Exploring EMAC

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

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

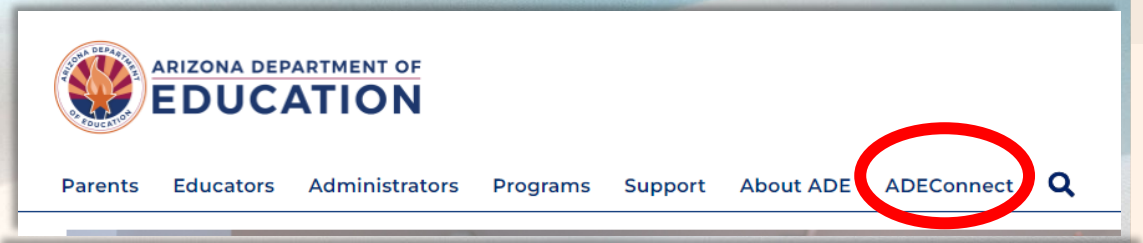
If you are responsible for submitting 21st CCLC Required Reporting documents to your assigned Education Program Specialist, you will need EMAC access.

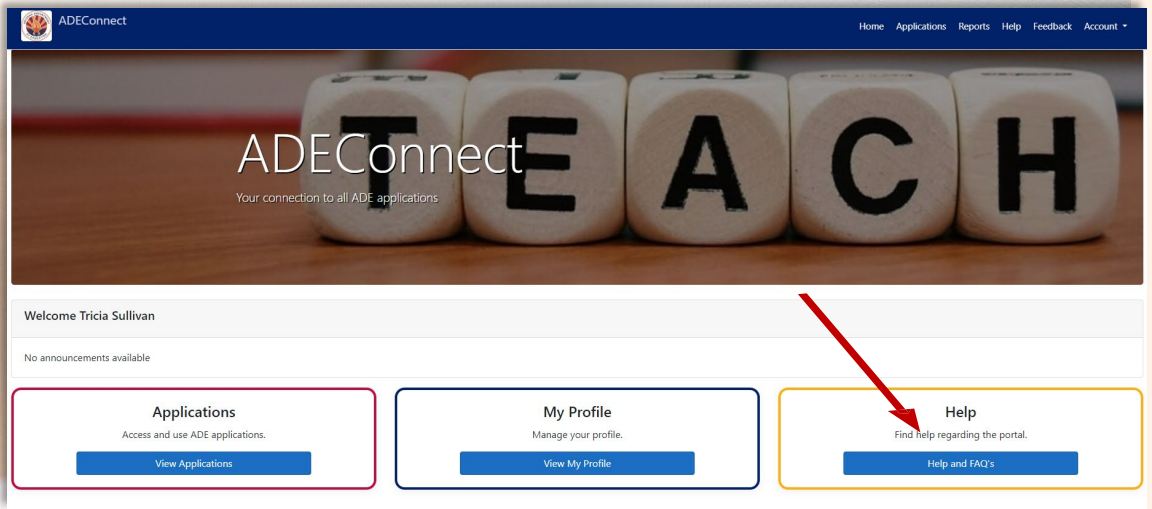
This will **not** look the same for every site, district, or charter. Your 21st CCLC Leadership Team will need to decide who will be responsible for entering data into EMAC to determine who will need EMAC access and what role they will need. District level users will have the option to review, revise,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

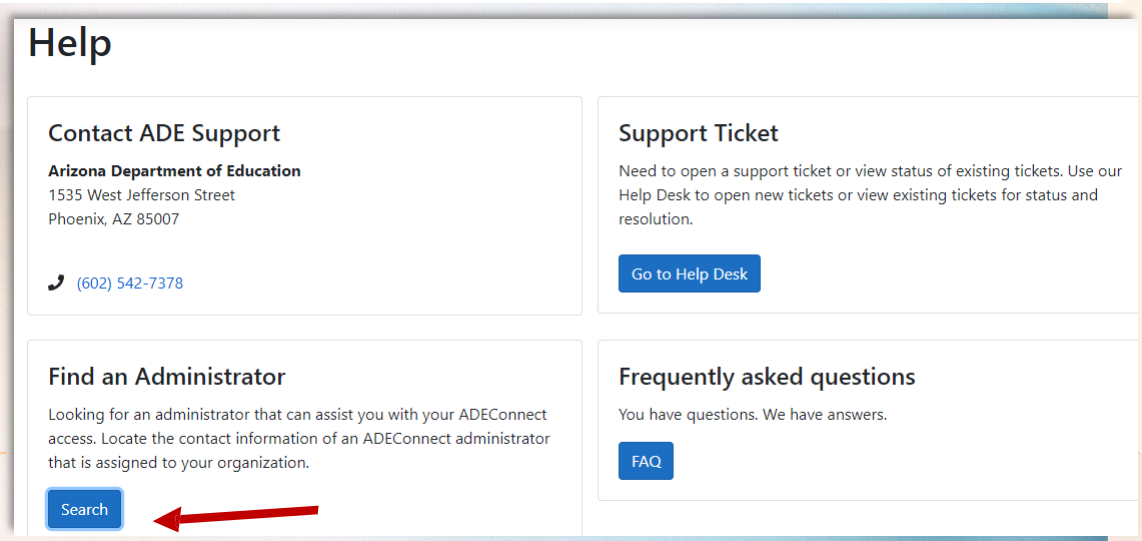
How do I know if I have access to ADEConnect?

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???





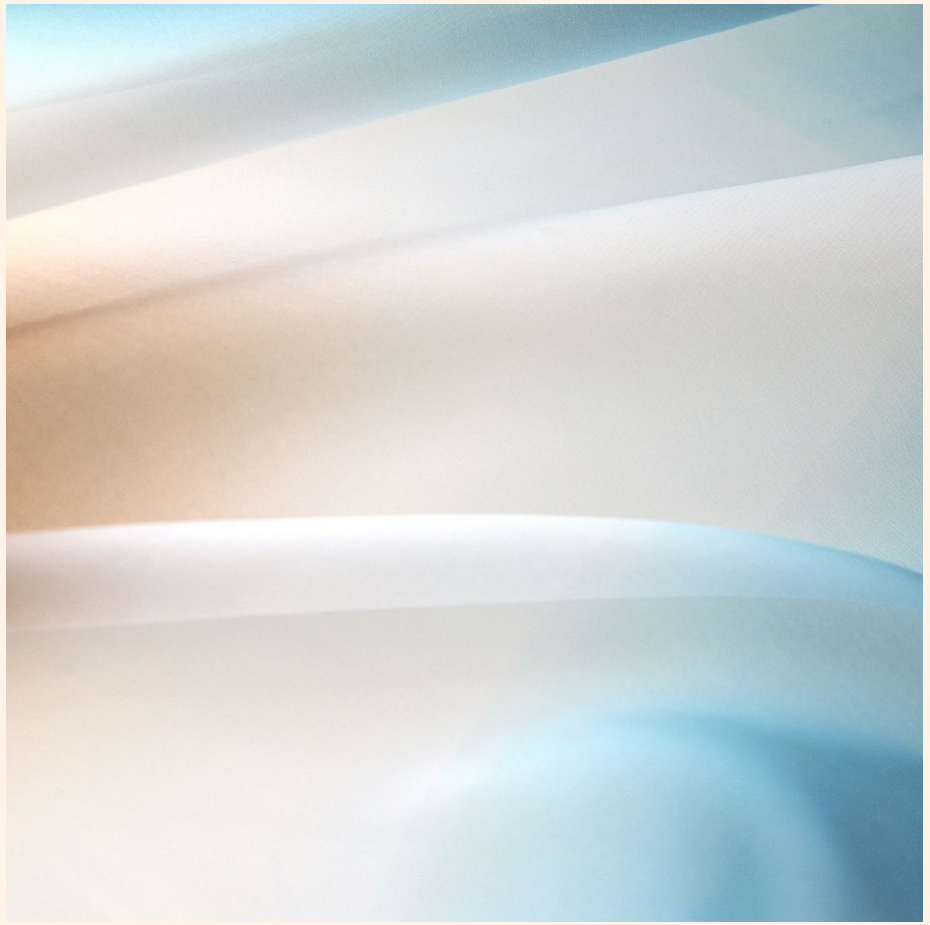


What if I don't have an ADEConnect login?

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

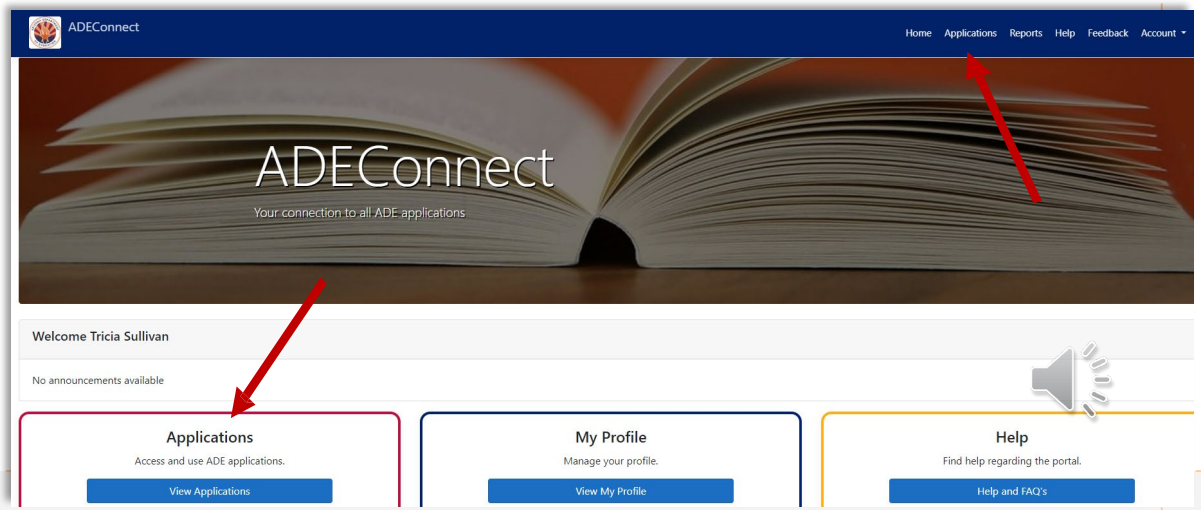
Click "Help" and "Find an Administrator"- Contact an administrator on this list within your organization to request access.

I have ADEConnect, now what???

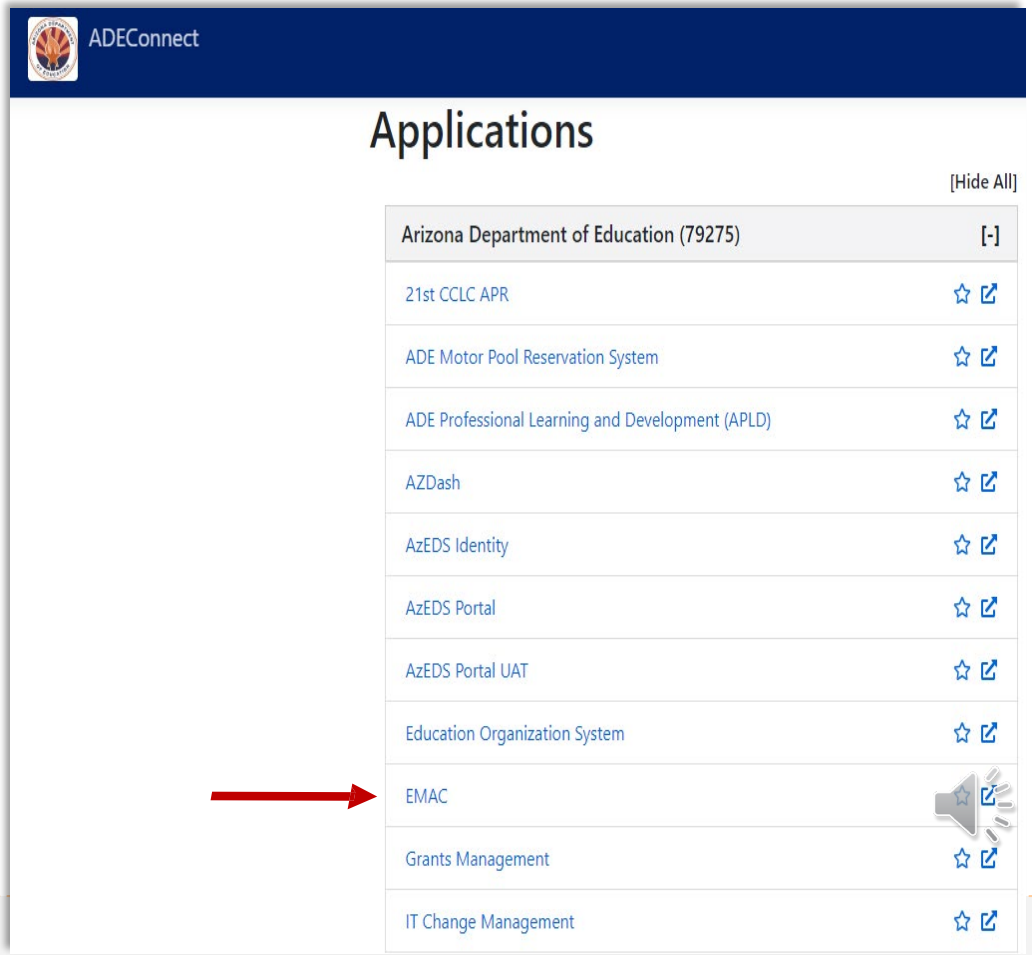


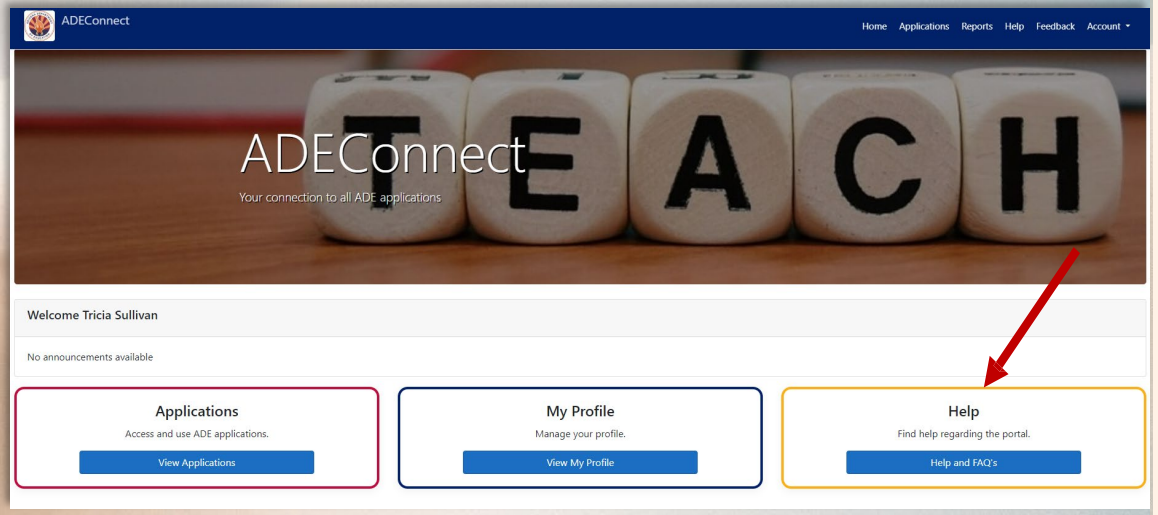
How do I know if I have access to EMAC?

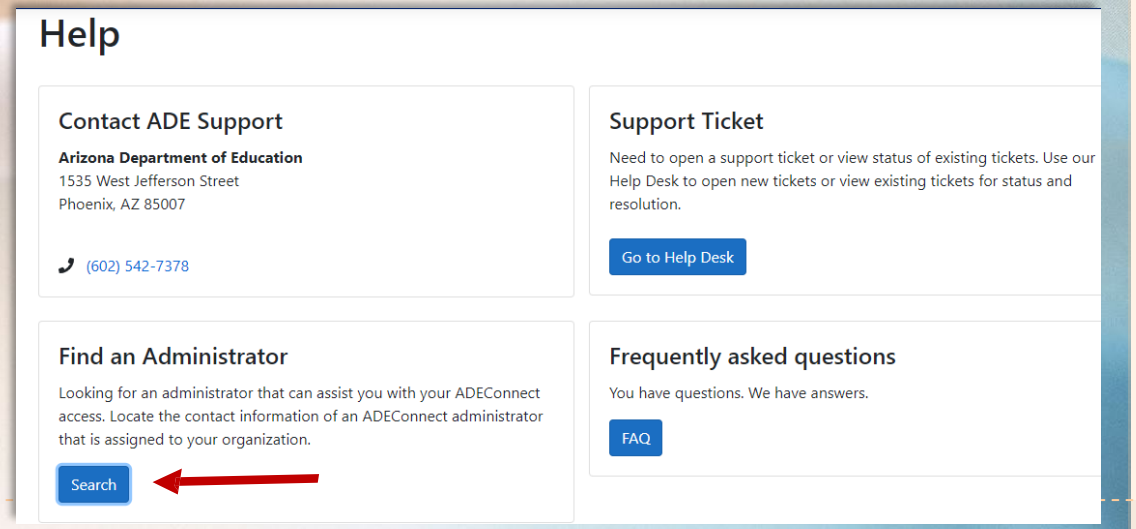
Open ADEConnect from the ADE Website and click on “Applications”



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







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

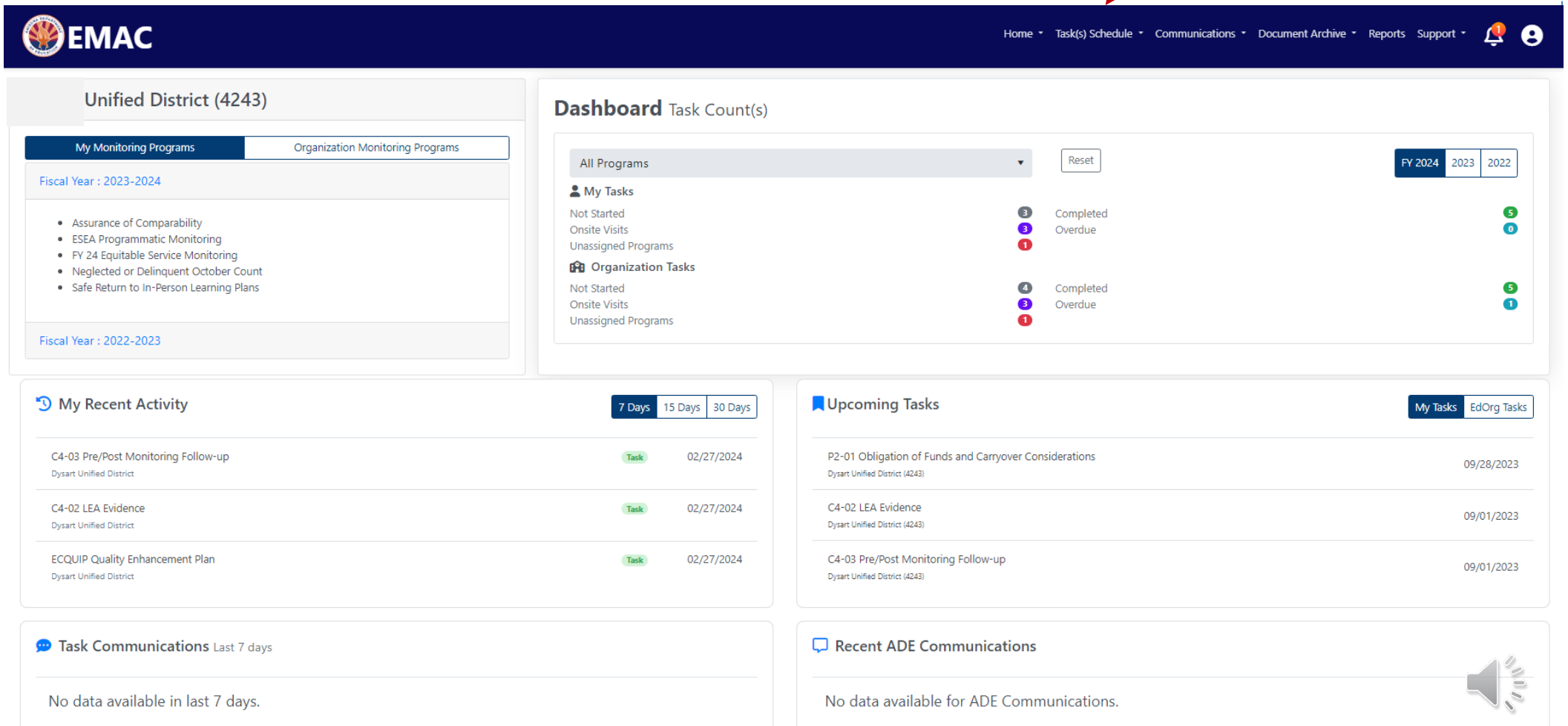
User Roles

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

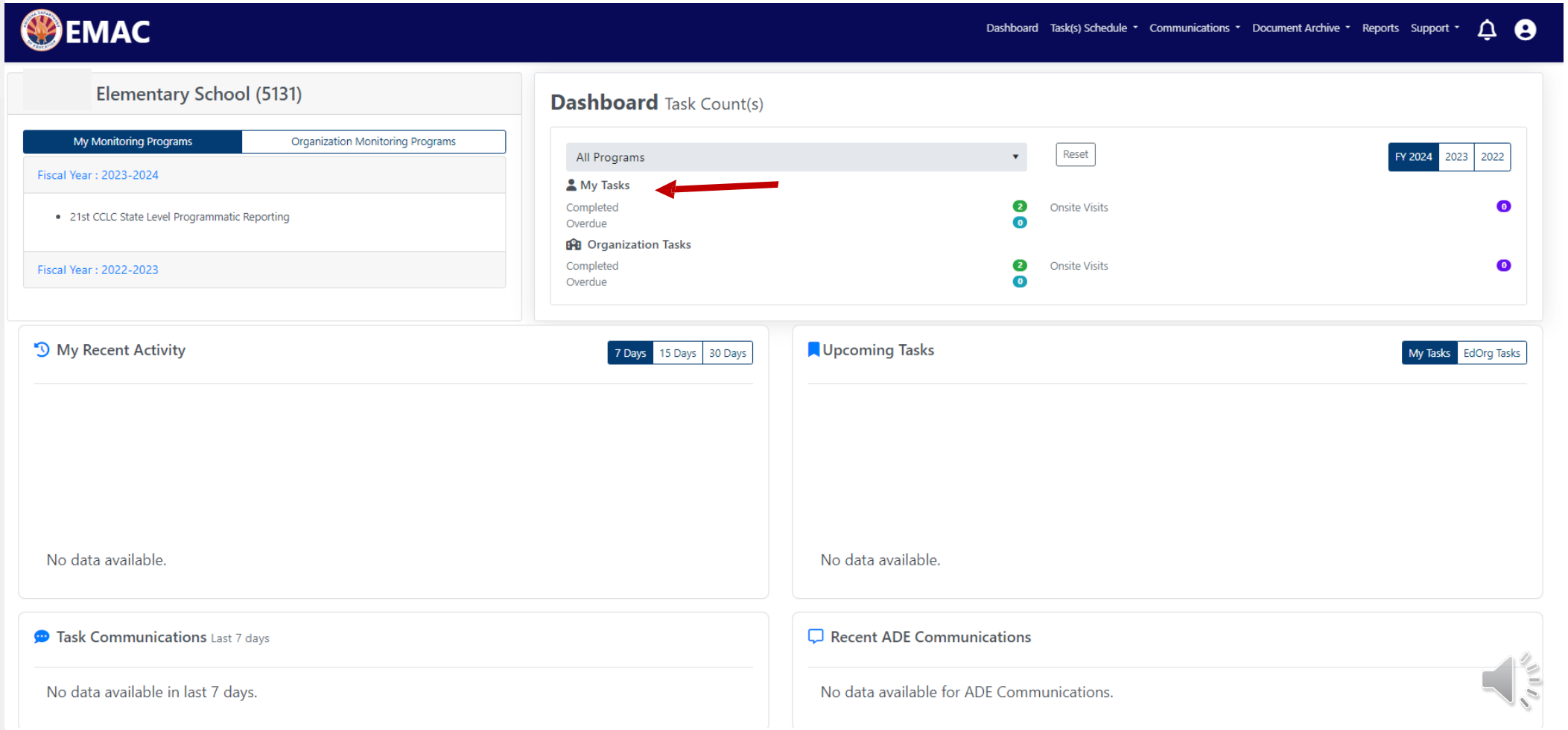
- LEA User
- LEA User Read Only
- School User
- School User Read Only

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

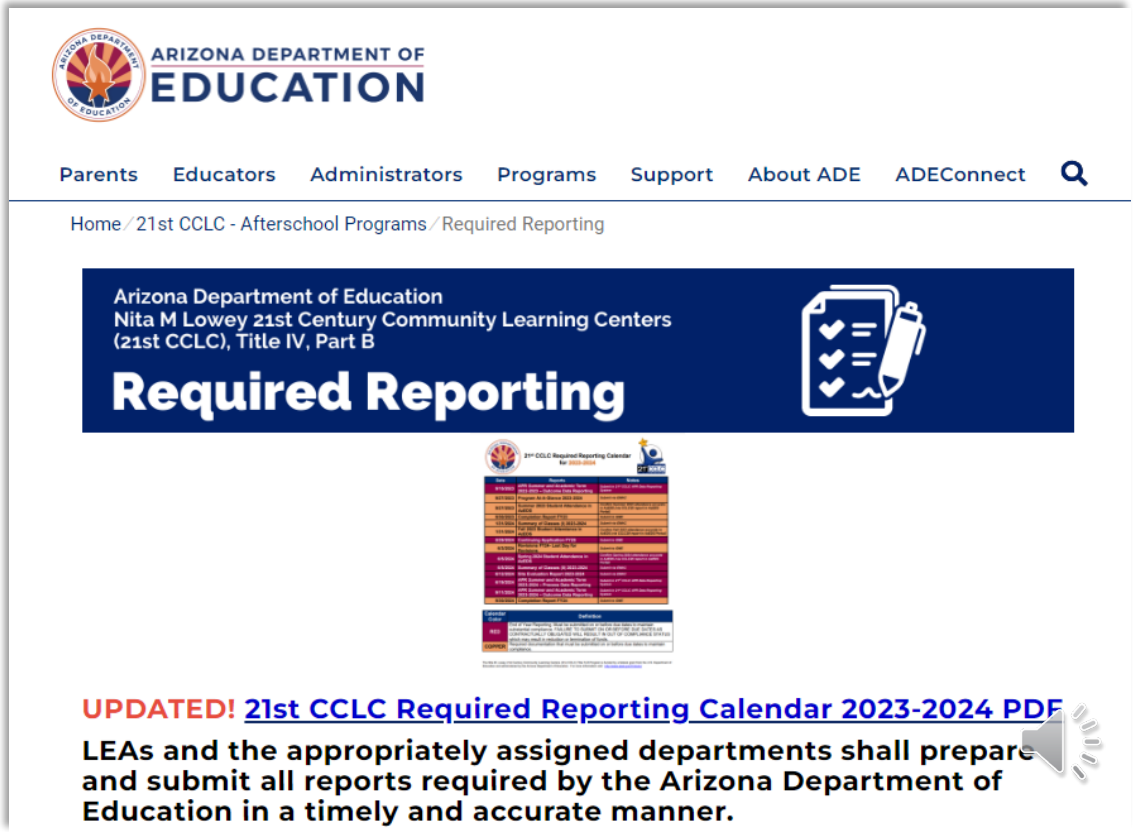


School User Dashboard



Submitting 21st CCLC State Level Programmatic Reports in EMAC

State Level Programmatic Reporting Due Dates



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

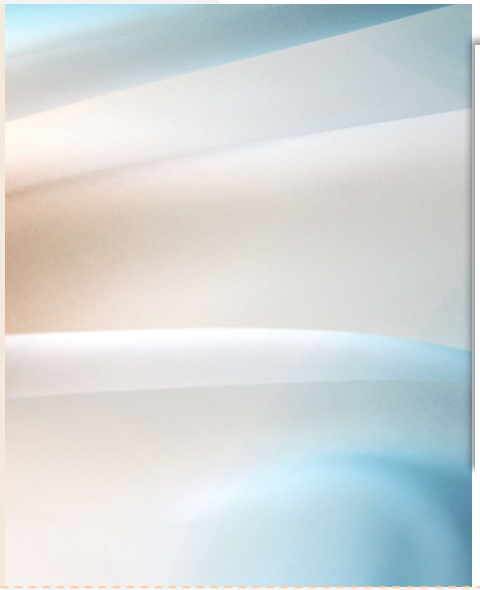
Each DCT within the monitoring program will align to a report listed on the Required Reporting Calendar.

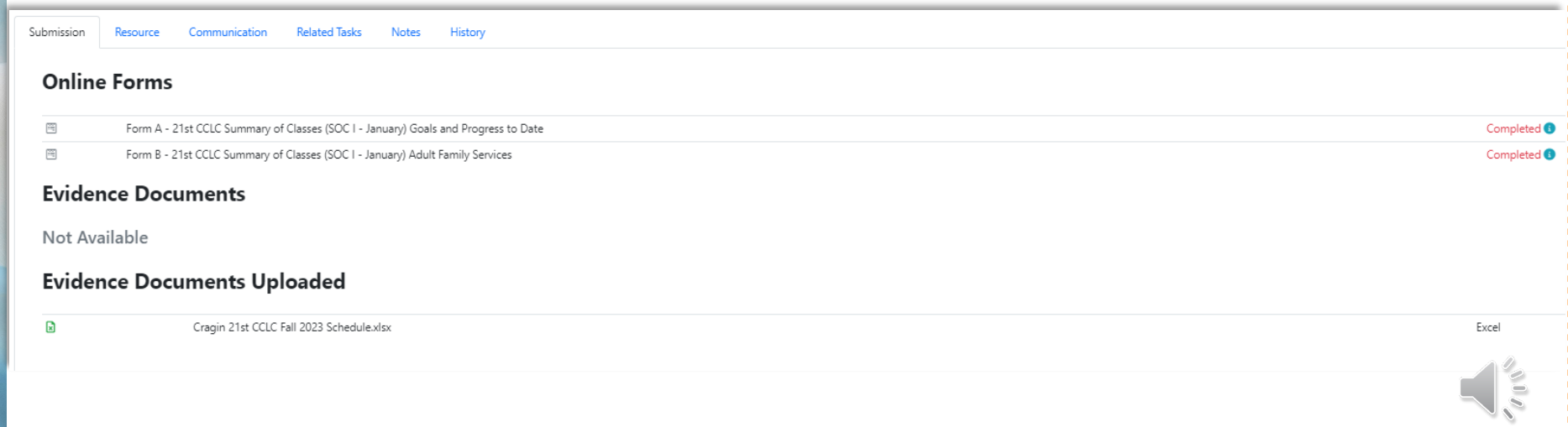
21st CCLC Site Compliance Visit

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.





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

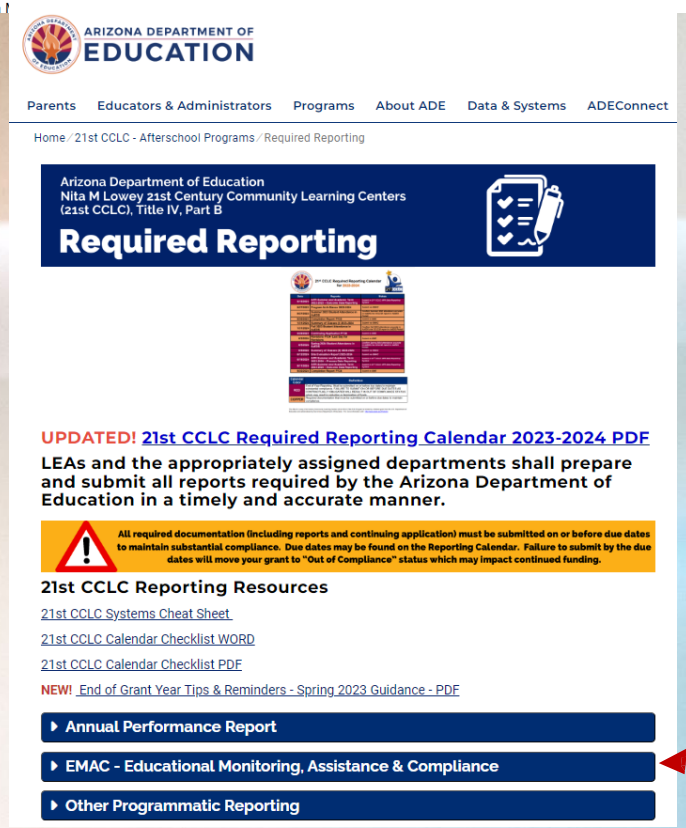
Data Collection task is submitted- your specialist will review the report.

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.



Support Available

21st CCLC Website

Required Reporting - EMAC

- User Guides
- Training modules

Your assigned Education Program Specialist

Tricia Sullivan – EMAC Lead

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Thank you