



EMAC YEAR I GRANTEE TRAINING



21st CCLC Site Compliance Visit
EMAC Monitoring Program

EMAC

Educational Monitoring, Assistance & Compliance

CYCLE 17 - YEAR 1 SITES

In order to submit any requested evidence for an upcoming 21st CCLC monitoring visit, EMAC LEA Users and EMAC School Users will need to verify that that they have been assigned to an EMAC Monitoring Program by their EMAC administrator.

EMAC Administrator will follow the same steps used to assign staff to 21st CCLC PAG Monitoring Program



EMAC LEA USERS

- Select "EMAC" from your list of available applications in ADE Connect.
- Click ***School Schedule*** tab located on top blue bar menu.



EMAC LEA USERS

EMAC Home Upcoming Schedule My Schedule School Schedule Calendar Communications Document Archive Support

Chandler Unified District #80 (4242)

Monitoring Programs:

Fiscal Year : 2021-2022

- 2021-2022 DEMO: Desktop Monitoring for EL Programs (Cycle 6)
- BA Demo Monitoring Program
- ESEA - BA Demo Monitoring Program
- ESS- Monitoring FY2022
- MP3
- NP-1
- QADemo-StudentMP
- Student Level Monitoring Program
- Student Services

Fiscal Year : 2020-2021

Dashboard

Monitoring Program(s): All Programs Search Reset

Tasks (Fiscal Year : 2021-2022)

Not Started

Overdue

Completed

Pending LEA Approval

0 Onsite Visits 0

0 Action Required 0

0 Unassigned Programs 2

My Recent Activity 7 Days 15 Days 30 Days Upcoming Tasks

Dashboard Upcoming Schedule My Schedule **School Schedule** Calendar

No data available in last 7 days. No data available.



EMAC SCHOOL SEARCH FOR LEA USERS

The screenshot shows the EMAC School Schedule Tasks search interface. The search filters are highlighted with a red box:

- Fiscal Year: 2022
- School: Canyon De Chelly Elementary School (4733)
- Monitoring Program: 21st CCLC Site Compliance Visit
- Status: All
- Date Range: 10/27/2021 to 11/1/2021

The search results table is as follows:

School Name	Monitoring Program	Cycle	Task Name	Start Date	End Date	Status	Staff Assigned	Actions
Canyon De Chelly Elementary School (4733)	21st CCLC Site Compliance Visit	FY22	Site Compliance Visit	10/27/2021	10/27/2021	Not Started	21st CCLC Specialist	[Action Icon]

Page 1 of 1 items. 10 items per page.



SCHOOL SEARCH

Fiscal Year: 2022

School: Canyon De Chelly Elementary School (4733) ×

Monitoring Program: 21st CCLC Site Compliance Visit ×

Status: All

Date Range: 10/27/2021 11/1/2021

Search

You have to type in the name of the school

Begin to type the name of the monitoring program and it will populate it for you

Be sure to enter 10/27/2021 for the start of the date range

Click Search to locate the Data Collection Tasks



EMAC SCHOOL USERS

- Select "EMAC" from your list of available applications in ADE Connect.
- EMAC Dashboard - top left – list of assigned Monitoring Programs.



EMAC SCHOOL USERS

The screenshot shows the EMAC dashboard for Canyon De Chelly Elementary School (4733). The dashboard is divided into two main sections: Monitoring Programs and a Dashboard summary. The Monitoring Programs section shows two fiscal years: 2021-2022 and 2020-2021. The 2021-2022 section lists two monitoring programs: '21st CCLC Program At-A-Glance (PAG)' and '21st CCLC Site Compliance Visit'. The Dashboard section shows a summary of tasks for the 2021-2022 fiscal year. The tasks are categorized as 'Not Started' (11), 'Completed' (1), 'Onsite Visits' (10), and 'Overdue' (1). A red box highlights the 'Not Started' category, and a red arrow points to the 'All Programs' dropdown menu.

Click on the number next to the Not Started status category to access the Data Collection Tasks. The Site Compliance Visit task will also be located in the Onsite Visits category.

If you have multiple monitoring programs, you can filter what you see by using the drop-down.



YES OR NO POLL

Did you have trouble getting assigned to the PAG Monitoring Program in EMAC?

If you had trouble, please type in the chat what steps were taken for you to finally get assigned.



CYCLE 17 - YEAR 1 SITES

Cycle 17 Year 1 sites will have access to the

21st CCLC Site Compliance Visit

Monitoring Program in EMAC

Start Date 10/27/21

End Date 6/30/21



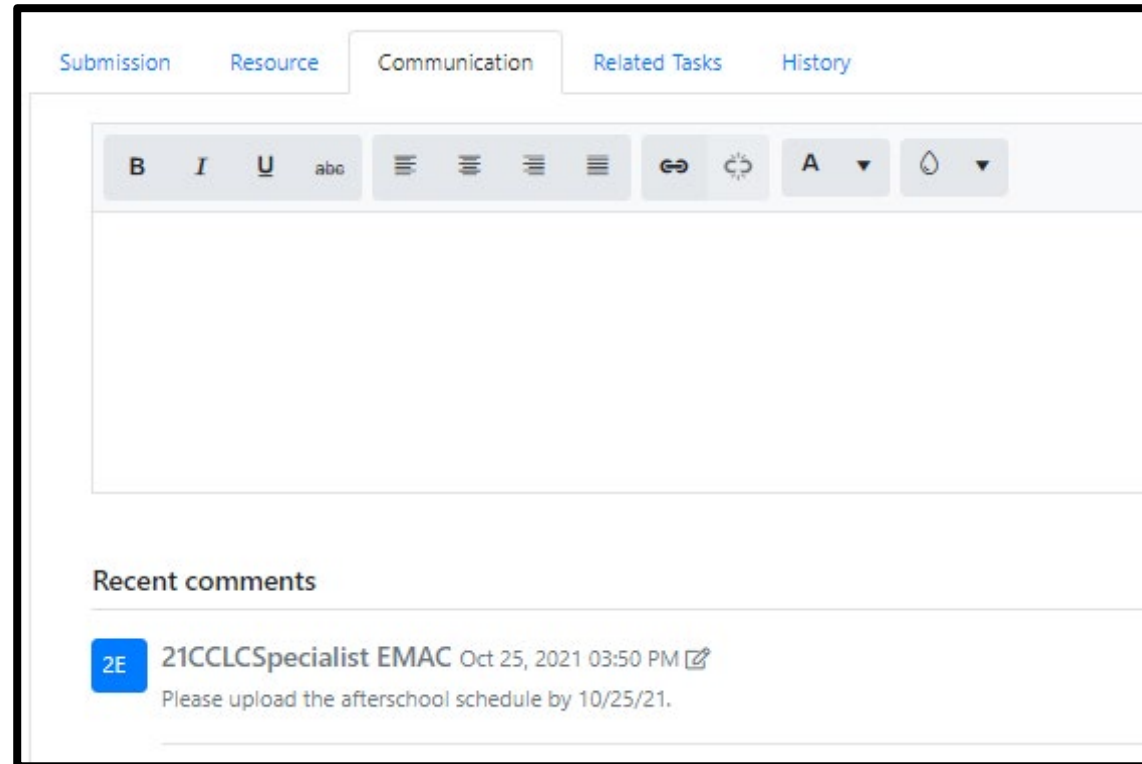
COMMUNICATION TAB

Your 21st CCLC Program Specialist will use the Communication Tab to request any evidence they wish to be submitted by the site directly in EMAC in the specific Data Collection Tasks (DCT) aligned to the Site Compliance Report section.

- Before a Site Visit
- During a Site Visit
- After a Site Visit



COMMUNICATION TAB



The screenshot displays a software interface with a navigation bar at the top containing five tabs: "Submission", "Resource", "Communication" (which is the active tab), "Related Tasks", and "History". Below the navigation bar is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), text color (abc), background color (three horizontal lines), link (chain), unlink (chain with slash), font color (A), and font size (water drop). The main content area is currently empty. Below the editor, there is a section titled "Recent comments" which contains one comment. The comment is from a user with the profile picture "2E", identified as "21CCLCSpecialist EMAC", dated "Oct 25, 2021 03:50 PM". The text of the comment reads: "Please upload the afterschool schedule by 10/25/21."



LEA USER DASHBOARD

Chinle Unified District (4158)

Monitoring Programs:

Fiscal Year : 2021-2022
Fiscal Year : 2020-2021

Dashboard

Monitoring Program(s): All Programs

Tasks (Fiscal Year : 2021-2022)

Onsite Visits 0 **Overdue** 0

* If you do not see your monitoring program on the dropdown list, contact your **EMAC Administrator(s)**.

My Recent Activity 7 Days 15 Days 30 Days

No data available.

Upcoming Tasks

No data available.

Task Communications Last 7 days

1 - Direct Student Services - 21st CCLC Site Compliance Visit - Canyon De Chelly Elementary School
By 21CCLCSpecialist EMAC - 10/25/2021 03:50 pm
Please upload the afterschool schedule by 10/25/21.

Tagged Tasks

No data available.



LEA USER DASHBOARD

The screenshot displays a user dashboard interface. On the left, there is a sidebar with navigation options: 'Chinle U', 'Monitoring', 'Fiscal Yea', 'Fiscal Yea', 'My F', 'No da', and 'Task'. The main content area is titled 'Task Communications Last 7 days' with a blue speech bubble icon. A notification card is visible, containing the text: '1 - Direct Student Services - 21st CCLC Site Compliance Visit - Canyon De Chelly Elementary School', 'By 21CCLCSpecialist EMAC - 10/25/2021 03:50 pm', and 'Please upload the afterschool schedule by 10/25/21.'. A red L-shaped box highlights the 'Task' sidebar item and the notification card. On the right side of the dashboard, there are two circular indicators: a green one with the number '0' and a grey one with the number '2'.



SCHOOL USER DASHBOARD

Canyon De Chelly Elementary School (4733)

Monitoring Programs:

Fiscal Year: 2021-2022

- 21st CCLC Program At-A-Glance (PAG)
- 21st CCLC Site Compliance Visit

Fiscal Year: 2020-2021

Dashboard

Monitoring Program(s): All Programs Search

Tasks (Fiscal Year: 2021-2022)

Not Started 10 In Progress 1

Completed 1 Onsite Visits 10

Overdue 1

*If you do not see your monitoring program on the dropdown list, contact your EMAC Administrator.

My Recent Activity

7 Days 15 Days 30 Days

1 - Direct Student Services - 21st CCLC Site Compliance Visit - Canyon De Chelly Elementary School 10/25/2021

Upcoming Tasks

2 - Direct Family Services - 21st CCLC Site Compliance Visit	10/12/2021
3 - Alignment to the School Day - 21st CCLC Site Compliance Visit	10/12/2021
5 - Equity and Access - 21st CCLC Site Compliance Visit	10/12/2021
6 - Evaluation - 21st CCLC Monitoring Compliance Visit	10/12/2021
4 - Safe and Healthy Learning Environment - 21st CCLC Site Compliance Visit	10/12/2021
7 - Dissemination - 21st CCLC Site Compliance Visit	10/12/2021
8 - Sustainability - 21st CCLC Site Compliance Visit	10/12/2021

Task Communications Last 7 days

1 - Direct Student Services - 21st CCLC Site Compliance Visit - Canyon De Chelly Elementary School

By: 11/23/2021 10:00 AM - 10/25/2021 9:00 AM

Please upload the afterschool schedule by 10/25/21.

Tagged Tasks

No data available.



SCHOOL USER DASHBOARD

Canyon De Chelly Elementary School (4733) Dashboard

Monitoring Programs:

Fiscal Year: 2021-2022

- 21st CCLC Program At-A
- 21st CCLC Site Compliance

Fiscal Year: 2020-2021

My Recent Activity

- 1 - Direct Student Services - 21st CCLC Site Compliance Visit - Canyon De Chelly Elementary School

Task Communications Last 7 days

1 - Direct Student Services - 21st CCLC Site Compliance Visit - Canyon De Chelly Elementary School
By 21CCLCSpecialist EMAC - 10/25/2021 03:50 pm

Please upload the afterschool schedule by 10/25/21.

Task Communicatic

- 1 - Direct Student Services - 21st CCLC Site Compliance Visit - Canyon De Chelly Elementary School

Please upload the afterschool

10/12/2021
10/12/2021
10/12/2021
10/12/2021
10/12/2021
10/12/2021
10/12/2021



21ST CCLC SITE COMPLIANCE VISIT

DESKTOP REVIEW TASKS

DCT-1 Direct Student Services

DCT-2 Adult Services

DCT-3 Alignment to School Day

DCT-4 Safe and Healthy Learning

DCT-5 Equity and Access

DCT-6 Evaluation

DCT-7 Dissemination

DCT-8 Sustainability

DCT-9 Fiscal Record Keeping

DCT-10 Required Training



DATA COLLECTION TASK (DCT) TASK DETAIL SECTION

EMAC Program Area Calendar Communications Schedule Views Document Archive

Canyon De Chelly Elementary School (4733)

Not Started

1 - Direct Student Services - 21st CCLC Site Compliance Visit #1850

Program Area 21st CCLC	Monitoring Program 21st CCLC Site Compliance Visit	Cycle FY22	Fiscal Year 2022	Task Type Data Collection
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Assigned On: 10/14/2021
Last Modified On: 10/14/2021 2:33:07 PM

IsOnsite Visit:

Original Start Date: 10/12/2021

Onsite Visit Time: 08:00 AM - 05:00 PM
Current Start Date: 10/12/2021

Data Collection Method: Onsite Visit
Original End Date: 11/11/2021

Current End Date: 11/11/2021

Staff Assigned:
21st CCLC Specialist

Primary

Purpose

Continued 21st CCLC funding is assured when programs are in good standing with federal, state and Arizona Department of Education requirements. The 21st CCLC Site Compliance Visit will review evidence of the following:

- Program services are provided for the number of hours and days per week proposed in original approved application.
- Student services are provided for the number of days and to the projected number of regular student attendees as proposed in the application funding formula.
- Classes/Services provided support academic objectives for students.
- Classes/Services provided support youth development objectives for students.
- Services are being provided for the target population identified in the application.

To ensure your site is meeting the required expectations of the grant, please provide the evidence requested by your 21st CCLC Program Specialist.

Potential sample evidence your 21st CCLC Program Specialist may request:

- Program Calendar
- Schedule
- Class Syllabus
- Lesson Plans
- Enrollment Form



DATA COLLECTION TASK (DCT) TASK DETAIL SECTION

EMAC Program Area Calendar Communications Schedule Views Document Archive

Canyon De Chelly Elementary School (4733)

Not Started

1 - Direct Student Services - 21st CCLC Site Compliance Visit #1850

Program Area 21st CCLC	Monitoring Program 21st CCLC Site Compliance Visit	Cycle FY22	Fiscal Year 2022	Task Type Data Collection
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Assigned On: 10/14/2021 Last Modified On: 10/14/2021 2:33:07 PM Staff Assigned: 21st CCLC Specialist

IsOnsite Visit: Original Start Date: 10/12/2021

Onsite Visit Time: 08:00 AM - 05:00 PM Current Start Date: 10/12/2021

Data Collection Method: Onsite Visit Original End Date: 11/11/2021

Current End Date: 11/11/2021

Purpose

Continued 21st CCLC funding is assured when programs are in good standing with federal, state and Arizona Department of Education requirements. The 21st CCLC Site Compliance Visit will review evidence of the following:

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DATA COLLECTION TASK (DCT) PURPOSE

Continued 21st CCLC funding is assured when programs are in good standing with federal, state and Arizona Department of Education requirements. The 21st CCLC Site Compliance Visit will review evidence of the following:

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- Schedule
- Class Syllabus
- Lesson Plans
- Enrollment Form



DATA COLLECTION TASK (DCT) DATA SUBMISSION SECTION

EMAC

Original End Date: 9/8/2021
Current End Date: 9/8/2021

Purpose
Test DCT for specialist training.

Submission | Resource | Communication | Related Tasks | History

Online Forms ← No Online Forms at this time- read “Not Available”

Not Available

Evidence Documents ← For these DCTs this will be blank - read “Not Available”

Not Available

Evidence Documents Uploaded ← Documentation the grantee uploads

21st CCLC Program At A Glance 4.2021.pdf PDF

Reject Reason:

End Date:

Reject



EVIDENCE UPLOAD

Submission Resource Communication Related Tasks History

Online Forms
Not Available

Evidence Documents
Not Available

Evidence Documents Uploaded
Not Available

Select files...

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

Upload

Submit for Review

Two-step
process to
upload
evidence:

- Select File
- Upload



SUCCESSFUL UPLOAD

Submission Resource Communication Related Tasks History

ar Communications Document Archive Support

Online Forms
Not Available

Evidence Documents
Not Available

Evidence Documents Uploaded
Not Available

Select files...

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

Upload

Submit for Review

Success



SUBMIT A DATA COLLECTION TASK

Submission Resource Communication Related Tasks History

Online Forms
Not Available

Evidence Documents
Not Available

Evidence Documents Uploaded
Not Available

Select files...

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

Upload

Submit for Review

Success

Once you have uploaded all evidence requested for this section – click “Submit for Review”



1-2-3

What three steps must one take in order to upload evidence and submit evidence in a Data Collection Task?

In the chat, type the second step one must follow in this process.



ONSITE VISIT DETAILS

Not Started

21st CCLC Site Compliance Visit #28300

Program Area
21st CCLC

Monitoring Program
21st CCLC Site Compliance Visit

Cycle
FY22

Fiscal Year
2022

Assigned On: 10/26/2021

Last Modified On: 10/26/2021 9:16:00 AM

IsOnsite Visit:

Original Start Date: 10/27/2021

Onsite Visit Time: 08:00 AM - 05:00 PM

Current Start Date: 10/27/2021

Data Collection Method: Onsite Visit

Original End Date: 6/30/2022

Current End Date: 6/30/2022



ONSITE MONITORING TASK

The "21st CCLC Site Compliance Visit" Data Collection Task is by default set for the opening of the Monitoring Program, which is 10/27/21.

This is not the date of your site visit, it will be modified if your 21st CCLC Program Specialist uses the system to schedule your site visit.



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



REMINDER

Once you submit evidence you can no longer make changes. The 21st CCLC Program Specialist would need to “**Reject**” the DCT in order for you to revise documents or add additional documents.



WHAT DO I HAVE TO SUBMIT AND WHEN?

- You will not submit something at this time.
- Your 21st CCLC Program Specialist will use EMAC Communication Tab to request any documentation they would like to review electronically and will provide you a date in which it will need to be done.
- They may not request documentation to be submitted for all Data Collection Tasks.



WHAT'S NEXT

Next steps:

- Make sure you are assigned to the 21st CCLC Site Compliance Visit Monitoring Program by 11/2/21.
- If they have not done so already, your 21st CCLC Program Specialist will be contacting you to schedule a Site Compliance Visit.
- Wait for your 21st CCLC Program Specialist to use the EMAC Communication Tab to request any documentation they would like to review electronically.



OFFICE HOURS

These office hours are not trainings, but rather an opportunity to drop-in and ask any questions you have about navigating EMAC.

Friday, October 29, 2021 @ 10am-10:40am

Monday, November 1, 2021 @ 1pm-1:40pm

Tomorrow, links to the recording of today's presentation as well as the links to the office hours will be available on 21st CCLC website and will also be emailed to sites tomorrow.



RESOURCES

These guides will be available on 21st CCLC website and will also be emailed to sites tomorrow.

- 21st CCLC Site Compliance Visit Supplemental Guide for EMAC LEA Users
- 21st CCLC Site Compliance Visit Supplemental Guide for EMAC School Users



Questions

