



21st CCLC Required Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

EMAC School User (Site Level)

FY23

21st CCLC Site Evaluation Report Supplemental Guide



Site Evaluation Report Monitoring Program

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.

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**. The 21st CCLC Site Evaluation Report Data Collection Task is to be submitted by **6/16/23**.

Once a district EMAC Administrator has assigned you to the **2022-2023 21st CCLC State Level Programmatic Reporting** Monitoring Program it will be displayed on your dashboard.

Sample School User Dashboard

Alhambra Traditional School (5381)

My Monitoring Programs Organization Monitoring Programs

Fiscal Year : 2022-2023

- 2022-2023 21st CCLC State Level Programmatic Reporting
- 21st CCLC Site Compliance Visit FY23

Fiscal Year : 2021-2022

Dashboard Task Count(s)

All Programs Reset FY 2023 2022 2021

My Tasks

Not Started	12	In Progress	1
Completed	4	Onsite Visits	2
Overdue	1		

Organization Tasks

Not Started	13	In Progress	1
Completed	4	Onsite Visits	3
Overdue	1		

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

Not Started

21st CCLC Site Evaluation Report #136985

Program Area 21st CCLC	Monitor Program 2022-2023 21st CCLC State Level Programmatic Reporting	Cycle FY23	Fiscal Year 2023
----------------------------------	---	----------------------	----------------------------

Assigned On: 3/7/2023

Last Modified On: 3/7/2023 11:52:53 AM

IsOnsite Visit: ☹

Start Date: 3/7/2023

Data Collection Method: Desktop Review

End Date: 6/16/2023

Purpose

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 21:

The 21st CCLC Site Evaluation Report must be submitted to your ADE 21st CCLC Program Specialist in a timely and accurate manner.

To Do:

1) Complete the 2 Online Forms:

A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet

B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet

2) Click "Submit for Review"

Submission Resource Communication Related Tasks History

Online Forms

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

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

You will click on Not Started for each form to complete.

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.

Submission Resource Communication Related Tasks History

Online Forms

- A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet Not Started
- B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet Not Started

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

Go Back Save Draft Download

Complete

Submitting a Data Collection Task

Do not submit the report for review unless you have been directed to do so by the district process.

Your district process will identify who is responsible for submitting the report. Once both Online Forms have been completed, the district identified staff member will need to 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](#)