EMAC Desktop Monitoring Manual
Arizona Department of Education, Homeless Education Program

Welcome
Starting with the current school year, Homeless Education Program (HEP) local education agency-level programmatic required reporting documents will be submitted in the **Educational Monitoring, Assistance & Compliance (EMAC)** application system. EMAC is an application in the ADE Connect system. To support the implementation process, Homeless Education Program monitoring resources will be made available on the [HEP Monitoring website](#), and were shared via email at the opening of the monitoring window. These documents are also provided on Homeless Education Program Monitoring Data Collection Task within EMAC. If you have specific questions throughout the monitoring process, please reach out to the Homeless Education Program office at: HEPMonitoring@azed.gov.

Key Reminders & Best Practice Tips

- Whenever possible, IT suggests the use of Chrome as your browser. Chrome is more compatible than other browsers with this application.
- All persons responsible for the HEP Monitoring program submission must have access to EMAC. Instructions to add users can be found in this document.
- The EMAC logo on the top left easily takes you back to your Dashboard.
- For all **Online Forms** and **Communication** notes, we recommend you type your responses in a separate document and then copy and paste them into the comment fields of the form. This will save your data if the page times out or freezes. To paste your comments/responses in EMAC press Ctrl + Shift + V all at the same time. This will paste the text in plain text, without formatting. The comment box in EMAC will allow you to format text as needed.
- For uploading documents, EMAC will only accept PDF, Microsoft Word, Microsoft Excel, GIF, JPEG, or PNG files, less than 10 MB in size in a single upload. **We prefer that all required documents be uploaded in PDF format.**
- When **uploading any required Evidence documentation**, please note that this is a two-step process prior to submission. Users must select "*Select Files*" **and** "*Upload*" to officially upload documents.
- If the application freezes or pauses when you go to "*Submit for Review*" within a task, refresh your browser window or tab. This should show the task was submitted. Retry if not.
- You should see a green message box labelled "*Success*" flash in the top-right of your screen when you click "*Complete*" or "*Submit for Review*" to confirm that your entry was accepted by the system.
- Dashboard Alerts (bell on top right of Dashboard) provide a reminder to the user regarding recent task activities and communications.

Obtaining Access to EMAC

As the Homeless Education Program transitions to federally required reporting in the Educational Monitoring, Assistance, and Compliance (EMAC) system, it is important for any person responsible for HEP document and report submission has access to EMAC. The EMAC application system offers both direct upload of documents and online forms that will collect required HEP reports and specific program data.

To ensure access to EMAC:

1. Verify you have a login to ADEConnect
   Note: If you do not have access, request access by selecting this link: HelpDesk (Application Support Service Request/ADEConnect)

2. Verify you have been setup to access the EMAC system by your Entity administrator. The LEA's Entity Administrator provides permission and assigns roles in ADEConnect for EMAC access for one of the following user roles:

LEA User	Ability to be assigned to all monitoring programs assigned to all district schools, they can enter information, review information, and submit information
LEA User Read Only	Ability to be assigned to all monitoring programs assigned to all district schools, they can review information, cannot enter or submit information
School User	Ability to be assigned to the single school identified, they can enter information, review information, and submit information for that one school
School User Read Only	Ability to be assigned to the single school identified, they can enter information, they can review information, cannot enter or submit information

Note: To find your Entity Administrator select "Help" on the top of the ADEConnect Page. Then, click "Search" in the "Find an Administrator" section of the page and reach out to them to request access.
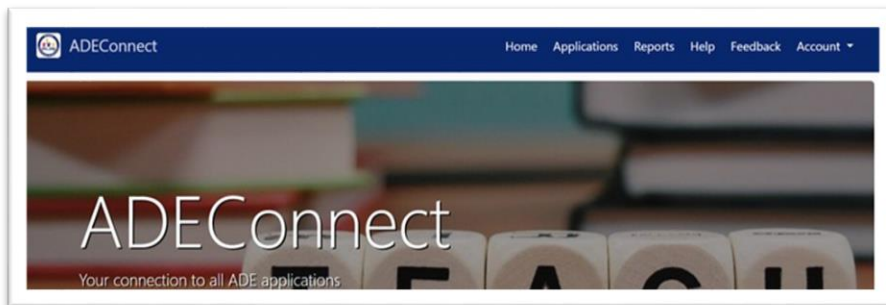

3. Verify that you have been setup to access the EMAC system by your Entity Administrator.
   a. Login to ADEConnect.
   b. Verify there is a link "EMAC" on your list of applications.

4. Verify that you have been assigned to the current "Homeless Education Program Monitoring" monitoring program by your EMAC Administrator.
   a. Select "EMAC" from your list of available applications in ADE Connect.
   b. Assigned Users will see it listed on their dashboard.

Completing Data Collection Tasks in EMAC

Accessing, Viewing, and Navigating a Data Collection Task:

1. Log-in to ADE Connect and access the EMAC application from the list.

2. Once you open EMAC, it will open to your Dashboard.

3. On the Dashboard, ensure the current fiscal year button is selected (dark blue), and click on the dropdown menu to search for or select the Homeless Education Program monitoring program. This will show you tasks associated with this program. Select "Not Started" to navigate to the list of assigned tasks.
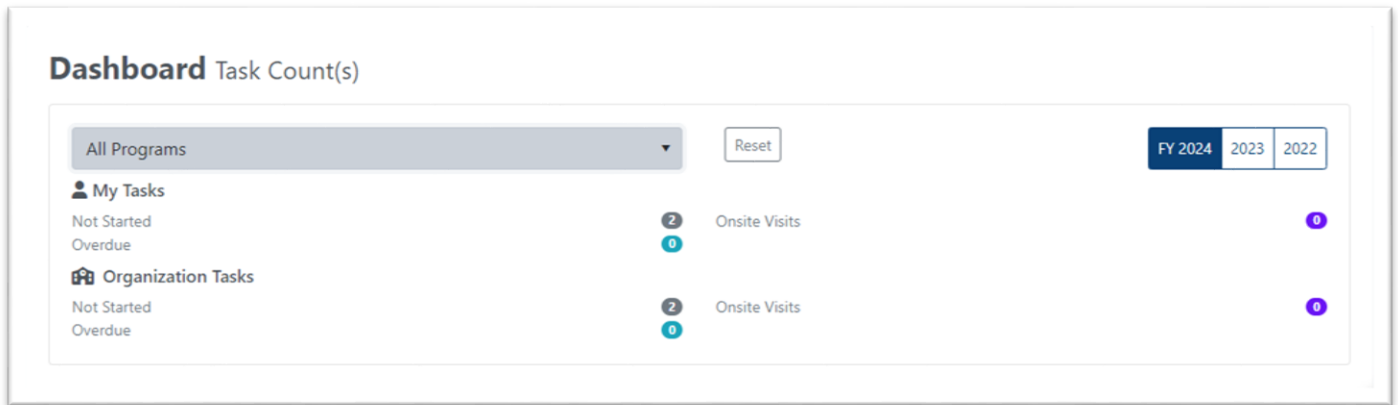
4. Once you locate the monitoring program task you are ready to complete, find the "pencil in the box" in the far right -hand column of that task row. Click the blue "pencil in the box" in the **"Actions"** column. This will open the task in a new window/tab.

5. After you have opened a Data Collection Task, you will see all the information and details necessary to complete the task described in the **"Purpose"** section below the task details.

6. Beneath the "Purpose" section, you will find attached documents. These documents outline monitoring requirements in detail and can be downloaded to assist in the completion of the monitoring program.

7. Additionally, below the "Purpose" section of this page you will find five tabs: Submission, Resource, Communication, Related Tasks, and History. The function of each of these tabs is described below:

   - **Submission:** This will have a link to complete the required Online Form and space to upload any Evidence documents requested.
   - **Resource:** This will be where resources to assist you with completing this task are found.
   - **Communication:** This will be the record of communication between you and your assigned specialist regarding submissions, feedback, or questions for each task.
   - **Related Tasks:** This will house a collection of tasks in your assigned Monitoring Program. You can access the other Data Collection Tasks and see the status of each in this tab.
   - **History**: This will house a record of changes made to this task.

Completing an Online Form:

1. When there is an Online Form to complete within a Data Collection Task, it will appear under "Online Forms" and show "Not Started" in red off to the right-side.
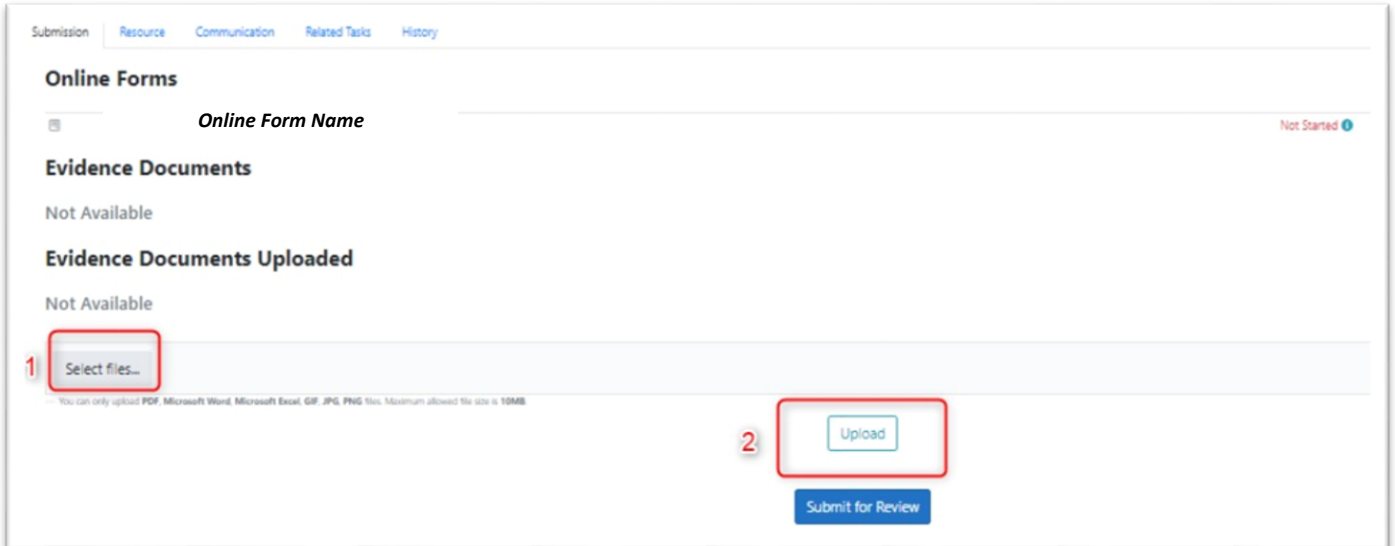

2. To access the Online Form and complete it, click on "Not Started" (it is hyperlinked) and it will open the form question(s) to be completed.

3. When a form has multiple pages, you will not be able to proceed to the next page if required questions have not been completed. To view all the questions in the form as well as any already completed fields/answers, select "Download" at the top or bottom of the form for a PDF version.

4. As answers are entered, the form must be saved by clicking "Save Draft" so that exit and re-entry into the form will not delete responses. We *highly recommend typing answers into a separate document* to be pasted into the online form in the event that the form does not save or the site refreshes unexpectedly.

Uploading Evidence:
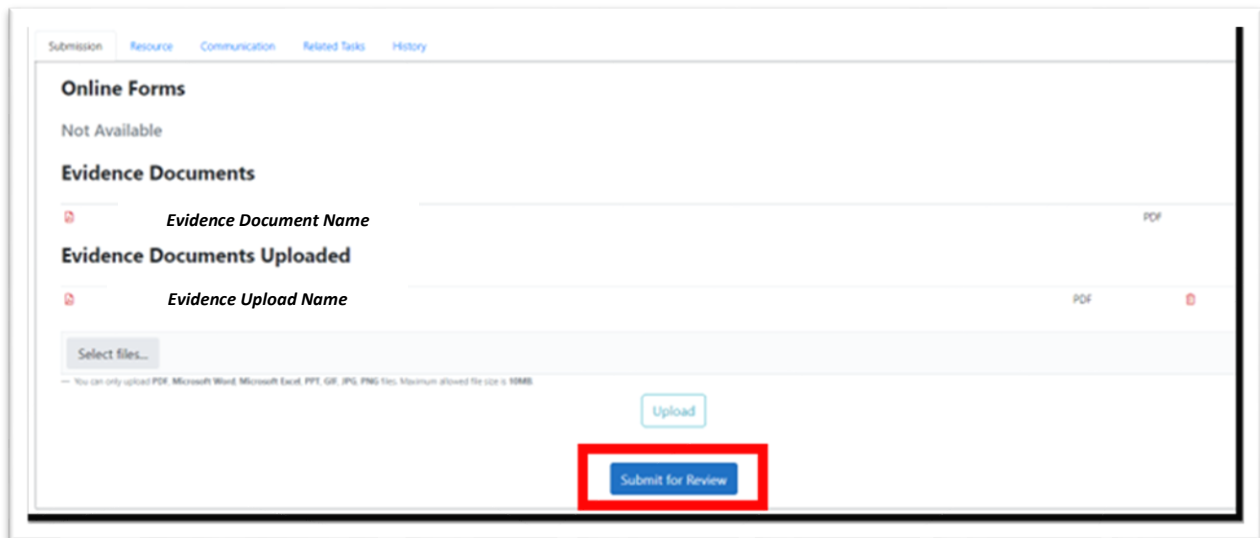
When there is a requirement for documents to be uploaded into a task, there is a two-step process to complete submission: "Select Files" AND "Upload".

1. Under "Evidence Documents Uploaded", click on "Select Files". This will allow you to attach your file(s).

2. After attaching your file(s), be sure to press "Upload" to full upload your files.

3. Once your Online Form is complete and any required evidence has been successfully uploaded, press "Submit for Review". This can be found at the bottom of your Data Collection Task.

Note Once "Submit for Review" is selected for the task, EMAC will lock the LEA side of the portal for the task. No changes can be made by the LEA unless your HEP Program Specialist returns the submission and changes the status to "Action Required". The LEA will need to contact the HEP Program Specialist to have them return the task for editing if any mistakes are made or any documents were not uploaded. Please ensure all evidence and forms are complete before submitting.

4. Once you press this blue button, you will see a green "Success" box flash in the upper right-hand side of your screen. The Status at the top of your Data Collection Task page will also have a green "Completed" label on the left-side.
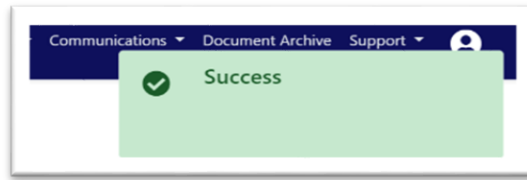
5. The Data Collection Task has now been officially submitted. This task is now in the queue for your HEP Program Specialist to Review.

- If the HEP Program Specialist accepts the submission, the Data Collection Task will remain in your "Completed" status category.

- If the HEP Program Specialist is not able to accept the Data Collection Task, they will return your Data Collection Task, and this will change the status of the task to "Action Required".

Resubmitting an "Action Required" Data Collection Task:

If the HEP Program Specialist has identified necessary revisions to a submitted Data Collection Task, the LEA must complete the following steps to resubmit with corrections:

1. Find the returned task in your Dashboard as previously detailed. The task will now be labelled as "Action Required".

2. Once you locate the monitoring program task you are ready to complete, you will notice the red "Action Required" status of the task that has been retuned. To enter this task, find the "pencil in the box" in the far right -hand column of that task row. Click the blue "pencil in the box" in the **"Actions"** column. This will open the task in a new window/tab.

3. Review the HEP Program Specialist's comments next to the "Action Required" heading to understand what elements of the task must be addressed. This may be in reference to the online form and/or the uploaded documents.
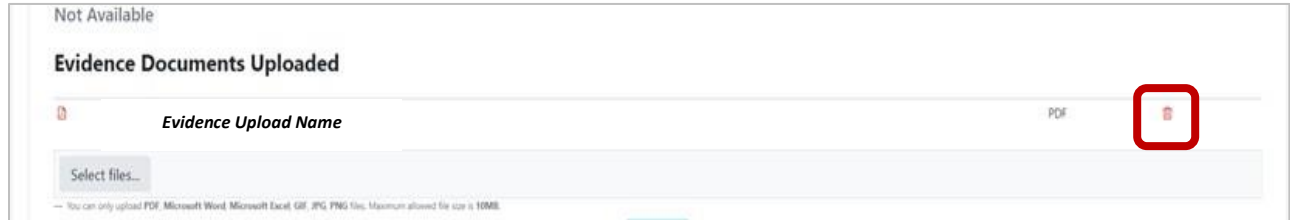
4. To revise an online form, click "Completed" located to the right of that form. The form will be editable again by clicking in the text boxes or manipulating the question types (checkboxes, etc.)

Online Forms

📋	*Online Form Name*	Completed ⓘ

5. To remove an uploaded document, click on the trash can icon located to the right of the document name. New or corrected documents may be uploaded in the same process as the initial upload.

Not Available

Evidence Documents Uploaded

📄	*Evidence Upload Name*	PDF	🗑

Select files...

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

6. Once all changes have been made, resubmit the task as was done in the first submission, and is detailed above within the "Uploading Evidence" section.