



EMAC

21st CCLC Site Evaluation Report

4-4-22

Site Evaluation Report in EMAC

Welcome!

Please Enter your Name,
Role, and District in the
Chat box

TODAY'S GOALS

- Provide information to get assigned to the new EMAC 21st CCLC Monitoring Program
- Provide an overview of the EMAC system in order to submit 21st CCLC reports
- Provide an overview of the forms to be submitted for the 21st CCLC Site Evaluation Report



Agenda

- What is the Site Evaluation Report?
- How to Access in EMAC
- Overview of EMAC Dashboard
- Overview of 21st CCLC Site Evaluation Forms
- Q&A
- Resources

Components of Annual Site Evaluation

- ✓ Compliance Self-Assessment
 - ✓ Objectives Reporting
- ✓ Continuous Improvement

CYCLE 17 - YEAR 1 SITES

In order to submit the 21st CCLC Site Evaluation Report, district and school staff responsible for submitting this report will need to verify that that they have been assigned to the 21st CCLC Site Evaluation Report Monitoring Program by their EMAC Administrator.

EMAC Administrator will follow the same steps used to assign staff to other 21st CCLC Monitoring Programs in EMAC



USER ROLE EMAC ACCESS

The Entity Administrator will assign you to EMAC:

- EMAC User (LEA Level)

- EMAC Read Only (LEA Level)

- EMAC School User

- EMAC School Read Only



EMAC RESOURCES ON WEBSITE

- 21st CCLC EMAC in ADE Connect Access Guidance
- EMAC LEA User Guide
- EMAC School User Guide



SITE EVALUATION DUE DATE



21st CCLC Required Reporting Calendar
for 2021-2022



Report	Notes
Program At-A-Glance 2021-2022	Submit to Assigned Program Specialist
APR Summer Term 2021 – Process Data Reporting	Submit to Evaluation Specialist (Kim Logan)
Summer 2021 Student Attendance in AzEDS	Confirm Summer 2021 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
Summary of Classes (I) 2021-2022	Submit to Assigned Program Specialist
Fall 2021 Student Attendance in AzEDS	Confirm Fall 2021 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
Revisions FY22- Last Day for Revisions	Submit to GME
Continuing Application FY22	Submit to GME
Spring 2022 Student Attendance in AzEDS	Confirm Spring 2022 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
Summary of Classes (II) 2021-2022	Submit to Assigned Program Specialist
Site Evaluation Report 2021-2022	Submit to Assigned Program Specialist
APR Academic Term 2021-2022 – Process Data Reporting	Submit in 21 st CCLC APR Data Reporting System
APR Summer and Academic Term 2021-2022 – Outcome Data Reporting	Submit in 21 st CCLC APR Data Reporting System
Completion Report FY22	Submit to GME

What date is the 21st CCLC Site Evaluation Report due?



21st CCLC Site Evaluation Report

- Monitoring Program opens in EMAC April 4, 2022
- Staff to be assigned to the Monitoring Program by April 29, 2022
- Report submitted to 21st CCLC Specialist via EMAC by **June 17, 2022**
- submitted in one Data Collection Task (DCT)

Locate the EMAC Data Collection Task

Chandler Unified District #80 (4242)

Monitoring Programs:

- 2021-2022 DEMO: Desktop Monitoring for EL Programs (Cycle 6)
- BA Demo Monitoring Program
- ESEA - BA Demo Monitoring Program
- ESS - Monitoring FY2022
- MP3
- NP-1
- QADemo-StudentMP
- Student Level Monitoring Program
- Student Services

Fiscal Year : 2021-2022

Fiscal Year : 2020-2021

My Recent Activity

21st CCLC Program At-A-Glance (PAG) Upload
Chandler High School

Task Communications Last 7 days

No data available in last 7 days.

Dashboard

Monitoring Program(s): All Programs

Tasks (Fiscal Year : 2021-2022)

Not Started	0	In Progress	0
Overdue	0	Onsite Visits	0
Completed	0	Action Required	0
Pending LEA Approval	0	Unassigned Programs	2

Upcoming Tasks

No data available.

Tagged Tasks

No data available.

EMAC LEA User click **School Schedule** tab located on top blue bar menu.

SCHOOL SEARCH

Fiscal Year

School

Monitoring Program

Status

Date Range

Search

You have to type in the name of the school

Begin to type the name of the monitoring program and it will populate it for you

Be sure to enter 4/4/2022 for the start of the date range

Click Search to locate the Data Collection Tasks



Locate the EMAC Data Collection Task

The screenshot shows the EMAC dashboard for Alhambra Traditional School (5381). The top navigation bar includes links for Dashboard, Upcoming Schedule, My Schedule, Calendar, Communications, Document Archive, and Support. The main content area is divided into several sections:

- Monitoring Programs:** Lists programs for Fiscal Year 2021-2022 (21st CCLC Program At-A-Glance (PAG), 21st CCLC Site Evaluation Report, 21st CCLC Summary of Classes Report, Demo Monitoring Program) and Fiscal Year 2020-2021.
- Dashboard:** Shows a summary of tasks for Fiscal Year 2021-2022:

Task Status	Count
Not Started	3
Action Required	1
Onsite Visits	1
In Progress	1
Completed	1
Overdue	3
- My Recent Activity:** Includes filters for 7 Days, 15 Days, and 30 Days.
- Upcoming Tasks:** Lists tasks such as 'Corrective Action Submission' (10/08/2021) and '21st CCLC Summary of Classes Report I (January)' (11/08/2021).

A red arrow points from the 'Tasks' section to a text box at the bottom of the page.

EMAC School User can locate the new DCT here

Open the EMAC Data Collection Task

Search...										
Drag a column header and drop it here to group by that column										
Program Area	Monitoring Progr...	Cyc...	Task Name	Task Type	Ons...	Start Date...	End Date	Status	Staff As...	Actions
21st CCLC	21st CCLC Site Evaluation Report	FY22	21st CCLC Site Evaluation Report	Data Collection	No	03/17/2022	05/29/2022	Not Started	21st CCLC Specialist	

Click on the pencil under the far-right “Actions” column to open the Data Collection Task (DCT).

Data Collection Task

Not Started



21st CCLC Site Evaluation Report :

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

Staff Assigned:

IsOnsite Visit: ☹

Original Start Date: 4/4/2022

Your favorite specialist

Primary

Data Collection Method: Desktop Review

Current Start Date: 4/4/2022

Original End Date: 6/17/2022

Current End Date: 6/17/2022

Purpose

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.

The 21st CCLC Site Evaluation Report must be submitted to your ADE 21st CCLC Program Specialist in a timely and accurate manner.

To Do:

1) Complete the 2 Online Forms:

- Self-Assessment Compliance Worksheet
- Objectives and Continuous Improvement Worksheet

2) Click "Submit for Review"



Submission Tab

Submission

Resource

Communication

Related Tasks

History

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

Evidence Documents Uploaded

Not Available

Select files...

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload

Submit for Review

Resource Tab

Submission **Resource** Communication Related Tasks History

Online Forms

	21st CCLC Program Site Evaluation- Objectives and Continuous Improvement Worksheet	Not Started ⓘ
	21st CCLC Program Site Evaluation - Self-Assessment Completion Worksheet	Not Started ⓘ

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

Select files...

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload

Submit for Review

Click on the **Resource** tab to access the resource document.

Resource

21st CCLC Site Evaluation Report Instructions for EMAC 2021-2022



The screenshot shows a web interface with a navigation menu at the top containing 'Submission', 'Resource', 'Communication', 'Related Tasks', and 'History'. The 'Resource' tab is selected. Below the menu is a table with two columns: 'Name' and 'Form Type'. A single row is visible in the table, representing the resource '21st CCLC Site Evaluation Report Instructions for EMAC 2021-2022.pdf' with a PDF icon to its left.

Name	Form Type
 21st CCLC Site Evaluation Report Instructions for EMAC 2021-2022.pdf	PDF

Document is also available on EMAC website.

Online Forms

Submission

Resource

Communication

Related Tasks

History

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

Evidence Documents Uploaded

Not Available

Select files...

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Upload

Submit for Review

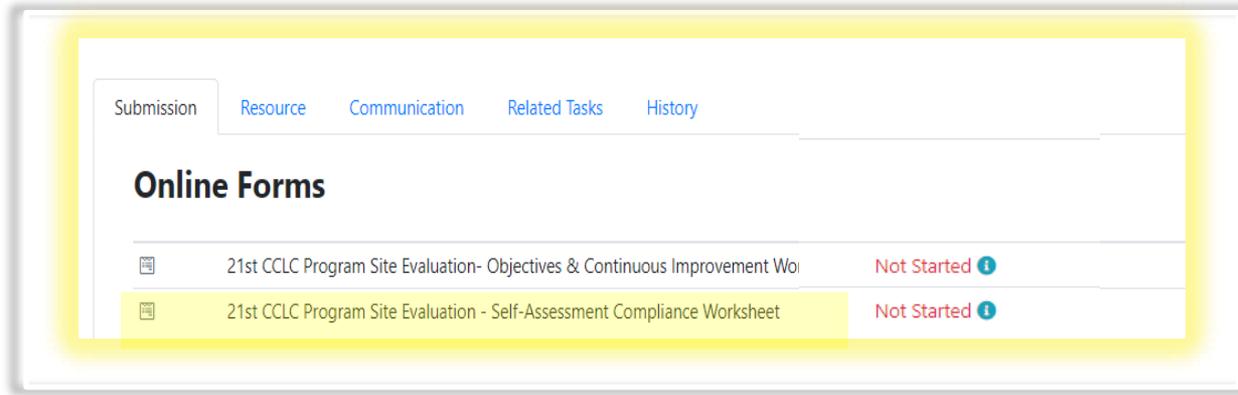


Site Evaluation Questions, Required Components, and Resources

Evaluation Question	Component	Resource
1. Was program implemented as approved in application?	Compliance Self-Assessment	Original approved 21 st CCLC grant application
2. Were program objectives met?	Objectives Reporting	Objectives from approved grant application, or Specialist approved revisions submitted in Continuing Application
3. What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program objectives?	Continuous Improvement	Compliance Form Objectives Form School Day & Program Staff Meetings Surveys
4. What will be done next year to ensure progress toward reaching program objectives?		

Form 1

21st CCLC Site Evaluation – Self-Assessment Compliance Worksheet



Resource to complete the form - 21st CCLC Site Evaluation Report Instructions for EMAC 2021-2022

Compliance Self-Assessment Worksheet

Evaluation Question 1 - Was program implemented as approved in application?

The Compliance Self-Assessment portion of the annual Site Evaluation Report is designed to collect your responses regarding the following areas of program implementation.

Select “Yes” if the site met the requirement during the program year and “No” if the site did not meet the requirement. *If you select “No” on any item of the Compliance Self-Assessment, please indicate the reason(s) in the comments section.*

1. Direct Student Services	6. Evaluation
2. Direct Family Services	7. Dissemination
3. Alignment to the School Day	8. Sustainability
4. Safe and Healthy Learning Environment	9. Fiscal Record Keeping
5. Equity and Access	10. Required Training
Program Management (Adequacy of Resources)	

Self-Assessment Compliance Worksheet

Select
“Yes”
or “No”

Go Back Save Draft

21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet

Page 1 of 1

1. 21st CCLC Program Self-Assessment Compliance Worksheet

Directions: Select “Yes” if the site met the requirement during the program year and “No” if the site did not meet the requirement. If you select “No” on any item of the Compliance Worksheet, please indicate the reason(s) in the comments section.

1. Direct Student Services *

a. Program services are provided for the number of hours and days per week proposed in original approved application. *

Yes No

Comment

b. Student services are provided for the number of days and to the projected number of regular student attendees as proposed in the application funding formula. *

Yes No

Comment

c. Classes/Services provided support academic objectives for students. *

Yes No

Comment *

dfgf

Type in
comment



Compliance Self-Assessment Worksheet

Evaluation Question 1 - Was program implemented as approved in application?

The Compliance Self-Assessment portion of the annual Site Evaluation Report also requires additional narrative responses for designated questions.

These questions are located throughout the Self-Assessment, appearing below their related Self-Assessment questions with a Narrative box. See area highlighted in pink below.

Family Engagement services are intended to involve adult family members of 21st CCLC student participants in ongoing activities that will have an impact on their children's academic success. Provide 1-2 paragraphs describing your site's family engagement services/activities. *



3. Alignment to the School Day *

Self-Assessment Compliance Worksheet

During the PROGRAM YEAR, describe the fiscal management of this grant at BOTH the district and site level. *

During the PROGRAM YEAR, describe the involvement of school administration (principal) in managing the grant at this site. *

During the PROGRAM YEAR, describe how staff was recruited and retained in the 21st CCLC program. *

[Go Back](#) [Save Draft](#) [Complete](#)

Still working –
click “Save
Draft”

Finished all
questions –
click
“Complete”

Quiz Time



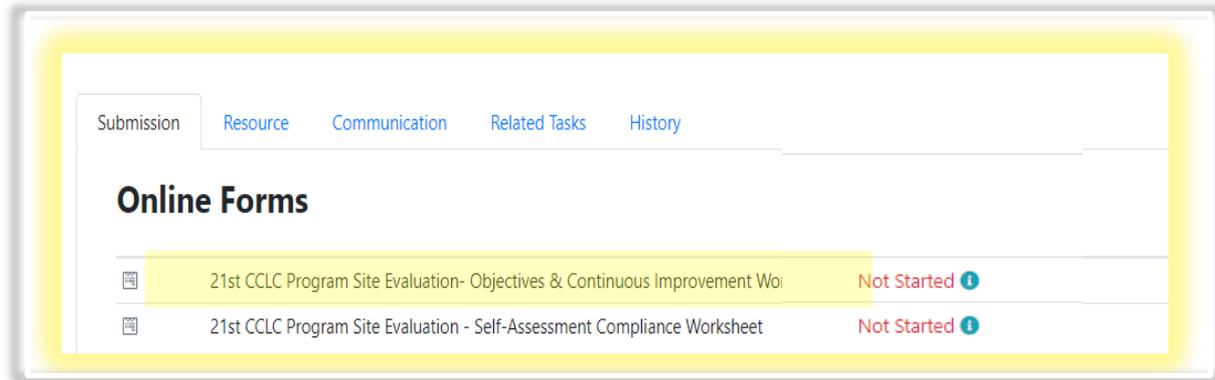
What do you do if you selected “No” for one of the questions?

A, B, or C

- A) Change your answer to YES**
- B) Enter an explanation in the corresponding Comment Box**
- C) No additional action is required**

Form 2

21st CCLC Site Evaluation – Objective & Continuous Improvement Worksheet



Resource to complete the form - 21st CCLC Site Evaluation Report Instructions for EMAC 2020-2021

Objective & Continuous Improvement Worksheet

Go Back Save Draft

21st CCLC Program Site Evaluation- Objectives & Continuous Improvement Worksheet

Page 1 of 3

1. 21st CCLC Program SMART Outcome Objectives and Continuous Improvement Worksheet

The Objectives Worksheet is designed to collect information regarding progress made toward meeting SMART outcome objectives. From your own approved 21st CCLC grant application, please report on ALL academic, youth development and family engagement SMART outcome objectives from your approved application or Specialist approved revisions. Report all information requested on the Objectives Worksheet for each objective. Youth Development is on page 2 and Family Engagement is on page 3. Below each objective, report on the Continuous Improvement process related to that objective, keeping in mind all aspects of programming related to that objective.

1. Academic Objectives

Academic Objective #1

Approved Academic SMART Objective	Type of Academic Objective *	Data Source *
List the approved SMART objective (can be found on this year's Program at a Glance). 1.1 Each year, 15% of students in grades 5-8 that regularly attend the 21st CCLC program will increase one level in Reading Proficiency as	<input checked="" type="radio"/> Reading <input type="radio"/> Math <input type="radio"/> Other (describe)	List the Data Source used to determine if the objective was met (usually explicitly named in the objective). "ABC" Benchmark Reading Test fall and spring

Data Findings *	Objective Met? *
Of the 55 regularly attending students in grade 5-8, 7, or 13%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was not met but the site made progress towards meeting it.	<input type="radio"/> Yes <input checked="" type="radio"/> No

Objectives Reporting

Evaluation Question 2 – Were program objectives met?

The Objectives Reporting Worksheet is designed to collect information regarding progress made toward meeting your own 21st CCLC grant program objectives.

From your approved application (or Program Specialist approved revisions in the Continuing Application), please report on **ALL** objectives in the following areas:

- ✓ Academic Objectives
- ✓ Youth Development Objectives
- ✓ Family Engagement Objectives

Report all information requested in the Objectives Reporting Worksheet for each objective and show your work in the Data Findings section. Report all information requested on the Objectives Worksheet for each objective. Academics are on page 1, Youth Development is on page 2, and Family Engagement is on page 3.

Objectives Worksheet

Below is an example of how to fill out the Academic Objectives Reporting:

Academic Objective #1	
Approved Academic SMART Objective * List the approved SMART objective (can be found on this year's Program at a Glance). 1.1 Each year, 15% of students in grades 5-8 that regularly attend the 21st CCLC program will increase one level in Reading Proficiency as	Type of Academic Objective * <input checked="" type="radio"/> Reading <input type="radio"/> Math <input type="radio"/> Other (describe)
Data Findings * Of the 55 regularly attending students in grade 5-8, 7, or 13%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was not met but the site made progress towards meeting it.	Data Source * List the Data Source used to determine if the objective was met (usually explicitly named in the objective). "ABC" Benchmark Reading Test fall and spring
	Objective Met? * <input type="radio"/> Yes <input checked="" type="radio"/> No

Objectives Worksheet

Below is an example of how to fill out the Youth Development Objectives Reporting:

2. Youth Development Objectives		
Approved Youth Development SMART Objective *	Data Source *	Data Findings *
List the approved SMART objective (can be found on this year's Program at a Glance). 2.1 At the end of each year, 75% of regular attendees will report that participation in the program helped them feel more connected to their	List the Data Source used to determine if the objective was met (usually explicitly named in the objective). Student Satisfaction Survey	Of the 121 regular attendees, 98, or 81%, reported that they felt more connected to their peers since participating in the 21st CCLC
Objective Met? *		
<input checked="" type="radio"/> Yes		
<input type="radio"/> No		

Objectives Worksheet

Below is an example of how to fill out the Family Engagement Objectives Reporting:

3. Family Engagement Objectives		
Approved Family Engagement SMART Objective * List the approved SMART objective (can be found on this year's Program at a Glance). 3.1 Each year, 32% of 21st CCLC regular-attende family members will attend three or more Saturday Workshops	Data Source * List the Data Source used to determine if the objective was met (usually explicitly named in the objective). Workshop attendance sheets	Data Findings * The site had 48 regular-attende family members attended at least one Saturday Workshop and 12 regular attendees family members who
Objective Met? *		
<input type="radio"/> Yes		
<input checked="" type="radio"/> No		

Continuous Improvement

The Continuous Improvement questions in the Site Evaluation are designed to collect your responses to site evaluation questions three and four:

Evaluation Question 3 - What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program objective?

Evaluation Question 4 - What will be done next year to ensure progress toward reaching the program objective?

The Continuous Improvement questions must be completed for every grant objective and appear just below the questions related to each objective.

Evaluation Question 3 - What are your Findings*, and the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program objectives? See area highlighted in pink below.

Data Findings *	Objective Met? *		
Of the 55 regularly attending students in grade 5-8, 7, or 13%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was not met but the site made progress towards meeting it.	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Continuous Improvement Questions *			
These Continuous Improvement questions are designed to answer the following questions: What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program objective? Think about all the programming decisions that went into this aspect of your program. What helped our successes with the Objective (Strengths)? What hurt our success with the Objective (Weaknesses)? What might help accomplish the Objective in the future (Opportunities)? What might hinder our efforts to accomplish the Objective in the future (Threats)?			
Strengths 	Weaknesses 	Opportunities 	Threats 
Strategies for Improvement *			
What will be done next year to ensure progress toward reaching the program objective? What do we plan to do differently in the future? <hr/>			

Evaluation Question 4 - What will be done next year to ensure progress toward reaching program objectives? See area highlighted in pink below.

Data Findings *	Objective Met? *		
Of the 55 regularly attending students in grade 5-8, 7, or 13%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was not met but the site made progress towards meeting it.	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Continuous Improvement Questions * These Continuous Improvement questions are designed to answer the following questions: What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program objective? Think about all the programming decisions that went into this aspect of your program. What helped our successes with the Objective (Strengths)? What hurt our success with the Objective (Weaknesses)? What might help accomplish the Objective in the future (Opportunities)? What might hinder our efforts to accomplish the Objective in the future (Threats)?			
Strengths <input type="text"/>	Weaknesses <input type="text"/>	Opportunities <input type="text"/>	Threats <input type="text"/>
Strategies for Improvement * What will be done next year to ensure progress toward reaching the program objective? What do we plan to do differently in the future? In this space, write your teams plans to ensure progress towards reaching this objective next year.			

Objective & Continuous Improvement Worksheet

Strategies for Improvement *

What will be done next year to ensure progress toward reaching the program objective? What do we plan to do differently in the future?

df

Add Additional Objective

Go Back

Save Draft

To navigate
between
Pages –
click “Next”

Next

Objective & Continuous Improvement Worksheet

Strategies for Improvement *

What will be done next year to ensure progress toward reaching the program objective? What do we plan to do differently in the future?

sdf

Previous

Go Back

Save Draft

To return to a previous Page– click “Previous”

Finished entering responses– click “Completed”

Complete

Submitting the DCT

Submission Resource Communication Related Tasks History

Online Forms

	21st CCLC Program Site Evaluation- Objectives & Continuous Improvement Worksheet	Completed 
	21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet	Completed 

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

Select files...

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maxi

Upload

Submit for Review

Completed both forms – click “Submit for Review”





Demo

To Revise After Submitting

Once you submit evidence you can no longer make changes.

The 21st CCLC Program Specialist would need to “Reject” the DCT for you to make any changes.



Office Hours

These office hours are not trainings, but rather an opportunity to drop-in and ask any questions you have about navigating EMAC or accessing the Site Evaluation Report.

Monday, April 11, 2022 @ 3:30pm-4:00pm

Friday, April 15, 2022 @ 11:00am-11:30am

Additional Office Hours will be scheduled in May to assist with completing the forms.

EMAC Resources

NEW! Starting with the 2021-2022 school year, all 21st CCLC Monitoring & Required Reporting documents for **Year 1** sites will be collected in the **EMAC - Educational Monitoring, Assistance & Compliance** system (an application in [ADE Connect](#)).

EMAC User Guides

Below are EMAC Guides for Submitting 21st CCLC Program At-A-Glance in EMAC. These are dependent on the user role you have been granted in EMAC.

[EMAC in ADE Connect Access- PDF](#) - As 21st CCLC transitions to collecting state and federal required reporting in the Educational Monitoring, Assistance, and Compliance (EMAC) system, it is important for any person responsible for 21st CCLC documentation and report submission has access to EMAC through ADE Connect. This resource will provide you with the steps you will need to follow in order to gain access to EMAC to be able to submit 21st CCLC Required Reporting.

[EMAC Administrator Guide](#) – Guide for EMAC Administrators on how to add staff to EMAC in ADE Connect and assign staff to EMAC monitoring programs

[EMAC LEA User Guide](#) – Guide for district staff who support multiple sites

[EMAC School User Guide](#) - Guide for school staff who support a single site

EMAC 21st CCLC Site Evaluation Report Training for Year 1 Sites

The EMAC 21st CCLC Site Evaluation Report Training for Year 1 Sites virtual training is for 21st CCLC Cycle 17 **Year 1** site program leaders are who responsible for submitting the required Site Evaluation Report.

This training will provide:

- Information needed to be assigned to this 21st CCLC Site Evaluation Report Monitoring Program in EMAC by 4/29/22
- An introduction to the 21st CCLC Site Evaluation Report in the EMAC Monitoring Program

Time: **April 4, 2022 11:00 AM - 12:00 PM Arizona**

EMAC On Website

Training Guides

Recording of Training

Office Hours links

Other EMAC resources





Q&A



Thank You!