21st CCLC Required Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

EMAC LEA User (District Level)
FY22
21st CCLC Site Evaluation Report
Monitoring Program Supplemental Guide

Site Evaluation Report Monitoring Program

All Arizona 21st CCLC grantees must submit an annual Site Evaluation Report which assesses their own compliance with grant requirements and the strength of their programs' impact on their own 21st CCLC grant objectives. Results should be made available to the public upon request. This guide will provide you with information regarding the Data Collection Tasks specific to this 21st CCLC Site Evaluation Report Monitoring Program.

EMAC LEA Users have the ability: 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.

Decide how this will be handled in your district and communicate the process to the School Users.

The 21st CCLC Site Evaluation Report Data Collection Task will be available beginning 4/4/22. ite and District staff who will be responsible for submitting the 21st CCLC Site Evaluation Report Monitoring Program in EMAC will need to be assigned by their EMAC Administrator by 4/29/22. This report is to be submitted by **6/17/22**.

This guide will provide you with information regarding the Data Collection Tasks specific to this 21st CCLC Site Evaluation 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 Site Evaluation Report Monitoring Program Data Collection Task 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 Evaluation Report Monitoring Program.

| Dashboard | Upcoming Schedule | My Schedule | School Schedule | Calendar |

Search to locate 21st CCLC Site Evaluation Report Data Collection Tasks

Fiscal Year	2022
School	Carol G. Peck Elementary School (6030) ×	You have to type in the name of the school
Monitoring Program	21st CCLC Site Compliance Visit ×	Begin to type the name of the monitoring program and it will populate it for you
Status	All
Date Range	4/4/2022 month/day/year	Be sure to enter 4/4/2022 for the start of the date range
	Search	Click Search to locate the Data Collection Tasks

21st CCLC Site Evaluation Report Data Collection Tasks

The 21st CCLC Site Evaluation Report Monitoring Program will have one Data Collection Task associated with it.

- 21st CCLC Site Evaluation Report
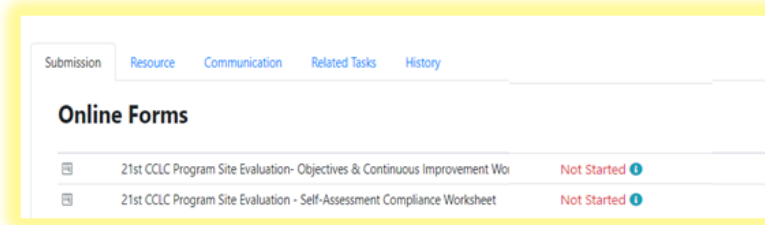
A sample of the "21st CCLC Site Evaluation Report" Data Collection Task

In order to submit the 21st CCLC Site Evaluation Report Data Collection Task, two Online Forms will need to be completed.

- • 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet
- • 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet
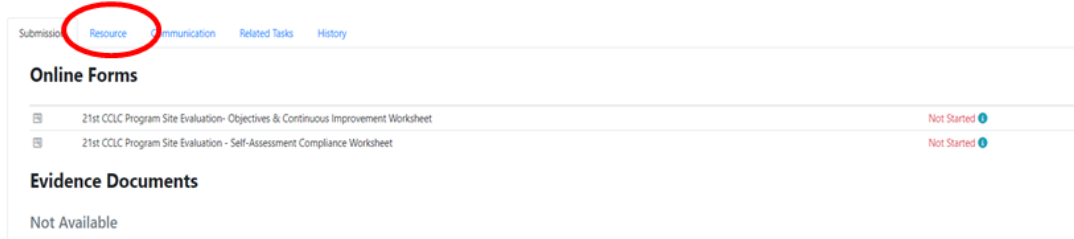
Completing an Online Form in EMAC

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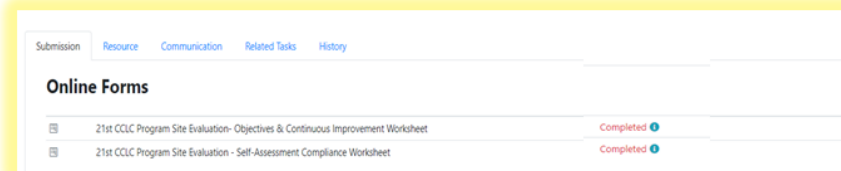2) Once you enter the requested information, click the blue **Complete** button at the bottom of the form..

For detailed directions on how to complete the required Online Forms, see the ***21st CCLC Site Evaluation Report Instructions for EMAC 2021-2022*** document <u>here</u>. Instructions 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).

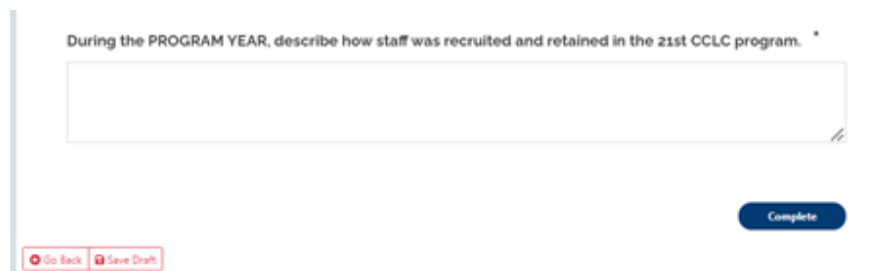## Reviewing an Online Form Submitted by Site Staff

1) Click on **Complete** located to the right of the completed.

2) Click the "Go Back" button on the **top-left** and **bottom-left** of the form to return to the Data Collection Task.

Submitting a Data Collection Task

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