# 21st CCLC
## Educational Monitoring, Assistance & Compliance
# User Guide
## *(EMAC)*

## Contents

# Welcome

All 21st CCLC state level programmatic required reporting documents will be submitted in **Educational Monitoring, Assistance & Compliance System (EMAC).** EMAC is an application in the ADE Connect system.

21st CCLC EMAC resources are available on the [21st CCLC EMAC web page](#) to assist 21st CCLC site leaders in accessing and using EMAC. The trainings, technical assistance, and resource documents will include the necessary tools, directions, and steps to assist sites in navigating the EMAC system.

# EMAC  Reminders & Best Practice Tips

- IT suggests the use of Chrome as your browser. Chrome is more compatible than other browsers with the EMAC application.

- EMAC logo on the top left easily takes you back to your Dashboard.

- For the **Online Forms** and **Communication** notes, 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 comments/responses in EMAC press  Ctrl + V at the same time. This will paste the text in plain text, without formatting. You will have the ability to format your comment within EMAC.

- For **uploading documents**, EMAC will only accept PDF, Microsoft Word, Microsoft Excel, GIF, JPEG, or PI\K3 files, less than 10 MB in  size in a single upload.

- For uploading of required evidence documentation, please note that this is a two-step process prior to submission: **1**. "Select *Files*" **AND 2.** *"Upload'.*

- If the application freezes or pauses when you go to "Submit for Review" a task, refresh your browser window or tab. This should fix it.

- You should see "Success" flash at 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.


# EMAC Access and Assignment

## Section 1:  Verify Access in ADEConnect and EMAC

1. Verify you have ADEConnect access.  If you currently access GME, AzEDS portal or Assessment portal as applications then you have access.
2. If you do not have ADEConnect access, contact your Entity Administrator to grant you access to ADEConnect.  To find your entity Administrator:  go to www.azed.gov.
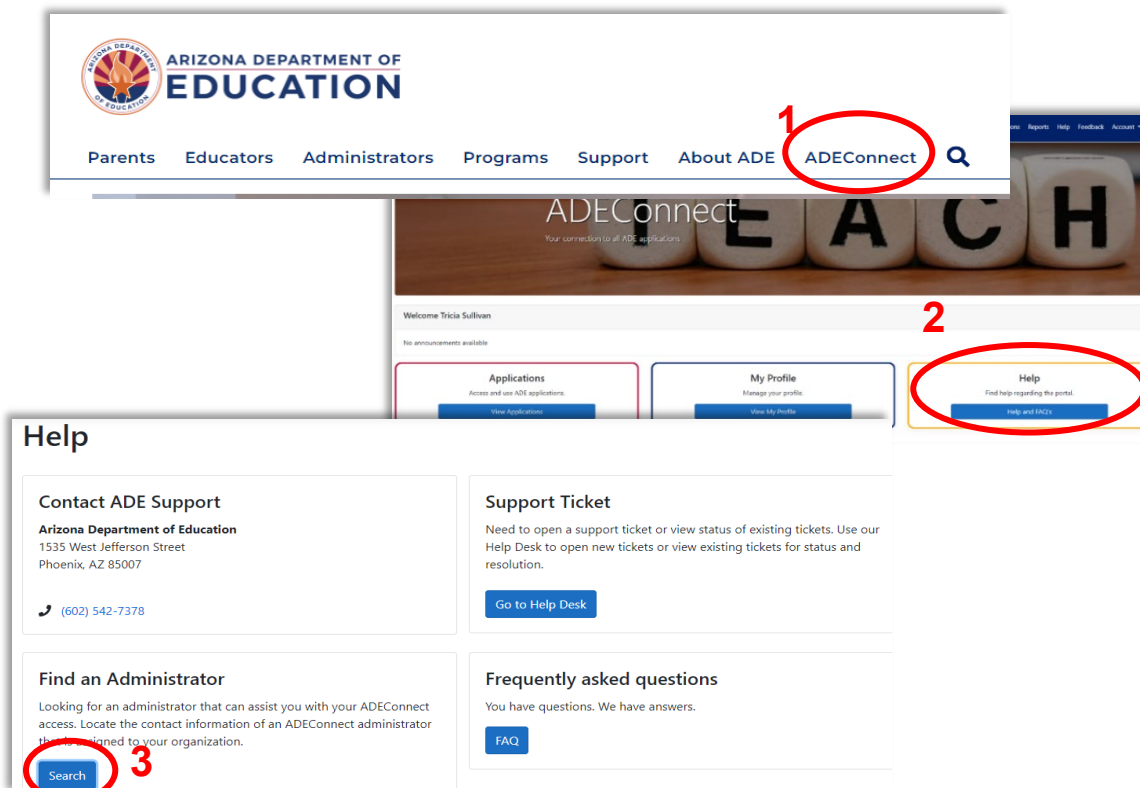
3. Once you have ADEConnect access, then you will need to confirm you have EMAC access. Open ADEConnect and click on Applications, if EMAC is not on the list, you will contact your EMAC entity administrator to grant you access to EMAC.
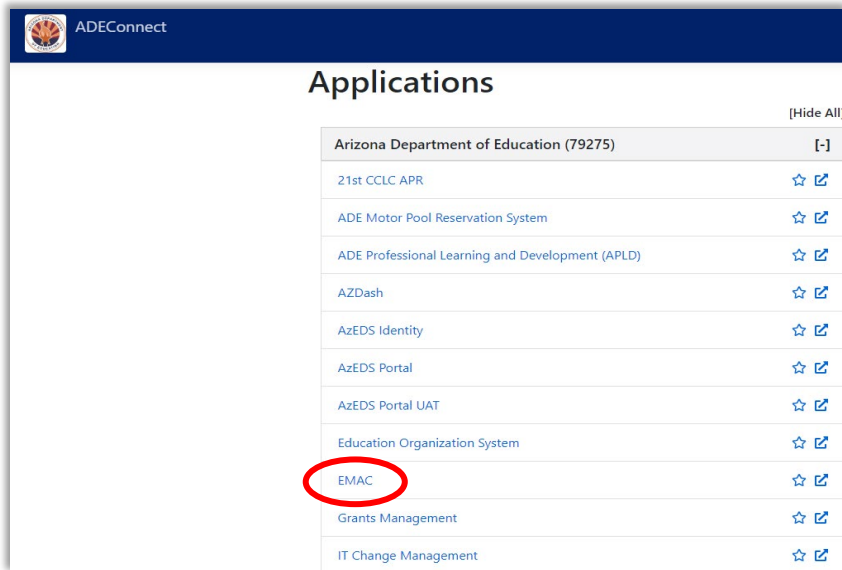


## Section 2: Granting a user access to EMAC

This can only be done by an EMAC Entity Administrator; entity administrators can be found by following the steps in the prior section.

1. Go to Arizona Department of Education | (azed.gov).
2. Select ADEConnect Menu
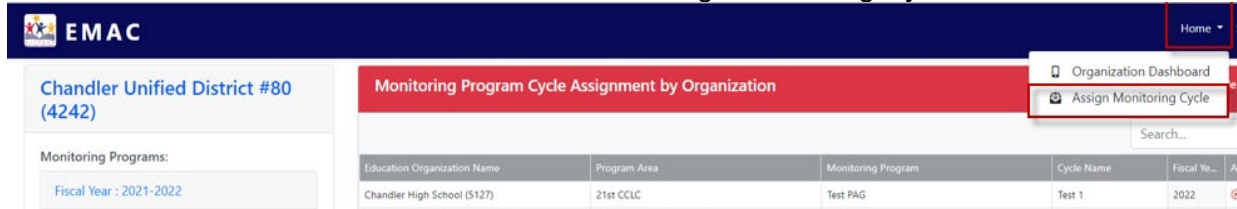3. Select User Management option to setup user access to EMAC
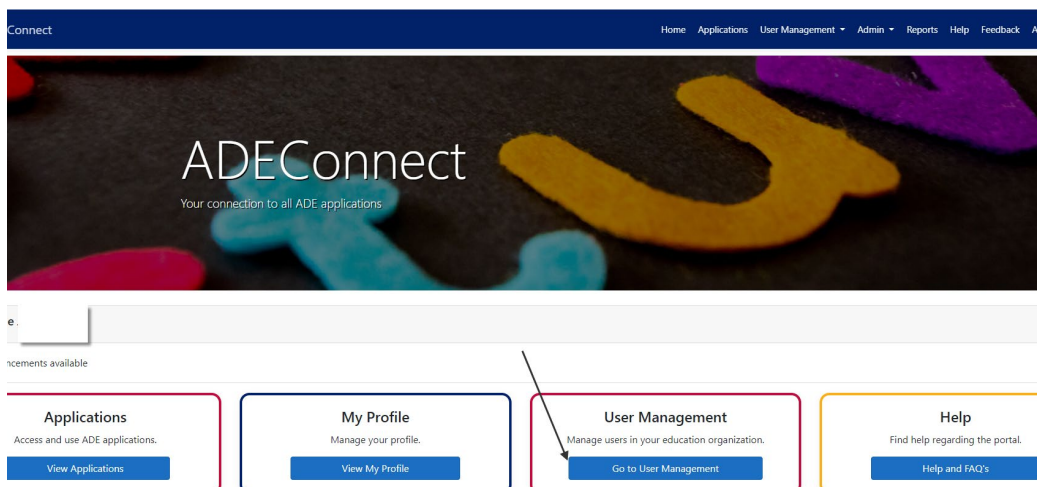


4. Select Help – Frequently Asked Questions if you need assistance in granting EMAC access to a user

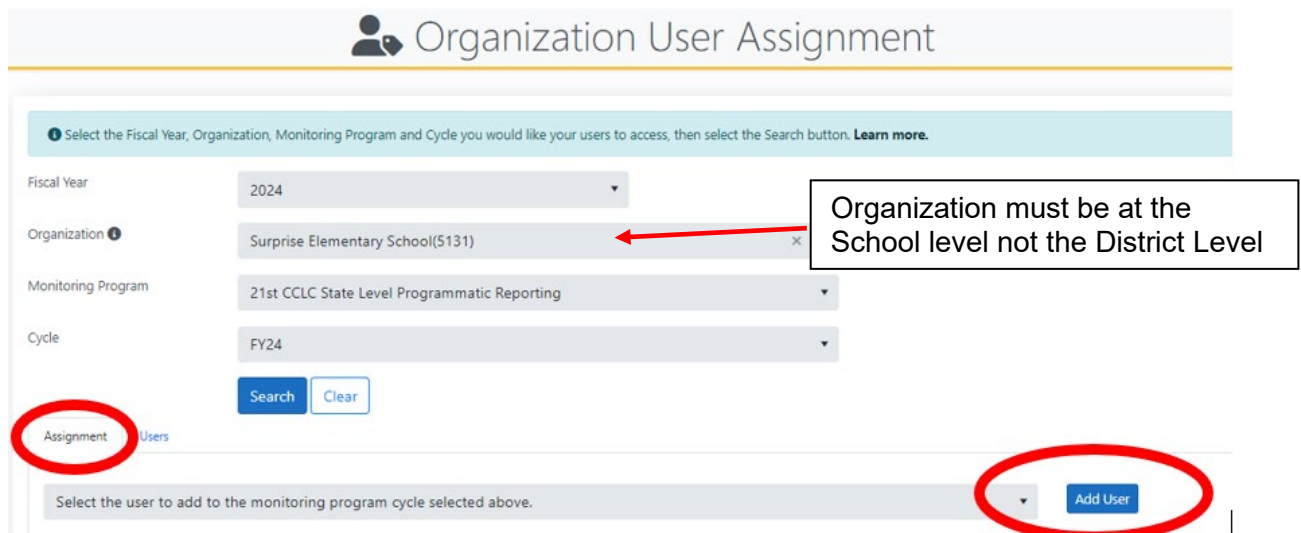# Section 3:  Assigning a user to an EMAC Monitoring program

1. Go to [Arizona Department of Education | (azed.gov)](azed.gov).
2. Select ADEConnect Menu
3. Select Applications

**Applications**
Access and use ADE applications.
[ View Applications ]
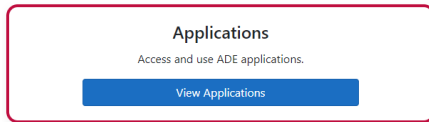
4. Select EMAC
5. Select Home – in the blue menu bar, then select Assign Monitoring Cycle

**EMAC**

Chandler Unified District #80
(4242)

Home ▾   S

☐ Organization Dashboard
☐ Assign Monitoring Cycle

Monitoring Programs:

**Monitoring Program Cycle Assignment by Organization**

Search...

Fiscal Year : 2021-2022

| Education Organization Name | Program Area | Monitoring Program | Cycle Name | Fiscal Ye... | As |
|---|---|---|---|---|---|
| Chandler High School (5127) | 21st CCLC | Test PAG | Test 1 | 2022 | ⊗ |

6. On the Organization User Assignment page, select the Fiscal Year, Organization (**must be the school level not district level)**, Monitoring Program and Cycle for assignment.

**👤 Organization User Assignment**

ⓘ Select the Fiscal Year, Organization, Monitoring Program and Cycle you would like your users to access, then select the Search button. **Learn more.**

Fiscal Year          | 2024 ▾

Organization ⓘ       | Surprise Elementary School(5131)          × |     ← Organization must be at the School level not the District Level

Monitoring Program   | 21st CCLC State Level Programmatic Reporting ▾

Cycle                | FY24 ▾

[ Search ] [ Clear ]

Assignment   Users

Select the user to add to the monitoring program cycle selected above.          ▾   [ Add User ]

7. On the Assignment tab, select the arrow next to the add button.  Select the user from the dropdown list you wish to assign and then select the Add Button.
8. Once the username appears on the EMAC user list below the add user button, assignment is complete.

# EMAC Administrator Resources

## Section 1:  EMAC User List

Organization User Assignment page, select User tab to view a list of available EMAC users for your organization.



## Section 2:  View List of Monitoring Programs



## Section 3:  EMAC User Roles Available

| Role Name | Description |
| --- | --- |
| EMAC LEA User | EMAC user Level. Access to the EMAC Portal to view and provide monitoring program submissions for district level tasks.<br>Additional permissions below based on monitoring program settings:<br>• View school level tasks<br>• Perform submissions for school level tasks<br>• Approve school submissions |
| EMAC LEA User Read Only | For audit purposes- district read only view to monitoring program tasks. This role will not be able to update forms or submit documentation. |
| EMAC School User | School user Level. Access to the EMAC Portal to provide monitoring program submissions for the school. |
| EMAC School User Read Only | For audit purposes- school read only view to monitoring program cycle tasks. This role will not be able to update forms or submit documentation. |
| EMAC Administrator | Each Entity will have an EMAC admin role.  Assign EMAC roles by monitoring program and cycle. District Administrators can assign district and school users to the monitoring program cycle.<br>This is a separate role from the ADEConnect Entity Administrator. |

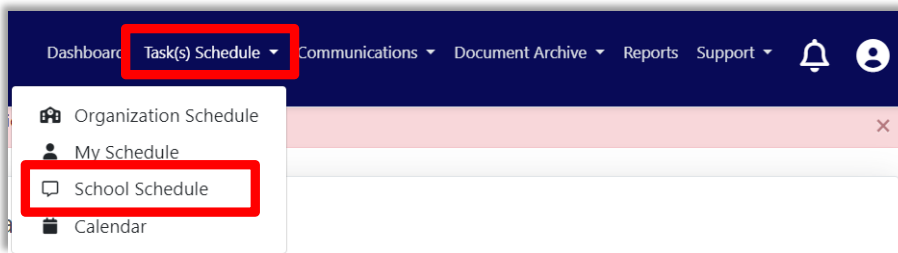# EMAC: Completing Data Collection Tasks

## Section 1: Accessing 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.

### LEA Users (steps 3 & 4)
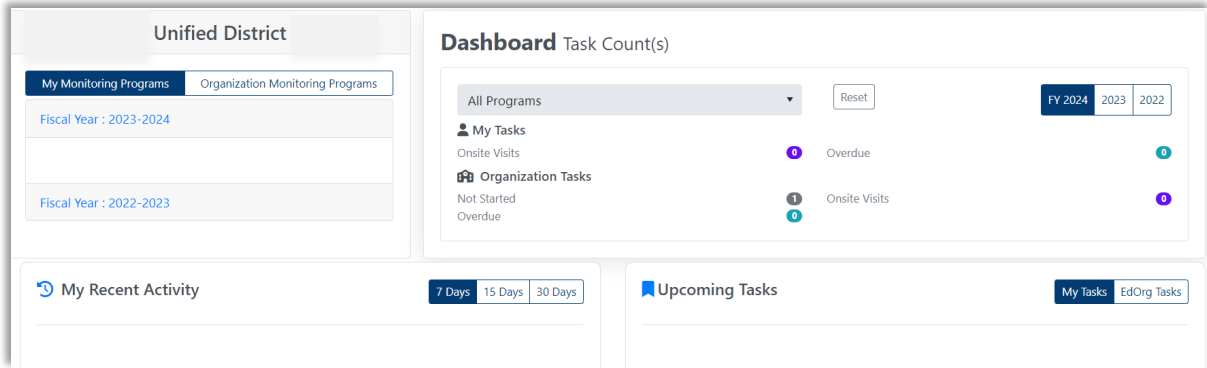


3. (LEA Users) Click on Task(s) Schedule/School Schedule from the menu located on the top of your Dashboard.



4. (LEA Users) This will open the "School Schedule Task" page where you can search for Tasks by school and/or Monitoring Program. **Enter the school's name**, not the district. Choose the **Monitoring Program** either "21st CCLC State Level Programmatic Reporting" or "21st CCLC Site Compliance Visit".

## School Users (steps 3 & 4)
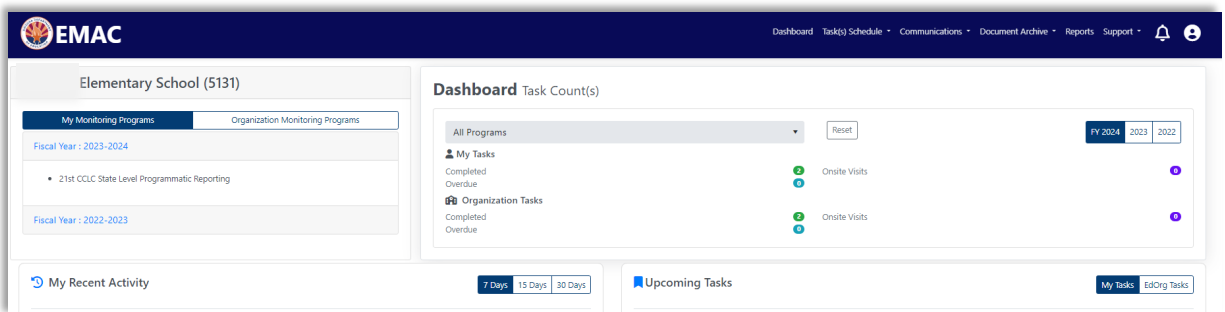


3. (School Users) If you have Not Started a Data Collection Task, click on the "Not Started" task status link or choose a Task from your Upcoming Task List.
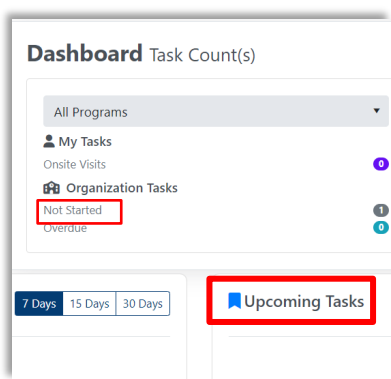


4. (School Users) If you have started a Data Collection Task and need to complete it, click on the "In Progress" task status link.

## LEA & School Users (Steps 5-8)

5. Locate the Task, you want to complete. Click the blue "pencil in the box" in the **"Actions"** column. This will open the Task in a new window/tab.

| Program Area ↑ | Monitoring Pro... ↑ | C... ↑ | Task Name | Task Type | Onsite... | Start Date ↑ | End Date | Status | Staff Assig... | Actions |
|---|---|---|---|---|---|---|---|---|---|---|
| 21st CCLC | 21st CCLC State Level Programmatic Reporting | FY23 | 21st CCLC Program At-A-Glance (PAG) Upload | Data Collection | No | 07/01/2022 | 09/02/2022 | Completed | Tricia Sullivan | ✏️ |

6. After you have opened a Data Collection Task, you will see all the site details needed to complete this task. The Data Collection Task page will detail what the site is required to complete. Each Data Collection Task will have the same format but may have different evidence submission requirements.

7. In the **"Purpose"** section below the Task details, you will see the Task Purpose and the "To Do" list.



8. Below the "Purpose" section of this page, you will find five tabs: **Submission, Resource, Communication, Related Tasks, and History.**
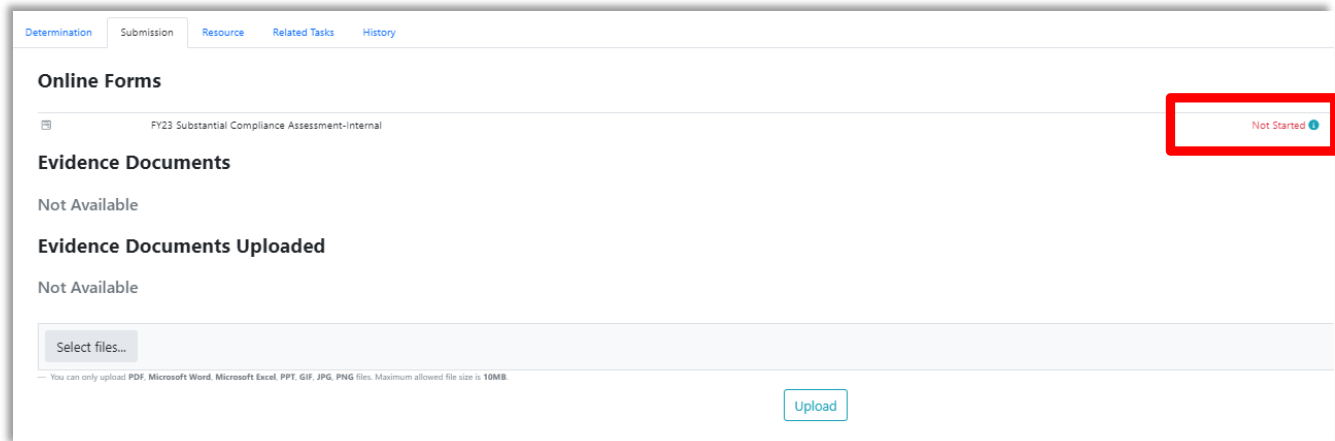


- *Submission:* This tab will have a link to complete the required Online Form and space to upload any Evidence documents requested.
- *Resource:* This tab will include resources to assist you with completing this task.
- *Communication:* This tab will be the record of communication between you and your assigned 21st CCLC Program Specialist regarding submissions, feedback, or questions for each Task.
- *Related Tasks:* This tab will include links to other 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 tab will include a record of changes made to this task.

# Section 2: Completing a Data Collection Task

Note: To complete a Data Collection Task, please be sure to complete all applicable forms and evidence uploads required for that specific task.

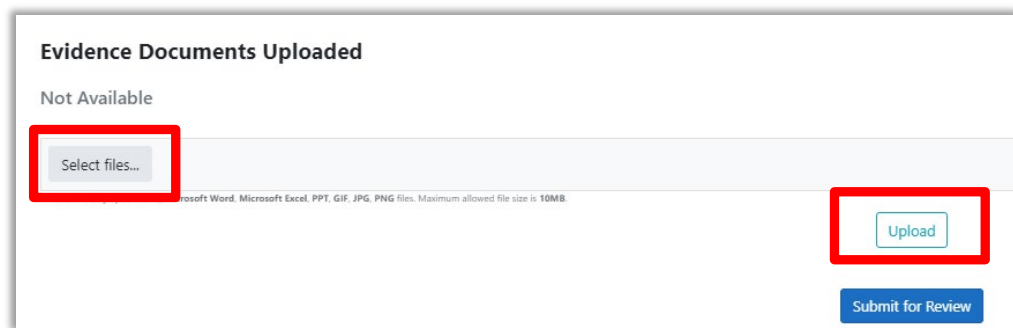*If completion of an Online Form is required of the Task,* please complete the following steps:

1. Review the details of the Data Collection Task.

2. If there is an Online Form to complete, it will be titled, and show "Not Started" in red off to the right-side. To access the Online Form and complete it, click on "Not Started" (it is hyperlinked) and it will open the form to be completed.



*If evidence is required of the Task,* upload the necessary documents. This is a TWO-STEP process prior to submission: 1. "Select Files" AND 2. "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 click "Upload" to fully upload your files.

3. Once the Online Form is complete (if required) AND any Evidence has been successfully uploaded (if required), press **"Submit for Review"**; this can be found at the bottom of your Data Collection task.

*⁰NOTE: If you "Submit for Review" your Task and forgot to press "Upload" for your Required Evidence, it will lock your side of the portal for this Task. No changes can be made by you unless your assigned 21ˢᵗ CCLC Program Specialist returns your submission and changes the status to "Action Required". You will need to contact your assigned 21st CCLC Program Specialist to have them return the Task to you.*

4.  Once you click the blue **"Submit for Review"** 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.
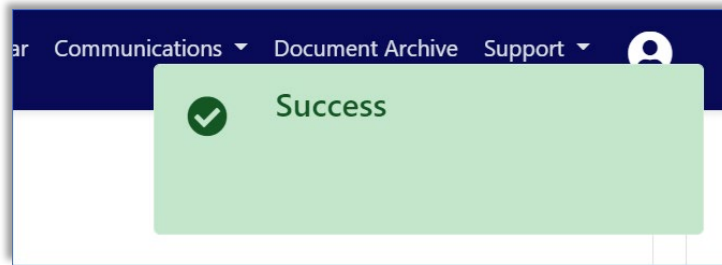


5.  The Data Collection Task has been officially submitted. This Task is now in the queue for your 21st CCLC Program Specialist to Review.

    • If your 21st CCLC Program Specialist accepts the submission, the Data Collection Task will remain in your "Completed" status category.
    • If your 21st CCLC Program Specialist is not able to accept the submission, the Data Collection Tasks will be returned to you. It will change the status of the Tasks to **"Action Required".** Go to Section 3 of this document to find out how to resubmit a Data Collection Task.

# Section 3: Resubmitting an "Action Required" Data Collection Task

If your 21st CCLC Program Specialist has identified necessary revisions in a submitted Data Collection Task, your specialist will return it in the system and will now be seen as "Action Required" on your dashboard.



1. Click on the number next to "Action Required" status label.

2. Click the blue "pencil in the box" in the "Actions" column. This will open the Task in a new window/tab.

3. Review verbiage next to "Action Required" to identify the reason the Task was returned to you by your 21st CCLC Program Specialist.

**Online Forms**

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

**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

| Action Required: | Returned to LEA to add AZELLA results in August once the data is received. |
|---|---|

Submit for Review

4. To remove an uploaded document that was incorrect click the "trash can" located to the right of that document. If you do not delete the old file, be sure to change the name of the new file so it is clear which file is most recent.

5. To revise an Online Form, click on the word "Completed" located to the right of that Online Form.

**Online Forms**

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

6. Once the Online Form is complete (if required) AND any Evidence has been successfully uploaded (if required), press **"Submit for Review";** this can be found at the bottom of your Data Collection task.

7. Once you click the blue **"Submit for Review"** 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.

| ar  Communications ▾  Document Archive  Support ▾  👤 |
|---|
| ✅  **Success** |
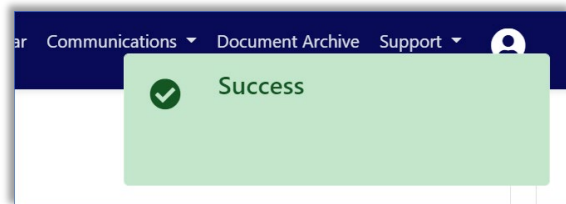
8. The Data Collection Task has been officially submitted. This Task is now in the queue for your 21st CCLC Program Specialist to Review.

# Wrap Up & Review

- 21st CCLC Monitoring Program Data Collection Tasks are to be completed by their specified deadlines. Please refer to the [Required Reporting Calendar on the 21st CCLC website.](#)

- Training recordings and resources are available on the [21st CCLC website, EMAC page](#).

- Continue to check your dashboard once Tasks are submitted. Your 21st CCLC Program Specialist may post a comment and/or your submission has been returned with the Task status of "Action Required."

- Contact your 21st CCLC Program Specialist with questions and/or concerns.