



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 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

The screenshot shows a search form with the following fields and callouts:

- Fiscal Year:** 2023
- School:** Alhambra Traditional School (5381) *Callout: You have to type in the name of the school*
- Monitoring Program:** 2022-2023 21st CCLC State Level Programmatic Reporting *Callout: Begin to type the name of the monitoring program and it will populate it for you*
- Status:** All
- Date Range:** 7/1/2022 (month/day/year) *Callout: Be sure to enter 7/1/2022 for the start of the date range*
- Search:** A blue button *Callout: Click Search to locate the Data Collection Tasks*

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

The screenshot displays the EMAC system interface for a specific data collection task. At the top, the EMAC logo and navigation menu are visible. The main header identifies the school as 'Canyon De Chelly Elementary School (4733)'. Below this, the task title is '21st CCLC Summary of Classes (SOC I - January) Report #2786', with a 'Not Started' status indicator. A table provides details about the task, including the program area (21st CCLC), monitoring program (2022-2023 21st CCLC State Level Programmatic Reporting), cycle (FY23), fiscal year (2023), and task type (Data Collection). It also lists assigned staff (21st CCLC Specialist) and various dates: assigned on (10/19/2022), last modified on (10/19/2022 9:43:59 AM), original start date (7/1/2022), current start date (7/1/2022), original end date (7/31/2022), and current end date (7/31/2022). The data collection method is 'Desktop Review'. Below the task details, there are tabs for 'Submission', 'Resource', 'Communication', 'Related Tasks', and 'History'. The 'Online Forms' section lists two forms: 'A - Summary of Classes (SOC I - January) Goals and Progress to Date' and 'B - Summary of Classes (SOC I - January) Activities', both marked as 'Not Started'. The 'Evidence Documents' section is currently 'Not Available'. At the bottom, there is a file upload area with a 'Select files...' button, a note about supported file types and size, an 'Upload' button, and a 'Submit for Review' button.

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

Assigned On: 10/19/2022
IsOnsite Visit: ☺
Data Collection Method: Desktop Review

Last Modified On: 10/19/2022 9:43:59 AM
Original Start Date: 7/1/2022
Current Start Date: 7/1/2022
Original End Date: 7/31/2022
Current End Date: 7/31/2022

Staff Assigned: 21st CCLC Specialist Primary

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.

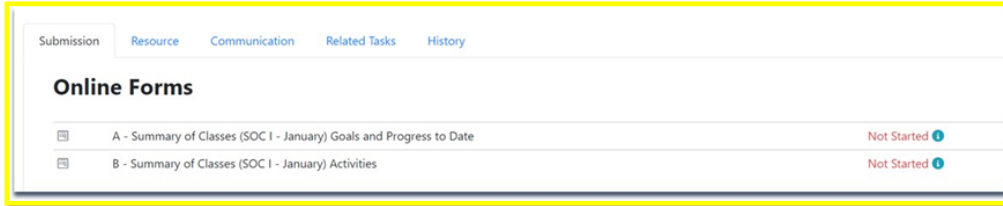
Upload

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.

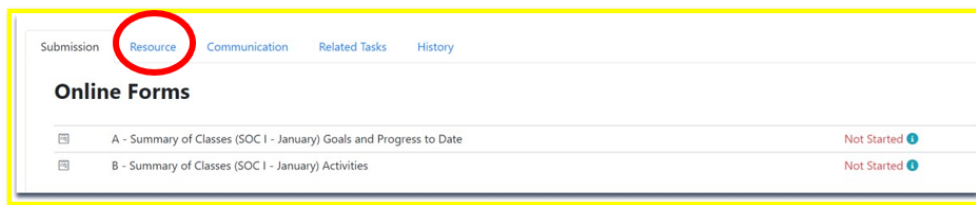
- 21st CCLC Summary of Classes (SOC I - January) Report Goals and Progress to Date
- 21st CCLC Summary of Classes (SOC I - January) Report Activities

Completing an Online Form in EMAC



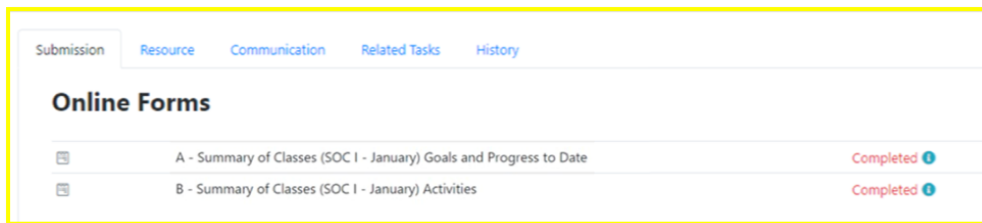
1) Click on **Not Started** located to the right of the Online Form to be completed.

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).

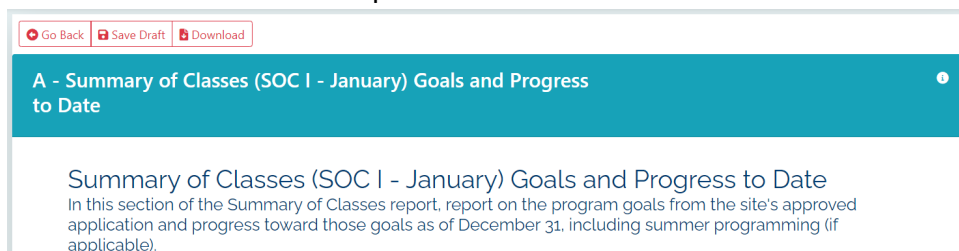


2) Once you enter the requested information, click the blue **Complete** button.

Reviewing an Online Form Completed by Site Staff



- 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.



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.

