



# 21<sup>ST</sup> CCLC EMAC 101



## EMAC

# Educational Monitoring, Assistance & Compliance

For 21st CCLC FY22 Year 1 site leaders who have not used Educational Monitoring, Assistance and Monitoring (EMAC) before and will be responsible for submitting 21<sup>st</sup> CCLC Required Reporting documents.

# DO I NEED EMAC ACCESS?

21<sup>st</sup> CCLC transition to EMAC will start with **Cycle 17 Year 1 sites**.

If you are **responsible for submitting** Required Reporting documents to your assigned 21<sup>st</sup> Education Program Specialist, you will **need** EMAC access.

This will **not** look the same for every site, district, or charter. Your 21<sup>st</sup> CCLC Leadership Team will need to decide who will be responsible for entering data into EMAC to determine who will need EMAC access. District Level users will have the option to review, revise, and submit monitoring tasks. We will discuss user roles later in this presentation.



# AGENDA

Basic Introduction to accessing EMAC:

- How do I know if I have access?
- How do I get access?
- How do I know what is due?



# ADE CONNECT

Verify you have a login to ADE Connect

*Note: If you do not have access, request access from [HelpDesk](#)*



ARIZONA DEPARTMENT  
OF EDUCATION

COVID-19

Students & Families

Educators

Administrators

Programs & Supports

About ADE

ADEConnect



Select Language



I HAVE ADE CONNECT ACCESS

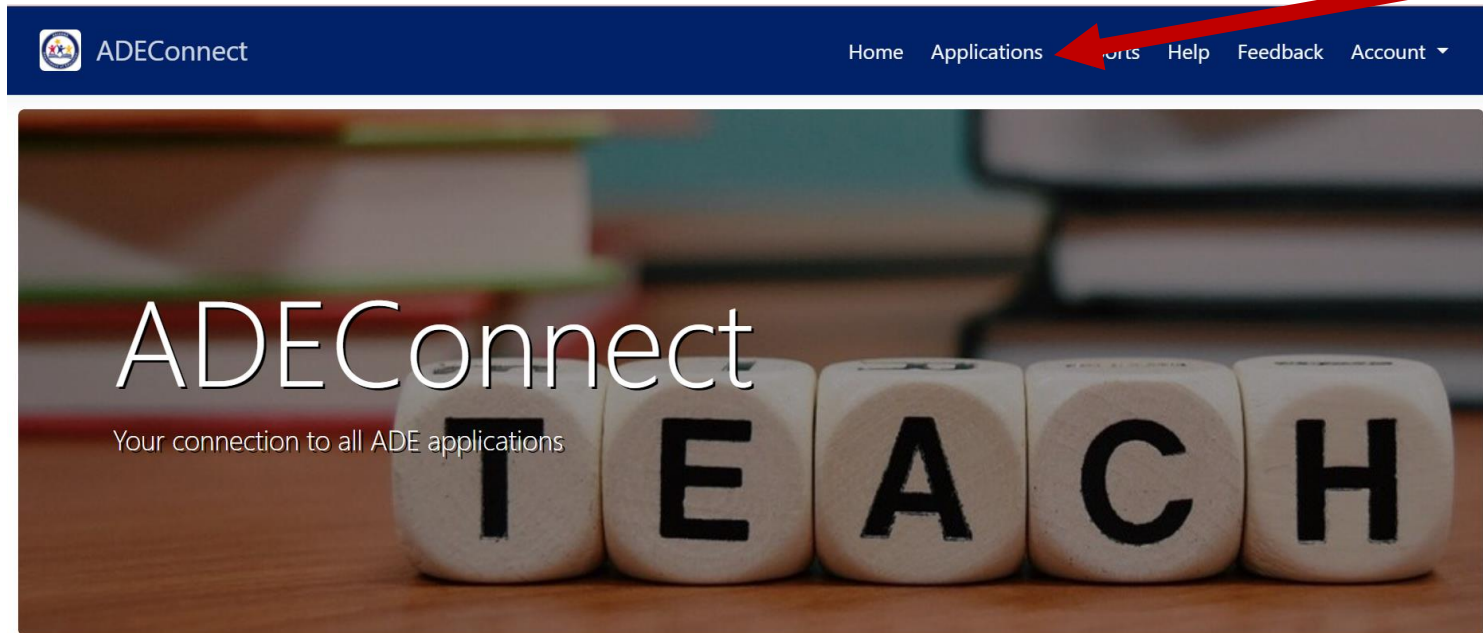
ASSESSMENTS

GRANTS  
MANAGEMENT  
ENTERPRISE  
(GME)

AZEDS PORTAL

# IN ADE CONNECT


Once you have ADE Connect access and log in, click on “Applications”



# EMAC







Verify there is a link 'EMAC'  
on your list of applications



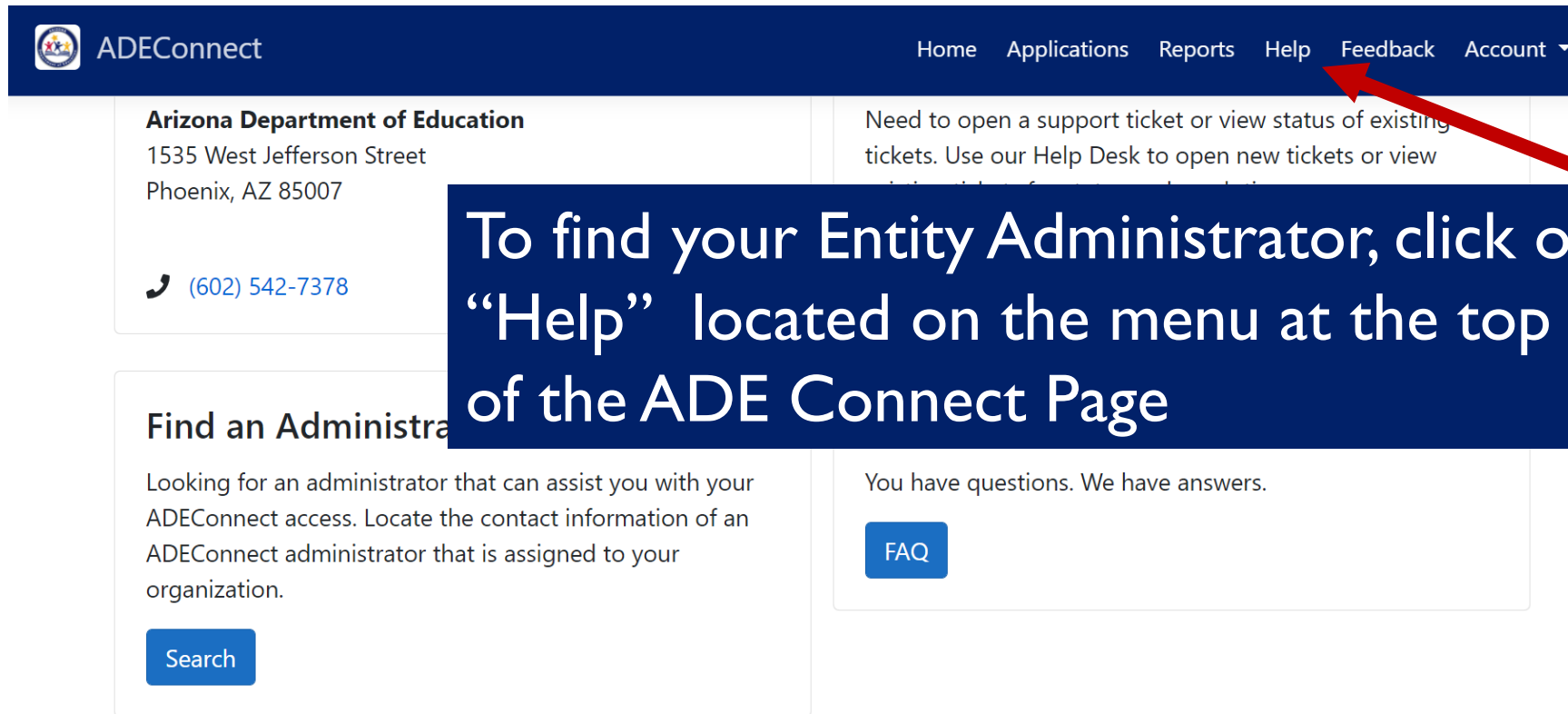
 ADEConnect Home

## Applications

[Hide All]

Arizona Department of Education (79275) [-]	
EMAC	★ 
Grants Management	★ 
ADE Motor Pool Reservation System	☆ 
Assessments	☆ 
AZDash	☆ 
AzEDS Portal	☆ 

# ENTITY ADMINISTRATOR



The screenshot shows the ADEConnect website interface. At the top, there is a dark blue navigation bar with the ADEConnect logo on the left and a menu on the right containing 'Home', 'Applications', 'Reports', 'Help', 'Feedback', and 'Account'. A red arrow points to the 'Help' menu item. Below the navigation bar, the main content area is divided into two columns. The left column features the 'Arizona Department of Education' contact information, including the address '1535 West Jefferson Street, Phoenix, AZ 85007' and the phone number '(602) 542-7378'. The right column contains a text block about opening support tickets and a 'FAQ' button. A large blue text box is overlaid on the right side of the page, providing instructions on how to find an entity administrator.

**ADEConnect**

Home Applications Reports **Help** Feedback Account ▾

**Arizona Department of Education**  
1535 West Jefferson Street  
Phoenix, AZ 85007

(602) 542-7378

Need to open a support ticket or view status of existing tickets. Use our Help Desk to open new tickets or view

**To find your Entity Administrator, click on “Help” located on the menu at the top of the ADE Connect Page**

**Find an Administrator**

Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.

Search

You have questions. We have answers.

FAQ





# ENTITY ADMINISTRATOR




ADEConnect

[Home](#) [Applications](#) [Reports](#) [Help](#) [Feedback](#) [Account](#) ▾

## Arizona Department of Education

1535 West Jefferson Street  
Phoenix, AZ 85007

 (602) 542-7378

Need to open a support ticket or view status of existing tickets. Use our Help Desk to open new tickets or view existing tickets for status and resolution.

[Go to Help Desk](#)

## Find an Administrator

Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.

[Search](#)

## Frequently asked questions

You have questions. We have answers.

[FAQ](#)



# ENTITY ADMINISTRATOR




ADEConnect

[Home](#) [Applications](#) [Reports](#) [Help](#) [Feedback](#) [Account](#) ▾

## Arizona Department of Education

1535 West Jefferson Street  
Phoenix, AZ 85007

 (602) 542-7378

Need to open a support ticket or view status of existing tickets. Use our Help Desk to open new tickets or view existing tickets for status and resolution.

[Go to Help Desk](#)

## Find an Administrator

Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.

[Search](#)

## Frequently asked questions

Go to the “Find an Administrator” section of the page and click “Search”



# ENTITY ADMINISTRATOR

Contact your Entity Administrator to  
request access to EMAC



# REQUIRED REPORTING



## 21<sup>st</sup> CCLC Required Reporting Calendar for 2021-2022



Date	Report	Notes
9/3/2021	Program At-A-Glance 2021-2022	Submit to Assigned Program Specialist
9/24/2021 <b>POSTPONED</b>	APR Summer Term 2021 – Process Data Reporting	Submit to Evaluation Specialist (Kim Logan)
9/24/2021	Summer 2021 Student Attendance in AzEDS	Confirm Summer 2021 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
1/21/2022	Summary of Classes (I) 2021-2022	Submit to Assigned Program Specialist
2/18/2022	Fall 2021 Student Attendance in AzEDS	Confirm Fall 2021 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
6/1/2022	Revisions FY22- Last Day for Revisions	Submit to GME
6/3/2022	Continuing Application FY22	Submit to GME
6/3/2022	Spring 2022 Student Attendance in AzEDS	Confirm Spring 2022 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
6/3/2022	Summary of Classes (II) 2021-2022	Submit to Assigned Program Specialist
6/17/2022	Site Evaluation Report 2021-2022	Submit to Assigned Program Specialist
6/17/2022	APR Academic Term 2021-2022 – Process Data Reporting	Submit in EMAC
TBD	APR Summer and Academic Term 2021-2022 – Outcome Data Reporting	Submit in EMAC
9/30/2022	Completion Report FY22	Submit to GME



# MONITORING PROGRAM ASSIGNMENT


EMAC Administrator will need to assign you to specific Monitoring Programs.


Currently the only 21<sup>st</sup> CCLC Monitoring Program:

**21<sup>st</sup> CCLC Program At-A-Glance (PAG)**



# LEA EMAC DASHBOARD

 **EMAC**

DashboardUpcoming ScheduleMy ScheduleSchool ScheduleCalendarCommunicationsDocument ArchiveContact

### 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):  Search Reset

#### Tasks

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

#### My Recent Activity

7 Days15 Days30 Days

Summary of Performance Alhambra Elementary District	Online Form	05/26/2021
test2 Alhambra Elementary District	Task	05/26/2021
Data review task Alhambra Elementary District	Task	05/26/2021

#### Upcoming Tasks

Child-Form	07/01/2020
Test2	07/01/2020
Student Data Submission - DRO	07/01/2020
Test Student LElvel	07/05/2020
Data review task	08/29/2020



## USER ROLES

The Entity Administrator will assign you to EMAC:

EMAC User (LEA Level)

EMAC Read Only (LEA Level)

EMAC School User

EMAC School Read Only



# **21<sup>st</sup> CCLC EMAC PAG Training**

**9/20/21**

**3:00PM MST**

**Register in EMS**





## 21<sup>ST</sup> CCLC EMAC PAG

**9/20/21** – 21<sup>st</sup> CCLC Program A-A-Glance (PAG) opens in EMAC

**10/15/21** – Deadline to submit PAG in EMAC



# RESOURCES



- 21<sup>st</sup> CCLC EMAC in ADE Connect Guidance
- Recorded presentation
- EMAC 101 Office Hours
  - 9/14 3pm-3:40pm
  - 9/16 1pm-1:40pm



# THANK YOU

Secily Meza Downes

[secily.downes@azed.gov](mailto:secily.downes@azed.gov)

21<sup>st</sup> CCLC EDUCATION  
PROGRAM SPECIALIST

21<sup>st</sup> CCLC EMAC Lead

