



# 21st CCLC Required Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

## EMAC School User (Site Level)

FY22

## 21st CCLC Site Evaluation Report Monitoring Program Supplemental Guide



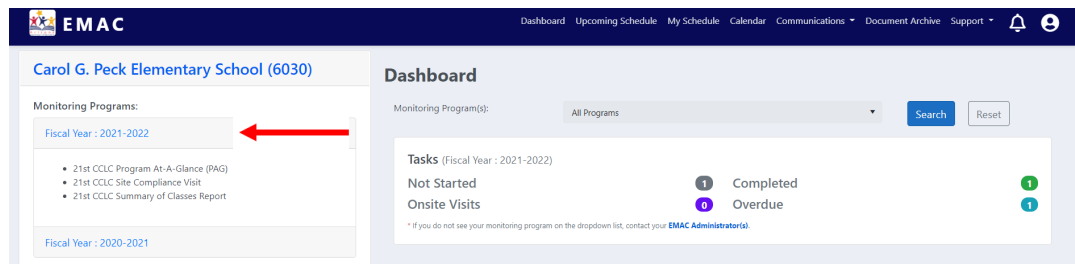
### Site Evaluation Report Monitoring Program

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. 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.

The 21st CCLC Site Evaluation Report Data Collection Task will be available beginning 4/4/22. Site 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. The 21st CCLC Site Evaluation Report Data Collection Task is to be submitted by **6/17/22**.

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

### Sample School User Dashboard



### 21st CCLC Site Evaluation Report - Data Collection Task

The 21st CCLC Summary of Classes 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

The screenshot shows the "21st CCLC Site Evaluation Report" task page. At the top, there's a header with the task name and a "Quick Overview" button. Below this, a grid displays key information: Program Area (21st CCLC), Monitoring Program (21st CCLC Site Evaluation Report), Cycle (FY22), Fiscal Year (2022), Task Type (Data Collection), Assigned On (3/30/2022), Last Modified On (3/30/2022 1:08:23 PM), InOnline Visits (0), Original Start Date (4/4/2022), Current Start Date (4/4/2022), Original End Date (6/17/2022), Current End Date (6/17/2022), Staff Assigned (Anderson Yazzie), and a "Primary" status tag. A "Purpose" section explains the report's goal and submission requirements. Below this, a "To Do" list outlines the steps: complete two online forms and click "Submit for Review". The main content area has tabs for Submission, Resource, Communication, Related Tasks, and History. Under the "Submission" tab, there's a section for "Online Forms" listing two forms: "21st CCLC Program Site Evaluation- Objectives & Continuous Improvement Worksheet" and "21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet", both marked as "Not Started". Below this is a section for "Evidence Documents" which is currently "Not Available". At the bottom, there's a file upload area with a "Select files..." button, a note about supported file types (PDF, Microsoft Word, etc.), an "Upload" button, and a "Submit for Review" button.

To complete 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

This is a close-up of the "Online Forms" section from the previous screenshot. It shows two forms listed in a table. The first form is "21st CCLC Program Site Evaluation- Objectives & Continuous Improvement Worksheet" and the second is "21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet". Both forms have a status of "Not Started" with a blue information icon to the right. The table is highlighted with a yellow border.

- 1) To start working on an Online Form, click on **Not Started**.
- 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 [here](#). Instructions can also be found in the Data Collection Task Resource Tab.



The screenshot shows a web interface with a top navigation bar containing the following tabs: Submission, Resource, Communication, Related Tasks, and History. The 'Resource' tab is highlighted with a red circle. Below the navigation bar, the page is divided into two sections. The first section is titled 'Online Forms' and contains a table with two rows. The first row is '21st CCLC Program Site Evaluation- Objectives & Continuous Improvement Worksheet' with a status of 'Not Started' and a blue circular icon. The second row is '21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet' with a status of 'Not Started' and a blue circular icon. The second section is titled 'Evidence Documents' and contains the text 'Not Available'.

Online Forms	
21st CCLC Program Site Evaluation- Objectives & Continuous Improvement Worksheet	Not Started
21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet	Not Started

**Evidence Documents**

Not Available

## Submitting a Data Collection Task

Do not submit the report for review unless you have been directed to do so by the district process.

Your district process will identify who is responsible for submitting the report. Once both Online Forms have been completed, the district identified staff member will need to 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