

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

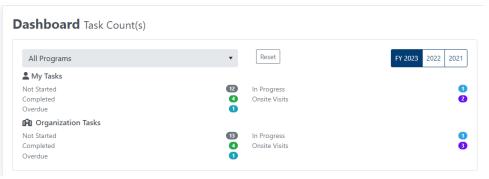
All Arizona 21st CCLC grantees must submit an annual Site Evaluation Report which assesses their own compliance with grant requirements and the strength of their programs' impact on their own 21st CCLC grant objectives. Results should be made available to the public upon request. This guide will provide 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 21**st **CCLC State Level Programmatic Reporting**. The 21st CCLC Site Evaluation Report Data Collection Task is to be submitted by 6/16/23.

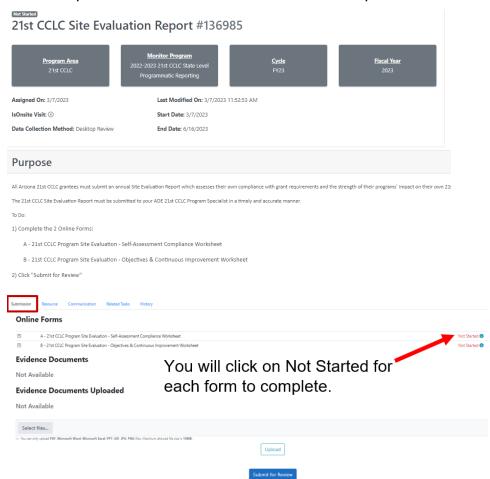
Once a district EMAC Administrator has assigned you to the **2022-2023 21**st **CCLC State Level Programmatic Reporting** Monitoring Program it will be displayed on your dashboard.

Sample School User Dashboard





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



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.



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



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