



# 21st CCLC Required Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

## 21st CCLC Program At-A-Glance

### User Guide



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 21<sup>st</sup> CCLC - **21st CCLC State Level Programmatic Reporting**.

This guide will provide you with information regarding the Data Collection Task specific to this 21st CCLC Program At-A-Glance. Please refer to the [EMAC User Guide](#) for information on how to gain access, assignment and locate Data Collection Tasks and other EMAC information.

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

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

**Program At-A-Glance #146418**

Program Area	Monitor Program	Cycle	Fiscal Year
21st CCLC	21st CCLC State Level Programmatic Reporting	11/23	2024

Assigned On: 8/25/2023      Last Modified On: 8/25/2023 9:51:50 AM  
 IsOnsite Visit: ☉      Start Date: 8/29/2023  
 Data Collection Method: Desktop Review      End Date: 9/27/2023

**Purpose**

Continued funding is assured when 21st CCLC programs are in good standing. Once approved by the SBE, the United States Education Department (ED) expects that grant recipients will operate 21st CCLC programs with fidelity to the original approved application. The following outline of services and objectives stated in your APPROVED 21st CCLC application gives staff and administration a guide to some of the most critical expectations for your own 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. Please refer to 21<sup>st</sup> Century Community Learning Centers Non-Regulatory Guidance H-5.

To submit the 21st CCLC Program At-A-Glance Data Collection Task, one Online Form will need to be completed and the prior summer class schedule (if summer programming happened) will be uploaded.

### Completing an Online Form in EMAC

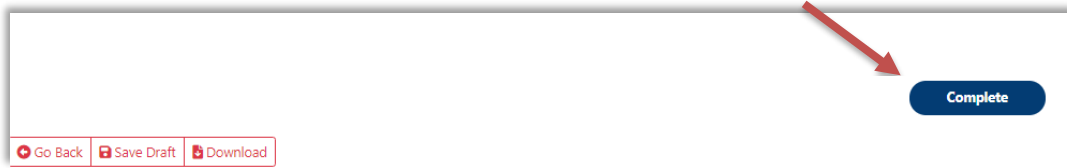
- 1) Click on **Not Started** located to the right of the Online Form to be completed.

Submission   Resource   Communication   Related Tasks   History

**Online Forms**

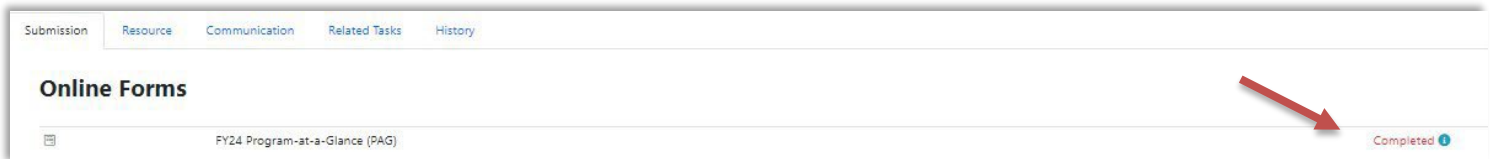
Program At-A-Glance      Not Started

- 2) Once you enter the requested information, click the blue **Complete** button at the bottom of the form.



## Reviewing an Online Form that was Completed

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



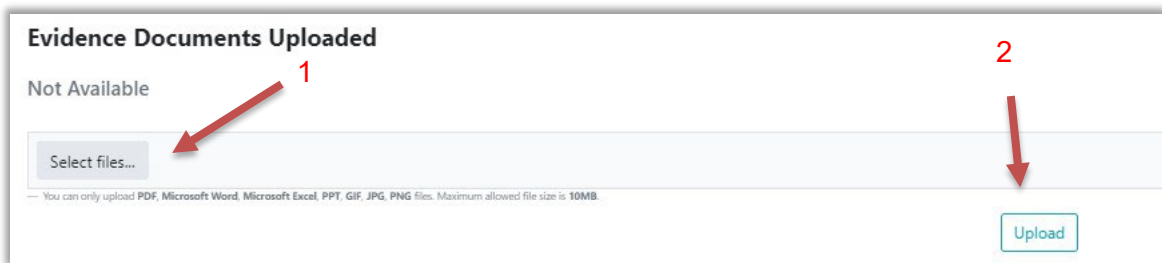
- 2) Once you have finished your review, click the "Go Back" button on the **top-left** and **bottom-left** of the form to return to the Data Collection Task.



## Uploading a form in the Data Collection Task

Below the Online form you will submit your class schedule from the prior summer term (if summer programming happened). Include academic and youth development objectives assigned to each class. No specific format is required, what you use for your SIS system attendance is sufficient.

Click on 1. Select Files, choose the file you want to upload and click 2. Upload. It is a two-step process, be sure to do both steps.



## Submitting a Data Collection Task

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.

A blue rectangular button with rounded corners and a subtle drop shadow, containing the text "Submit for Review" in white.

Additional information can be found on our website.

[EMAC page](#)