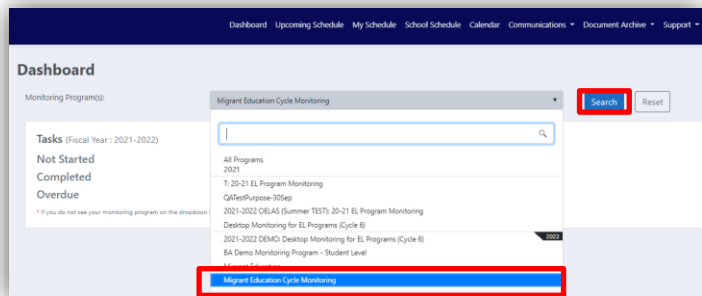


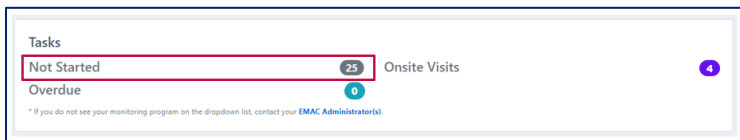
# Step-by-Step Guide to Completing Data Collection Tasks in EMAC

## Accessing, Viewing, and Working on a Data Collection Task:

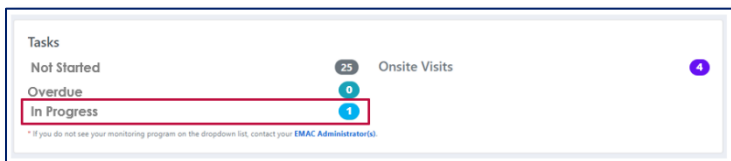
1.  Log-in to ADE Connect and access the EMAC application from the list.
2.  Once you open EMAC, it will open to your LEA Dashboard.
3.  From the “Monitoring Program(s):” drop-down list, select the Monitoring Program you will be working to complete. Press “Search”. This action will narrow your list of tasks to complete on your dashboard.  
**\*TIP:** If you do not see the assigned monitoring right away in the drop-down list, start typing the name of the assigned monitoring in the search link.



4.  If you have not started a Data Collection Task, click on the linked number in the “Not Started” link or choose a Task from your “Upcoming Task List”.



- If you have started a Data Collection Task and need to complete it, click on the linked number in the “In Progress” 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.

- After you locate the Task you are ready to complete, find the blue 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.

Program Area	Monitoring Program	Cycle	Task Name	Task Type	Onsite Visit	Start Date	End Date	Status	Staff Assigned	Actions
Office of English Language Acquisition Services	Migrant Education Cycle Monitoring	MEP Cycle 1	C1-01: MEP Needs Assessment	Data Collection	No	02/10/2022	02/10/2023	Not Started	CELAS Specialist	

6.  After you have opened a Data Collection Task, you will see all of the details needed in order to fully complete this task.

7. ☐ The “Purpose” section below the Task details (dates), will provide you the Task Purpose, the Legal Background, and the “Required Form and Prompt and Required Documentation” list for this Task. Each and every Data Collection Task will have the same format.

**Purpose**

In this task, the Project will demonstrate that a Local Comprehensive Needs Assessment (LCNA) was conducted to determine the needs of migratory students, and how those needs relate to the priorities established by the State's Service Delivery Plan (SDP). The LCNA must include the following data points:

- a summary of MEP student academic achievement data in reading and math
- a comparison of PFS to non-PFS student academic achievement data in reading and math
- MEP student graduation rates;
- MEP student drop-out rate; and
- MEP student mobility rates.

**Legal Background**

Local operating agencies conduct individual needs assessments to: (1) determine a plan that includes the following: Summary of student academic achievement data/student profile to determine the needs of migrant students and how those needs relate to the priorities established by the State; (2) design local services; and (3) select students for the receipt of those services. While the SEA and local operating agencies must jointly ensure that needs assessment procedures at the local operating agency level are aligned with those at the State-level, local operating agencies are able to narrow their needs assessments because local staff have access to more precise information than is available at the SEA level. This enables the local operating agency to identify such critical elements as the specific needs of children by grade levels, academic areas in which the project should focus, instructional settings, instructional materials, staffing, and teaching techniques.

**Statutory Requirements:** Title I, Part C, Sections 1304(b) and 1306(a)

**Regulatory Requirements:** 34 CFR 200.83

**Required Form and Prompt**

- In the form below, please explain the established procedure of how the LCNA data was utilized to determine the instructional and non-instructional services provided to eligible migratory students.

**Required Documentation**

- Upload the LCNA, and other standards-based academic data used to identify migratory student needs and design the MEP.
- Upload the summary of the results of the surveys, including the number of surveys distributed and collected.

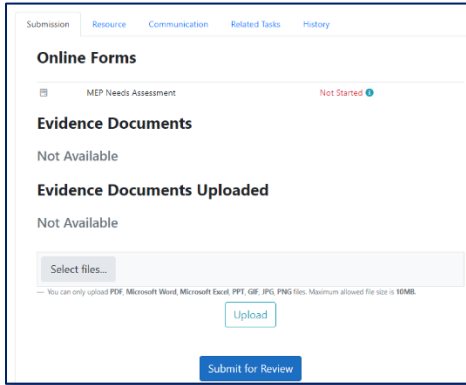
8. ☐ Below the “Purpose” section of this page, you will find five tabs: “*Submission*”, “*Resource*”, “*Communication*”, “*Related Tasks*”, and “*History*”.

The screenshot shows a web interface with five tabs: Submission, Resource, Communication, Related tasks, and History. The Submission tab is selected and displays the following content:

- Online Forms**: A table with one row for 'MEP Needs Assessment' with a status of 'Not Started'.
- Evidence Documents**: A section labeled 'Not Available'.
- Evidence Documents Uploaded**: A section labeled 'Not Available' with a 'Select files...' button and an 'Upload' button.

- **Submission Tab:** This will have the link to complete the required online form and space to upload the Evidence documents requested in the “*Purpose*” section and “Required Form and Prompt” and “Required Documentation” list.
- **Resource Tab:** If documents are loaded as Resources, you can find them here.
- **Communication Tab:** This will be the record of communication between you and your MEP Specialist regarding submissions, feedback, or questions for each Task.
- **Related Tasks Tab:** This will be a list of all other Data Collection Tasks required to be completed as part of the monitoring. Each Data Collection Task will be linked for ease of access. The status of each Data Collection Task may also be viewed from a single list.
- **History Tab:** This will be the record the status change history for this Task. It will show when the status changed, who changed the status, and what the status was changed to.

9.  The blue button at the bottom of the “*Submission Tab*” will be the button to officially submit this Task to your Specialist for Review. Once you press “*Submit*”, a green “*Success*” box will flash on your screen and this button will become inactive. This Task is now in the queue for the MEP Specialist to Review. No changes can be made by you unless the Specialist returns the submission to you for revisions. The Data Collection Task will then be labeled as “*Action Required*” and will be made available for revisions.



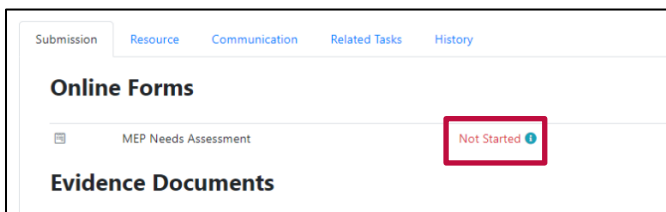
## Completing a Data Collection Task

In order to fully complete a Data Collection Task, please be sure to complete all applicable steps below.

## Completing a Required Online Form -

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

1.  Review the details of the Task in the “*Purpose*” section. This will include the “*Required Form and Prompt*” and “*Required Documentation*” list (whether or not an Online Form is required to be completed as well as if Evidence is required to be uploaded). This will document the same details of request that the MEP Program Monitoring Guidance Document provides.



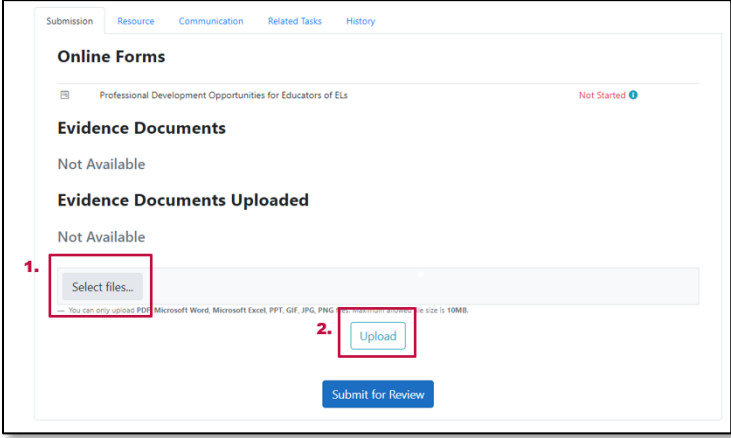
2.  To access the Online Form and complete it, click on “*Not Started*” (it is hyperlinked) and it will open the form question(s) to be completed.

**\*\*NOTE:** 100% of Online Forms will need to be completed. For some, the first question will be conditional. This means that if the answer to the first question of the form is “no”, then you will press “*Complete*”, **but IF** the answer to the first question of the form is “yes”, then the remainder of the form will open for completion and must be completed. When you are finished with each response, do not forget to press “*Complete*” when you are ready to complete/submit the form responses.

## TWO-STEP process to Upload Required Evidence Documents -

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



The screenshot displays a web interface for uploading evidence documents. At the top, there are navigation tabs: Submission, Resource, Communication, Related Tasks, and History. Below these, the page is titled "Online Forms" and shows a task titled "Professional Development Opportunities for Educators of ELs" with a status of "Not Started". The "Evidence Documents" section is currently "Not Available". Below this, the "Evidence Documents Uploaded" section is also "Not Available". A red box labeled "1." highlights the "Select files..." button in the file selection area. Another red box labeled "2." highlights the "Upload" button. At the bottom of the interface is a blue "Submit for Review" button.

**\*\*NOTE:** If you *Submit for Review* your Task and forgot to press “*Upload*”, it will lock your side of the portal for this Task and not allow you to upload. You will need to contact the MEP Specialist.

2.  Once your Online Form is complete AND the required pieces of Evidence have been uploaded, press “*Submit for Review*”; this can be found at the bottom of your Data Collection task, within the “*Submission Tab*”. Once you press this, you will see a green 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.