



21st CCLC Required Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

EMAC LEA User (District Level)

FY23

21st CCLC Site Evaluation Report Supplemental Guide



Site Evaluation Report

All Arizona 21st CCLC grantees must submit an annual Site Evaluation Report which assesses their own compliance with grant requirements and the strength of their programs' impact on their own 21st CCLC grant objectives. Results should be made available to the public upon request. This guide will provide you with information regarding the Data Collection Tasks specific to this 21st CCLC Site Evaluation Report.

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.

Decide how this will be handled in your district and communicate the process to the School Users.

The 21st CCLC Site Evaluation Report Data Collection Task is now available. Site and District staff who will be responsible for submitting the 21st CCLC Site Evaluation Report in EMAC will need to be assigned by their EMAC Administrator to the **2022-2023 21st CCLC State Level Programmatic Reporting**. This report is to be submitted by **6/16/23**.

This guide will provide you with information regarding the Data Collection Tasks specific to this 21st CCLC Site Evaluation Report. Please refer to the [EMAC LEA User FY23 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 Site Evaluation Report Data Collection Task once a district EMAC Administrator has assigned you to the **"2022-2023 21st CCLC State Level Programmatic Reporting"** Monitoring Program.

Utilize the School Search feature to locate the Data Collection Tasks associated with the 21st CCLC Site Evaluation Report Monitoring Program.

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

Search to locate 21st CCLC Site Evaluation Report Data Collection Tasks

The screenshot shows the EMAC search interface with the following fields and annotations:

- Fiscal Year:** 2023
- School:** Carol G. Peck Elementary School (6030) *Begin to type in the name of the school*
- Monitoring Program:** 2022-2023 21st CCLC State Level Programmatic Reporting *Begin to type the name of the monitoring program and it will populate it for you*
- Status:** All
- Date Range:** 3/1/2023 *Be sure to enter 3/1/2023 for the start of the date range*
- Search Button:** *Click Search to locate the Data Collection Tasks*

21st CCLC Site Evaluation Report Data Collection Tasks

A sample of the "21st CCLC Site Evaluation Report" Data Collection Task

The screenshot shows the top section of the report interface. At the top, it says "Not Started" and "21st CCLC Site Evaluation Report #136985". Below this are four boxes: "Program Area" (21st CCLC), "Monitor Program" (2022-2023 21st CCLC State Level Programmatic Reporting), "Cycle" (FY23), and "Fiscal Year" (2023). Below these boxes are fields for "Assigned On: 3/7/2023", "Last Modified On: 3/7/2023 11:52:53 AM", "Is Onsite Visit: ☹", "Start Date: 3/7/2023", "Data Collection Method: Desktop Review", and "End Date: 6/16/2023".

Below the boxes is a section titled "Purpose". It contains text about the annual Site Evaluation Report and instructions for completion. It lists two online forms: "A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet" and "B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet".

Below the "Purpose" section is a navigation bar with tabs: "Submission" (highlighted with a red box), "Resource", "Communication", "Related Tasks", and "History". Below the "Submission" tab is a section titled "Online Forms". It lists the two forms: "A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet" and "B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet". To the right of each form is a status indicator: "Not Started" (with a blue icon) and "Not Started" (with a red icon). A red arrow points from the text "You will click on Not Started for each form to complete." to the "Not Started" status indicator for form B.

Below the "Online Forms" section is a section titled "Evidence Documents". It says "Not Available". Below this is a section titled "Evidence Documents Uploaded". It says "Not Available". Below this is a "Select files..." button. Below the "Select files..." button is a note: "You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB." Below the note is an "Upload" button. Below the "Upload" button is a "Submit for Review" button.

To submit the 21st CCLC Site Evaluation Report Data Collection Task, two Online Forms will need to be completed.

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

Completing an Online Form in EMAC

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

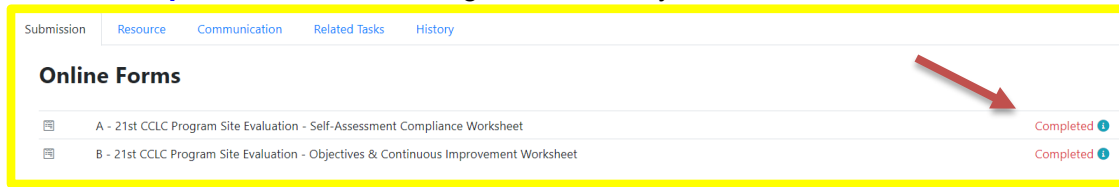
The screenshot shows the "Online Forms" section in EMAC. It lists two forms: "A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet" and "B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet". To the right of each form is a status indicator: "Not Started" (with a blue icon) and "Not Started" (with a red icon). A red arrow points from the text "1) Click on Not Started located to the right of the Online Form to be completed." to the "Not Started" status indicator for form B.

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

The screenshot shows the bottom of the online form. It features a blue "Complete" button. Below the "Complete" button are three buttons: "Go Back", "Save Draft", and "Download". A red arrow points from the text "2) Once you enter the requested information, click the blue Complete button at the bottom of the form." to the "Complete" button.

Reviewing an Online Form Submitted by Site Staff

1) Click on **Completed** located to the right of the form you wish to review.



2) Once you have finished your review, click the "Go Back" button on the **top-left** and **bottom-left** of the form to return to the Data Collection Task.



Submitting a 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.

Submit for Review

Additional information on how to complete and submit the Site Evaluation report can be found on our website under the EMAC or Site Evaluation tabs. Use the links below to access that information on our website.

[EMAC page](#)

[Site Evaluation page](#)