

21ST CCLC EMAC PAG TRAINING



21st CCLC Program At-A-Glance (PAG)

EMAC

Educational Monitoring, Assistance & Compliance



ACCESS EMAC

EMAC is an application available in ADE Connect.

Access the 21st CCLC EMAC 101 training and the "EMAC in ADE Connect Access" guidance document on our Required Reporting page.

They will assist you in gaining access to EMAC.





REQUIRED REPORTING CALENDAR



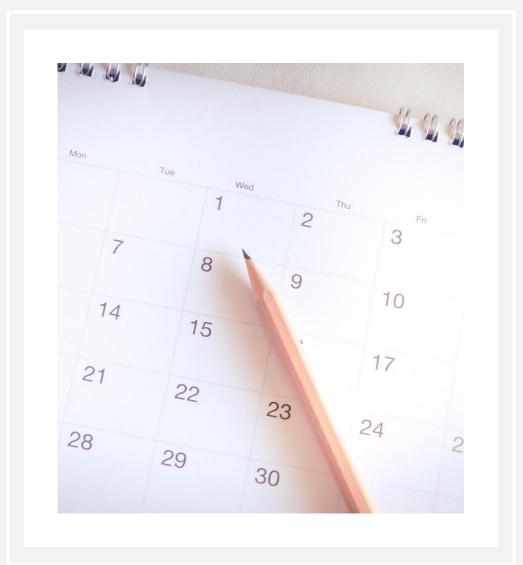
21st CCLC Required Reporting Calendar for 2021-2022



Date	Report	Notes
9/3/2021	Program At-A-Glance 2021-2022	Submit to Assigned Program Specialist
9/24/2021 POSTPONED	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







TIMELINE

9/20/21

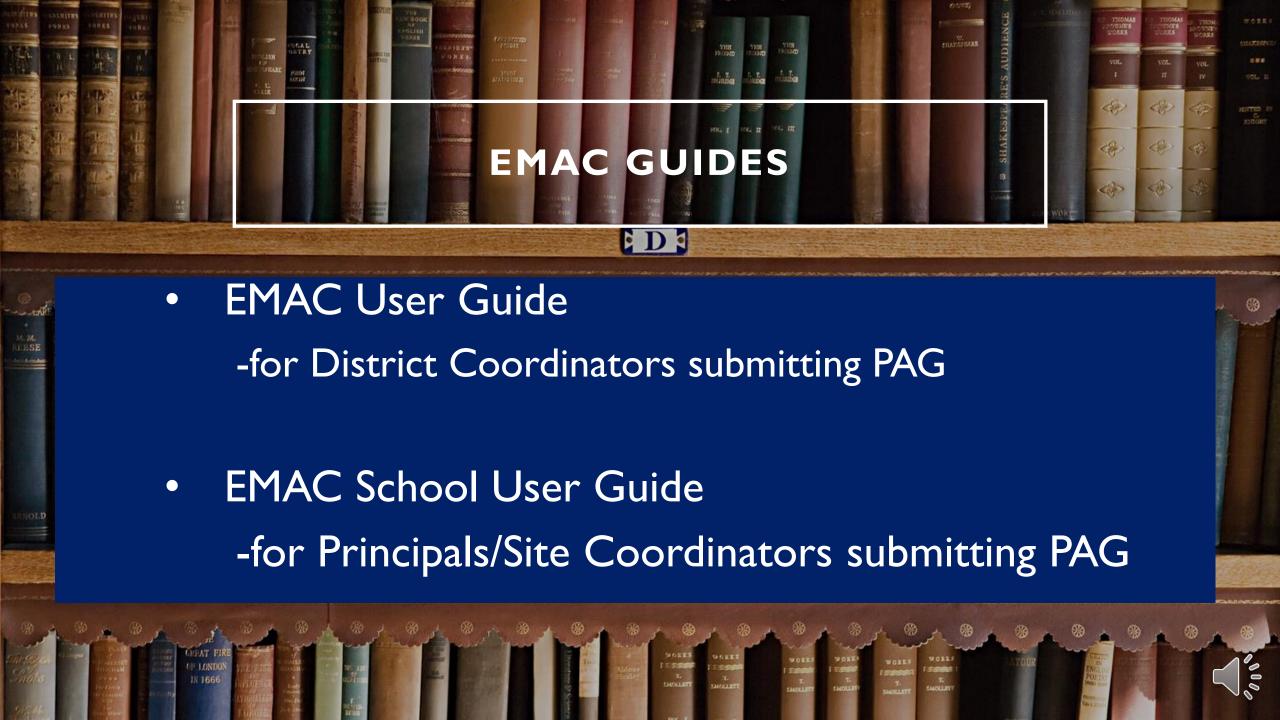
21st CCLC Program At-A-Glance (PAG) opens in EMAC

10/15/21

Deadline to submit PAG in EMAC







MONITORING PROGRAM ASSIGNMENT

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

21st CCLC Program At-A-Glance (PAG)

This training is specific to this Monitoring Program.





USER ROLES

EMAC User (LEA Level)

EMAC Read Only (LEA Level)

EMAC School User (Principal/Site Coordinator)

EMAC School Read Only







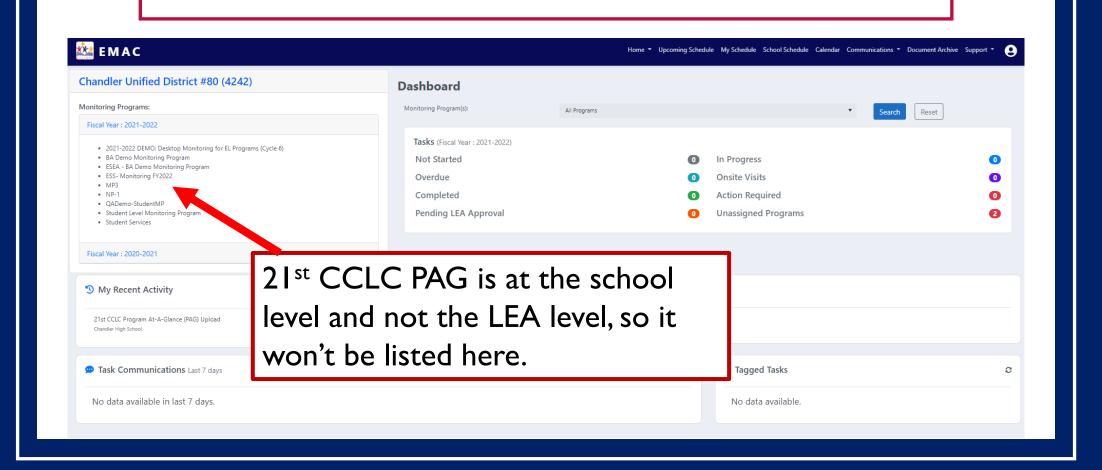
INTRODUCTION TO EMAC 21ST CCLC PROGRAM AT-A-GLANCE

- Dashboard
- Status
- Starting a Data Collection Task
- Submitting a Data Collection Task
- Tabs





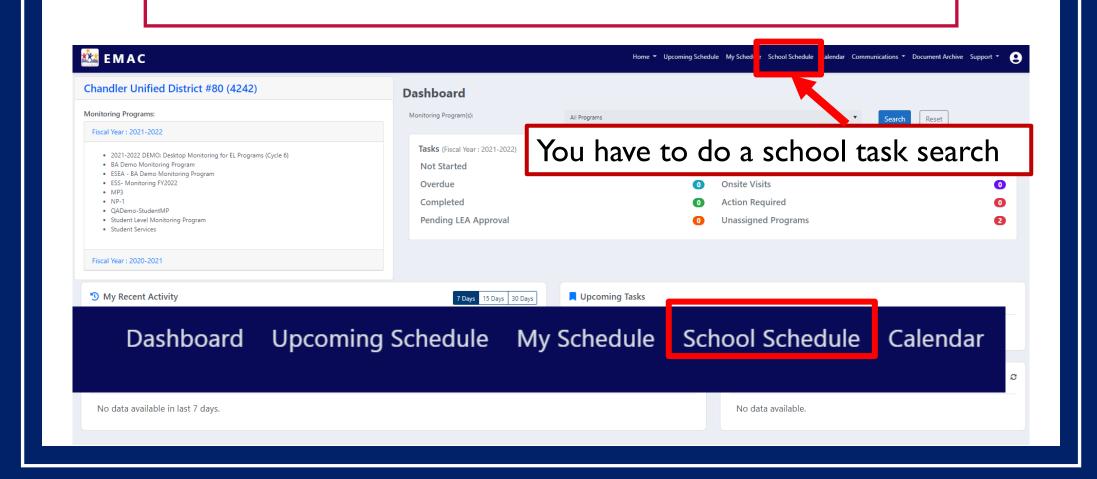
EMAC USER (LEA) DASHBOARD







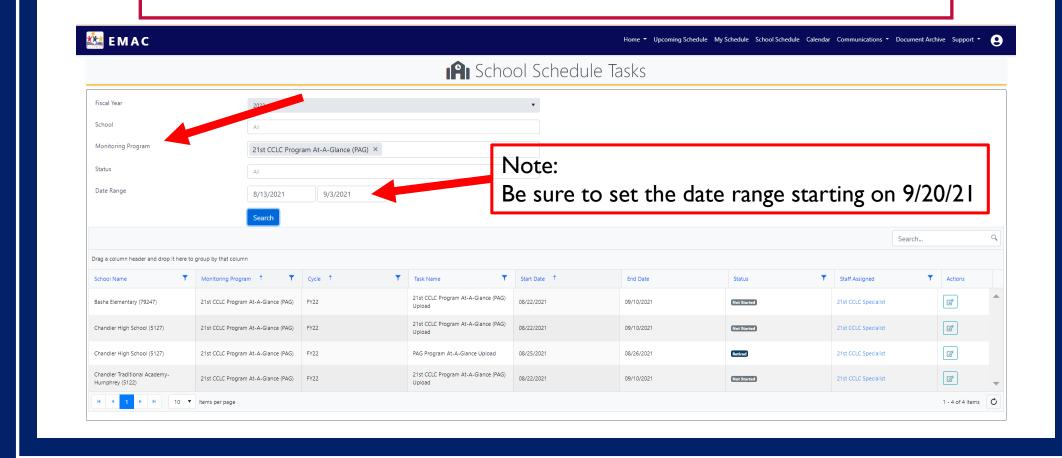
EMAC USER (LEA) DASHBOARD







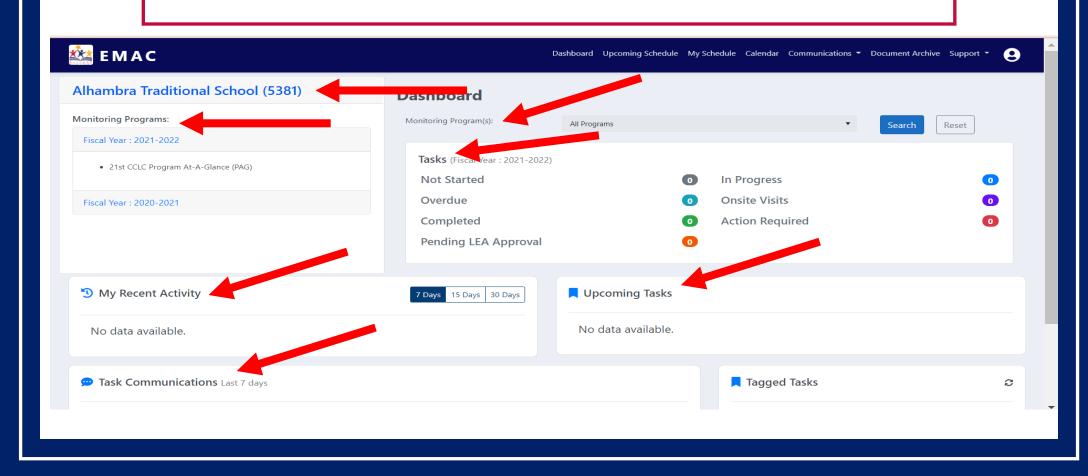
SCHOOL SCHEDULE SEARCH







EMAC SCHOOL USER DASHBOARD







YES OR NO

If I am an EMAC (LEA) User, does the 21st CCLC Program At-A-Glance Monitoring Program show up on my list of Monitoring Program **LEA Dashboard**?





YES OR NO

If I am an EMAC (LEA) User, does the 21st CCLC Program At-A-Glance Monitoring Program show up on my list of Monitoring Programs on the **LEA Dashboard**?

No – the 21st CCLC Monitoring Program is assigned at the school level. An EMAC LEA User will need to use the School Schedule search feature to access the Monitoring Program Tasks.





STATUS OF A DATA COLLECTION TASK

Not Started

- Program Area has assigned the Monitoring Program
- Grantee has not started working on the task



In Progress

- Grantee has started entering data
- Grantee has not submitted Task



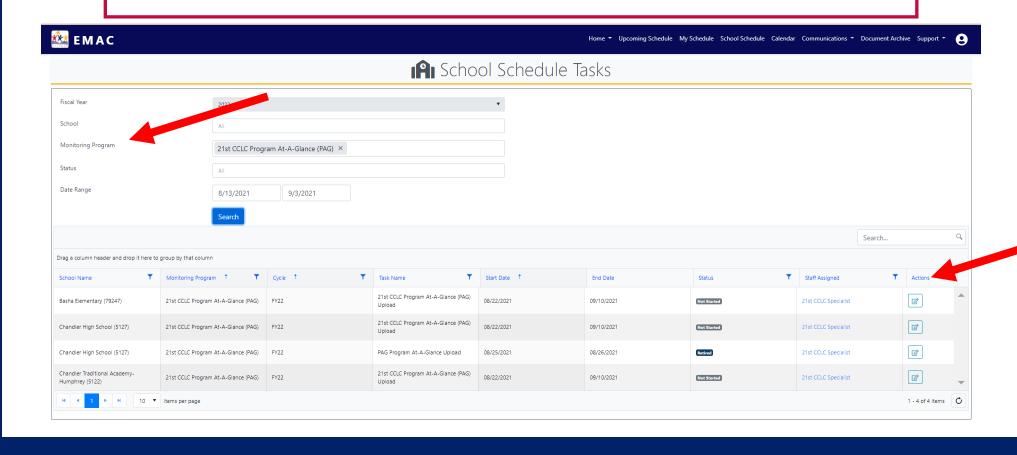
Completed

 Grantee has submitted the Task for ADE review





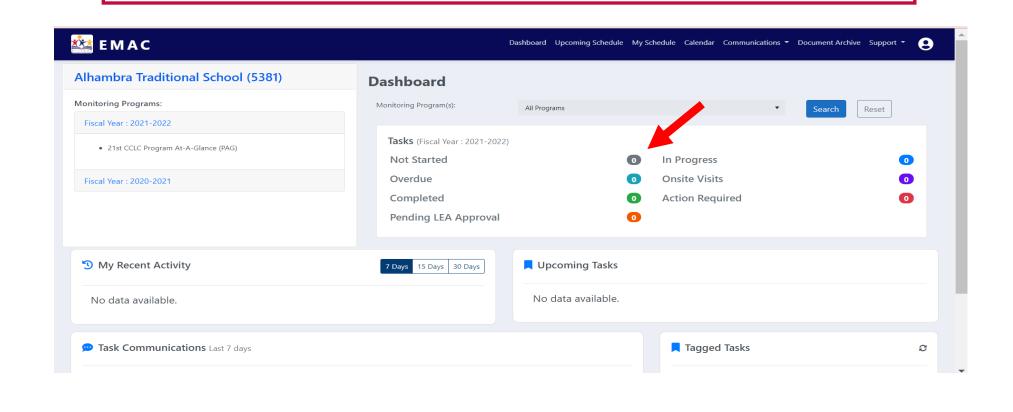
EMAC USER (LEA) ACCESSING A DATA COLLECTION TASK







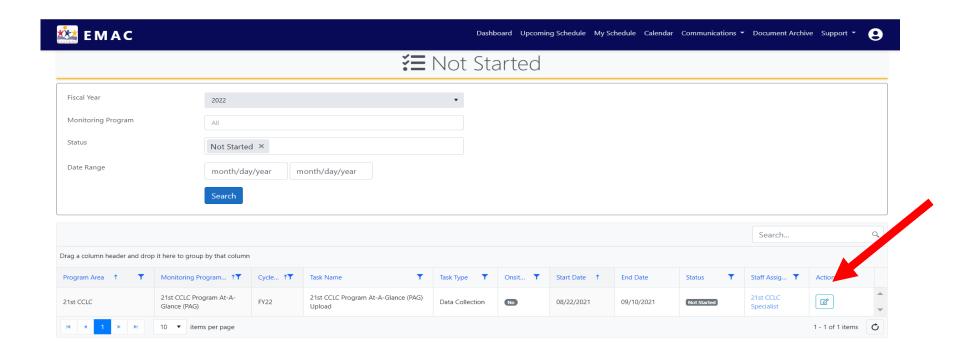
SCHOOL USER ACCESSING A DATA COLLECTION TASK







STARTING A DATA COLLECTION TASK







DATA COLLECTION TASKS

Broken up into 2 sections:

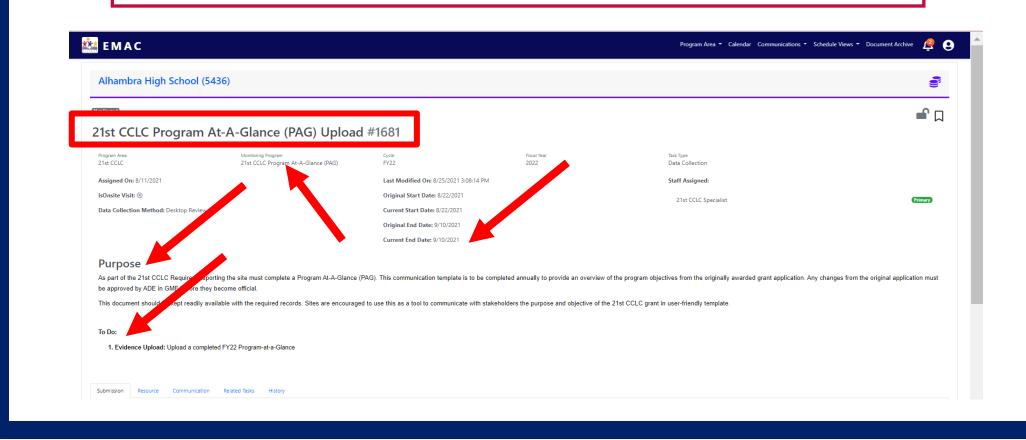
- Task Details
- Data Submission







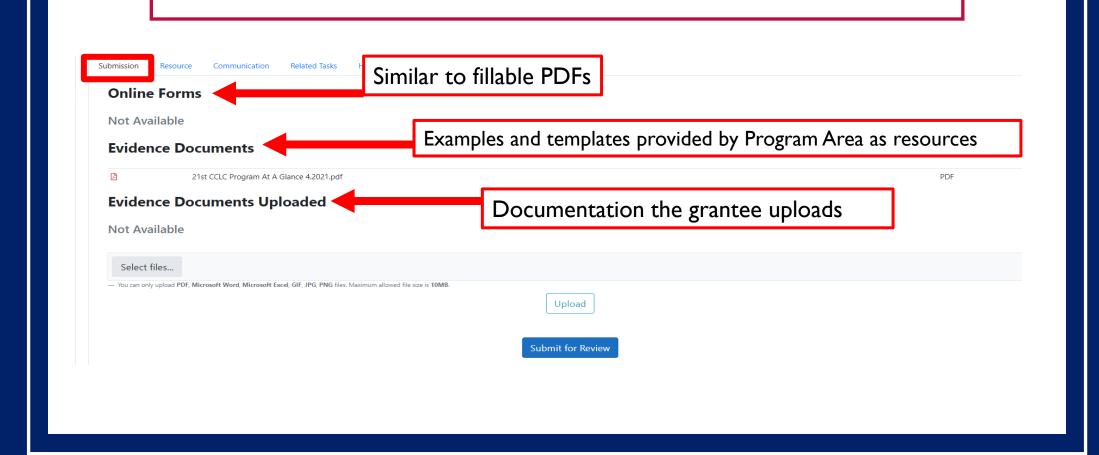
DATA COLLECTION TASK TASK DETAILS







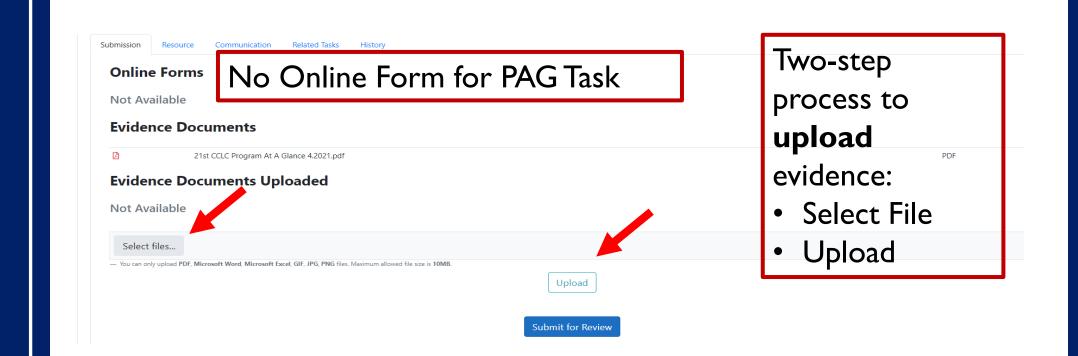
DATA COLLECTION TASK DATA SUBMISSION







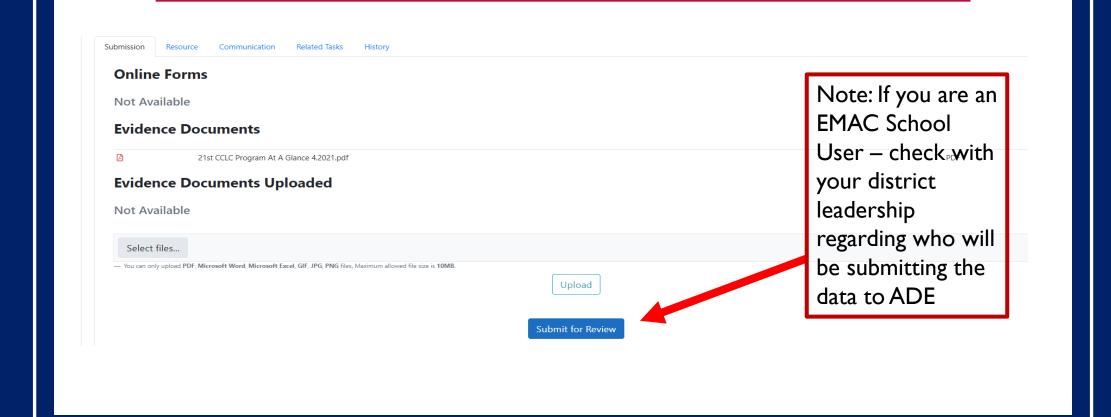
COMPLETING A 21ST CCLC PAG DATA COLLECTION TASK







SUBMITTING A DATA COLLECTION TASK

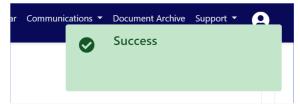






SUBMITTED TASK

• Once you press "Submit", a green "Success" box will flash on the top right of your screen and this button will become inactive.



- This Task in now in the queue for the 21st CCLC Specialist for Review.
- No changes can be made by you unless the Program Specialist returns your submission and changes the status to "Action Required."





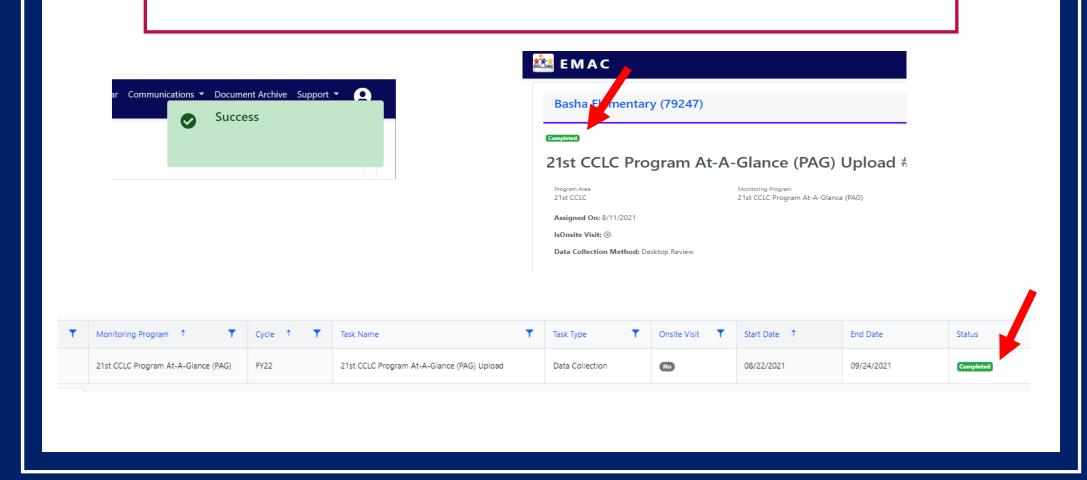
SUCCESS

What is one way you can determine if you have successfully submitted a Data Collection Task?





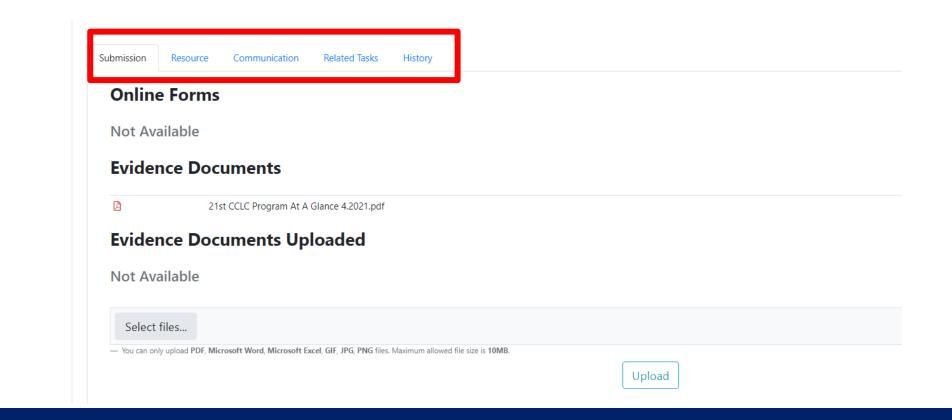
COMPLETED







TABS







COMMUNICATION TAB

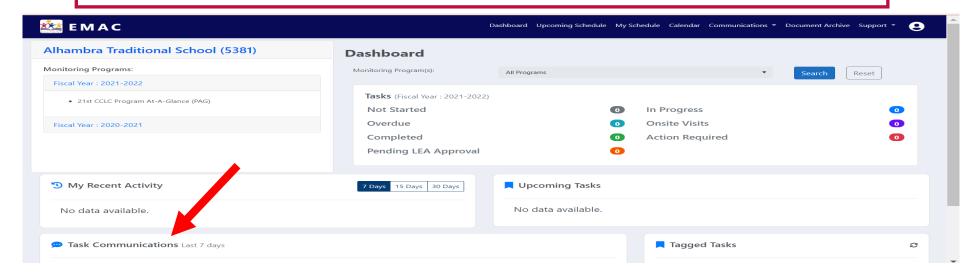


If you have a question regarding this Task, you can use the Communication Tab to communicate with your 21st CCLC Specialist.





COMMUNICATION



Any recent communication from the 21st CCLC Specialist will be easily seen on the Dashboard when you sign in.





HISTORY TAB

View changes made to the Task.

Sep 01, 2021 21cclcschooluser.emac@mailnesia.com - Changed Status from In Progress To Completed

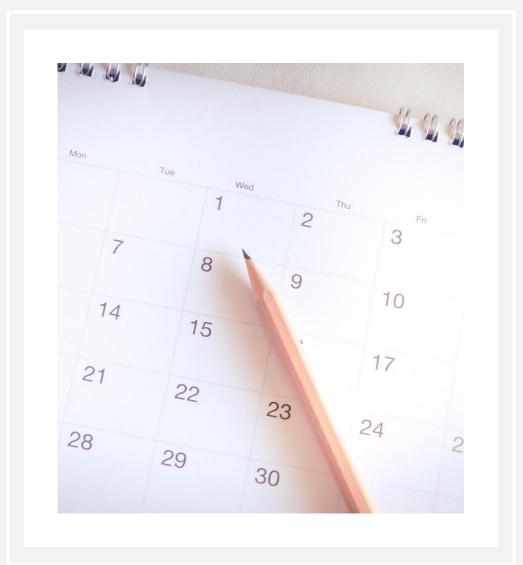
Sep 01, 2021 21cclcschooluser.emac@mailnesia.com - document Sample Online Form Questions.docx Submitted

Sep 01, 2021 21cclcschooluser.emac@mailnesia.com - Changed Status from Not Started To In Progress

Sep 01, 2021 21cclcschooluser.emac@mailnesia.com - online form Direct Student Services Completed







TIMELINE

9/20/21

21st CCLC Program At-A-Glance (PAG) opens in EMAC

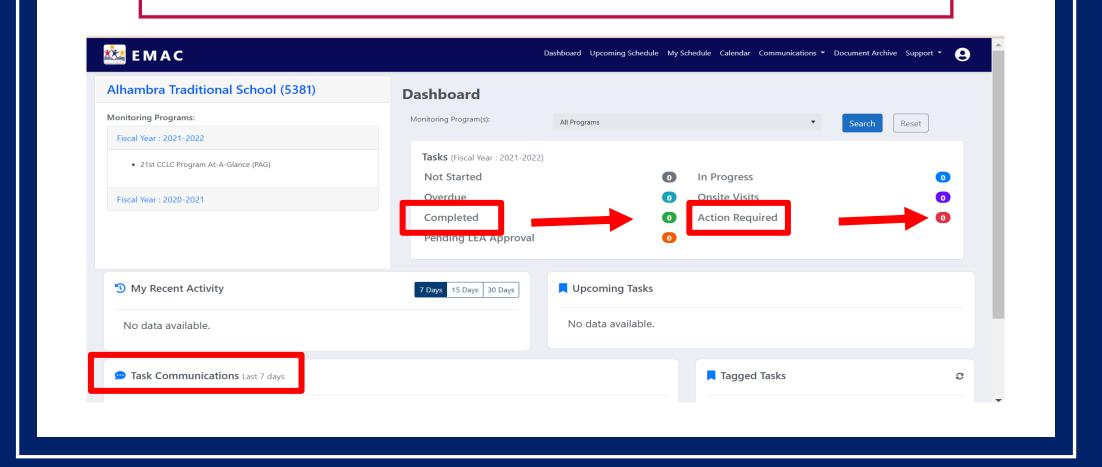
10/15/21

Deadline to submit PAG in EMAC





21ST CCLC SPECIALIST REVIEW







21ST CCLC SPECIALIST REVIEW

Action Required

If the 21st CCLC PAG Task submitted needs revision, the 21st CCLC Specialist will note the reason it is being returned. This action will move the Task to the "Action Required" task category. The Data Collection Tasks will be back in your queue, and you will be able to make changes to resubmit the Task.

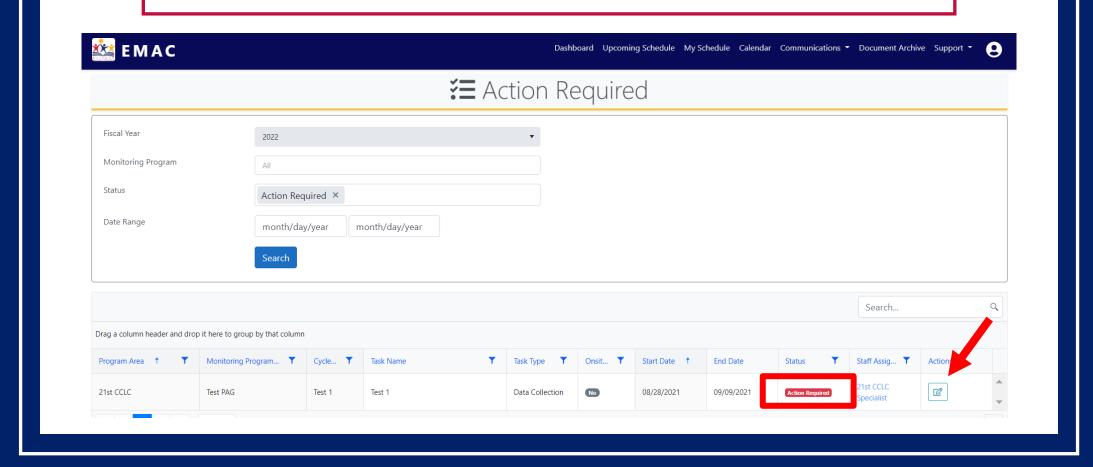
Accepted

If the 21st CCLC PAG Task you submitted is accepted by your 21st CCLC Specialist, it will remain in your "Completed" task category, and you have completed this Monitoring Program in EMAC.





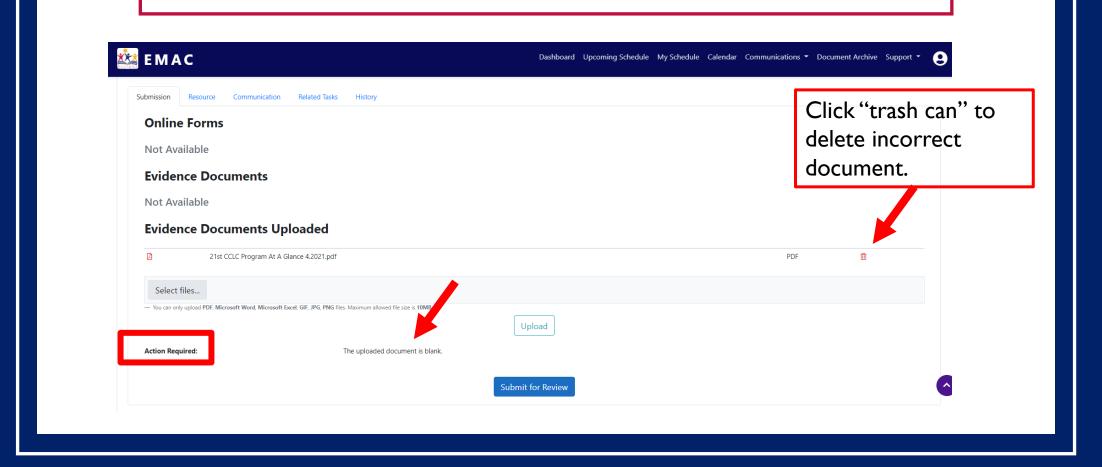
ACTION REQUIRED







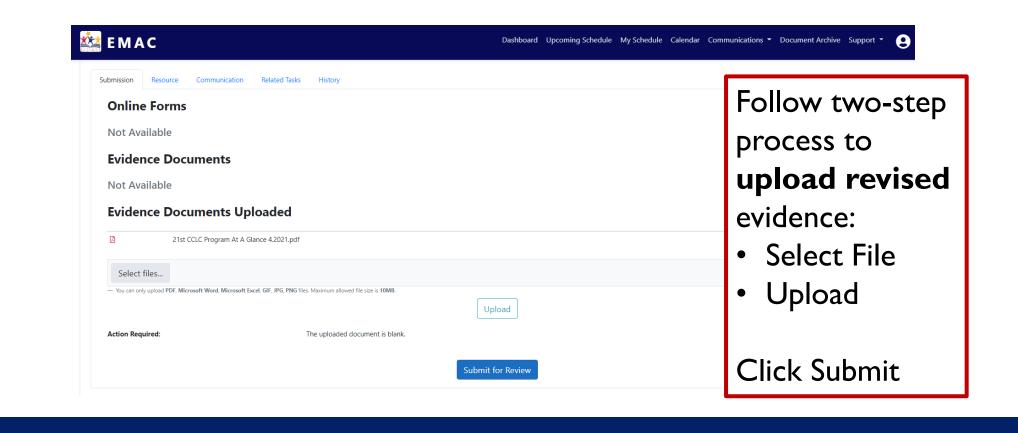
REASON FOR RETURN







RESUBMIT TASK







WHAT IS THE MISSING STEP?

- 1.21st CCLC assigns Monitoring Program to grantee.
- 2. EMAC Administrator assigns Monitoring Program to LEA/School staff responsible for submitting 21st CCLC Required Reporting in EMAC.
- 3. Grantee uploads the PAG using the PAG- 2-step Process
- **4**.
- 5. 21st CCLC Specialist reviews the PAG.
- 6. 21st CCLC "accepts" the PAG.





THE MISSING STEP IS....SUBMIT

- 1.21st CCLC assigns Monitoring Program to grantee.
- 2. EMAC Administrator assigns Monitoring Program to LEA/School staff responsible for submitting 21st CCLC Required Reporting in EMAC.
- 3. Grantee uploads the PAG
- 4. Submit for Review
- 5. 21st CCLC Specialist reviews the PAG.
- 6. 21st CCLC "accepts" the PAG.







RESOURCES

- 21st CCLC EMAC
 Resource Guides
- Recorded presentations
- Office Hours





21ST CCLC EMAC PAG OFFICE HOURS

9/27/21 11:15am -11:55am

9/27/21 4pm-4:40pm

10/1/21 lpm-1:40pm

10/5/21 9:15am-9:55am

10/5/21 4pm-4:40pm

10/13/21 3pm-3:40pm

Links to these Office Hours are on the 21st CCLC website, on the Required Reporting page.



THANK YOU

Secily Meza Downes

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21st CCLC EDUCATION PROGRAM SPECIALIST

21st CCLC EMAC Lead





