21st CCLC Required Reporting in EMAC
(Educational Monitoring, Assistance & Compliance)
EMAC School User (Site Level)
FY22 Guide

Welcome

Starting with the 2021-2022 school year, 21st CCLC Monitoring & Required Reporting documents for Cycle 17 Year 1 grantees will be completed in **EMAC** (*Educational Monitoring, Assistance & Compliance)*. EMAC is an application in the ADE Connect system. We will continue the transition process to include all grantees by the start of the 2022-2023 school year.

To support the implementation process, recorded 21st CCLC EMAC trainings and resource documents are available on the 21st CCLC website to introduce 21st CCLC site leaders to the basic functions of EMAC. The trainings and resource documents will include the necessary tools, directions, and steps to assist sites in completing the monitoring and reporting requirements in EMAC.

If you have specific questions, please reach out to your assigned 21st CCLC Program Specialist.

KEY Reminders & Best Practice Tips

- Whenever possible, IT is suggesting the use of Chrome as your browser. Chrome is more compatible than other browsers with this application.

- For the **Online Forms** and **Communication notes**, we recommend you type your responses in a separate document and then copy and paste them into the comment fields of the form. This will save your data if the page times out or freezes. To paste your comments/responses in EMAC press **Ctrl + Shift + V** all three at the same time. This will paste the text in plain-text, without formatting. The comment box in EMAC will allow you to format text as needed.

- For uploading documents, EMAC will only accept PDF, Microsoft Word, Microsoft Excel, GIF, JPEG, or PNG files, less than **10 MB** in size in a single upload.

- When adding the required Evidence documentation, please note that this is a two-step process: "Select Files" AND "Upload".

- If the application freezes or pauses when you go to "Submit for Review" a task, refresh your browser window or tab. This should fix it.

- **EMAC logo** on the top right easily takes you back to your Dashboard.

- Dashboard Alerts (bell on top right of Dashboard) provide a reminder to the user regarding recent task activities and communications.

- Refer to 21st CCLC EMAC 101 resources and be sure your LEA's EMAC Administrator assigns you to each of the site reports (called Monitoring Programs in EMAC) that you will need access to.

EMAC School User
Step-by-Step Guide
Completing Data Collection Tasks in EMAC

Section 1: Accessing a Data Collection Task

1. Log-in to ADE Connect and access the EMAC application from the list.
2. Once you open EMAC, it will open to your Dashboard.
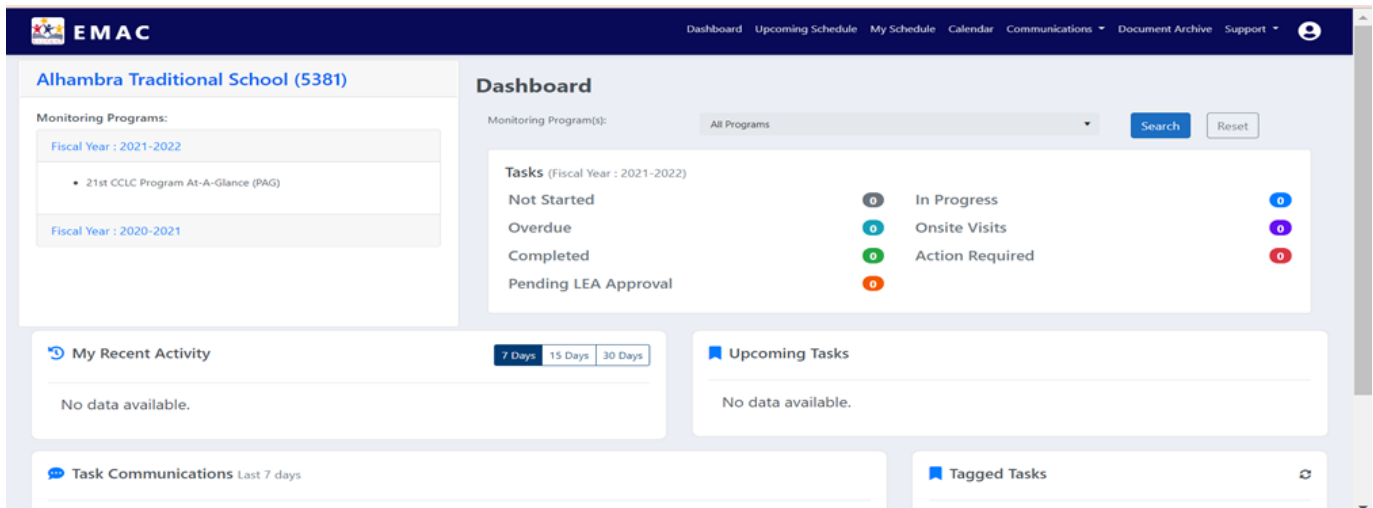
3. If you have not started a Data Collection Task, click on the "Not Started" task status link, or choose a Task from your "Upcoming Task List".
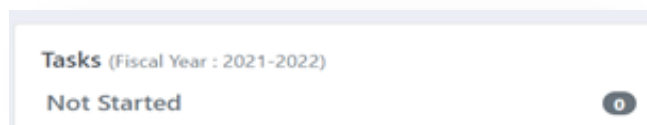
4. If you have started a Data Collection Task and need to complete it, click on the "In Progress" task status link.

5. From the list that populates, find the Task that you are ready to complete from the list. If you know the name of the Task, you could also type part of the name in the right-side search box to narrow-down your list.

6. After you locate the Task you are ready to complete, find the "pencil in the box" in the far right-hand column of that Task row. Click the blue "pencil in the box" in that **"Actions"** column. This will open the Task in a new window/tab.

7. After you have opened a Data Collection Task, you will see all the details needed in order to fully complete this task. The Data Collection Task page will detail what the grantee is required to complete. Each Data Collection Task will have the same format but may have different evidence submission requirements.

8. In the **"Purpose"** section below the Task details (dates), you will see the Task Purpose and the "To Do:" list.

9. Below the "Purpose" section of this page, you will find five tabs: **Submission, Resource, Communication, Related Tasks, and History**.

- *Submission Tab*: This will have a link to complete the required online form and space to upload any Evidence documents requested.
- *Resource Tab*: This will be where resources to assist you with completing this task are found.
- *Communication Tab*: This will be the record of communication between you and your Program Specialist regarding submissions, feedback, or questions for each Task.
- *Related Tasks Tab*: This will house a collection of Tasks in your assigned Monitoring Program. You can access the other Data Collection Tasks and see the status of each in this tab.

Go to Section 2 of this document to find out how to complete a Data Collection Task.

Section 2: Completing a Data Collection Task

Note: In order to fully complete a Data Collection Task, please be sure to complete all applicable forms and evidence uploads required for that specific task.

If completion of an Online Form is required of the Task, please complete the following steps:

1. Review the details of the Data Collection Task.

2. If there is an Online Form to complete, it will be titled, and show "Not Started" in red off to the right-side.

3. To access the Online Form and complete it, click on "Not Started" (it is hyperlinked) and it will open the form question(s) to be completed.

If Evidence is required of the Task, upload the necessary documents. This is a TWO-STEP process: "Select Files" AND "Upload".

1. Under "Evidence Documents Uploaded", click on **"Select Files"**. This will allow you to attach your file(s).

2. After attaching your file(s), be sure to press **"Upload"** to full upload your files.


3. Once your Online Form is complete (if required) AND the required pieces of Evidence have been uploaded (if required), press "**Submit for Review"**; this can be found at the bottom of your Data Collection task.

**NOTE: If you "Submit for Review" your Task and forgot to press "Upload" for your Required Evidence, it will lock your side of the portal for this Task and not allow you to upload. No changes can be made by you unless your Program Specialist returns your submission and changes the status to "Action Required". You will need to contact your Program Specialist to have them return the Task to you.

4. Once you press this blue button, you will see a green "Success" box flash in the upper right-hand side of your screen. The Status at the top of your Data Collection Task page will also have a green "Completed" label on the left-side.
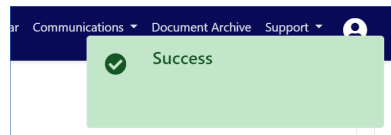

5. The Data Collection Tasks has now been officially submitted. This Task is now in the queue for your 21st CCLC Program Specialist to Review.

- If the 21st CCLC Program Specialist accepts the submission, the Data Collection Task will remain in your "Completed" status category.
- If your 21st CCLC Program Specialist is not able to accept the Data Collection Tasks, they will return your Data Collection Task which will change the status of the Tasks to **"Action Required".** Go to Section 3 of this document to find out how to resubmit a Data Collection Task.

Section 3: Resubmitting a "Action Required" Data Collection Task

If your 21st CCLC Program Specialist has identified necessary revisions in a submitted Data Collection Task, the Program Specialist will return it to the grantee in the system and it will now be in the "Action Required" status category.
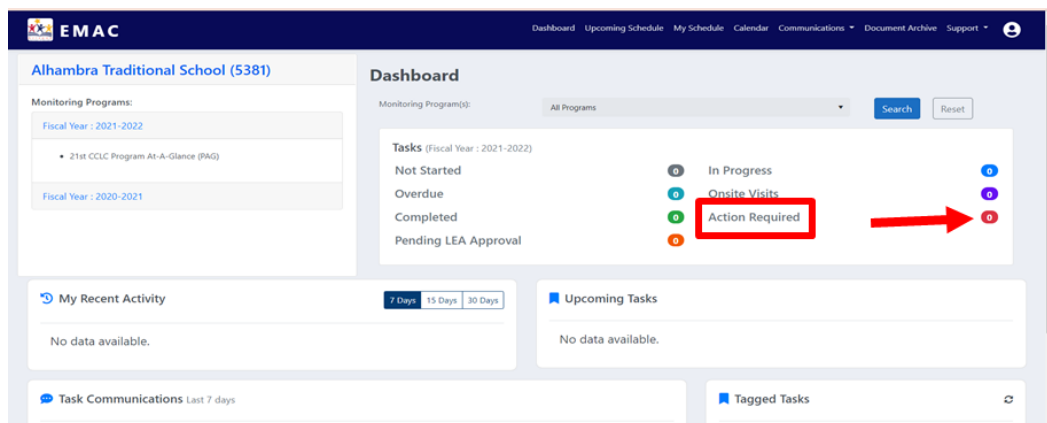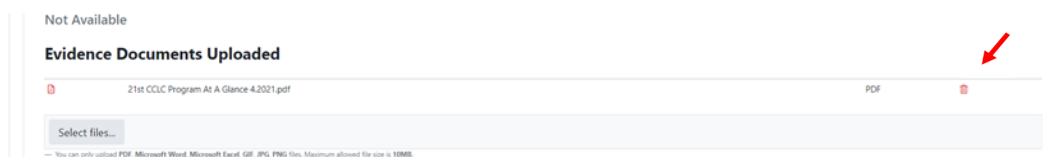

1. Click on the number next to "Action Required" status label. This will take you to a list of returned Tasks.

2. Click the blue "pencil in the box" in the "Actions" column. This will open the Task in a new window/tab.

3. Remove the uploaded document that was incorrect by clicking the "trash can" located to the right of that document.

4. Review verbiage next to "Action Required" to identify the reason the Task was returned to you by the 21st CCLC Program Specialist.

5. Follow the steps in Section 2 of this document to resubmit the Task for the 21st CCLC Program Specialist to review.

Wrap Up & Review

- 21st CCLC Monitoring Programs are to be completed by their specified deadlines. Please refer to the Required Reporting Calendar on the 21st CCLC website.

- Training recordings and resources are available on the 21st CCLC website:

  21st CCLC Required Reporting page - EMAC Resources section

  https://www.azed.gov/21stcclc/required-reporting

- Once Tasks are in "Completed" status, periodically check your Dashboard to see if your 21st CCLC Program Specialist has communicated or your submission has been returned with the task status of "Action Required."

- Contact your Program Specialist with questions and/or concerns.