



# 21st CCLC State Level Programmatic Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

## Summary of Classes (SOC I - January) Report Task Supplemental Guide EMAC LEA User (District Level) FY23



### Summary of Classes (SOC I - January) Report

Arizona 21st CCLC grantees must submit a Summary of Classes Report twice a year to their ADE 21st CCLC education program specialist. This Report provides a snapshot of recent 21st CCLC classes and activities are being offered and the number of students that are being served. It enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance.

EMAC LEA Users can: 1) enter and submit evidence on behalf of the site, 2) review information entered by site staff and upon final approval request the School User to submit the Data Collection Task, and/or 3) review information entered by site staff and submit the Data Collection Task on behalf of the site.

This guide is meant to supplement the 21st CCLC EMAC LEA User Guide. This guide will provide you with information regarding the 21st CCLC Summary of Classes (SOC I- January) Report Data Collection Task. Please refer to the 21st CCLC EMAC LEA User Guide for information on how to locate or submit Data Collection Tasks and other EMAC information.

You will be able to view the 21st CCLC Summary of Classes Report Data Collection Task once a district EMAC Administrator has assigned you to the **21st CCLC State Level Programmatic Reporting Monitoring Program**. This may have already been done if you submitted the 21st CCLC Program At-A-Glance Reporting EMAC back in September.

Utilize the School Search feature to locate the **21st CCLC State Level Programmatic Reporting Monitoring Program**.

Dashboard Upcoming Schedule My Schedule **School Schedule** Calendar

Fiscal Year	2023
School	Alhambra Traditional School (5381) ×
Monitoring Program	2022-2023 21st CCLC State Level Programmatic Reporting
Status	All
Date Range	7/1/2022 month/day/year
<b>Search</b>	

Click Search to locate the Data Collection Tasks

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 7/1/2022 for the start of the date range



## 21st CCLC Summary of Classes (SOC I - January) Report Data Collection Task


The 21st CCLC Summary of Classes Report I (January) Data Collection Task will be available beginning 10/24/21. It is to be submitted on or before 1/20/23.


The 21st CCLC Summary of Classes (SOC II-June) Report is a separate Data Collection Task and it will be available in the Spring of 2023.

Below is a sample of the "21st CCLC Summary of Classes (SOC I - January) Report" Data Collection Task

 **EMAC**

Program Area ▾ Monitoring Program ▾ Schedule Manager ▾ Communications ▾ Schedule Views ▾ Document Archive ▾ Reports ▾  

Canyon De Chelly Elementary School (4733) 

Not Started 

### 21st CCLC Summary of Classes (SOC I- January) Report #2786

Program Area 21st CCLC	Monitoring Program 2022-2023 21st CCLC State Level Programmatic Reporting	Cycle FY23	Fiscal Year 2023	Task Type Data Collection
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Assigned On: 10/19/2022

Last Modified On: 10/19/2022 9:43:59 AM

Staff Assigned:

IsOnsite Visit: ☹

Original Start Date: 7/1/2022

21st CCLC Specialist Primary

Data Collection Method: Desktop Review

Current Start Date: 7/1/2022

Original End Date: 7/31/2022

Current End Date: 7/31/2022

### Purpose

Completing the Summary of Classes report will provide your Program Specialist with information on how you are progressing towards your program goals. It enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance instead of waiting to receive data at the end of year and in the Annual Performance Report.

The First Summary of Classes Report Period will include programming offered for Summer 2022 (usually starting in June or late May) and Fall 2022 Terms.

**To Do:**

- Complete Online Form **21st CCLC Summary of Classes (SOC I - January) Goals and Progress to Date:**
  - Enter the Regular Attendees Goal from the approved 21st CCLC FY23 Program-at-a-Glance
  - Enter the Regular Number of Attendees to date
  - Enter the total days of programming proposed in the FY23 Program-at-a-Glance
  - Enter the number of days the program was open Summer 2022 + Fall 2022
  - Enter the average number of hours the center was proposed to be open in the FY23 Program-at-a-Glance.
  - Enter the average number of hours the center was open each week during the Fall 2022 term.
- Complete Online Form **21st CCLC Summary of Classes (SOC I - January) Activities:**





Summer I – Answer: Did your program have a 21st CCLC Summer 2022 Program?

Summer II -To report classes offered to students and family engagement offerings like classes and events for Summer 2022 (if applicable).

Fall -To report classes offered to students and family engagement offerings like classes and events for Fall 2022.
- Select the "Submit for Review" button found on the data submission page.

Submission **Resource** Communication Related Tasks History

### Online Forms

 A - Summary of Classes (SOC I - January) Goals and Progress to Date	Not Started 
 B - Summary of Classes (SOC I - January) Activities	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.

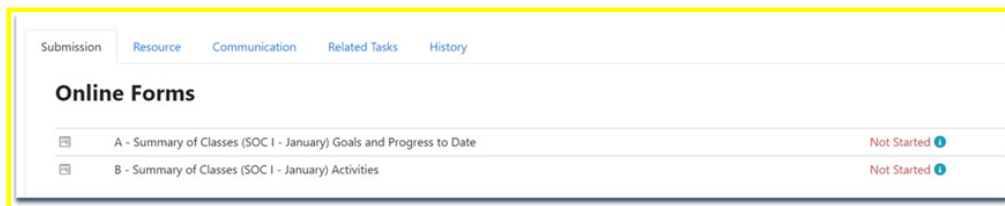
Upload

Submit for Review

In order to submit the 21st CCLC Summary of Classes (SOC I - January) Report Data Collection Task, two Online Forms will need to be completed.

- 21st CCLC Summary of Classes (SOC I - January) Report Goals and Progress to Date
- 21st CCLC Summary of Classes (SOC I - January) Report Activities

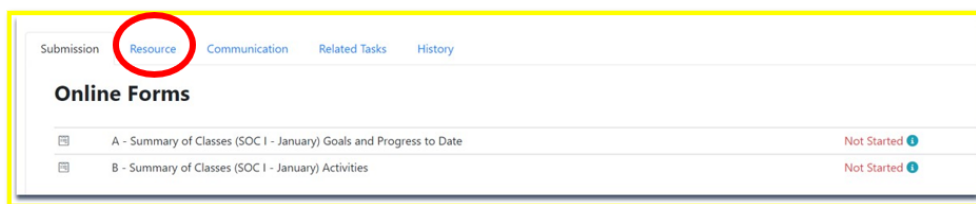
## Completing an Online Form in EMAC



The screenshot shows the EMAC interface with tabs for Submission, Resource, Communication, Related Tasks, and History. Under the 'Online Forms' section, two forms are listed: 'A - Summary of Classes (SOC I - January) Goals and Progress to Date' and 'B - Summary of Classes (SOC I - January) Activities'. Both forms have a 'Not Started' status with a blue information icon.

- 1) Click on **Not Started** located to the right of the Online Form to be completed.

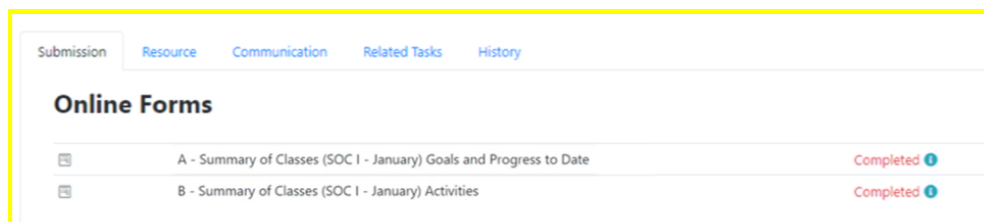
For detailed directions on how to complete the required Online Forms, see the **21st CCLC Summary of Classes Report Guidance (FY23) for EMAC Users** document here. It can also be found in the Data Collection Task Resource Tab (see image below, for the location of the Resource Tab, which has been circled).



This screenshot is similar to the previous one, but the 'Resource' tab in the top navigation bar is circled in red to indicate where to find the guidance document.

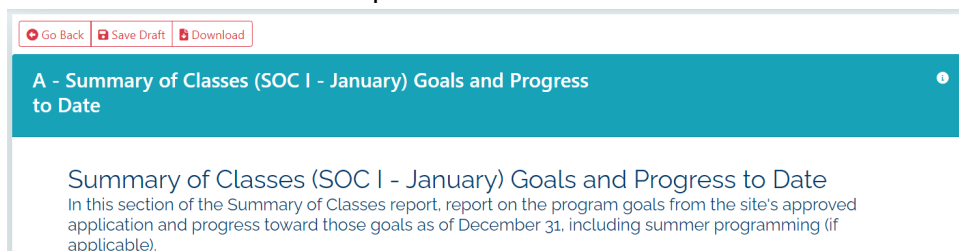
- 2) Once you enter the requested information, click the blue **Complete** button.

## Reviewing an Online Form Completed by Site Staff



The screenshot shows the EMAC interface with the same tabs. Under the 'Online Forms' section, the two forms are now marked as 'Completed' with a blue information icon.

- 1) Click on **Complete** located to the right of the completed form.
- 2) Click the "Go Back" button on the top left of the form to return to the Data Collection Task.



This screenshot shows the review page for form 'A'. At the top, there are buttons for 'Go Back', 'Save Draft', and 'Download'. Below is a teal header with the form title and an information icon. The main content area contains the title 'Summary of Classes (SOC I - January) Goals and Progress to Date' and a description: 'In this section of the Summary of Classes report, report on the program goals from the site's approved application and progress toward those goals as of December 31, including summer programming (if applicable)'.

Once both Online Forms have been completed, an LEA User or School User can 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