21st CCLC State Level Programmatic Reporting in EMAC
(Educational Monitoring, Assistance & Compliance)
EMAC LEA User

Welcome

All 21st CCLC state level programmatic required reporting documents will be submitted in **EMAC (Educational Monitoring, Assistance & Compliance).** EMAC is an application in the ADE Connect system.

21st CCLC EMAC resources are available on the 21st CCLC EMAC web page to assist 21st CCLC site leaders in accessing and using EMAC. The trainings, technical assistance, and resource documents will include the necessary tools, directions, and steps to assist subgrantees in submitting the required state level programmatic reports in EMAC.

If you have specific questions, please reach out to your assigned 21st CCLC Program Specialist.

KEY Reminders & Best Practice Tips

- Whenever possible, IT is suggesting the use of Chrome as your browser. Chrome is more compatible than other browsers with the EMAC application.

- Review the "EMAC in ADE Connect Access" document to learn how to gain access to the EMAC application and the 21st CCLC monitoring program.

- EMAC logo on the top left easily takes you back to your Dashboard.

- For the **Online Forms** and **Communication** notes, we recommend you type your responses in a separate document and then copy and paste them into the comment fields of the form. This will save your data if the page times out or freezes. To paste your comments/responses in EMAC press Ctrl + V at the same time. This will paste the text in plain text, without formatting. You will have the ability to format your comment within EMAC in necessary.

- For uploading documents, EMAC will only accept PDF, Microsoft Word, Microsoft Excel, GIF, JPEG, or PI\K3 files, less than 10 MB in size in a single upload.

- When uploading any required evidence documentation, please note that this is a two-step process prior to submission: 1. "Select *Files*" **AND** 2. *"Upload'.*

- If the application freezes or pauses when you go to "Submit for Review" a task, refresh your browser window or tab. This should fix it.

- You should see "Success" flash at the top-right of your screen when you click "Complete" or "Submit for Review" to confirm that your entry was accepted by the system.

- Dashboard Alerts (bell on top right of Dashboard) provide a reminder to the user regarding recent task activities and communications.
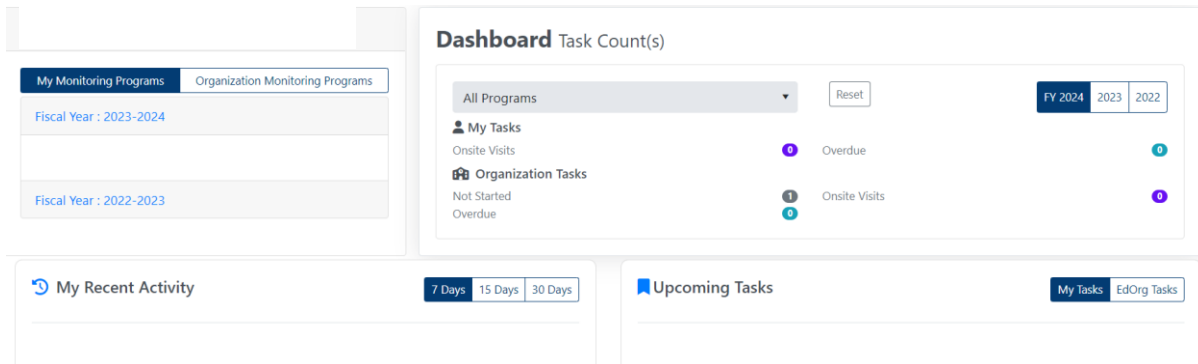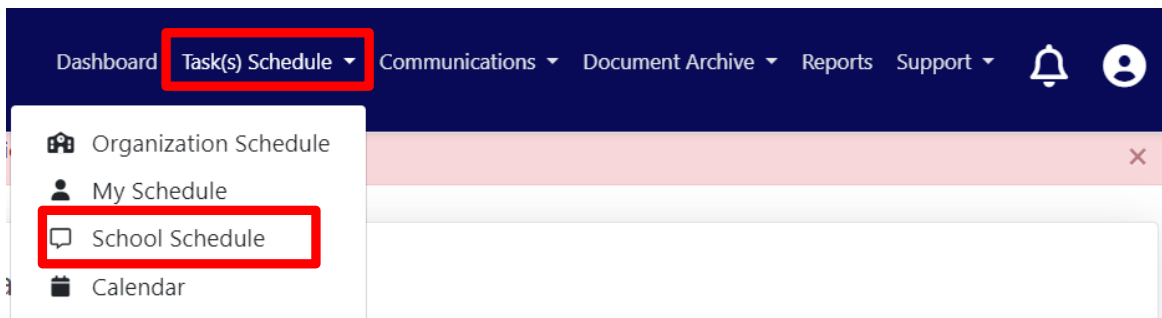
EMAC LEA User
Step-by-Step Guide
Completing Data Collection Tasks in EMAC

Section 1: Accessing a Data Collection Task

1. Log-in to ADE Connect and access the EMAC application from the list.
2. Once you open EMAC, it will open to your Dashboard.

3. Click on "Task(s) Schedule"/School Schedule from the menu located on the top of your Dashboard.

4. This will open the "School Schedule Task" page where you can search for Tasks by school and/or Monitoring Program. Enter the school's name, not the district. Choose the **Monitoring Program** as "21st CCLC State Level Programmatic Reporting"

5. After you locate the Task, you want to complete, find the "pencil in the box" in the far right-hand column of that Task row. Click the blue "pencil in the box" in the **"Actions"** column. This will open the Task in a new window/tab.

Monitoring ... ↑ ▼	Cycle ↑ ▼	Task Name ▼	Start Date ↑	End Date	Status ▼	Staff Assigned ▼	Actions
21st CCLC State Level Programmatic Reporting	FY23	21st CCLC Program At-A-Glance (PAG) Upload	07/01/2022	09/02/2022	Completed	Serena Brockman	✏️

6. After you have opened a Data Collection Task, you will see all the details needed to fully complete this task. The Data Collection Task page will detail what the grantee is required to complete. Each Data Collection Task will have the same format but may have different evidence submission requirements.

7. In the **"Purpose"** section below the Task details (dates), you will see the Task Purpose and the "To Do" list.

8. Below the "Purpose" section of this page, you will find five tabs: **Submission, Resource, Communication, Related Tasks, and History.**

- **Submission:** This tab will have a link to complete the required Online Form and space to upload any Evidence documents requested.
- **Resource:** This tab will include resources to assist you with completing this task.
- **Communication:** This tab will be the record of communication between you and your 21st CCLC assigned specialist regarding submissions, feedback, or questions for each Task.
- **Related Tasks:** This tab will include links to other Tasks in your assigned Monitoring Program. You can access the other Data Collection Tasks and see the status of each in this tab.
- **History:** This tab will include a record of changes made to this task.

9. Go to Section 2 of this document to find out how to complete a Data Collection Task.

Section 2: Completing a Data Collection Task

Note: To fully complete a Data Collection Task, please be sure to complete all applicable forms and evidence uploads required for that specific task.

If completion of an Online Form is required of the Task, please complete the following steps:
1. Review the details of the Data Collection Task.

2. If there is an Online Form to complete, it will be titled, and show "Not Started" in red off to the right-side. To access the Online Form and complete it, click on "Not Started" (it is hyperlinked) and it will open the form to be completed.

Online Forms

21st CCLC Site Evaluation Report   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

If evidence is required of the Task, upload the necessary documents. This is a TWO-STEP process prior to submission: 1. "Select Files" AND 2. "Upload".

1. Under "Evidence Documents Uploaded", click on "Select Files". This will allow you to attach your file(s).

2. After attaching your file(s), be sure to press "Upload" to fully upload your files.

Evidence Documents Uploaded

Not Available

Select files...

t Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is **10MB**.

Upload

Submit for Review

3. Once your Online Form is complete (if required) AND any Evidence has been successfully uploaded (if required), press **"Submit for Review"**; this can be found at the bottom of your Data Collection task.

   °NOTE: If you "Submit for Review" your Task and forgot to press "Upload" for your Required Evidence, it will lock your side of the portal for this Task. No changes can be made by you unless your 21st CCLC Program Specialist returns your submission and changes the status to "Action Required". You will need to contact your 21st CCLC Program Specialist to have them return the Task to you.

4. Once you press the blue **"Submit for Review"** button, you will see a green "Success" box flash in the upper right-hand side of your screen. The Status at the top of your Data Collection Task page will also have a green "Completed" label on the left-side.
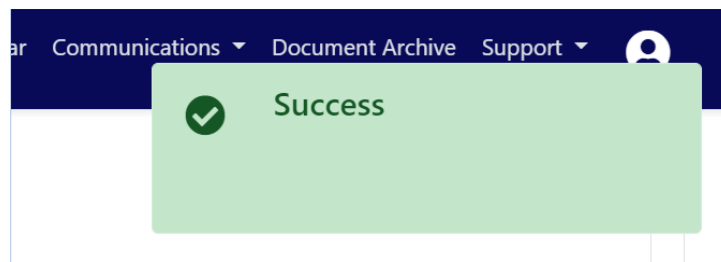
5. The Data Collection Task has been officially submitted. This Task is now in the queue for your 21st CCLC Program Specialist to Review.
   • If your 21st CCLC Program Specialist accepts the submission, the Data Collection Task will remain in your "Completed" status category.
   • If your 21st CCLC Program Specialist is not able to accept the submission, the Data Collection Tasks will be returned to you. It will change the status of the Tasks to **"Action Required".** Go to Section 3 of this document to find out how to resubmit a Data Collection Task.

Section 3: Resubmitting an "Action Required" Data Collection Task

If your 21st CCLC Program Specialist has identified necessary revisions in a submitted Data Collection Task, your specialist will return it in the system and will now be "Action Required".

1. You locate the Task using the Task Schedule/School Schedule tab on the top blue bar.
2. Search for the Monitoring Program "21st CCLC Site Level Programmatic Reporting" and status "Action Required."

3. From the list populated from the search, click the blue "pencil in the box" in the "Actions" column. This will open the Task in a new window/tab.

Program Area	Monitoring Pr...	C.	Task Name	Task Type	Onsit...	Start Date	End Date	Status	Staff Assi...	Actions
21st CCLC	21st CCLC State Level Programmatic Reporting	FY23	21st CCLC Site Evaluation Report	Data Collection	No	03/07/2023	08/31/2023	Action Required	Tricia Sullivan	

4. Review verbiage next to "Action Required" to identify the reason the Task was returned to you by your 21st CCLC Program Specialist.

Online Forms

📄 A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet	Completed ⓘ
📄 B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement 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. Maximum allowed file size is **10MB**.

Upload

Action Required: Returned to LEA to add AZELLA results in August once the data is received.

Submit for Review

5. To remove an uploaded document that was incorrect click the "trash can" located to the right of that document. If you do not delete the old file, be sure to change the name of the new file so it is clearly evident which file is most recent.

6. To revise an Online Form, click on the word "Completed" located to the right of that Online Form.

Online Forms

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

7. Refer to Section 2 Step #3 of this document to locate the steps to submit a Task for your 21st CCLC Program Specialist to review.

Wrap Up & Review

- 21st CCLC Monitoring Program Data Collection Tasks are to be completed by their specified deadlines. Please refer to the Required Reporting Calendar on the 21st CCLC website.

- Training recordings and resources are available on the 21st CCLC website, EMAC page.

- Continue to check your dashboard once Tasks are submitted. Your 21st CCLC Program Specialist may post a comment and/or your submission has been returned with the Task status of "Action Required."

- Contact your 21st CCLC Program Specialist with questions and/or concerns.