# 21st CCLC State Level Programmatic Reporting in EMAC

*(Educational Monitoring, Assistance & Compliance)*

## 21st CCLC Site Evaluation Report User Guide

## Site Evaluation Report

21st 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 21st 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 21st CCLC grant objectives.

This guide will provide you with 21st 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

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.

# Completing Form A–21st 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 - 21st CCLC Program Site Evaluation – Objectives & Continuous Improvement Worksheet

The **Objectives Reporting Worksheet** is designed to collect information regarding progress made toward meeting your own 21st 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.



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

# 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.

## 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.



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.