

Exploring EMAC

Educational Monitoring, Assistance and Compliance (EMAC) System for
21st CCLC



ADEConnect

Your connection to all ADE applications



Basic Introduction to EMAC

WHAT - Educational Monitoring, Assistance, and Compliance (EMAC)

WHERE - An application in ADEConnect

WHO - All 21st CCLC sites

WHEN – Refer to Reporting Calendar for due dates

WHY - To submit state level programmatic reports and site compliance documents to your ADE 21st CCLC Specialist

Accessing EMAC



If you are responsible for submitting 21st CCLC Required Reporting documents to your assigned Education Program Specialist, you will need EMAC access.

This will not look the same for every site, district, or charter. Your 21st CCLC Leadership Team will need to decide who will be responsible for entering data into EMAC to determine who will need EMAC access and what role they will need. District level users will have the option to review, revise, and/or submit reports for all 21st CCLC sites in the district.



How do I know if I have access to ADEConnect?

If you already have access to GME, ADE Assessment Portal, and/or AzEDS Portal....you have a login to ADEConnect.

You don't have access???



ARIZONA DEPARTMENT OF EDUCATION

Parents Educators Administrators Programs Support About ADE **ADEConnect** 🔍

ADEConnect
Your connection to all ADE applications

Welcome Tricia Sullivan

No announcements available

Applications
Access and use ADE applications.
View Applications

My Profile
Manage your profile.
View My Profile

Help
Find help regarding the portal.
Help and FAQ's

Help

Contact ADE Support
Arizona Department of Education
1535 West Jefferson Street
Phoenix, AZ 85007
(602) 542-7378

Support Ticket
Need to open a support ticket or view status of existing tickets. Use our Help Desk to open new tickets or view existing tickets for status and resolution.
Go to Help Desk

Find an Administrator
Looking for an administrator that can assist you with your ADEConnect access. Locate the contact information of an ADEConnect administrator that is assigned to your organization.
Search

Frequently asked questions
You have questions. We have answers.
FAQ

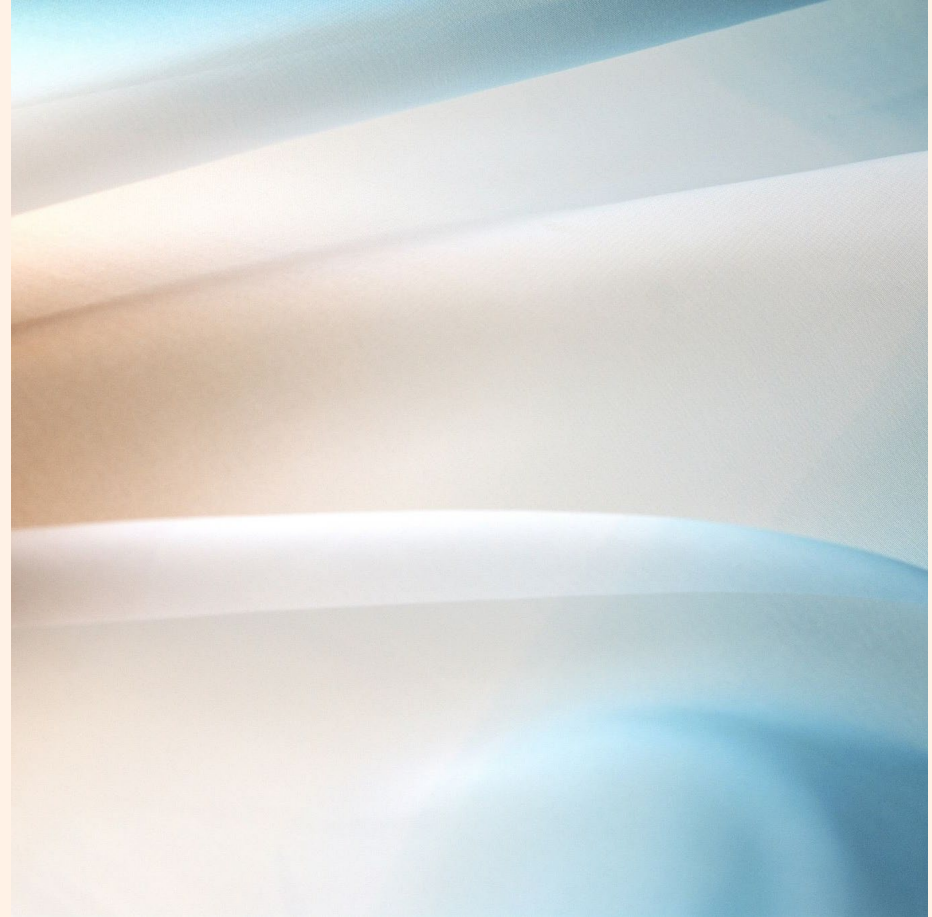
What if I don't have an ADEConnect login?

Click on ADEConnect on the ADE website (azed.gov).

Click "Help" and "Find an Administrator" - Contact an administrator on this list within your organization to request access.



I have
ADEConnect,
now what???

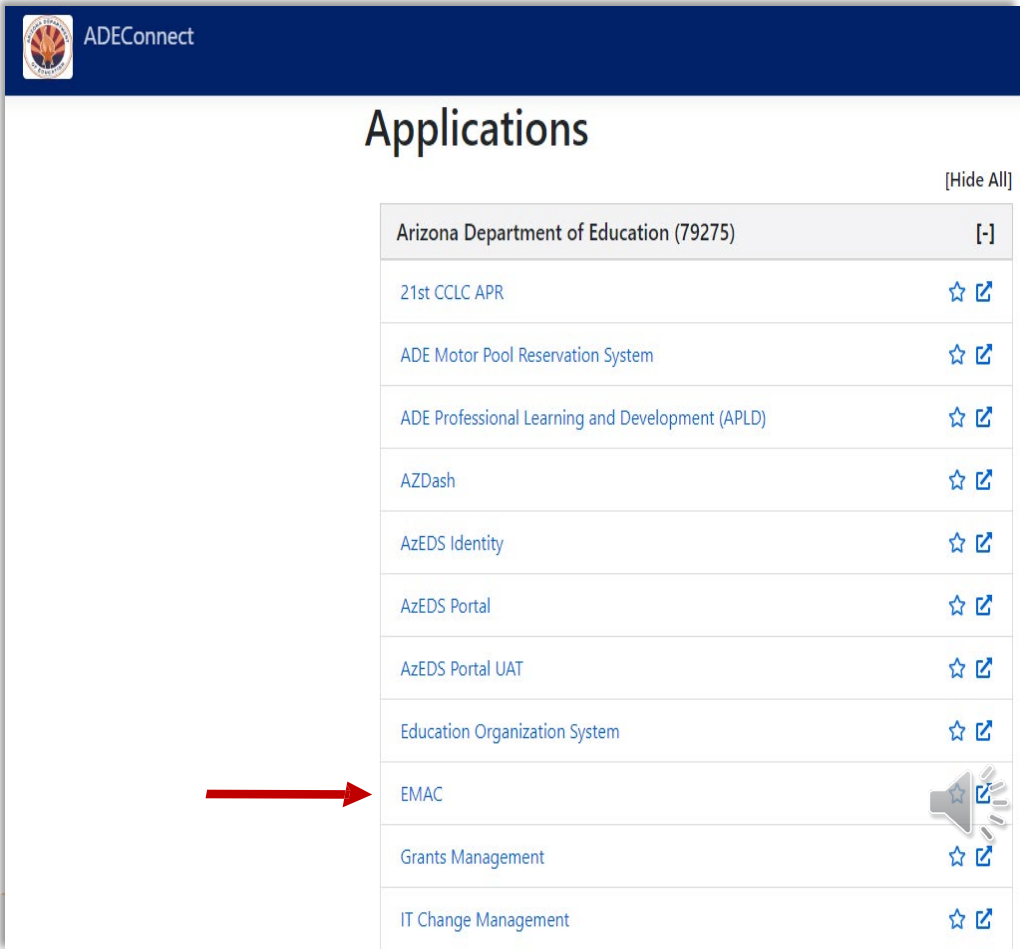


How do I know if I have access to EMAC?

Open ADEConnect from the ADE Website and click on “Applications”

The screenshot displays the ADEConnect web application interface. At the top, a dark blue navigation bar contains the ADEConnect logo on the left and a menu with items: Home, Applications, Reports, Help, Feedback, and Account. Below the navigation bar is a large banner image of an open book with the text "ADEConnect" and "Your connection to all ADE applications" overlaid. Underneath the banner, a white box displays "Welcome Tricia Sullivan" and "No announcements available". At the bottom, there are three main content areas: "Applications" (with a sub-link "View Applications"), "My Profile" (with a sub-link "View My Profile"), and "Help" (with a sub-link "Help and FAQ's"). A speaker icon is located on the right side of the main content area. Two red arrows are overlaid on the image: one points to the "Applications" menu item in the top navigation bar, and the other points to the "View Applications" button in the "Applications" content area.

Verify there is an 'EMAC' link on your list of applications.



The screenshot shows the ADEConnect interface. At the top left is the ADEConnect logo. The main heading is 'Applications'. On the right side, there are links for '[Hide All]' and '[-]'. Below these is a list of applications, each with a star icon and an external link icon. A red arrow points to the 'EMAC' application entry.

Application Name	Star Icon	External Link Icon
Arizona Department of Education (79275)		[-]
21st CCLC APR	☆	🔗
ADE Motor Pool Reservation System	☆	🔗
ADE Professional Learning and Development (APLD)	☆	🔗
AZDash	☆	🔗
AzEDS Identity	☆	🔗
AzEDS Portal	☆	🔗
AzEDS Portal UAT	☆	🔗
Education Organization System	☆	🔗
EMAC	☆	🔗
Grants Management	☆	🔗
IT Change Management	☆	🔗

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Frequently asked questions
You have questions. We have answers.
[FAQ](#)

Who do I contact if I don't see a link to **EMAC**?

Contact your Entity Administrator to request access to EMAC.



User Roles in EMAC



User Roles

The Entity Administrator will assign you to EMAC, with one of the following roles:

- ❖ LEA User
- ❖ LEA User Read Only
- ❖ School User
- ❖ School User Read Only

Multiple roles should not be assigned to a single staff member. For example, an LEA User should not also be assigned School User role.



LEA User Dashboard



Unified District (4243)

My Monitoring Programs

Organization Monitoring Programs

Fiscal Year : 2023-2024

- Assurance of Comparability
- ESEA Programmatic Monitoring
- FY 24 Equitable Service Monitoring
- Neglected or Delinquent October Count
- Safe Return to In-Person Learning Plans

Fiscal Year : 2022-2023

Dashboard Task Count(s)

All Programs

Reset

FY 2024 2023 2022

My Tasks

Not Started 3 Completed 5
 Onsite Visits 3 Overdue 0
 Unassigned Programs 1

Organization Tasks

Not Started 4 Completed 5
 Onsite Visits 3 Overdue 1
 Unassigned Programs 1

My Recent Activity

7 Days 15 Days 30 Days

- C4-03 Pre/Post Monitoring Follow-up
Dysart Unified District Task 02/27/2024
- C4-02 LEA Evidence
Dysart Unified District Task 02/27/2024
- ECQUIP Quality Enhancement Plan
Dysart Unified District Task 02/27/2024

Upcoming Tasks

My Tasks EdOrg Tasks

- P2-01 Obligation of Funds and Carryover Considerations
Dysart Unified District (4243) 09/28/2023
- C4-02 LEA Evidence
Dysart Unified District (4243) 09/01/2023
- C4-03 Pre/Post Monitoring Follow-up
Dysart Unified District (4243) 09/01/2023

Task Communications Last 7 days

No data available in last 7 days.

Recent ADE Communications

No data available for ADE Communications.



School User Dashboard



Elementary School (5131)

My Monitoring Programs Organization Monitoring Programs


Fiscal Year : 2023-2024

- 21st CCLC State Level Programmatic Reporting

Fiscal Year : 2022-2023

Dashboard Task Count(s)

All Programs Reset FY 2024 2023 2022

My Tasks 

Completed	2	Onsite Visits	0
Overdue	0		
Organization Tasks			
Completed	2	Onsite Visits	0
Overdue	0		

My Recent Activity

7 Days 15 Days 30 Days

No data available.

Upcoming Tasks

My Tasks EdOrg Tasks

No data available.

Task Communications Last 7 days

No data available in last 7 days.

Recent ADE Communications

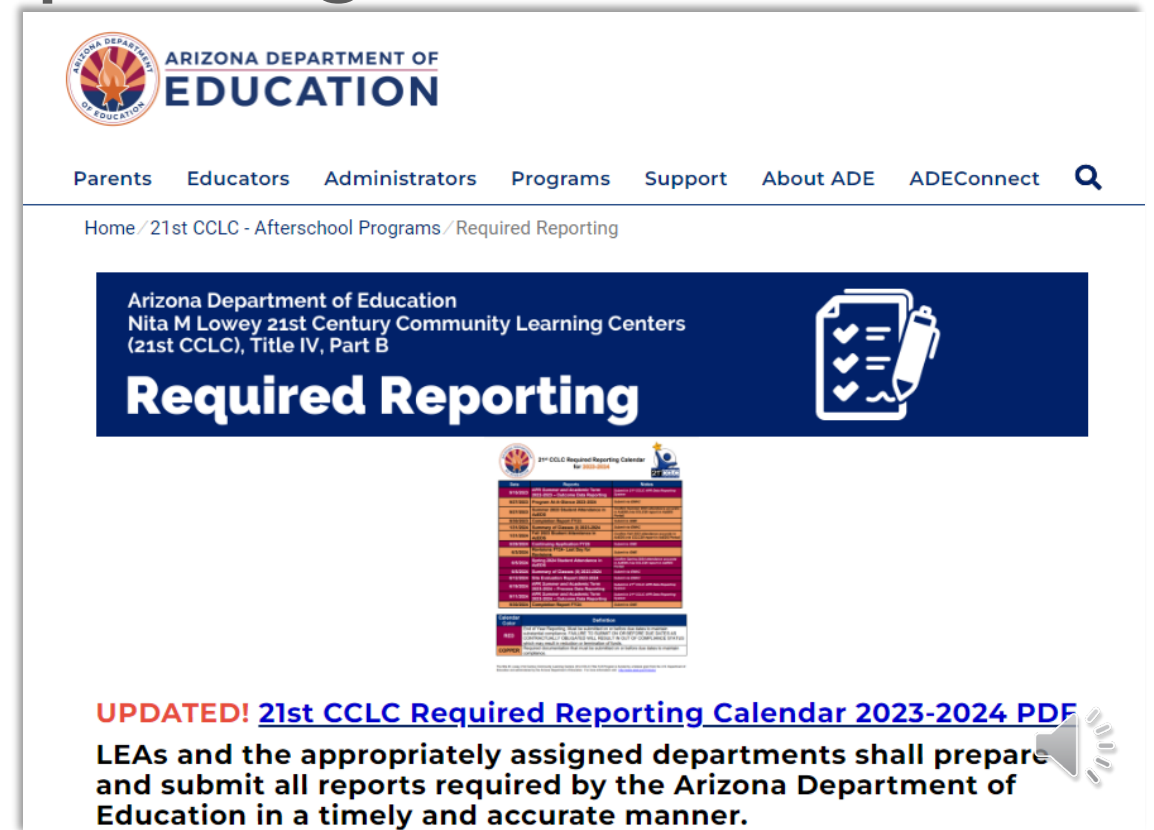
No data available for ADE Communications.



Submitting 21st CCLC State Level Programmatic Reports in EMAC



State Level Programmatic Reporting Due Dates



The screenshot shows the Arizona Department of Education website. At the top is the ADE logo and the text "ARIZONA DEPARTMENT OF EDUCATION". Below this is a navigation menu with links for "Parents", "Educators", "Administrators", "Programs", "Support", "About ADE", and "ADEConnect", along with a search icon. The breadcrumb trail reads "Home / 21st CCLC - Afterschool Programs / Required Reporting". A dark blue banner contains the text "Arizona Department of Education Nita M Lowey 21st Century Community Learning Centers (21st CCLC), Title IV, Part B" and "Required Reporting" in large white font, accompanied by a checklist icon. Below the banner is a thumbnail of a "21st CCLC Required Reporting Calendar for 2023-2024" PDF document. At the bottom, there is a red "UPDATED!" notice and a link to the PDF, followed by a paragraph of text and a speaker icon.

ARIZONA DEPARTMENT OF EDUCATION

Parents Educators Administrators Programs Support About ADE ADEConnect

Home / 21st CCLC - Afterschool Programs / Required Reporting

Arizona Department of Education
Nita M Lowey 21st Century Community Learning Centers
(21st CCLC), Title IV, Part B

Required Reporting

21st CCLC Required Reporting Calendar for 2023-2024

UPDATED! [21st CCLC Required Reporting Calendar 2023-2024 PDF](#)

LEAs and the appropriately assigned departments shall prepare and submit all reports required by the Arizona Department of Education in a timely and accurate manner.

Monitoring Program

- ✓ Access to ADEConnect
- ✓ Access to EMAC

Now an EMAC Administrator will need to assign you to a specific Monitoring Program.

- 21st CCLC State Level Programmatic Reporting
- 21st CCLC Site Compliance Visit



Data Collection Tasks (DCT)

21st CCLC State Level Programmatic Reporting

Each DCT within the monitoring program will align to a report listed on the Required Reporting Calendar.

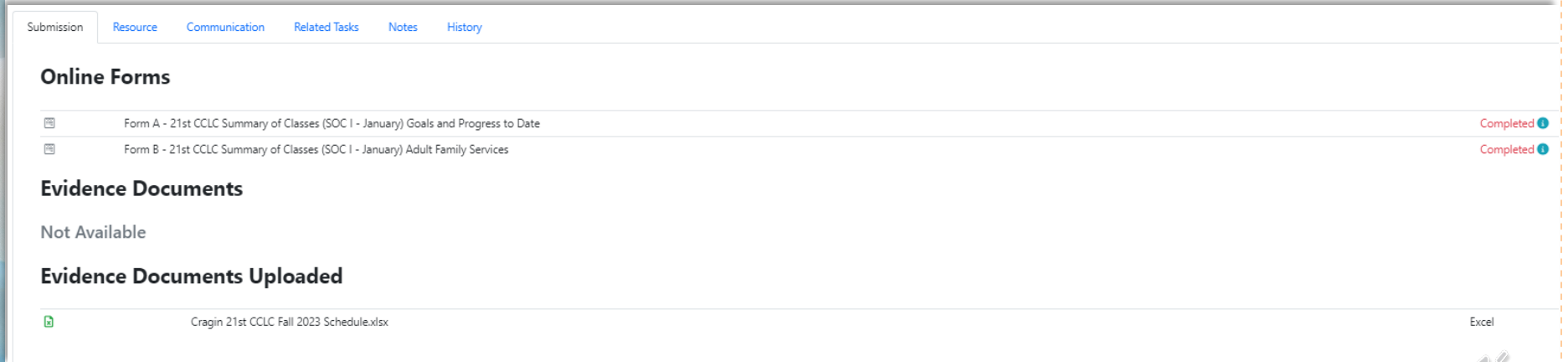
21st CCLC Site Compliance Visit

Each DCT within the monitoring program will align to a section in the compliance tool.



Data Collection Tasks (DCT)

The DCT will instruct sites to complete online forms and/or upload documents in the EMAC system to submit a completed required report.



The screenshot displays a user interface for the EMAC system. At the top, there is a navigation bar with tabs for "Submission", "Resource", "Communication", "Related Tasks", "Notes", and "History". Below this, the "Online Forms" section lists two items, both marked as "Completed" with a blue checkmark icon. The "Evidence Documents" section is currently empty, showing "Not Available". The "Evidence Documents Uploaded" section shows one document, "Cragin 21st CCLC Fall 2023 Schedule.xlsx", with an Excel icon and the word "Excel" next to it.

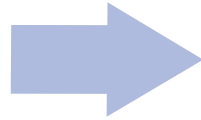
Section	Item	Status
Online Forms	Form A - 21st CCLC Summary of Classes (SOC I - January) Goals and Progress to Date	Completed
	Form B - 21st CCLC Summary of Classes (SOC I - January) Adult Family Services	Completed
Evidence Documents	Not Available	
Evidence Documents Uploaded	Cragin 21st CCLC Fall 2023 Schedule.xlsx	Excel



Status of Data Collection Tasks

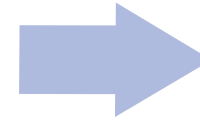
Not Started

- Program Area has assigned the Monitoring Program
- Grantee has not started working on the task



In Progress

- Grantee has started entering data
- Grantee has not submitted the DCT



Completed

- Grantee has completed all required tasks and submitted the DCT for ADE review



Education Program Specialist (EPS) Review

Data Collection task is submitted-
your specialist will review the report.

Action Required – if there are items
to be revised, your EPS will return
the DCT so the site can revise.

Completed – if the report is complete as
is, the site is done with the DCT.



What's Next

Ensure you have access to **EMAC** and you are assigned to the **21st CCLC State Level Programmatic Reporting** monitoring program.



Welcome to The Nita M. Lowey 21st Century Community Learning Centers Grant



- What is 21st CCLC?
- Program Calendars
- Federal & State Regulations
- Required Reporting
- Program Resources
- 21st CCLC Summer Learning
- Professional Development
- Grant Application Competition Information

The Nita M.

Arizona Department of Education
Nita M Lowey 21st Century Community Learning Centers
(21st CCLC), Title IV, Part B

Required Reporting



UPDATED! 21st CCLC Required Reporting Calendar 2023-2024 PDF

LEAs and the appropriately assigned departments shall prepare and submit all reports required by the Arizona Department of Education in a timely and accurate manner.

All required documentation (including reports and continuing application) must be submitted on or before due dates to maintain substantial compliance. Due dates may be found on the Reporting Calendar. Failure to submit by the due dates will move your grant to "Out of Compliance" status which may impact continued funding.

21st CCLC Reporting Resources

[21st CCLC Systems Cheat Sheet](#)

[21st CCLC Calendar Checklist WORD](#)

[21st CCLC Calendar Checklist PDF](#)

NEW! [End of Grant Year Tips & Reminders - Spring 2023 Guidance - PDF](#)

▶ Annual Performance Report

▶ EMAC - Educational Monitoring, Assistance & Compliance

▶ Other Programmatic Reporting

Support Available

21st CCLC Website

Required Reporting - EMAC

- User Guides
- Training modules

Your assigned Education Program Specialist

Tricia Sullivan – EMAC Lead

tricia.sullivan@azed.gov



Thank you

