



21st CCLC Summary of Classes in EMAC

October 2022



Welcome!

**Please Enter your Name,
Role, School, and District in
the Chat box**



Agenda

- How to Access
- Overview
- Summary of Classes Data Entry
- How to Submit
- Q&A

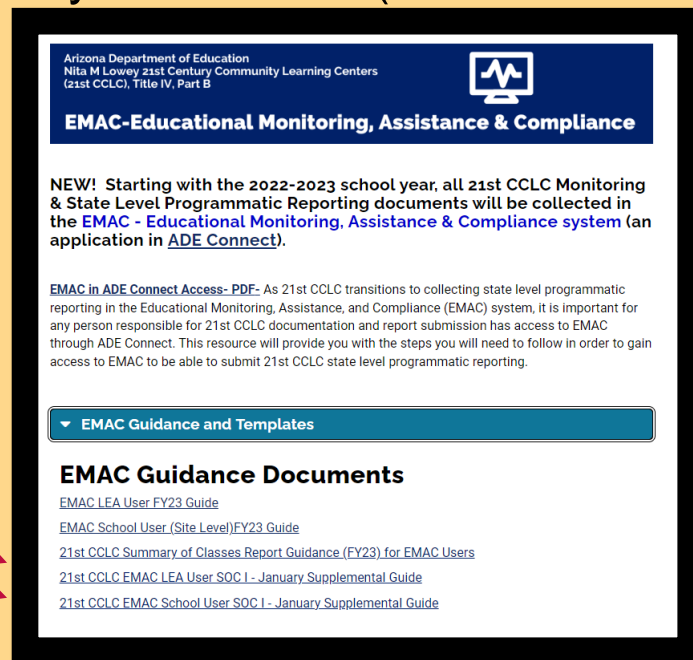


How to Access

Once a district EMAC Administrator has assigned you to the 21st CCLC State Level Programmatic Reporting Monitoring Program, you will have access to the Summary of Classes (SOC I – January) Data Collection Task.









Access the 21st CCLC
Summary of Classes
SOC I Supplemental
Guides on the EMAC
page

www.azed.gov/21stCCLC/emac



Summary of Classes

EMAC Data Collection Task

School Na... 	Monitorin... 	Cycle 	Task Name 	Start Date 	End Date	Status 	Staff Assig... 	Actions
Alhambra Traditional School (5381)	2022-2023 21st CCLC State Level Programmatic Reporting	FY23	21st CCLC Summary of Classes (SOC I-January) Report	07/01/2022	01/20/2023	Not Started	21st CCLC Specialist	

Click on the “Submit Data” button located on the far-right “Actions” column to open the Data Collection Task (DCT).

Summary of Classes- Report Overview

- Data submitted to 21st CCLC Specialist 2 times per year January and June
- Includes summary information about each class/activity in the 21st CCLC umbrella at the site
- In EMAC, the reports will be submitted as two separate Data Collection Tasks (DCTs)
 - SOC I due on or before 1/20/23
 - SOC II due on or before 6/2/23

SOC I DCT



Not Started



21st CCLC Summary of Classes (SOC I - January) Report #63134

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: 10/24/2022

Last Modified On: 10/24/2022 7:29:56 AM

Staff Assigned:

IsOnsite Visit: ☹

Original Start Date: 7/1/2022

Your favorite specialist

Primary

Data Collection Method: Desktop Review

Current Start Date: 7/1/2022

Original End Date: 1/20/2023

Current End Date: 1/20/2023

Online Forms

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

Online Forms

[Submission](#) **Resource** [Communication](#) [Related Tasks](#) [History](#)

Online Forms

[Submission](#) **Resource** [Communication](#) [Related Tasks](#) [History](#)

Name	Form Type
 21st CCLC Summary of Classes Report Guidance (FY23) for EMAC Users.pdf	PDF

Evidence Documents Uploaded

Not Available

The 21st CCLC Umbrella of Services

- What should be included- Classes or activities out of school time (OST) with the same goals and mission as original application
- Examples:
 - Tutoring paid out of another source (Title I)
 - Clubs that happen OST
 - Partnership classes- ecology club with local university, etc.

Audience for the Summary of Classes

- **Main Audience:** Arizona Department of Education 21st CCLC Specialist
 - 21st CCLC Specialists use for progress monitoring in January and for final Compliance determination at the end of the year
- **Secondary Audience:** Stakeholders
 - Opportunity to share some of the classes or celebrations/needs with your community
 - Dissemination a requirement of the grant, demonstrating how using data

Completing the Summary of Classes Report

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

Form A – Goals and Progress

Program Goals *

Respond with the site's approved program goals. Goals can be found in the originally approved application or in the Program at a Glance Report.

Regular Attendee Goal

Adult Family Member Goal

Program Days Open Goal

Student Service Hours per Week Goal

Student Service Days per Week Goal

Program to Date (as of Dec 31) *

Respond with site's progress towards goals to date (as of Dec 31), including summer program progress (if applicable). For the hours and days per week, respond with the typical week in the fall semester.

Regular Attendee as of Dec 31

Adult Family Member as of Dec 31

Program Days Open as of Dec 31

Student Service Hours per Week as of Dec 31

Student Service Days per Week as of Dec 31

Complete

Go Back

Save Draft

The Funding Formula

Funding Formula= # of Days Open x # of Regular Attendees (30+days) x
\$10 = Original Allocation

Regular Attendee Goal

Enter the number of regular attendees required by the original application.

Program Days Open Goal

Enter the number of days of programming required by the original application.

Regular Attendee as of Dec 31

Enter the number of regular attendees to date for the terms reported- the Summary of Classes 1 report would include regular attendees through December 31.

Program Days Open as of Dec 31

Enter the number of days of programming to date for the terms reported- the Summary of Classes 1 report would include days of programming through December 31.

The Funding Formula and Regular Attendees

Funding Formula = $\frac{\# \text{ of Days Open} \times \# \text{ of Regular Attendees} \times \$10}{\text{Original Allocation}}$

Funding Formula crucial for Substantial Compliance

- For more information, go to Maintaining Compliance tab of the 21st CCLC Guidance Handbook

What is considered a Regular Attendee?

- Student who attends 30 or more *days* of programming

Additional grant requirements

Program Goals *

Respond with the site's approved program goals. Goals can be found in the originally approved application or in the Program at a Glance Report.

Regular Attendee Goal

Adult Family Member Goal

Program Days Open Goal

Student Service Hours per Week Goal

Student Service Days per Week Goal



Adult Family Members- what's your goal



and how far are you?



How many hours are you supposed to be open each week, per your original application?



How many hours *were you open* per week, on average during the terms reported?



How many Days are you supposed to be open each week, per your original application?



How many days *were you open* per week, on average during the terms reported?

Program to Date (as of Dec 31) *

Respond with site's progress towards goals to date (as of Dec 31), including summer program progress (if applicable). For the hours and days per week, respond with the typical week in the fall semester.

Regular Attendee as of Dec 31

Adult Family Member as of Dec 31

Program Days Open as of Dec 31

Student Service Hours per Week as of Dec 31

Student Service Days per Week as of Dec 31



Complete





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Save Draft

Summary of Classes Activities

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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

Form B - Activities

B- Summary of Classes (SOC I - January) Activities



Summary of Classes (SOC I - January) Activities

In this section of the Summary of Classes, report on each activity/class that was offered during the term. Include any classes the site is counting under the 21st CCLC out-of-school time umbrella.

Page 1 of 2

1. Did your program have a 21st CCLC Summer 2022 program? *

☐


Yes


☐


No


Tell us about the Class/Activity

Why is the Class/Activity part of the 21st CCLC umbrella?

 What was the name of the class?

 Was this students/ family?

 Who was the funding source?

 How does this align to the approved grant objectives?

#1 Activity:

Class Name *

List the activity/class name, including any details needed to distinguish between other classes.



Student/Family *

Was this activity student or family focused?

Choose...



Funding Source *



Indicate the source(s) of funding for class listed. (Most will be 21st CCLC funded, some will have multiple sources). 21st= 21st CCLC I=Internal E= External

☐ 21st CCLC

☐ External

☐ Internal

☐ Other (describe)

Objectives *



Objective(s) the activity aligns with. Each of the site's academic, youth development, & family engagement objectives should be addressed by at least one class/activity.

☐ 1.1

☐ 1.2

☐ 1.3

☐ 2.1

☐ 2.2


☐ 3.1

Summary of Classes

Who was instructing?

Instructor Name and Status

List the instructor(s) for the activity and what role they play in the school day (these categories align to the Annual Performance Definitions can be found in the Summary of Classes guidance).







Instructor Name	Instructor Status	
<input type="text"/>	Choose... 	<button>Remove Instructor</button>
<input type="text"/>	<div><div>Choose...</div><div>Administrator</div><div>School Day Teacher</div><div>Other Non-Teaching School Staff</div><div>Subcontracted Staff</div><div>Parent</div><div>College Student</div><div>Community Member</div><div>High School Student</div></div>	<button>Remove Instructor</button>


Add Additional Instructor


Why these Status Options?

- APR alignment
- Pick the highest on the list if a person fits more than one category


Activities (cont.)

Class Start Date * mm/dd/yyyy 	Class End Date * mm/dd/yyyy 	No. of Wks Offered *  Number of weeks class was offered in term
No. of Hrs per Day * Number of hours each class session was offered per day 	Days of Wk Class Offered * <div><input type="checkbox"/> M </div> <div><input type="checkbox"/> W</div> <div><input type="checkbox"/> F</div> <div><input type="checkbox"/> Sun</div> <div><input type="checkbox"/> T</div> <div><input type="checkbox"/> Th</div> <div><input type="checkbox"/> Sat</div>	Average Daily Attendance of Class * 

 Class Dates and # of Weeks Offered

 # of Hours per Day

 Days of the Week Offered

 Ave. Daily Attendance

Adding more Data

Average Daily Attendance of Class

Add New Activity

Next

Previous

Bottom Screen of Page 2- Fall

Complete

Go Back

Save Draft

Success



Submitting Summary of Classes (SOC I – January)

Submission





Resource

Communication

Related Tasks

History

Online Forms

	A - Summary of Classes (SOC I - January) Goals and Progress to Date	Completed 
	B- Summary of Classes (SOC I - January) Activities	Completed 

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

Upload

Submit for Review

EMAC Demo

Let's take a moment to see how to compete and submit the SOC I in EMAC.

To Revise After Submitting

Once you submit evidence you can no longer make changes.

The 21st CCLC Education Program Specialist would need to “Reject” the DCT for you to make any changes.

Other Uses of Summary of Classes Data

Program Data Source

- As a talking points with stakeholders, required dissemination, demonstrate Continuous Improvement
- As a tool to complete the Annual Performance Report
- As data to apply for additional funding- demonstrates capacity, alignment of goals, program interest

Office Hours

Not trainings, opportunity to drop-in and ask questions about navigating EMAC or completing the SOC I - January Report.

Nov. 2, 12-12:30pm MST

Nov. 14, 4-4:30pm MST

Nov 29, 9-9:30am MST

Dec. 14, 3:30-4pm MST

Jan. 12, 1-1:30pm MST

Jan. 19, 2-2:30pm MST

Links to join are located on the EMAC webpage



SOC in EMAC

Q&A





Thank You

Secily Meza Stephenson
Kim Logan

