



21st CCLC Required Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

EMAC LEA User (District Level)

FY22

21st CCLC Site Compliance Visit Monitoring Program Supplemental Guide



Site Compliance Visit Monitoring Program

Your 21st CCLC Program Specialist will contact you to schedule a site compliance visit. The EMAC system will provide a way for you to submit any documentation your 21st Program Specialist requests to review associated with your site compliance visit. This guide is meant to supplement the 21st CCLC EMAC LEA User Guide. This guide will provide you with information regarding the Data Collection Tasks specific to this 21st CCLC Site Compliance Visit Monitoring Program. Please refer to the 21st CCLC EMAC LEA User Guide for information on how to locate or submit Data Collection Tasks and other EMAC information.

You will be able to view the 21st CCLC Site Compliance Visit Monitoring Program Data Collection Tasks once a district EMAC Administrator has assigned you to the Monitoring Program.

Utilize the School Search feature to locate the Data Collection Tasks associated with the 21st CCLC Site Compliance Visit Monitoring Program.

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

The screenshot shows the EMAC system search interface with the following fields and annotations:

- Fiscal Year:** 2022
- School:** Canyon De Chelly Elementary School (4733) X. Annotation: "You have to type in the name of the school"
- Monitoring Program:** 21st CCLC Site Compliance Visit X. Annotation: "Begin to type the name of the monitoring program and it will populate it for you"
- Status:** All
- Date Range:** 10/27/2021 to 11/1/2021. Annotation: "Be sure to enter 10/27/2021 for the start of the date range"
- Search:** A blue button with the text "Search". Annotation: "Click Search to locate the Data Collection Tasks"

Section 1: 21st CCLC Site Compliance Visit Data Collection Tasks

The 21st CCLC Site Compliance Visit Monitoring Program has 11 Data Collection Tasks associated with it.

Site Compliance Visit Task

One Data Collection Task is the "Site Compliance Visit" Data Collection Task, which your 21st CCLC Program Specialist may use to schedule your site visit.

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.

A sample of the "21st CCLC Site Compliance Visit" Data Collection Task

Not Started

21st CCLC Site Compliance Visit #28300

Program Area 21st CCLC	Monitoring Program 21st CCLC Site Compliance Visit	Cycle FY22	Fiscal Year 2022
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Assigned On: 10/26/2021

IsOnsite Visit: [clock icon]

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

Data Collection Method: Onsite Visit

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

Original Start Date: 10/27/2021

Current Start Date: 10/27/2021

Original End Date: 6/30/2022

Current End Date: 6/30/2022

You can also view the date and time of the site visit by clicking on the "clock" located on the top right of the "Site Compliance Visit" Data Collection Task. This will open a pop-up window. Here you can also request a different day/time, which your 21st CCLC Program Specialist will approve or decline.

Onsite visit Reschedule

Is Requested by Edorg: Yes

Scheduled Start Date: 10/27/2021

Scheduled Start Time: 08:00 AM

Requested On: 10/26/2021 8:09:30 AM

Staff Assigned: 21st CCLC Specialist

Scheduled End Date: 10/27/2021

Scheduled End Time: 05:00 PM

Requested By: 21cclcschooluser.emac@mailnesia.com

Start: 10/28/2021

End: 10/28/2021

Reschedule Start Time: 8:00 AM

Reschedule End Time: 5:00 PM

Close Withdraw Submit Reschedule Request

Original Start Date: 10/27/2021

Desktop Review Data Collection Tasks for Evidence Requests

Your 21st CCLC Program Specialist may use the following Data Collection Tasks to request any documents they would like to review electronically. They may not request documentation to be submitted for all Data Collection Tasks.

- 1-Direct Student Services - 21st CCLC Site Compliance Visit
- 2-Adult Services - 21st CCLC Site Compliance Visit
- 3-Alignment to School Day - 21st CCLC Site Compliance Visit
- 4-Safe and Healthy Learning - 21st CCLC Site Compliance Visit
- 5-Equity and Access - 21st CCLC Site Compliance Visit
- 6-Evaluation - 21st CCLC Site Compliance Visit
- 7-Dissemination - 21st CCLC Site Compliance Visit
- 8-Sustainability - 21st CCLC Site Compliance Visit
- 9-Fiscal Record Keeping - 21st CCLC Site Compliance Visit
- 10-Required Training - 21st CCLC Site Compliance Visit

You can go into each of these Data Collection Tasks to see what your 21st CCLC Program Specialist will be looking for in each of these areas as well possible documents they may request.

A sample of a Desktop Review Data Collection Task

The screenshot shows the EMAC (Education Management and Accountability Center) interface. At the top, there's a navigation bar with "Program Area", "Calendar", "Communications", "Schedule Views", and "Document Archive". Below this, the header identifies the school as "Canyon De Chelly Elementary School (4733)". The main section is titled "1 - Direct Student Services - 21st CCLC Site Compliance Visit #1850". It includes fields for "Program Area" (21st CCLC), "Monitoring Program" (21st CCLC Site Compliance Visit), "Cycle" (FY22), and "Fiscal Year" (2022). The "Task Type" is "Data Collection". The "Assigned On" date is 10/14/2021, and the "Last Modified On" date is 10/14/2021 2:33:07 PM. The "Onsite Visit" status is "Onsite Visit", and the "Onsite Visit Time" is 08:00 AM - 05:00 PM. The "Data Collection Method" is "Onsite Visit". The "Original Start Date" is 10/12/2021, the "Current Start Date" is 10/12/2021, the "Original End Date" is 11/11/2021, and the "Current End Date" is 11/11/2021. The "Staff Assigned" is "21st CCLC Specialist". The "Purpose" section states: "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:" followed by a list of requirements: "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.", and "Services are being provided for the target population identified in the application." Below this, it says "To ensure your site is meeting the required expectations of the grant, please provide the evidence requested by your 21st CCLC Program Specialist." and "Potential sample evidence your 21st CCLC Program Specialist may request:" followed by a list: "Program Calendar", "Schedule", "Class Syllabus", "Lesson Plans", and "Enrollment Form".

If your 21st CCLC Program Specialist requests documentation to be submitted in EMAC, the request will be located in the Communication Tab of the Data Collection Task of the specific Data Collection Task the request was made from.

A sample of a document request

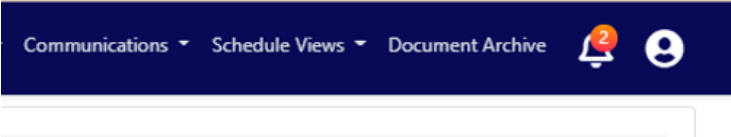
The screenshot shows the EMAC interface with the "Communication" tab selected. It displays a document request from "21CCLCSpecialist EMAC" dated "Oct 25, 2021 03:50 PM". The request text is "Please upload the afterschool schedule by 10/25/21." A red arrow points to the request.

This request will also be displayed on your dashboard under the "Task Communications" section.

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.

This request will also be displayed in your "Alerts" on your dashboard, the "Bell" on the top right.



To comply with this request, upload the requested document(s) to the Data Collection Task it was requested.

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.

Directions on how to upload and submit Data Collection Tasks are located in the 21st CCLC EMAC LEA User Guide on the 21st CCLC website.