



# 21st CCLC Required Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

## EMAC LEA User (District Level)

### FY22



## 21st CCLC Summary of Classes Report Monitoring Program Supplemental Guide

### Site Compliance Visit Monitoring Program

Arizona 21st CCLC grantees must submit a Summary of Classes Report twice a year to their ADE 21st CCLC program specialist. This Report provides a snapshot of recent 21st CCLC classes and activities are being offered and the number of students that are being served. It enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance.

EMAC LEA Users can: 1) enter and submit evidence on behalf of the site, 2) review information entered by site staff and upon final approval request the School User to submit the Data Collection Task, and/or 3) review information entered by site staff and submit the Data Collection Task on behalf of the site.

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 Summary of Classes Report 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 Summary of Classes Report 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 Summary of Classes Report Monitoring Program.

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

### Search to locate 21st CCLC Summary of Classes Report Data Collection Tasks

The screenshot shows a search form 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 Summary of Classes Report X. Annotation: "Begin to type the name of the monitoring program and it will populate it for you"
- Status:** all
- Date Range:** 11/30/2021 to 12/30/2021. Annotation: "Be sure to enter 11/30/2021 for the start of the date range"
- Search:** A blue button with the text "Search". Annotation: "Click Search to locate the Data Collection Tasks"

## 21st CCLC Summary of Classes Report Data Collection Tasks

The 21st CCLC Summary of Classes Report Monitoring Program will have 2 Data Collection Tasks associated with it.

- 21st CCLC Summary of Classes Report I (January)
- 21st CCLC Summary of Classes Report II (June)

The 21st CCLC Summary of Classes Report I (January) Data Collection Task will be available beginning 11/30/21. It is to be submitted by 1/21/22.

The 21st CCLC Summary of Classes Report I (June) Data Collection Task will be available beginning 3/1/22. It is to be submitted by 6/3/22.

### A sample of the "21st CCLC Summary of Classes Report I (June)" Data Collection Task

Not Started

21st CCLC Summary of Classes Report I (January) #29175

Program Area  
21st CCLC

Assigned On: 11/17/2021

Is Onsite Visit: ☺

Data Collection Method: Desktop Review

Monitoring Program  
21st CCLC Summary of Classes Report

Last Modified On: 11/17/2021 9:09:03 AM

Original Start Date: 11/30/2021

Current Start Date: 11/30/2021

Original End Date: 1/21/2022

Current End Date: 1/21/2022

Cycle  
FY22

Fiscal Year  
2022

Task Type  
Data Collection

Staff Assigned:  
Anderson Yazzie

Summary

Purpose

Completing the Summary of Classes report will provide your Program Specialist with information on how you are progressing towards your program goals. It enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance instead of waiting to receive data at the end of year and in the Annual Performance Report.

The first Summary of Classes Report Period will include programming offered between June 1, 2021 to December 31, 2021 (Summer 2021 and Fall 2021 terms).

To Do:

1. Complete Online Form **21st CCLC Summary of Classes Report I (January) Goals and Progress to Date:**

a. Enter the Regular Attendees Goal from the approved 21st CCLC FY22 Program-at-a-Glance

b. Enter the Regular Number of Attendees to date

c. Enter the number of days the program was open Summer 2021 + Fall 2021

d. Enter the total days of programming proposed in the FY22 Program-at-a-Glance

e. Enter the average number of hours the center was open each week during the Fall 2021 term.

f. Enter the average number of hours the center was proposed to be open in the FY22 Program-at-a-Glance.

2. Complete Online Form **21st CCLC Summary of Classes Report I (January) Activities:**

Page 1 - This includes classes offered to students and family engagement offerings like classes and events for Summer 2021.

Page 2 - This includes classes offered to students and family engagement offerings like classes and events for Fall 2021.

Submission

Resource

Communication

Related Tasks

History

Online Forms

Summary of Classes I (January) Goals and Progress to Date

Summary of Classes I (January) Activities

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

In order to submit the 21st CCLC Summary of Classes Report I (January) Data Collection Task, two Online Forms will need to be completed.

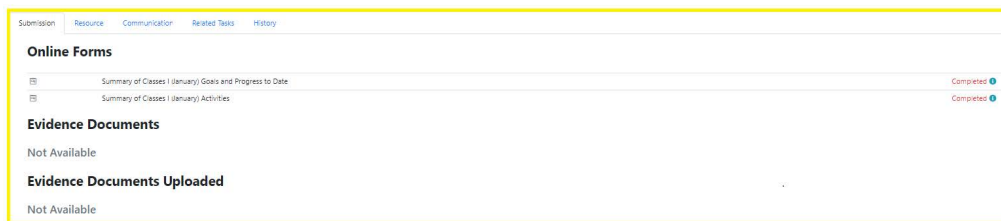
- 21st CCLC Summary of Classes Report I (January) Goals and Progress to Date
- 21st CCLC Summary of Classes Report I (January) Activities

## Completing an Online Form in EMAC

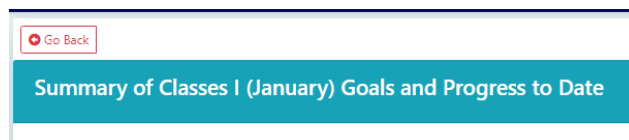


- 1) Click on **Not Started** located to the right of the Online Form to be completed.
- 2) Once you enter the requested information, click the blue **Complete** button.

## Reviewing an Online Form Submitted by Site Staff



- 1) Click on **Complete** located to the right of the completed.
- 2) Click the "Go Back" button on the top left of the form to return to the Data Collection Task.



For detailed directions on how to complete the required Online Forms, see the **21st CCLC Summary of Classes Report Guidance (FY22) for EMAC Users** document [here](#). It can also be found in the Data Collection Task Resource Tab (see image above, for the location of the Resource Tab, which has been circled).

Once both Online Forms have been completed, an LEA User or School User can submit the Data Collection Task by clicking the blue **Submit for Review** button located at the bottom of the Data Collection Task.

Submit for Review