



# Exploring EMAC

Educational Monitoring, Assistance, and Compliance (EMAC) System for 21<sup>st</sup> CCLC



**What is one thing you  
already know about  
EMAC?**

**What are 2 things you  
hope to learn about  
EMAC today?**



# ADEConnect

Your connection to all ADE applications



## Basic Introduction to EMAC

**WHAT** - Educational Monitoring, Assistance, and Compliance (EMAC)

**WHERE** - An application in ADEConnect

**WHO** - All 21<sup>st</sup> CCLC sites

**WHEN** - 2022-2023 (Cycle 17 sites piloted EMAC in their Year 1)

**WHY** - To submit state level programmatic reports to your ADE 21<sup>st</sup> CCLC Specialist



Exploring EMAC



# Accessing EMAC



If you are **responsible for submitting 21<sup>st</sup> CCLC Required Reporting** documents to your assigned Education Program Specialist, you will **need** EMAC access.

This will **not** look the same for every site, district, or charter. Your 21<sup>st</sup> CCLC Leadership Team will need to decide who will be responsible for entering data into EMAC to determine who will need EMAC access and what access they will need. District level users will have the option to review, revise, and/or submit reports for all 21<sup>st</sup> CCLC sites in the district.



# How do I know if I have access to ADEConnect?

If you already have access to GME, ADE Assessment Portal, and/or AzEDS Portal....you have a login to ADEConnect.

You don't have access???



# I forgot my ADEConnect password?



COVID-19

Students & Families

Educators

Administrators

Programs & Supports

About ADE

ADEConnect

Select Language



Click on ADEConnect on the ADE website.

Click “Forgot Password” link in the sign-in prompt window.



# I don't have an ADEConnect login

Locate the “EMAC in ADEConnect Access”  
document on the 21<sup>st</sup> CCLC EMAC  
Website

Click on the [HelpDesk](#) link

## Educational Monitoring Assistance and Compliance (EMAC)

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 document and report submission has access to EMAC. The EMAC application system offers both direct upload of documents and online forms that will collect required 21st CCLC reports and/or specific program data.

**Please verify the following:**

- 1) **Verify** you have a login to ADEConnect  
*Note: If you do not have access, request access by selecting this link: [HelpDesk](#) (Application Support Service Request/ADEConnect)*
- 2) **Verify** you have been setup to access the EMAC system by your entity administrator\*
  - a. LEA's Entity Administrator provides permission and assigns roles under ADE Connect for EMAC access for one of the following LEA roles.





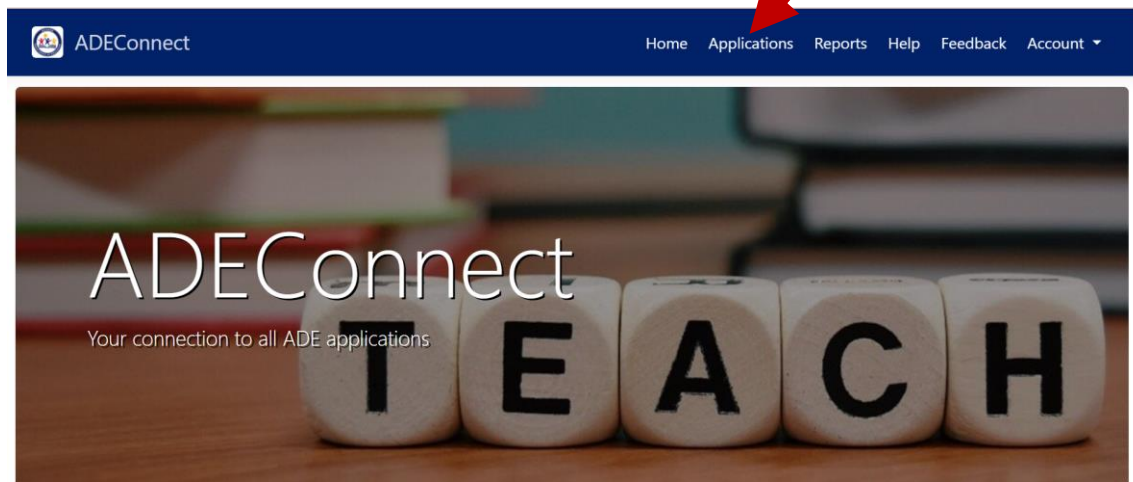


OK, I have an  
ADEConnect  
login...**now**  
**what?**



# How do I know if I have been granted access to **EMAC** ?

Once you have ADEConnect access and log into the site, click on “Applications”





Verify there is a link 'EMAC' on your list of applications



ADEConnect

Home

## Applications


[Hide All]

Arizona Department of Education (79275)		[-]
EMAC	★	🔗
Grants Management	★	🔗
ADE Motor Pool Reservation System	☆	🔗
Assessments	☆	🔗
AZDash	☆	🔗
AzEDS Portal	☆	🔗




# Who do I contact to be granted access to EMAC ?

Contact your Entity Administrator to request access to EMAC

 ADEConnect

Home Applications Reports Help Feedback Account ▾

**Arizona Department of Education**  
1535 West Jefferson Street  
Phoenix, AZ 85007

 (602) 542-7378

Need to open a support ticket or view status of existing tickets. Use our Help Desk to open new tickets or view existing tickets for status and resolution.

[Go to Help Desk](#)

**Find an Administrator**

Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.

[Search](#)

**Frequently asked questions**

You have questions. We have answers.

[FAQ](#)



**Did we confirm  
something you already  
knew about EMAC?**

**Have you learned  
something new about  
EMAC?**



Exploring EMAC

# User Roles in EMAC



# User Roles

The Entity Administrator will assign you to EMAC:

- LEA User
- LEA User Read Only
- School User
- School User Read Only

Multiple roles above should not be assigned to a single staff member. For example, an LEA User should not also be assigned School User role.



# LEA User Dashboard

The screenshot displays the LEA User Dashboard for Alhambra Elementary District (4280). The interface includes a top navigation bar with links to Dashboard, Upcoming Schedule, My Schedule, School Schedule, Calendar, Communications, Document Archive, and Support. The main content area is divided into several sections:

- Monitoring Programs:** A list of programs for the fiscal years 2021-2022 and 2020-2021.
- Dashboard:** A central section showing tasks for the fiscal year 2021-2022. It includes a search bar and a table of tasks with columns for Task Name, Status, and Due Date. The tasks are categorized by status: Action Required (12), Onsite Visits (12), and Overdue (12).
- My Recent Activity:** A section showing recent activity, currently displaying "No data available."
- Upcoming Tasks:** A list of upcoming tasks with columns for Task Name, Status, and Due Date. The tasks include "Two-Hour SEI Model: Targeted Instruction (LDA Principle 3)", "PM: Opportunities for Parent/Family/Community Engagement", "PM: LDA Principle 1 - Arizona's Language Development Approach: Principle 1", "PM: LDA Principle 4 - Arizona's Language Development Approach: Principle 4", and "Two-Hour SEI Model: Integrated Instruction (LDA Principle 2)".
- Task Communications:** A section showing task communications for the last 7 days, currently displaying "No data available in last 7 days."
- Recent ADE Communications:** A section showing recent ADE communications, currently displaying "No data available for ADE Communications."
- Tagged Tasks:** A section showing tagged tasks, currently displaying "10 - Required Training - 21st CCLC Site Compliance Visit".





# School User Dashboard

**EMAC** Dashboard Upcoming Schedule My Schedule Calendar Communications Document Archive Support

**Alhambra Traditional School (5381)**

**Monitoring Programs:**

- Fiscal Year : 2021-2022
- Fiscal Year : 2020-2021

**Dashboard**

Monitoring Program(s): All Programs Search Reset

**Tasks (Fiscal Year : 2021-2022)**

Not Started	3	In Progress	1
Action Required	1	Completed	1
Onsite Visits	1	Overdue	4

\* If you do not see your monitoring program on the dropdown list, contact your [EMAC Administrator\(s\)](#).

**My Recent Activity** 7 Days 15 Days 30 Days

No data available.

**Task Communications** Last 7 days

No data available in last 7 days.

**Upcoming Tasks**

Corrective Action Submission Alhambra Traditional School (5381)	10/08/2021
21st CCLC Summary of Classes Report I (January) Alhambra Traditional School (5381)	11/08/2021
21st CCLC Summary of Classes Report II (June) Alhambra Traditional School (5381)	11/16/2021
21st CCLC Site Evaluation Report Alhambra Traditional School (5381)	03/17/2022

**Recent ADE Communications**

No data available for ADE Communications.



**What user  
role do you  
think you  
need?**



Exploring EMAC



# Submitting 21<sup>st</sup> CCLC State Level Programmatic Reporting in EMAC



# State Level Programmatic Reporting Due Dates

Program At-A-Glance: **Sept 2nd**

Summary of Classes 1: **Jan 20th**

Summary of Classes 2: **June 2nd**

Site Evaluation: **June 16th**



# Monitoring Program

Access to ADEConnect ✓  
Access to EMAC ✓

Now an LEA's EMAC Administrator will need to assign you to a specific Monitoring Program.

**2022-2023 21<sup>st</sup> CCLC State Level  
Programmatic Reporting**



# Data Collection Tasks

The Monitoring Program contains  
Data Collection Tasks

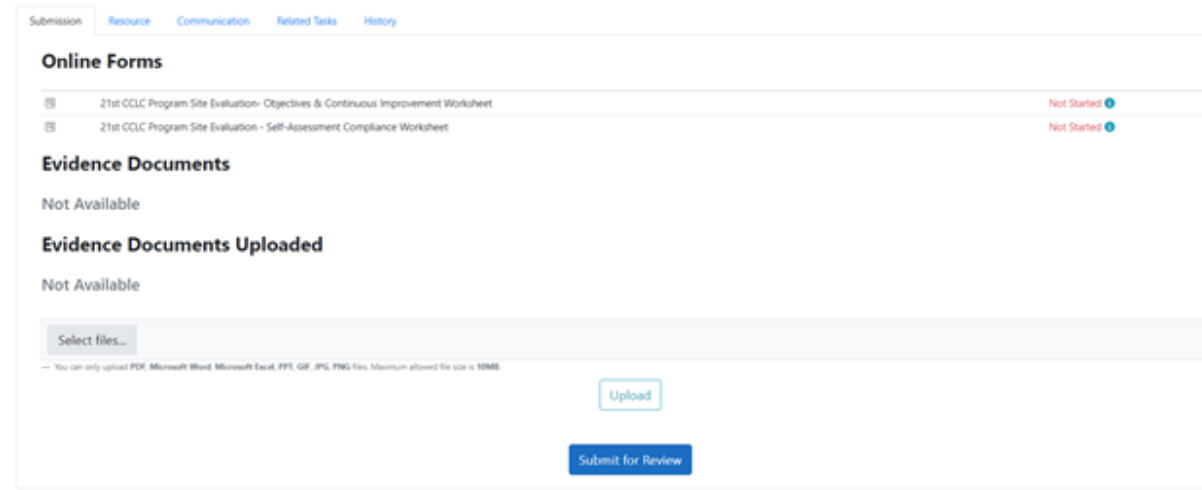
These Data Collection Tasks will  
align to the reports listed on the  
Required Reporting Calendar.

- Program At-A-Glance
- Summary of Classes 1
- Summary of Classes 2
- Site Evaluation



# Submit Reports

Data Collection Tasks direct sites to upload document(s) and/or complete form(s) in the EMAC system in order to submit the required report.



The screenshot shows a web interface for submitting reports. At the top, there are tabs: Submission, Resource, Communication, Related Tasks, and History. The 'Submission' tab is active. Below the tabs, there are three sections: 'Online Forms', 'Evidence Documents', and 'Evidence Documents Uploaded'. The 'Online Forms' section lists 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'. The 'Evidence Documents' section is marked as 'Not Available'. The 'Evidence Documents Uploaded' section is also marked as 'Not Available'. At the bottom, there is a 'Select files...' button, a note about supported file formats (PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG) and a maximum file size of 10MB, an 'Upload' button, and a 'Submit for Review' button.

Submission Resource Communication Related Tasks History

**Online Forms**

Form Name	Status
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



# Status of a Data Collection Task

## Not Started

- Program Area has assigned the Monitoring Program
- Grantee has not started working on the task



## In Progress

- Grantee has started entering data
- Grantee has not submitted Task



## Completed

- Grantee has submitted the Task for ADE review





# Specialist Review

Once the Data Collection Task is submitted, the 21<sup>st</sup> CCLC Program Specialist will review the report.

If there are items to be revised, the 21<sup>st</sup> CCLC Program Specialist will return the Data Collection Task so the site can revise. The status will change to **Action Required**.

If the report is acceptable as is, the site is done with this Data Collection Task and the status will remain in the **Completed** status.



**Did we confirm  
something you already  
knew about EMAC?**

**Did you learn  
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EMAC today?**



# What's Next

You don't have to worry about knowing everything about EMAC today.

Next Steps: Ensure you have access to EMAC and assigned to the **2022-2023 21<sup>st</sup> CCLC State Level Programmatic Reporting** Monitoring Program by 8/1/22.



# EMAC Support

Resources to be provided for each report:

- Live and Recorded Trainings
- EMAC Guides
- Office Hours

These resources will be available on our EMAC Website.





# Thank You

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