



21st CCLC Program At-A-Glance (PAG)

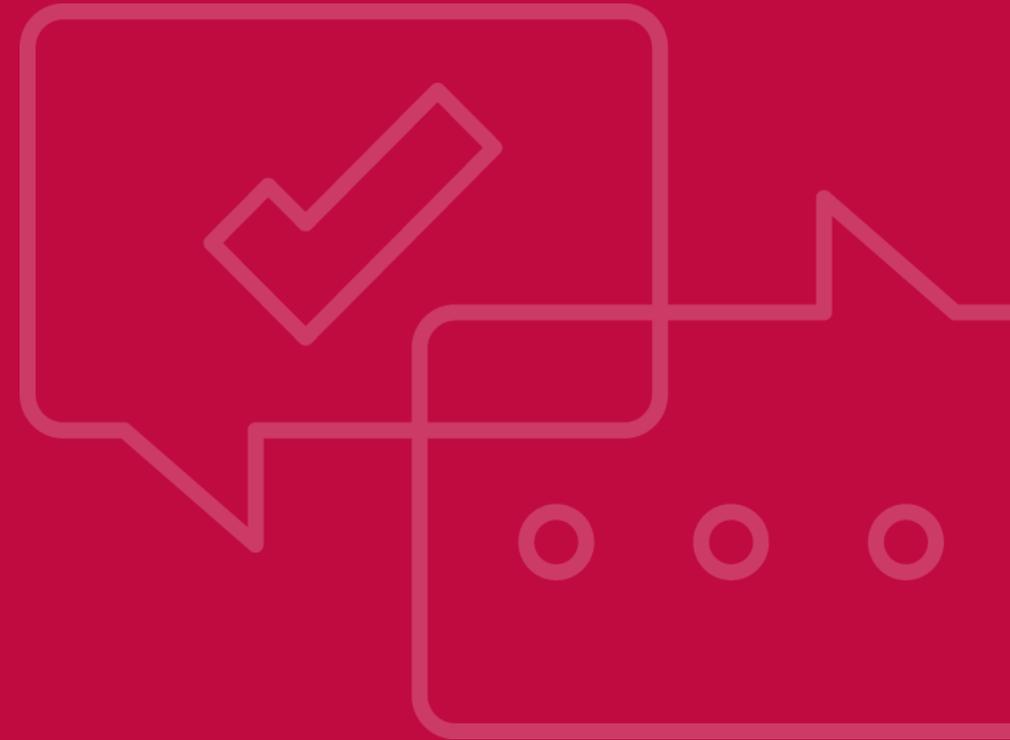
Educational Monitoring, Assistance & Compliance (EMAC)

Agenda

- Accessing EMAC
- 21st CCLC State Level Reporting
- Submitting PAG in EMAC
- EMAC Resources

Feel free to type any question you may have throughout the presentation. We have allotted time at the end to answer all questions.





Accessing EMAC

ADEConnect

EMAC is an application available in ADE Connect.

21st CCLC Exploring EMAC training and the “EMAC in ADE Connect Access” guidance document will assist you in gaining access to EMAC.



Monitoring Program

Access to ADEConnect ✓
Access to EMAC ✓

LEA's EMAC Administrator will need to assign staff to a specific Monitoring Program in EMAC.

**2022-2023 21st CCLC State Level
Programmatic Reporting**



21st CCLC PAG in EMAC PY23

State Level Programmatic Reporting

21st CCL Reporting Calendar



21st CCLC Required Reporting Calendar for 2022-2023



Date	Report	Notes
8/26/2022	APR Summer and Academic Term 2021-2022 -- Process Evaluation tabs (Participation)	Submit in 21st CCLC APR Data Reporting System
09/02/2022	Program At-A-Glance 2022-2023	Submit to EMAC
9/16/2022	APR Summer and Academic Term 2021-2022 – Outcome Data Reporting	Submit in 21st CCLC APR Data Reporting System
09/23/2022	Summer 2022 Student Attendance in AzEDS	Confirm Summer 2022 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
9/30/2022	Completion Report FY22	Submit to GME
01/20/2023	Summary of Classes (I) 2022-2023	Submit to EMAC
02/17/2023	Fall 2022 Student Attendance in AzEDS	Confirm Fall 2022 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
06/01/2023	Revisions FY23- Last Day for Revisions	Submit to GME
06/02/2023	Continuing Application FY24	Submit to GME
06/02/2023	Spring 2023 Student Attendance in AzEDS	Confirm Spring 2023 attendance accurate in AzEDS (via CCLC20 report in AzEDS Portal)
06/02/2023	Summary of Classes (II) 2022-2023	Submit to EMAC
06/16/2023	Site Evaluation Report 2022-2023	Submit to EMAC
06/16/2023	APR Summer and Academic Term 2022-2023 -- Process Evaluation tabs	Submit in 21st CCLC APR Data Reporting System
09/15/2023	APR Summer and Academic Term 2022-2023 – Outcome Data Reporting	Submit in 21st CCLC APR Data Reporting System
09/30/2023	Completion Report FY23	Submit to GME



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**



Program At-A-Glance



21st CCLC Program At-A-Glance



District/Organization	Cycle															
Site Name	Year of Grant															
Principal	Site Coordinator(s)															
<p>Continued funding is assured when 21st CCLC programs are in good standing. Providing the services stated in the original approved application on which funding was based is an important component of remaining in good standing with ADE. The following outline of services and objectives stated in your APPROVED 21st CCLC application gives staff and administration a guide to some of the most critical expectations for your own program throughout each year of your grant.</p>																
Direct Student Services																
Total # proposed Student Regular Attendees (30 days or more)	Total Number of Days Site will be Open (Per Program Year)															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th></th> <th>Academic Year</th> <th>Summer</th> </tr> </thead> <tbody> <tr> <td>Minimum # of Hours per Day</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>Minimum # of Hours per Week</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>Minimum # of Days per Week</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> <tr> <td>Minimum # of Weeks per Year</td> <td style="background-color: #cccccc;"></td> <td style="background-color: #cccccc;"></td> </tr> </tbody> </table>		Academic Year	Summer	Minimum # of Hours per Day			Minimum # of Hours per Week			Minimum # of Days per Week			Minimum # of Weeks per Year		
	Academic Year	Summer														
Minimum # of Hours per Day																
Minimum # of Hours per Week																
Minimum # of Days per Week																
Minimum # of Weeks per Year																
Adult Services																
Total # of proposed Adult Family members to be served <input style="width: 50px; height: 20px;" type="text"/>																
Describe the Family Engagement Plan to involve adult family members of 21st CCLC student participants. Practices and activities in the plan should make up regularly occurring series. Time-line should be referenced.																

The 21st Community Learning Centers Programs are funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit: <http://www.azed.gov/21stcclc>



How to Complete the Program At-A-Glance

Enter Basic Program Details

District/Organization		Cycle
Site Name		Year of Grant
Principal	Site Coordinator(s)	



How to Complete the Program At-A-Glance

Direct Student Services Details – comes directly from original grant

Direct Student Services		
Total # proposed Student Regular Attendees (30 days or more)	Total Number of Days Site will be Open (Per Program Year)	
	Academic Year	Summer
Minimum # of Hours per Day		
Minimum # of Hours per Week		
Minimum # of Days per Week		
Minimum # of Weeks per Year		



How to Complete the Program At-A-Glance

Program Objectives – comes
directly from original grant*

Program Objectives (Copied from Grant Application)
Academic Objectives - label 1.1, 1.2 (and if applicable 1.3)
Youth Development Objective(s) - label 2.1 (and if applicable 2.2)
Family Engagement Objective - label 3.1



How to Complete the Program At-A-Glance

Programming – identify times program will be open and anticipated number of classes

Programming				
<u>Direct Students Services</u>				
Days	Program Hours Open (Ex: 7:00-8:00, 2:30-4:30)		Number of Classes	
	Before School	After School	Before School	After School
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				



How to Complete the Program At-A-Glance

Fiscal Details – must have at least one partnership

Fiscal	
<u>Current Year 21st CCLC Budget:</u>	
<u>Additional Contributing Funding Sources</u>	
<u>Partnerships:</u>	
•	
•	
•	
•	

Revised 07 27 22





Submitting PAG in EMAC

Submission Plan

The district will want to clearly establish a plan as to the responsibilities of 21st CCLC district and site leaders in submitting EMAC reports.

- Who will enter information?
- How will staff communicate that report is complete?
- Who will review the report?
- Who will submit the report?



21st CCLC EMAC Guide

Refer to 21st CCLC EMAC guide specific to your user role

- LEA User
- School User



Introduction to EMAC

- Dashboard
- Status
- Starting a Data Collection Task
- Tabs
- Uploading a Document
- Submitting a Data Collection Task



Dashboard

- LEA User

EMAC Dashboard for Alhambra Elementary District (4280). The 'School Schedule' menu item is highlighted with a red box. A red arrow points from a red-bordered box containing the text 'Go to School Schedule' to the 'School Schedule' menu item. The dashboard content shows monitoring programs for Alhambra Elementary District (4280) and a task for 'Onsite Visits' with 0 overdue items.

- School User

EMAC Dashboard for Alhambra Traditional School (5381). The 'Tasks' section in the main dashboard area is highlighted with a red box. The tasks listed are 'Not Started' (1), 'Onsite Visits' (1), and 'Overdue' (0). The dashboard content shows monitoring programs for Alhambra Traditional School (5381) and an upcoming task for 'Corrective Action Submission'.



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

Starting a Data Collection Task (DCT)

Click on the “Actions” icon

The screenshot shows the EMAC system interface. At the top, there is a navigation bar with the EMAC logo and various menu items: Dashboard, Upcoming Schedule, My Schedule, Calendar, Communications, Document Archive, and Support. Below the navigation bar, the page title is "Not Started".

The main content area contains a search filter section with the following fields:

- Fiscal Year: 2022
- Monitoring Program: All
- Status: Not Started
- Date Range: month/day/year

A "Search" button is located below the filter fields.

Below the search filter is a table with the following columns: Program Area, Monitoring Program..., Cycle..., Task Name, Task Type, Onsit..., Start Date, End Date, Status, Staff Assign..., and Actions. A red arrow points to the "Actions" icon in the table row.

Program Area	Monitoring Program...	Cycle...	Task Name	Task Type	Onsit...	Start Date	End Date	Status	Staff Assign...	Actions
21st CCLC	21st CCLC Program At-A-Glance (PAG)	FY22	21st CCLC Program At-A-Glance (PAG) Upload	Data Collection	No	08/22/2021	09/10/2021	Not Started	21st CCLC Specialist	

At the bottom of the table, there is a pagination control showing "10 items per page" and "1 - 1 of 1 items".



Viewing a Data Collection Task

A DCT is divided into 2 sections

- Task Details
- Tabs



Data Collection Task Details Section

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.

Not Started

21st CCLC Program At-A-Glance (PAG) Upload #39822

Program Area 21st CCLC	Monitoring Program 2022-2023 21st CCLC State Level Programmatic Reporting	Cycle FY23	Fiscal Year 2023	Task Type Data Collection
---------------------------	--	---------------	---------------------	------------------------------

Assigned On: 7/11/2022
Is Onsite Visit: ☺
Data Collection Method: Desktop Review

Last Modified On: 7/11/2022 8:11:21 AM
Original Start Date: 7/1/2022
Current Start Date: 7/1/2022
Original End Date: 9/2/2022
Current End Date: 9/2/2022

Staff Assigned:
Your Specialist Primary

Purpose

As part of the 21st CCLC Required Reporting requirements, the site must complete a Program At-A-Glance (PAG). This communication template is to be completed annually to provide an overview of the program objectives from the originally awarded grant application. Providing the services stated in the original approved application on which funding was based is an important component of remaining in good standing with ADE. This report will ensure services and objectives stated in your APPROVED 21st CCLC application are at the focus of your program.

Any changes from the original application must be approved by ADE in GME before they become official.

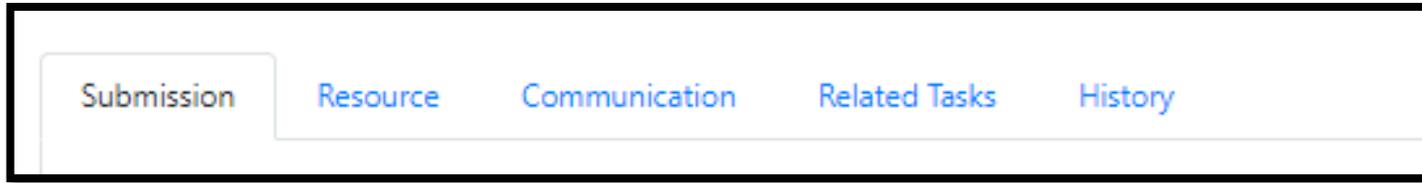
This document should be kept readily available with the required records. Sites are encouraged to use this as a tool to communicate with stakeholders the purpose and objective of the 21st CCLC grant in user-friendly template.

To Do:

- Evidence Upload: Upload a completed FY23 Program At-A-Glance
- Submit for Review



Data Collection Task Tabs Section



- **Submission Tab**
- **Resource Tab**
- **Communication Tab**
- **Related Tasks Tab**
- **History**



Data Collection Task Submission Tab

The screenshot shows a web interface for submitting evidence documents. At the top, there are three tabs: 'Submission' (highlighted with a red box), 'Resource', and 'Communication'. Below the tabs, there are three main sections:

- Online Forms**: Labeled with a red box and an arrow pointing to the text "Similar to fillable PDFs". Below this section, it says "Not Available".
- Evidence Documents**: Labeled with a red box and an arrow pointing to the text "Examples and templates provided by Program Area as resources". Below this section, there is a file upload area showing a document titled "21st CCLC Program At A Glance 4.2021.pdf" with a "PDF" icon.
- Evidence Documents Uploaded**: Labeled with a red box and an arrow pointing to the text "Documentation the grantee uploads". Below this section, it says "Not Available" and there is a "Select files..." button.

At the bottom of the interface, there are two buttons: "Upload" and "Submit for Review". A small note at the bottom left states: "You can only upload PDF, Microsoft Word, Microsoft Excel, GIF, JPG, PNG files. Maximum allowed file size is 10MB."



Completing the Program At-A-Glance Submission

No Online Form for PAG Task

The blank PAG form can be downloaded to be completed

Online Forms

Not Available

Evidence Documents

21st CCLC Program At A Glance 4.2021.pdf

PDF

Evidence Documents Uploaded

Not Available

Select files...

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

Upload

Submit for Review

Two-step process to **upload** evidence:

- Select File
- Upload



Submitting the Program At-A-Glance Task

Submission Resource Communication Related Tasks History

Online Forms
Not Available

Evidence Documents

21st CCLC Program At A Glance.pdf PDF

Evidence Documents Uploaded

Sample 21st CCLC Program At A Glance.pdf PDF

Select files...

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

Upload

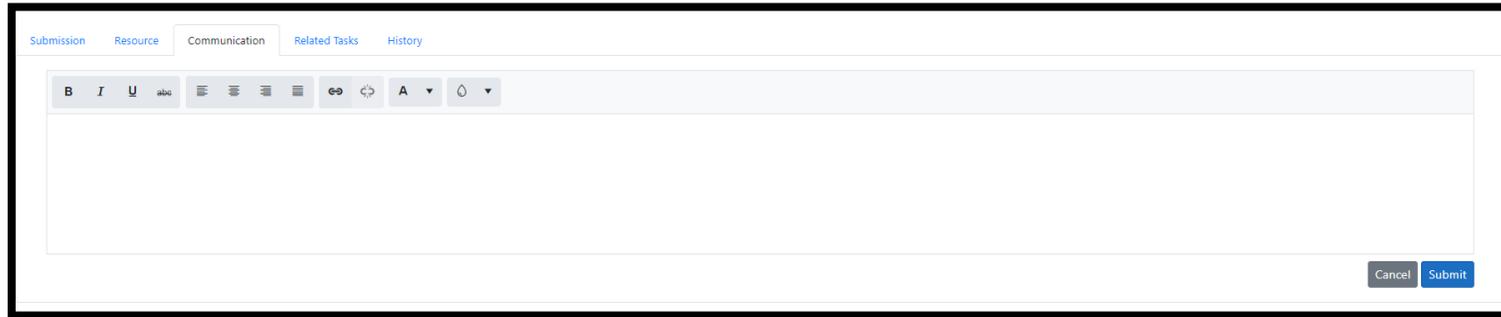
Submit for Review

Click “Submit for Review”

Ensure the PAG has been uploaded

Note: The standard time out period for the EMAC application is 20 minutes.

Data Collection Task Communication Tab



Users can send comments and/or questions directly in the system.



Data Collection Task History Tab

Submission	Resource	Communication	Related Tasks	History
Aug 04, 2022	21cclcschooluser.emac@mailnesia.com	- Changed Status from Not Started To In Progress		
Aug 04, 2022	21cclcschooluser.emac@mailnesia.com	- document Sample 21st CCLC Program At A Glance.pdf Submitted		

This tab will show a history of who and when:

- uploaded documents
- completed online forms
- submitted DCT
- approved DCT
- rejected DCT



Specialist Review

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

If there are items to be revised, the 21st 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.



In EMAC Demo

Let's take a moment to see how to upload and submit the PAG in EMAC.



Questions

We are here to answer any questions you have about the PAG or EMAC.

Please type your question in the chat.



21st CCLC PAG in EMAC PY23



21st CCLC EMAC Resources

EMAC Support

Resources to be provided for each report:

- Specialist Support
- Live and Recorded Trainings
- EMAC Guides
- Office Hours

These resources will be available on our EMAC Website.

<https://www.azed.gov/21stccclc/emac>



PAG Office Hours

August 17th at 2:00pm

August 19th at 10:00am

August 25th at 4:00pm

These are not trainings, but rather an opportunity to drop in and ask any questions you have about getting started in EMAC.

Links to access the Office Hours are on the EMAC webpage.





Thank You

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