



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

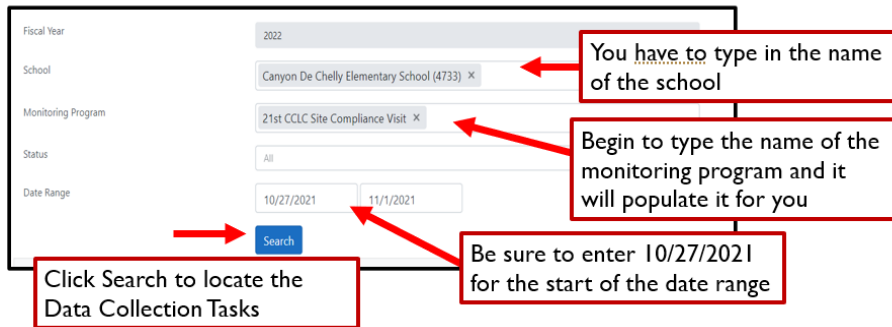
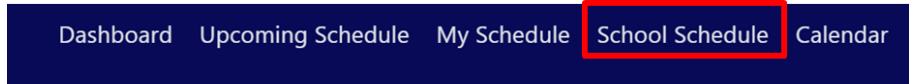


Site Compliance Visit Monitoring Program

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.



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 monitoring date, 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

Is Onsite Visit:

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**

Staff Assigned: 21st CCLC Specialist

Scheduled Start Date: 10/27/2021

Scheduled End Date: 10/27/2021

Scheduled Start Time: 08:00 AM

Scheduled End Time: 05:00 PM

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

Requested By: 21cclcschooluser.emac@mailnesia.com

Start	End	Reschedule Start Time	Reschedule End Time
10/28/2021	10/28/2021	8:00 AM	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.

- 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 displays the EMAC interface for a specific Data Collection Task. The header shows the school name, "Canyon De Chelly Elementary School (4733)". The task title is "1 - Direct Student Services - 21st CCLC Site Compliance Visit #1850". Key details include: Program Area: 21st CCLC; Monitoring Program: 21st CCLC Site Compliance Visit; Cycle: FY22; Fiscal Year: 2022; Task Type: Data Collection. It also lists assigned staff (21st CCLC Specialist), assigned date (10/14/2021), and various start/end dates. A "Purpose" section explains that the visit reviews evidence of program services, student services, and support for academic and youth development objectives. A list of potential sample evidence items is provided, including 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

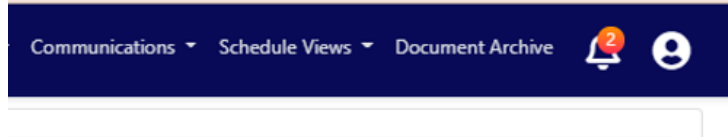
This screenshot shows the "Communication" tab of the task. It features a rich text editor with a toolbar containing options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, text color, and background color. Below the editor is a "Recent comments" section. A red arrow points to a comment from user "21CCLCSpecialist EMAC" dated "Oct 25, 2021 03:50 PM". The comment text reads: "Please upload the afterschool schedule by 10/25/21."

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

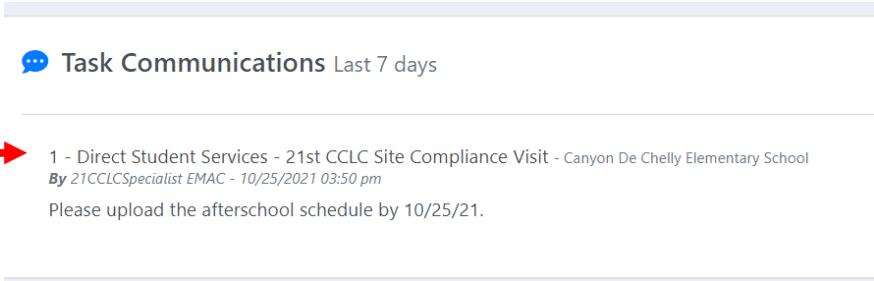
Task Communications Last 7 days

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.



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.