



# 21st CCLC Required Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

## EMAC School User (Site Level)

FY22

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

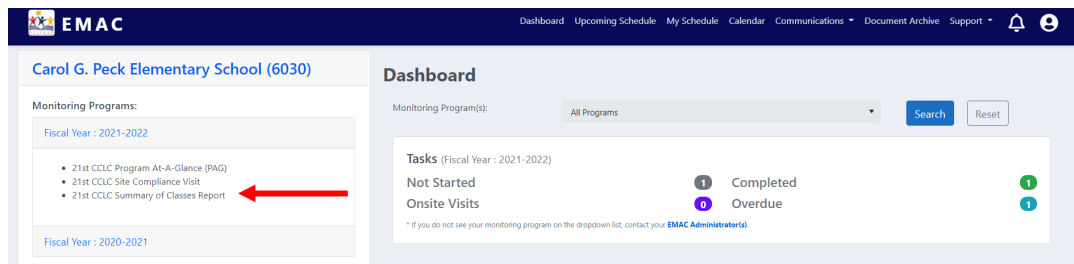


### Site Compliance Visit Monitoring Program

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. This guide is meant to supplement the **21st CCLC EMAC School 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 School User Guide for information on how to locate or submit Data Collection Tasks and other EMAC information.

Once a district EMAC Administrator has assigned you to the 21st CCLC Summary of Classes Report Monitoring Program it will be displayed on your dashboard.

### Sample School User Dashboard



### 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 | Monitoring Program: 21st CCLC Summary of Classes Report | Cycle: FY22 | Fiscal Year: 2022 | Task Type: Data Collection

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

Is Onsite Visit: @ | Original Start Date: 11/30/2021 | Current Start Date: 11/30/2021 | Original End Date: 1/21/2022 | Current End Date: 1/21/2022

Data Collection Method: Desktop Review

**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 should include programming offered between June 1, 2021 to December 31, 2021 (Summer 2021 and Fall 2021 Term).

**To Do:**

- Complete Online Form **21st CCLC Summary of Classes Report I (January) Goals and Progress to Date:**
  - Enter the Regular Attendees Goal from the approved 21st CCLC FY22 Program-at-a-Glance
  - Enter the Regular Number of Attendees to date
  - Enter the number of days the program was open Summer 2021 + Fall 2021
  - Enter the total days of programming proposed in the FY22 Program-at-a-Glance
  - Enter the average number of hours the center was open each week during the Fall 2021 term.
  - Enter the average number of hours the center was proposed to be open in the FY22 Program-at-a-Glance.
- 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

<input type="checkbox"/>	Summary of Classes I (January) Goals and Progress to Date	Not Started
<input type="checkbox"/>	Summary of Classes I (January) Activities	Not Started

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

Not Available

To complete 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

Submission | Resource | Communication | Related Tasks | History

#### Online Forms

<input type="checkbox"/>	Summary of Classes I (January) Goals and Progress to Date	Not Started
<input type="checkbox"/>	Summary of Classes I (January) Activities	Not Started

#### Evidence Documents

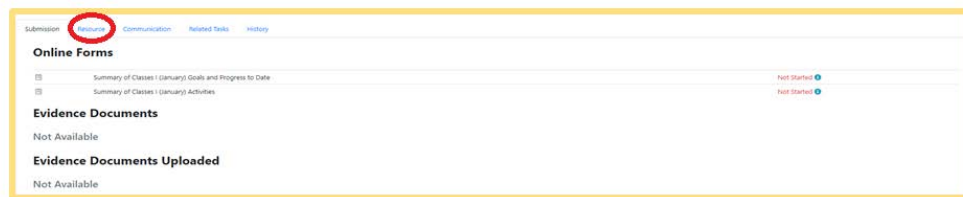
Not Available

#### Evidence Documents Uploaded

Not Available

- 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.

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.



The screenshot shows a web application interface with a top navigation bar containing 'Submission', 'Review' (highlighted with a red circle), 'Communication', 'Related Tools', and 'History'. Below the navigation bar, the 'Online Forms' section lists two items: 'Summary of Classes (January) Goals and Progress to Date' and 'Summary of Classes (January) Activities', both with a 'Not Started' status and a blue circular icon. The 'Evidence Documents' section shows 'Not Available'. The 'Evidence Documents Uploaded' section also shows 'Not Available'.

Once you have completed both Online Forms, 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