



# 21st CCLC State Level Programmatic Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

## 21st CCLC Site Evaluation Report User Guide



### Site Evaluation Report

21<sup>st</sup> CCLC programs shall undergo a periodic evaluation in conjunction with the State educational agency's overall evaluation plan to assess the program's progress toward achieving the goal of providing high-quality opportunities for academic enrichment and overall student success.

[SEC. 4205. \[20 U.S.C. 7175\] LOCAL ACTIVITIES \(b\) MEASURES OF EFFECTIVENESS](#)

All Arizona 21<sup>st</sup> CCLC sites 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<sup>st</sup> CCLC grant objectives.

This guide will provide you with 21<sup>st</sup> CCLC Site Evaluation Report Data Collection Task. Please refer to the [EMAC User Guide](#) for more EMAC system information.

### 21st CCLC Site Evaluation Report Data Collection Task

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

Not Started

21st CCLC Site Evaluation Report #3701

Program Area

21st CCLC

Monitor Program

21st CCLC State Level Programmatic Reporting

Cycle

1/1/23

Fiscal Year

2024

Assigned On: 3/19/2024

Last Modified On: 3/19/2024 11:29:57 AM

IsOnsite Visit: ☺

Start Date: 7/1/2023

Data Collection Method: Desktop Review

End Date: 7/31/2023

#### Purpose

Purpose:  
21<sup>st</sup> CCLC programs shall undergo a periodic evaluation in conjunction with the State educational agency's overall evaluation plan to assess the program's progress toward achieving the goal of providing high-quality opportunities for academic enrichment

[SEC. 4205. \[20 U.S.C. 7175\] LOCAL ACTIVITIES \(b\) MEASURES OF EFFECTIVENESS](#)

All Arizona 21<sup>st</sup> 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<sup>st</sup> CCLC grant objectives.

The 21<sup>st</sup> CCLC Site Evaluation Report must be submitted in EMAC by the required Due Date on the Required Reporting Calendar.

For additional guidance, refer to the [21st CCLC Site Evaluation User Guide](#) resource document located under the Data Collection Task Resource Tab and at 21<sup>st</sup> CCLC website.

Required Steps to be Completed:

1. Complete Online Form A – 21<sup>st</sup> CCLC Program Site Evaluation – Self-Assessment Compliance Worksheet
2. Complete Online Form B – 21<sup>st</sup> CCLC Program Site Evaluation – Objectives & Continuous Improvement Worksheet
3. Select the "Submit for Review" button found on the data submission page to complete Site Evaluation report.

The screenshot shows the EMAC Submission interface. At the top, there are tabs: Submission (highlighted with a red box), Resource, Communication, Related Tasks, and History. Below the tabs, the 'Online Forms' section lists two forms: 'A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet' and 'B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet'. Both forms have a 'Not Started' status, with a red arrow pointing to the 'Not Started' text for form B. Below the forms, the 'Evidence Documents' section shows 'Not Available' for both forms. At the bottom, there is an 'Upload' button and a 'Submit for Review' button.

**Online Forms**

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

**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.

This screenshot is a zoomed-in view of the 'Online Forms' section from the previous image. It shows the two forms: 'A - 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet' and 'B - 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet'. Both forms have a 'Not Started' status. A red arrow points to the 'Not Started' text for form B.

**Online Forms**

Form Name	Status
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.

This screenshot shows the bottom of the form. It features a blue 'Complete' button. Below the button, there are three navigation links: 'Go Back', 'Save Draft', and 'Download'.

Complete

Go Back Save Draft Download

## Completing Form A–21<sup>st</sup> CCLC Program Site Evaluation–Self-Assessment Compliance worksheet

The Compliance Self-Assessment portion of the annual Site Evaluation Report is designed to collect your responses regarding the following areas of program implementation.

*Evaluation Question 1 – Was program implemented as approved in application?*

1. Direct Student Services	6. Evaluation
2. Direct Family Services	7. Dissemination
3. Alignment to the School Day	8. Sustainability
4. Safe and Healthy Learning Environment	9. Fiscal Record Keeping
5. Equity and Access	10. Required Training
Program Management (Adequacy of Resources)	

Select “Yes” if the site met the requirement during the program year and “No” if the site did not meet the requirement. *If you select “No” on any item of the Compliance Self-Assessment, please indicate the reason(s) in the comments section.*

## Completing Form B - 21<sup>st</sup> CCLC Program Site Evaluation – Objectives & Continuous Improvement Worksheet

The **Objectives Reporting Worksheet** is designed to collect information regarding progress made toward meeting your own 21<sup>st</sup> CCLC grant program objectives.

*Evaluation Question 2 – Were program objectives met?*

From your approved application (or Program Specialist approved revisions in the Continuing Application), please report on ALL objectives in the following areas:

- Academic Objectives
- Youth Development Objectives
- Family Engagement Objectives

Report all information requested in the Objectives Reporting Worksheet for each objective and show your work in the Data Findings section. Academics are on page 1, Youth Development is on page 2, and Family Engagement is on page 3.

The **Continuous Improvement** Worksheet is designed to collect your responses to site evaluation questions three and four:

*Evaluation Question 3 – What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program objective?*

*Evaluation Question 4 – What will be done next year to ensure progress toward reaching the program objective?*

The Continuous Improvement questions must be completed for every grant objective and appear just below the questions related to each objective.

Adding/Removing Objectives

Academic Objectives 1.1 and 1.2, Youth Development Objective 2.1 and Family Engagement Objective 3.1 are required and will be available for input. If your grant also includes Academic Objective 1.3 and/or Youth Development Objective 2.2, you will need to add an additional objective.

Continuous Improvement Questions \*

These Continuous Improvement questions are designed to answer the following questions: What are the Strengths, Opportunities, and Threats (SWOT) to reaching the program objective? Think about all the programming decisions you made in your program. What helped our successes with the Objective (Strengths)? What hurt our success with the Objective (Weaknesses)? What helped our success with the Objective (Opportunities)? What might hinder our efforts to accomplish the Objective in the future (Opportunities)? What might hinder our efforts to accomplish the Objective in the future (Opportunities)?

Strengths \*

Weaknesses \*

Opportunities \*

Strategies for Improvement \*

What will be done next year to ensure progress toward reaching the program objective? What do we plan to do next year to ensure progress toward reaching the program objective? What do we plan to do next year to ensure progress toward reaching the program objective?

Add Additional Objective

If you add an objective accidentally you also have the option to remove the objective with the red button.

Remove Objective

Academic Objective #3

Approved Academic SMART Objective \*

List the approved SMART objective (can be found on this year's Program at a Glance).

Type of Academic Objective \*

Reading

Math

Other (describe)

Data Source \*

List the Data Source used to determine if the objective was met (usually explicitly named in the objective).

## Objectives from Program At-A-Glance

All approved objectives that were entered in your Program At-A-Glance have been transferred to the Site Evaluation Report. The objectives appear at the top of Form B – Academics, Youth Development and Family Engagement pages. You may copy and paste the objective into the Approved SMART objectives narrative box.

**Please note:** if you revised your objectives during the current program year, you would want to enter the latest approved objective from your grant.

Go Back Save Draft Download

Program-At-A-Glance Objectives

All objectives shown here are pulled directly from your Program At-A-Glance submitted in September.

Academic Objective 1.1  
1.1 At the end of each program year, reading achievement for 60% of students attending 30+ days will demonstrate a 15% increase as measured on a District pre/post-test.

Academic Objective 1.2  
1.2 At the end of each program year, math achievement for 60% of students attending 30+ days will demonstrate a 15% increase as measured on a District pre/post-test.

Academic Objective 1.3  
1.3 By the end of each program year, 50% of students with disabilities attending 21st CCLC programs for 30 days or more will meet individualized growth goals in ELA as measured by district pre/post approved benchmark assessments.

Youth Development Objective 2.1  
2.1 By end of program year, 75% or more of 21st CCLC students attending 30 days or more will report social and emotional growth as measured by the District's 40 Developmental Assets survey given pre-and post to all attendees.

Family Engagement Objective 3.1  
3.1 By the end of each program year, 60 or more adult families whose students attend the 21st CCLC program for 30 days or more will participate in at least 2 family engagement events as measured by sign in documentation or parent surveys.

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

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**1. 21st CCLC Program SMART Outcome Objectives and Continuous Improvement Worksheet**

The Objectives Worksheet is designed to collect information regarding progress made toward meeting SMART outcome objectives. From your own approved 21st CCLC grant application, please report on ALL academic, youth development and family engagement SMART outcome objectives from your approved application or Specialist approved revisions. Report all information requested on the Objectives Worksheet for each objective. Youth Development is on page 2 and Family Engagement is on page 3. Below each objective, report on the Continuous Improvement process related to that objective, keeping in mind all aspects of programming related to that objective.

You may copy each objective from the top and paste in the narrative box below.

Youth Development Objective 2.1  
2.1 By end of program year, 75% or more of 21st CCLC students attending 30 days or more will report social and emotional growth as measured by the District's 40 Developmental Assets survey given pre-and post to all attendees.

Family Engagement Objective 3.1  
3.1 By the end of each program year, 60 or more adult families whose students attend the 21st CCLC program for 30 days or more will participate in at least 2 family engagement events as measured by sign in documentation or parent surveys.

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

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**2. Youth Development**

The Objectives Worksheet is designed to collect information regarding progress made toward meeting SMART outcome objectives. From your own approved 21st CCLC grant application, please report on ALL academic, youth development and family engagement SMART outcome objectives from your approved application or Specialist approved revisions. Report all information requested on the Objectives Worksheet for each objective. Academics are on page 1 and Family Engagement is on page 3. Below each objective, report on the Continuous Improvement process related to that objective, keeping in mind all aspects of programming related to that objective.

**2. Youth Development Objectives**

Approved Youth Development SMART Objective *	Data Source *	Data Findings *
List the approved SMART objective (can be found on this year's Program at a Glance).	List the Data Source used to determine if the objective was met (usually explicitly named in the objective).	
2.1 By end of program year, 75% or more of 21st CCLC students attending 30 days or more will report social and emotional growth as measured by the		

## Submitting a Data Collection Task in EMAC

Once Online Forms A and B 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.



The screenshot shows a web interface for submitting a Data Collection Task. At the top, there is a light gray bar with a "Select files..." button. Below this bar, a small line of text states: "You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB." In the center of the interface, there is a large, empty white area. To the right of this area, there are two buttons: a light blue "Upload" button and a dark blue "Submit for Review" button. A red arrow points from the "Upload" button down to the "Submit for Review" button.

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](#).