



21st CCLC Summary of Classes II - June in EMAC

Feb. 16, 2023



Welcome!

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



Agenda

- How to Access
- Reminders & Tips
- LEA User – Run SOC Report
- How to Submit DCT
- Resources
- Q&A



SOC In EMAC

How to Access



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, submitted as two separate Data Collection Tasks (DCTs)
 1. 21st CCLC Summary of Classes Report I (January) – completed 1/20/23
 2. 21st CCLC Summary of Classes Report II (June) – **due 6/2/23**

Yes/No

Did you enter information or review information in EMAC for the Summary of Classes (January) task?

In the chat, please respond to this question with a Y or N.

How to Access


New task “21st CCLC Summary of Classes (SOC II - June) Report”


Did you enter information or review information in EMAC for the Summary of Classes (January) task?

YES - No need to have an EMAC Administrator assign you to a monitoring program, as you already have access to this monitoring program.

NO – Your EMAC Administrator will need to assign you to the 2022-2023 *21st CCLC State Level Programmatic Reporting* Monitoring Program.


Locating EMAC Data Collection Task





School Name	Monitoring Pro...	Cycle	Task Name	Start Date	End Date	Status	Staff Assigned	Actions
Alhambra Traditional School (5381)	2022-2023 21st CCLC State Level Programmatic Reporting	FY23	21st CCLC Summary of Classes (SOC II- June) Report	02/16/2023	06/02/2023	Not Started	21st CCLC Specialist	


Click on the three-dots under the far-right “Actions” column to open the Data Collection Task (DCT).

SOC II Data Collection Task

 **EMAC**

Dashboard Task(s) Schedule Communications Document Archive Reports Support  

Alhambra Traditional School (5381)

Data Collection 

Not Started

21st CCLC Summary of Classes (SOC II- June) Report #2934

Program Area
21st CCLC

Monitor Program
2022-2023 21st CCLC State
Level Programmatic
Reporting

Cycle
FY23

Fiscal Year
2023

Assigned On: 1/24/2023

Last Modified On: 1/24/2023 4:19:58 PM

IsOnsite Visit: ☺


Start Date: 2/16/2023

Data Collection Method: Desktop Review

End Date: 6/2/2023

Purpose

Quick Actions

 Bookmark

Staff Assigned

Name	E-Mail	Internal	Ty
21st CCLC Specialist		Yes	P

Purpose & Directions

Purpose

Completing the Summary of Classes report will provide your Program Specialist with information on how you met your program goals. This includes classes offered to students and family engagement offerings like classes and events. It enables ADE staff to determine whether the site met program requirements.

The second Summary of Classes Report period will include programming offered for the Spring 2023 Term.

For additional guidance, refer to the **21st CCLC Summary of Classes Report Guidance (FY23) for EMAC Users** resource document located under the Data Collection Task Resource Tab. It is also available on the 21st CCLC EMAC website www.azed.gov/21stcclc/emac

To Do:

1. Complete Online **Form A - 21st CCLC Summary of Classes Report II (June) Progress on Goals EOY:**
 - a. Enter the Regular Number of Attendees Summer 2022 + Fall 2022 + Spring 2023
 - b. Enter the number of days the program was open Summer 2022 + Fall 2022 + Spring 2023
2. Complete Online **Form B - 21st CCLC Summary of Classes Report II (June) Activities EOY:**
 - a. Page 1 - This includes classes offered to students and family engagement offerings like classes and events for January 1, 2023 to May 25, 2023 (Spring 2023 Term)
3. Select the "**Submit for Review**" button found on the data submission page.

Submission

Resource

Communication





Related Tasks

History

Completing a Summary of Classes Report In EMAC

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

Online Forms

	A - Summary of Classes (SOC II - June) Progress on Goals EOY	Not Started 
	B - Summary of Classes (SOC II- June) Activities	Not Started 

Evidence Documents

Not Available

Form A – EOY Goals

Regular Attendee

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

[Go Back](#) [Save Draft](#) [Download](#)

A - Summary of Classes (SOC II - June) Progress on Goals EOY

Summary of Classes II (June) Progress to Date

In this section of the Summary of Classes report, report on the cumulative progress toward the site's program goals from the site's approved application goals as of the end of the spring term, including previously reported summer programming (if applicable) and fall programming.

Page 1 of 1

1. Program to Date (as of EOY) *

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

Regular Attendee as of EOY	_____	Adult Family Member as of EOY	_____
Program Days Open as of EOY	_____	Student Service Hours per Week as of EOY	_____
Student Service Days per Week as of EOY	_____		

Complete

Enter Spring 2023 Activities in EMAC

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

Spring 2023 Activities

[Go Back](#) [Save Draft](#) [Download](#)

B - Summary of Classes (SOC II- June) Activities

Summary of Classes II (June) Activities

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

Page 1 of 1

1. Summary of Classes- Activities offered per term- Spring

Spring 2023

#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 Internal E= External

☐ 21st CCLC

☐ External

☐ Internal

☐ Other (describe)

Summary of Classes

Spring Activities Continued

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

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 Report).
Definitions can be found in the Summary of Classes guidance.

Instructor Name	Instructor Status	
<input type="text"/>	<input type="text" value="Choose..."/>	<input type="button" value="Remove"/>
<input type="text"/>	<input type="text" value="Choose..."/>	<input type="button" value="Remove"/>

Add row

Class Start Date *

Class End Date *

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 *

☐ M ☐ T
☐ W ☐ Th
☐ F ☐ Sat
☐ Sun

Average Daily Attendance of Class *

Add New Activity

Complete

SOC In EMAC

Q&A Reminders & Tips



Objectives

Which Objective should you select?

→ Align to the approved objectives, focusing on the *primary* purpose of the class

Ex: Gardening class = Reading objective? Probably not

→ Hot Tip: Attendance activity category probably also aligned to *primary* purpose

Can you select multiple objectives?

→ If the class aligns *primarily* to multiple areas, yes.

Ex: A Reader's Theater Class, probably Reading and Youth Development

→ Do not select all objectives unless part of the *primary* purpose of the class

Ex: A Reader's Theater Class, probably not Math, even if set building

Family Engagement Activities

Who counts in my total Adult Family Members number?

- Adult family members of *21st CCLC students*
- You need some way to distinguish between non-21st CCLC and 21st CCLC adult family members

Hot Tip: Check your family engagement objective to make sure you're aligning how you're counting members

Summer 2023

Plan ahead for data collection and reporting for Summer 2023 programming

- Have enough data to clearly distinguish between classes/activities to give us a full picture of program
- If working with a hub or other district summer program, agree in advance how you will share data so it can fully report how 21st CCLC program was implemented


SOC in EMAC

Q&A LEA User – SOC Report




LEA User Run SOC Reports

Navigation Guide



Running a Report in EMAC for Summary of Classes Navigation Guide FY23



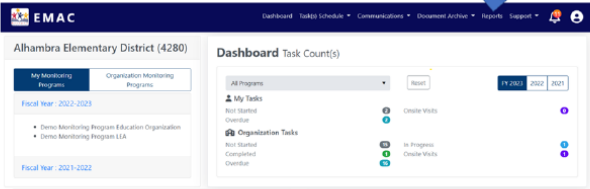
How to Run a Report in EMAC for Summary of Classes

Effective 1/20/2023 EMAC LEA Users have the ability to run a **Report** which consolidates the data entered on the completed Summary of Classes Online Forms as part of the **21st CCLC State Level Programmatic Reporting Monitoring Program**.

This guide will assist you in accessing the report in EMAC.


Steps

1. Sign into ADEConnect
2. Open EMAC application
3. Along the **Navigation Menu**, the blue bar located at the top of your Dashboard, click on **Reports** menu.
4. A menu of reports you have access to will be displayed. Select the **Summary of Classes** report.



Summary of Classes

Export Report


EMAC

Dashboard Task(s) Schedule

File Home View

Export 1 Parameters

Fiscal Year 2023 Schools Alhambra Traditional Sc...

Term Summer,Fall

Summary Of Classes Report

2023 Term:Summer, Fall District:Alhambra Elementary District School Site:Alhambra Traditional School(5381) 1/18/2023

Attendees

Regular

Goal In Grant

Total to Date as of Dec 31st

Total to Date as of EOY

Family Members

Goal In Grant

Total to Date as of Dec 31st

Total to Date as of EOY

Term	Attendee	Class Name /Activity	Objective	Funding Source	Instructor's Name	Class Start Date	Class End Date	Total Weeks	Hours Per Day	Days a Week Offered	Attendance
Summer	Family	ASDF	3.1	300	Instructor Name: XYZ, Instructor Status: Administrator	01/01/2023	04/27/2023	20	8	M, T, W, Th, F	
					Instructor Name: ASD,						

SOC In EMAC





Q&A How to Submit



Submitting Summary of Classes II DCT

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

Online Forms

	A - Summary of Classes (SOC II - June) Progress on Goals EOY	Completed 
	B - Summary of Classes (SOC II- June) Activities	Completed 

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

Select files...

Upload

Submit for Review

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



Demo

To Revise After Submitting

Once you submit evidence you can no longer make changes.

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

SOC In EMAC

EMAC Resources



Available Resources

Home / 21st CCLC - Afterschool Programs / EMAC

Arizona Department of Education
Nita M Lowey 21st Century Community Learning Centers
(21st CCLC), Title IV, Part B



EMAC-Educational Monitoring, Assistance & Compliance

NEW! Starting with the 2022-2023 school year, all 21st CCLC Monitoring & State Level Programmatic Reporting documents will be collected in the **EMAC - Educational Monitoring, Assistance & Compliance system** (an application in [ADE Connect](#)).

EMAC in ADE Connect Access- PDF- As 21st CCLC transitions to collecting state level programmatic reporting in the Educational Monitoring, Assistance, and Compliance (EMAC) system, it is important for any person responsible for 21st CCLC documentation and report submission has access to EMAC through ADE Connect. This resource will provide you with the steps you will need to follow in order to gain access to EMAC to be able to submit 21st CCLC state level programmatic reporting.

▶ EMAC Guidance and Templates

▶ EMAC Training Videos & PDF's

<http://www.azed.gov/21stcclc/emac>

Training Guides

Office Hour Links

Training Recordings

Other EMAC Resources

Office Hours

These office hours are not trainings, but rather an opportunity to drop-in and ask any questions you have about navigating EMAC or accessing the Summary of Classes Report.

Tuesday, March 14, 2023 @ 3:30pm-4:00pm

Tuesday, April 4, 2023 @ 9:30am-10:00am

Additional Office Hours will be scheduled in May to assist with completing the forms.

SOC in EMAC

Q&A





Thanks!