Educational Monitoring, Assistance and Compliance

EMAC Portal User Guide

Table of Contents

Introduction

Welcome to the Educational Monitoring Assistance and Compliance (EMAC) application! This application provides the ability to track the progress of the state and federal monitoring requirements. The EMAC application offers direct upload of monitoring evidence documents and online form completion directly related to the monitoring tasks. This document is a high-level overview of the EMAC functionality starting with setting up the logins for your users.

ADEConnect Setup Steps

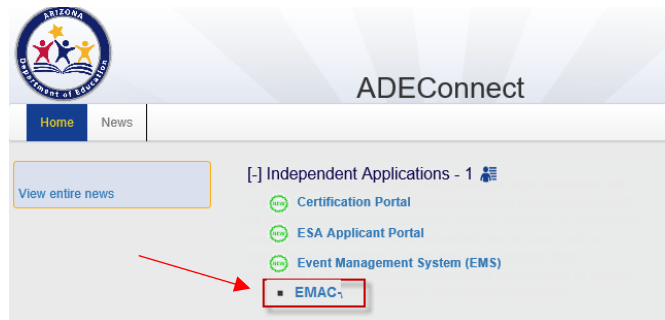Prior to logging into the EMAC Application, please verify your access.

Verify the following:

1. Verify you have a login to ADEConnect

   Note: If you do not have access, request access by selecting this link: HelpDesk (Application Support Service Request/ADEConnect)

2. Verify you have been setup to access the EMAC application by your entity administrator*
   a. Login to ADEConnect
   b. Verify there is a link 'EMAC' on your list of applications

ADE Connect

*Note: To find your entity administrator select the link on the ADEConnect Page 'Find Entity Administrator' and reach out to them to request access

ADE Connect – Find My Entity Administrator

Logging in

The (EMAC) application can be accessed by logging into ADEConnect. You can access ADEConnect through the ADE Website.

Once you have verified your access, follow these steps to login to the EMAC application.

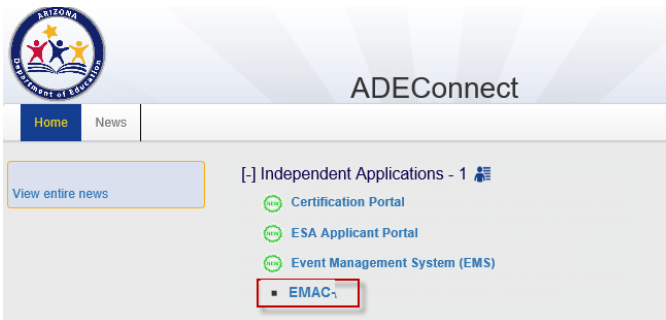**Step 1:** Select this link to go to the ADE Website and select ADEConnect at the top of the ADE website screen
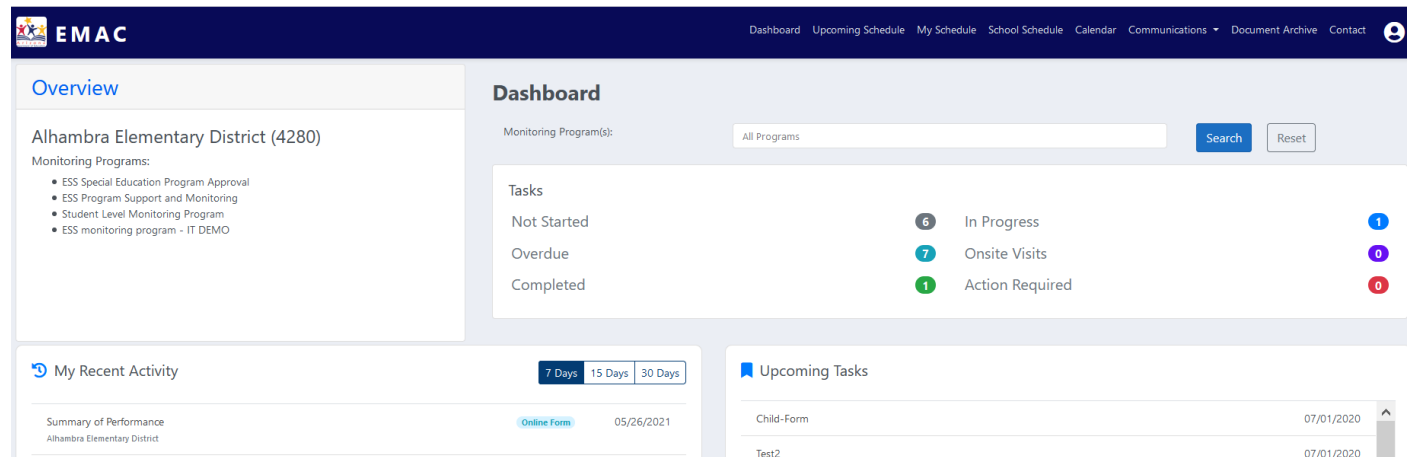
ADE Website

Select Language ⌄

ARIZONA DEPARTMENT OF EDUCATION

COVID-19   Students & Families   Educators   Administrators   Programs & Supports   About ADE   **ADEConnect**

Step 2: Select the EMAC link on the ADEConnect screen. This will take you to the EMAC Dashboard.

ADE Connect

ADEConnect

| Home | News |

View entire news

[-] Independent Applications - 1

- Certification Portal
- ESA Applicant Portal
- Event Management System (EMS)
- **EMAC**

Dashboard Screen

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

Overview

Alhambra Elementary District (4280)

Monitoring Programs:
- ESS Special Education Program Approval
- ESS Program Support and Monitoring
- Student Level Monitoring Program
- ESS monitoring program - IT DEMO

Dashboard

Monitoring Program(s):   All Programs   Search   Reset

Tasks

Not Started	6	In Progress	1
Overdue	7	Onsite Visits	0
Completed	1	Action Required	0

🕐 My Recent Activity   7 Days 15 Days 30 Days

| Summary of Performance | Online Form | 05/26/2021 |
| Alhambra Elementary District | | |

📋 Upcoming Tasks

| Child-Form | 07/01/2020 |
| Test2 | 07/01/2020 |

EMAC Dashboard

The EMAC Dashboard provides a summary view of the monitoring program tasks.

Overview
List of monitoring programs currently enrolled.

Monitoring Program
Select one or more monitoring program(s) to view on your dashboard. The 'search' button will refresh the dashboard.

Tasks
Summarized view of total tasks by task category. Select the number to view all tasks under the task category.

My Recent Activity
Tasks, documents and online forms that have been recently viewed by the user.

Upcoming Tasks
Upcoming tasks include all data collection tasks that are tasks that have a status of 'Not Started', 'In Progress' or 'Action Required'.
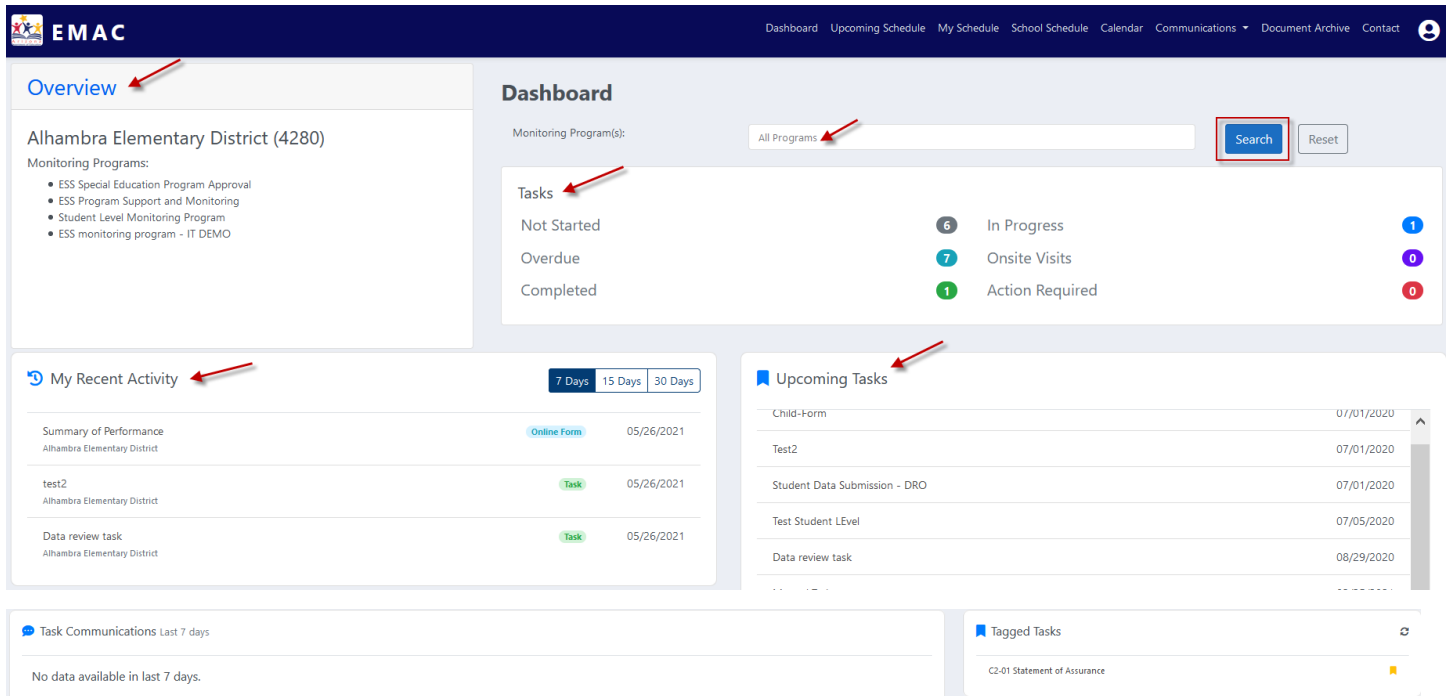
Task Communications
A list of task and email communications sent within the last seven days.

Tagged Tasks
All tasks tagged by the user for future viewing.

Dashboard Screen

Schedule Views

Upcoming Schedule

This menu option provides a view of monitoring program tasks due in the next seven days.

<u>Filters</u>

Fiscal Year: Select the fiscal year to display the monitoring tasks for that year.

Monitoring Program: Select one or more monitoring programs to view the tasks under these monitoring programs. The default is all monitoring programs.

Status: Select one or more statuses to view those tasks. The default is all statuses.

Date Range: Select the date range to view task in this timeframe. The default is todays date plus seven days. Remove the dates to view all dates.

**Search (Apply Filters)**: Select this button to apply the filters selected.

<u>Upcoming Schedule Data Grid</u>

View your tasks associated to a monitoring program.

Groupings: Group your data by the column heading. Grab the column heading and drag and drop into the space above the headings.

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

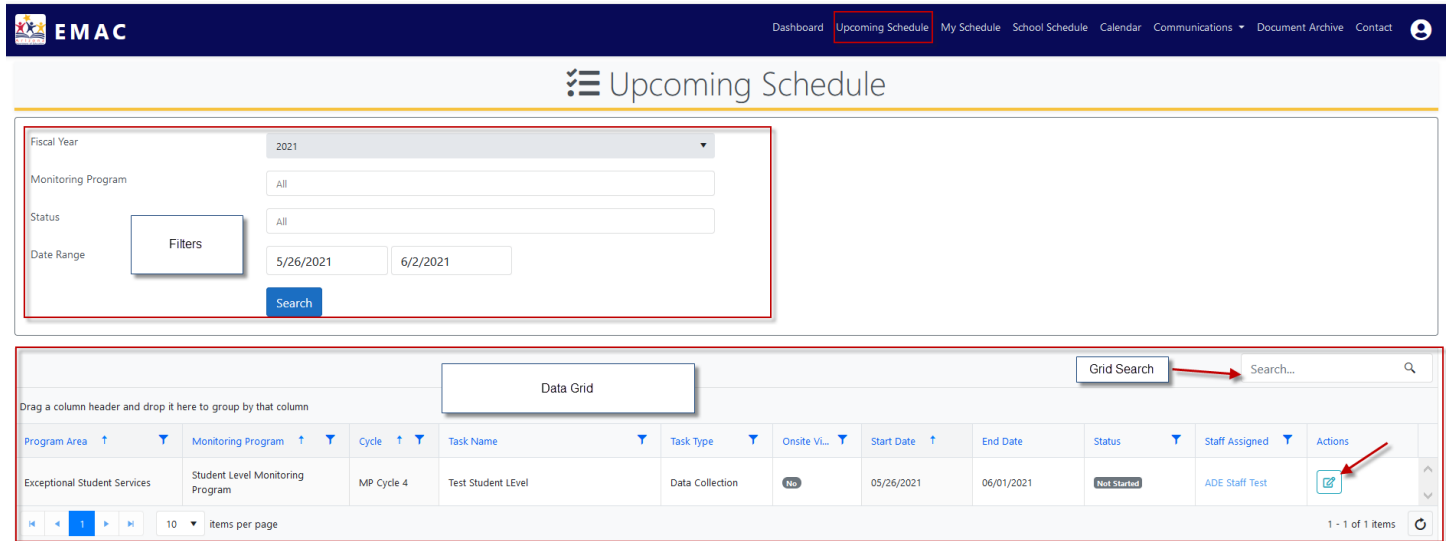**Sort:** The data can be sorted on the grid. Select the column heading to sort the data by that column.

Filter: The data can be filtered on the grid. Select the ▼ icon on the column heading to filter the data by that column.

Staff Assigned Details: Hover over the staff assigned name to view the staff phone number and email address.

Actions: Select the ✎ icon to view resource documents and provide monitoring task submissions.

Data Grid Search: Type in search criteria and select the looking glass icon to start the search. The data in the grid will display all items found based on the search criteria entered.

Upcoming Schedule View

My Schedule View

This menu option provides a view of all the monitoring program tasks for all monitoring programs without any filters applied. *Note: School Schedule will only be available for select monitoring programs. This allows the district to view school submissions.*

Filters

Fiscal Year: Select the fiscal year to display the monitoring tasks for that year.

Monitoring Program: Select one or more monitoring programs to view the tasks under these monitoring programs. The default is all monitoring programs.

Status: Select one or more statuses to view those tasks. The default is all statuses.

Date Range: Select the date range to view task in this timeframe. The default is todays date plus seven days. Remove the dates to view all dates.

Search Button (Apply Filters): Select this button to apply the filters selected.

My Schedule Data Grid

View your tasks associated to a monitoring program.

Groupings: Group your data by the column heading. Grab the column heading and drag and drop into the space above the headings.

Sort: The data can be sorted on the grid. Select the column heading to sort the data by that column.

Filter: The data can be filtered on the grid. Select the ⏚ icon on the column heading to filter the data by that column.
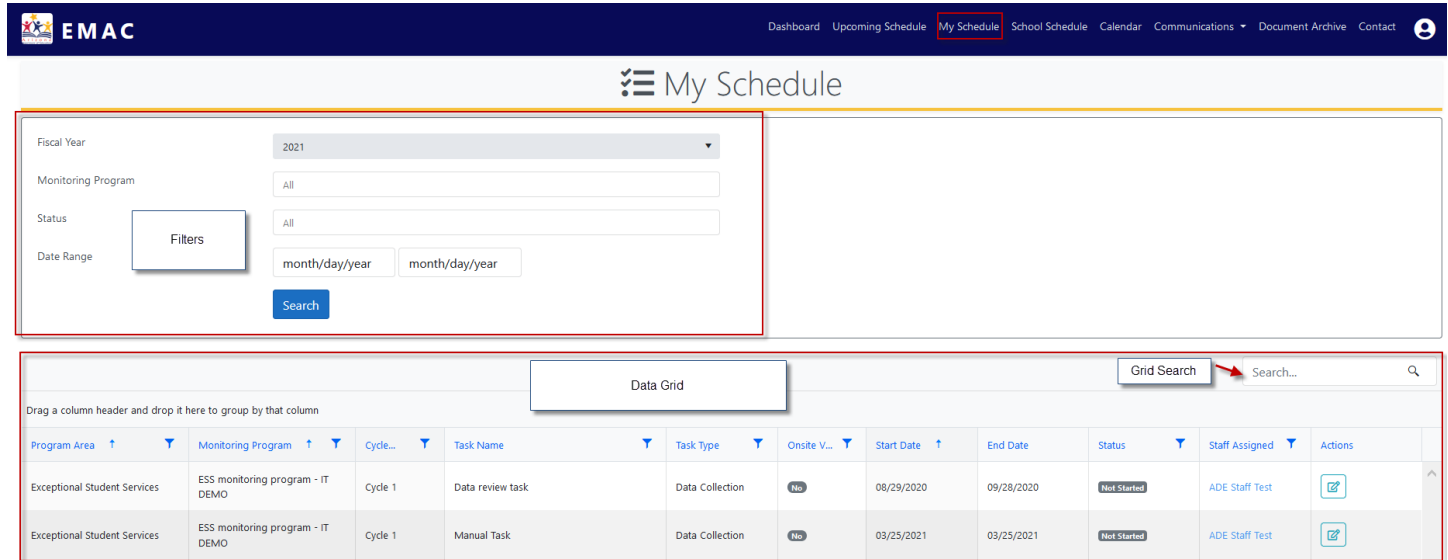
Staff Assigned Details: Hover over the staff assigned name to view the staff phone number and email address.

Actions: Select the [icon] icon to view resource documents and provide monitoring task submissions.

Data Grid Search: Type in search criteria and select the looking glass icon to start the search. The data in the grid will display all items found based on the search criteria entered.
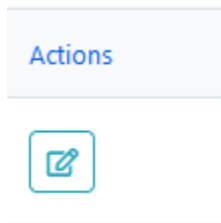
My Schedule View

Task Details and Data Submission
Select the button under the action column to view the details for each task and submit forms and documents.

Task Details: Task Details provide additional information on the selected task.

Data Submission

Submission Tab:

Online Forms: If your data collection task requires an online form to complete, select the 'Not Started' link to complete the form. Save the form as a draft or complete the form.

To view a submitted form, select the 'Complete' link next to the form name.

Evidence Documents: If your data collection task requires additional documentation, this section is a list of examples or templates for the evidence documents. These may be required to be completed and uploaded as part of the submission requirements. Select the document name to view or download.

Evidence Documents Uploaded: If your data collection task requires additional documentation, upload a document by selecting the 'Select files' button and then selecting the 'upload' button.

<u>Submit for Review:</u> Once all the forms are complete and the documents are uploaded for this task, select the 'submit for review' button. This task is now ready for ADE to review. The status of the task will change to complete and the task will become read only and updates to this task will no longer be available.

Resource Tab: This is a list of documents that provides additional information to reference prior to completing the task.

Communication Tab: Send a message to the ADE contact regarding this task and view the specialist response.

Related Tasks: View all of the tasks that are required for this monitoring program cycle.

History Tab: View changes made to this task.

Task Detail Section

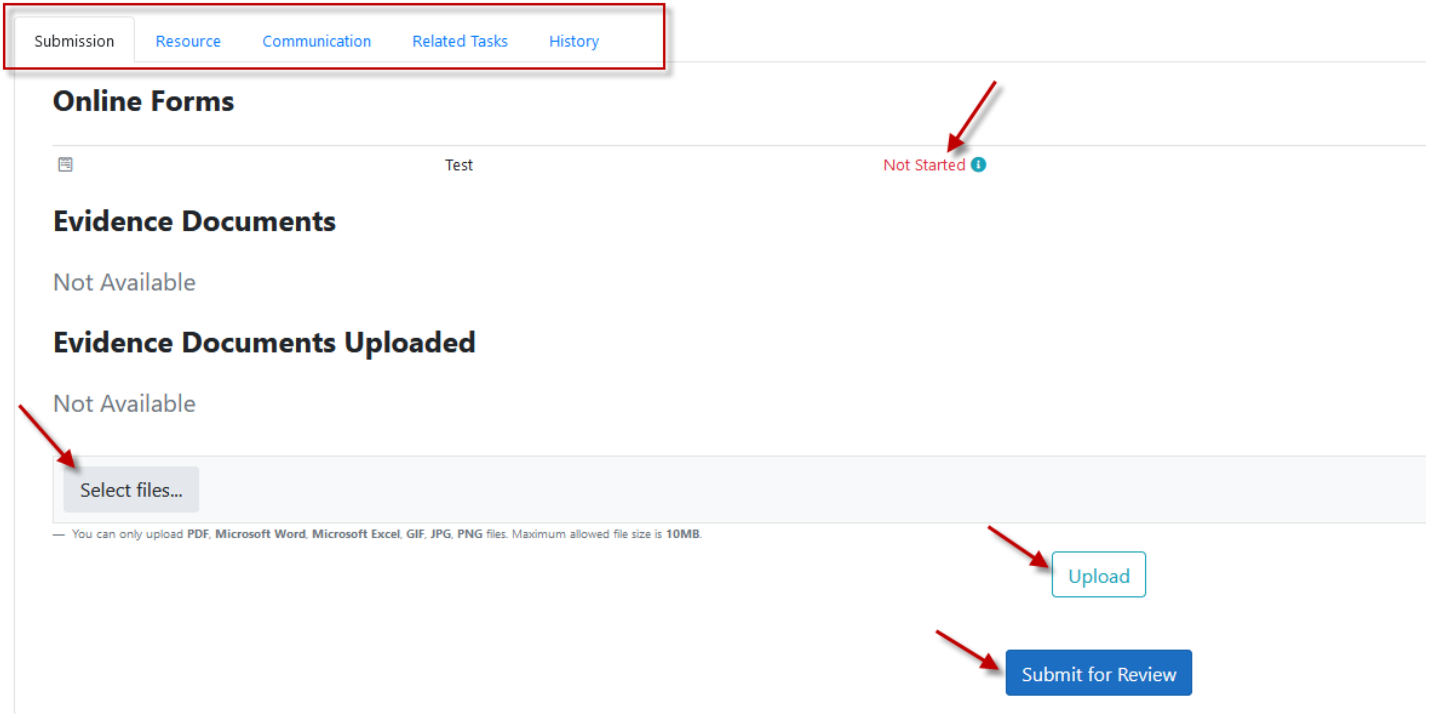### Alhambra Elementary District (4280)

Not Started

Manual Task #1221

Task Details

Program Area	Monitoring Program	Cycle	Fiscal Year	Task Type
Exceptional Student Services	ESS monitoring program - IT DEMO	Cycle 1	2021	Data Collection

Assigned On: 3/25/2021   **Last Modified On:** 3/25/2021 4:03:35 PM   **Staff Assigned:**

IsOnsite Visit: ⊗   **Original Start Date:** 3/25/2021   ADE Staff Test

Data Collection Method: Data Review   **Current Start Date:** 3/25/2021

Drill Down Areas: Graduation   **Original End Date:** 3/25/2021

Current End Date: 3/25/2021

Purpose

Manual Task

Data Submission Section

Submission	Resource	Communication	Related Tasks	History

Online Forms

📋   Test   Not Started ⓘ

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

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

Calendar

View the monitoring program tasks in a calendar view.

Filters
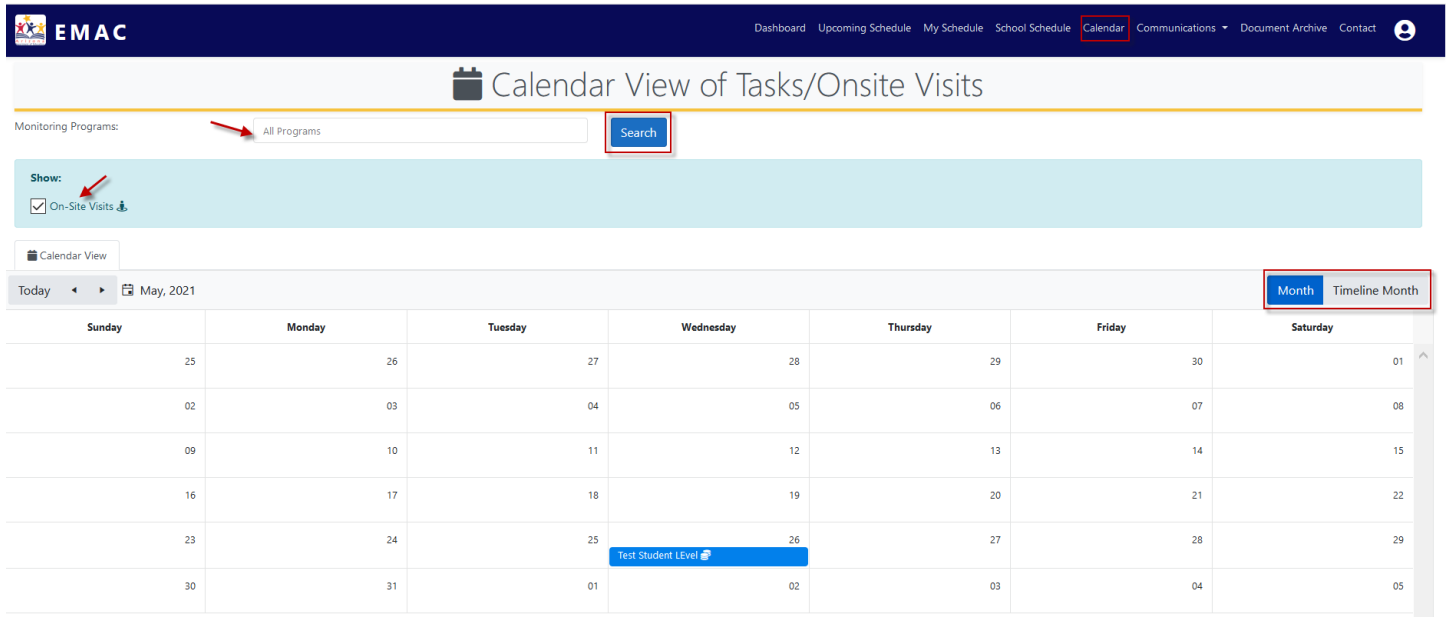
Monitoring Program: Filter tasks shown on the calendar by monitoring program. Select the 'search' button to apply the filter.

Filter Tasks by Type: Select the checkbox next to the '*On-site Visits'* to display these items on the calendar.

Calendar Views

Select the **Month** or **Timeline Month** button to change the calendar view.
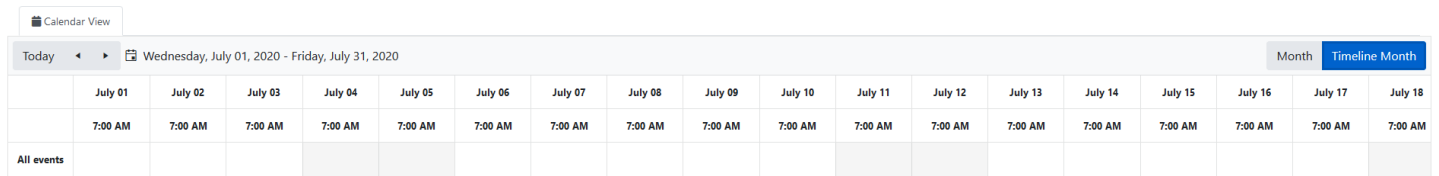
Calendar Screen- Month View

Calendar Screen -Timeline View

ADE Communications

View the task or email communications from ADE related to monitoring program activities.

ADE Task Communication

View the task communications from ADE related to the monitoring program activities.

Filters

> **Monitoring Program:** To view task communications for a specific monitoring program, select the monitoring program and use the 'search' button to apply the filter.

> **Start Date/End Date:** The task communications will display within the date range selected. Use the 'search' button to apply the filter.

> **Search Button (Apply Filters)**: Select this button to apply the filters selected.

Related Tasks: Select the details button under the actions column to view the task communication tab.

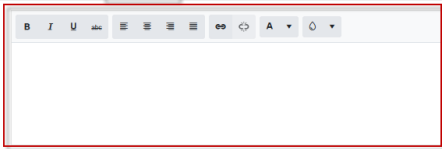**Actions:** Select the icon 🔲 to view the task communication tab.

ADE Task Communication Tab

Communication Tab: Send a message to the ADE contact regarding this task and view the specialist response.

Comment Box: Enter message and select the submit button to send the message.

Recent Comments: View the recent messages previously sent and received.

ADE Email Communication

View the email communications from ADE related to the monitoring program activities.

<u>Filters</u>

> **Monitoring Program:** To view email communications for a specific monitoring program, select the monitoring program and use the 'search' button to apply the filter.

> **Start Date/End Date:** The email communications will display within the date range selected. Use the 'search' button to apply the filter.

> **Search Button (Apply Filters)**: Select this button to apply the filters selected.

Actions: Select the [icon] icon to view the email communication details.

EMAC

Dashboard Upcoming Schedule My Schedule School Schedule Calendar Communications ▾ Document

ADE Task Communications
ADE Email Communications

ADE Email Communications

Monitoring Program	Start Date	End Date	Communication Type		
All	12/31/2018	5/27/2021	System Email Communication ✕	Search	Clear

Education Organization	Monitoring Program	Cycle	Email...	Subject	Processed Date	Deliv...	To Address		Actions
Alhambra Elementary District	Testing for SSI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate	Year 4	System	EMAC Testing for SSI - Comprehensive Support and Improvement (CSI) Low Achievement & Low Grad Rate Task(s) Past Due Reminder	01/31/2021	Yes	emactitle1.user@mailinator.com, emactitleone.user@mailnesia.com, ems.super@mailinator.com		ⓘ

Email Communication Details Example

Communication Details   ✕

EdOrg Name: Alhambra Elementary District

Communication Type: System Email

Communicated Date: 05/24/2021

Email Subjet: Welcome to EMAC

Email Message:

Hello,

The Arizona Department of Education would like to give you a warm welcome to the EMAC Highly Effective Schools; cycle: Cycle 1.

Thank you,
Arizona Department of Education, Educator and School Excellence

Note: This is a system generated email. Please do not reply to this email.

Document Archive

View your previously submitted forms and documents that associated to your monitoring program.

<u>Filters</u>

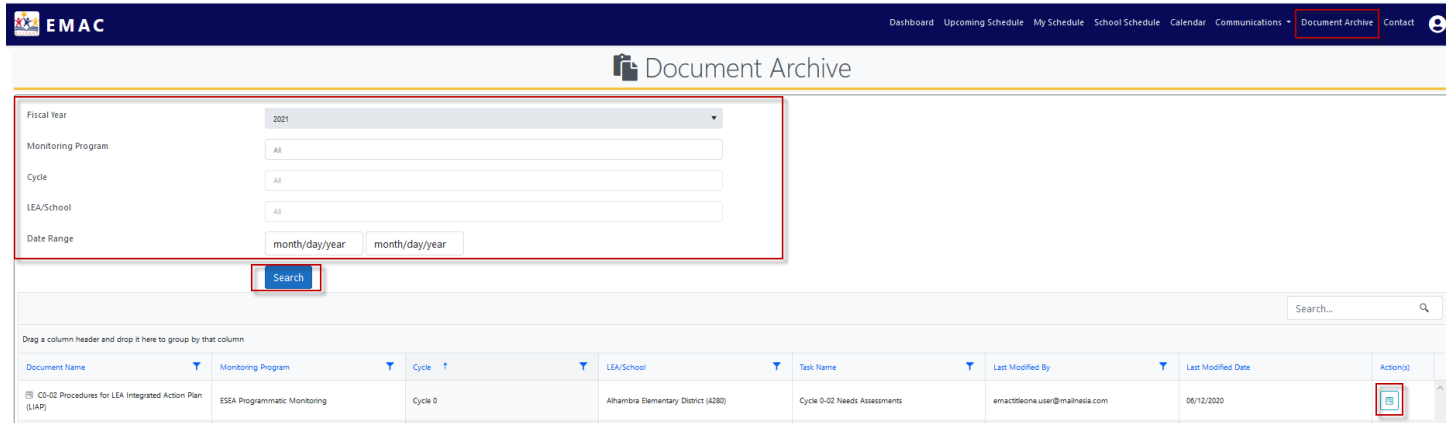**Fiscal Year:** Select the fiscal year to display the documents and online forms for that year.

Monitoring Program: Select one or more monitoring programs to view the documents under these monitoring programs. The default is all monitoring programs.

Cycle: Select one or more cycles to view the uploaded documents. The default is all cycles.

Date Range: Select the date range to view documents in this timeframe.

Search Button (Apply Filters): Select this button to apply the filters selected.

Document Archive Screen

Document Archive Data Grid

Groupings: Group your data by the column heading. Grab the column heading and drag and drop into the
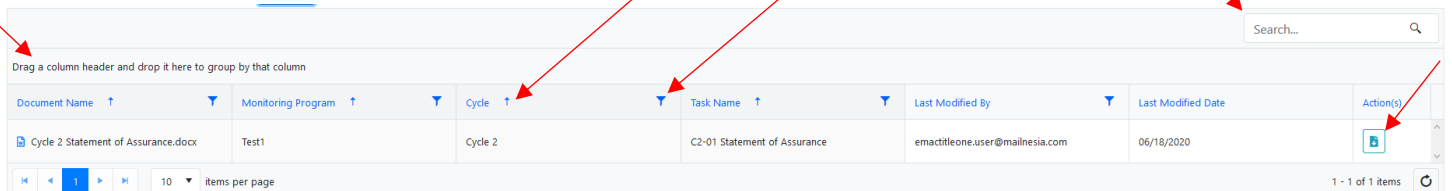
Sort: The data can be sorted on the grid. Select the column heading to sort the data by that column.

Filter: The data can be filtered on the grid. Select the ▼ icon on the column heading to filter the data by that column.

Actions: Select the 📄 icon to view or download the archived document.

Search: Type in search criteria and select the looking glass icon to start the search. The data in the grid will display all items found based on the search criteria entered.

Data Grid

ONLINE FORM EXAMPLE

C0-02 Procedures for LEA Integrated Action Plan (LIAP)

Procedures for LEA Integrated Action Plan (LIAP)
Title I C0-02

Compliance Indicators

The LEA has procedures in place to develop a plan that describes how the LEA will develop desired outcomes, strategies and action steps to meet student learning needs; to increase meaningful involvement of parents, community and stakeholders; to ensure instruction is provided by appropriately certified and effective staff; to ensure proficiency in English for ELLs; to ensure students graduate from high school; that schools are safe, drug- free, and conducive to learning; and that professional development is aligned to meet the identified needs of students and staff. The plan shall include support for instruction, resources for meeting these goals as well has how the LEA will monitor and adjust for the implementation of the plan and evaluate the overall effectiveness of the plan. Each LEA should have a written plan that has been entered into ALEAT. Each plan should contain all the required components. Sec. 1112

Do the procedures include how and when the LEA has meaningful consultation on the design and development of the plan with stakeholders?

☑ Yes

☐ No

Do the procedures include how and when the LEA conducts a comprehensive needs assessment?

☑ Yes

☐ No

Do the procedures include how and when the LEA conducts a comprehensive needs assessment?

☑ Yes

☐ No

Contact Information

Select the monitoring program link to view the contact information associated to the monitoring program.

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

👤 Contact Information

Program Area - Exceptional Student Services

Monitoring Programs
ESS monitoring program - IT DEMO - Cycle 1
ESS Program Support and Monitoring - Cycle Year 4
ESS Special Education Program Approval - On-Sites
Student Level Monitoring Program - MP Cycle 4

Contact Details

Student Level Monitoring Program

Arizona Department of Education
🏛 Exceptional Student Services
✉ ESSInbox@azed.gov

Specialist Contact Information
ADE Staff Test
✉ ESSSpecialist.Emac@mailnesia.com