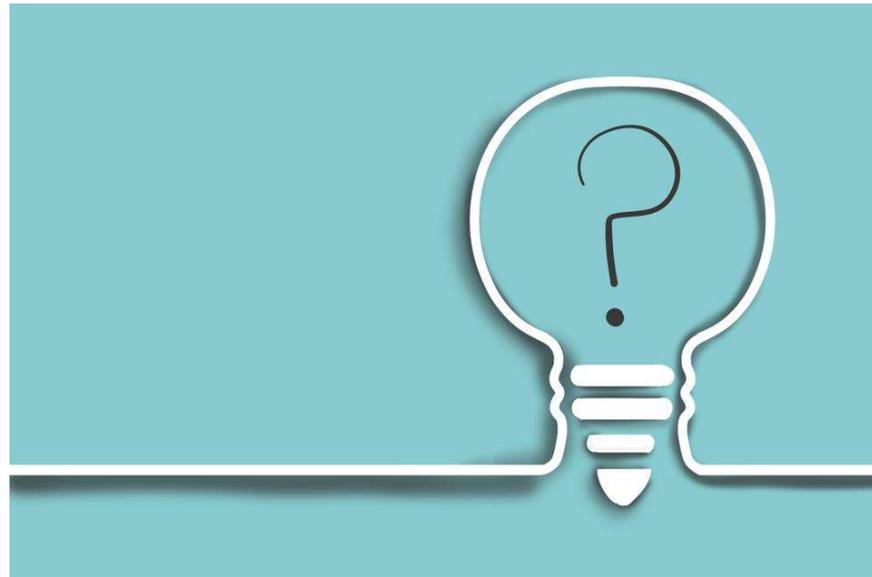
▶ Cycle 6 - Private School Services, Professional Development, Migrant Program

[www.azed.gov/titlei/monitoring](http://www.azed.gov/titlei/monitoring)

---

# Questions

If you have questions, please reach out to the Program Specialist assigned to your Monitoring.



---

# FAQ #1

How many minutes are built into EMAC before it times out?

a) 20 minutes

b) 45 minutes

c) 60 minutes



---

## FAQ #2

If you have an online form with narrative responses, what is the best way to answer those sections?

- a) Just type away into the online form
- b) Type your responses into a Word or Notepad document
- c) Skip the narrative responses



---

## FAQ #3

Are there online forms with narrative questions for the ESEA Programmatic Monitoring right now?

a) Yes

b) No

c) I'm not sure



---

**Thank you . . .**

**Have a great rest of your day!**



**EMAC**

Educational Monitoring Assistance and Compliance

