

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

This report is an outline of services and objectives stated in your APPROVED 21st CCLC application which gives staff and administration a guide to some of the most critical expectations for your program throughout each year of your grant. This document should be kept readily available with the required records. Sites are encouraged to use this as a tool to communicate with stakeholders the purpose and objective of the 21st CCLC grant.

All users responsible for submitting reports in EMAC will need to gain access to EMAC through ADE Connect. Once you have access you will also need to be assigned to the monitoring program for 21st CCLC – <u>21st CCLC</u> <u>State Level Programmatic Reporting.</u>

This guide will provide you with information regarding the Data Collection Task specific to 21st CCLC Program At-A-Glance. Please refer to the <u>EMAC User Guide</u> for EMAC system information.

21st CCLC Program At-A-Glance Data Collection Tasks

A sample of the "Program At-A-Glance" Data Collection Task

NotStated Program At-A-G	ilance #146418			Bookmark Task Unlocked
Program Area 21st CCLC	Monitor Program 21st CCLC State Level Programmatic Reporting	Cycle PY24	<u>Fiscal Year</u> 2024	Staff Assigned
Assigned On: 8/25/2023	Last Modified On: 8/25/2023 9:	51:50 AM		
Data Collection Method: Desktop R	eview End Date: 9/27/2023			
Purpose				
Continued funding is assured when 2 approved application. The following o of your grant. This document should	1st CCLC programs are in good standing. Once ap outline of services and objectives stated in your Af be kept readily available with the required records	proved by the SBE, the United St PROVED 21st CCLC application g . Sites are encouraged to use this	ates Education Department (ED) expects ives staff and administration a guide to s as a tool to communicate with stakeho	that grant recipients will operate 21st CCLC programs with fidelity to the original some of the most critical expectations for your own program throughout each year Iders the purpose and objective of the 21st CCLC grant. Please refer to 21 st Century

A completed 21st CCLC Program At-A-Glance Data Collection Task includes:

- a. Online Form
- b. Uploaded summer class schedule (if applicable-Year 1 subgrantees will not have this)

Completing an Online Form in EMAC

1. Click on **Not Started** located to the right of the Online Form to be completed.



2. Completing Program At-A-Glance online form-all information will come from your approved grant in the Grants Management system. Have that document available to reference.

Complete the required information in the online form as shown below.

Education Organization	Cu Inc	urrent Yea lude original	allocation plus e	Budget Dollar Amount *
	E ir	Inter the amondation the second se	ount budgeted ancements.	in GME for current fiscal year
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Enter Principal Name	Enter Site Coordinator na	ame(s)	Choos	se 👻

Dosage * Click the check box to ass	sure you agree.			
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Enter regular attendees from your or	ginal grant application fu	Inding formula.		
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Go Back Save Draft Download

Reviewing an Online Form that was Completed in EMAC

1) Click on **Completed** located to the right of the form you wish to review.

Submission Reso	ource Communication Related Ta	ks History	
Online Fo	rms		
Ē	FY24 Program-at-a-Glance (PA)	Completed 0

2) Once you have finished your review, click the "Go Back" button on the **top-left** and **bottom-left** of the form to return to the Data Collection Task.



Uploading a form in the Data Collection Task under Evidence Documents Uploaded

Below the Online form you will submit your class schedule from the prior summer term (if summer programming happened). This can be in whatever format you choose; however, it must include the following:

- a) class names
- b) aligned approved grant objective number
 - i. Academic 1.1, 1.2, and 1.3 (if applicable)
 - ii. Youth Development 2.1 and 2.2 (if applicable)
 - iii. Family Engagement 3.1 will **NOT** be used on your schedule, these activities should be included in Part B online form
- c) dates and times classes were held

Remember the purpose of the schedule is for your Education Program Specialist to get a picture of the programming offered on your campus. Your EPS should be able to answer the following three questions by looking at your schedule:

- 1) Do the classes include all objectives from the latest approved grant?
- 2) What are the days and times the program is open?
- 3) Is there a balance between academic and enrichment classes?

The schedule will be uploaded below the Online forms under "Evidence Documents Uploaded."

It is a two-step process to upload your schedule, be sure to do both steps.

- 1. Select Files, choose the file you want to upload
- 2. Click Upload

Evidence Documents Uploaded	2
Not Available	1
Select files	
 You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10M8. 	
	Upload

Submitting a Data Collection Task in EMAC

Once the Online Form has been completed and the schedule has been uploaded, submit the Data Collection Task by clicking the blue "Submit for Review" button located at the bottom of the Data Collection Task.

Submit for Review

Additional information can be found on our website.

EMAC page