



# ARIZONA DEPARTMENT OF EDUCATION

## Title I-D: Neglected or Delinquent Program State Agency and Local Educational Agency Data Collection EMAC Manual

### Welcome

Title I-D State Agencies and Local Educational Agencies (LEAs) will upload required Title I-D PDF documents and complete Title I-D-specific forms within the Educational Monitoring, Assistance & Compliance (EMAC) application system. EMAC is accessed through the ADEConnect platform.

State Agencies and LEAs should reference the [Title I-D webpage](#) for resources and guidance to meet programmatic and data reporting requirements accurately and efficiently.

If you have questions during the data collection process, please contact the ESEA Program Office at [esea@azed.gov](mailto:esea@azed.gov)

### Key Reminders & Best Practice Tips

- Whenever possible, IT suggests the use of Chrome to access the EMAC application system. Chrome is more compatible with EMAC than other web browsers.
- All persons responsible for the submission of the Annual Count of Neglected or Delinquent Children must have access to EMAC. Instructions to add users can be found in this document.
- The EMAC logo on the top left easily takes you back to your Dashboard.
- **In the past, LEAs have reported losing notes typed directly into EMAC Online Forms and the Communications tab due to system glitches or timeouts.** To prevent this, we recommend drafting responses in a separate document before copying them into EMAC. Use **Ctrl + Shift + V** to paste as plain text to avoid formatting issues. The option to format text directly within EMAC is also available.
- For uploading documents, EMAC only accepts PDF, Microsoft Word, Microsoft Excel, GIF, JPEG, or PNG files less than 10 MB in size in a single upload. **When possible, required documents should be uploaded in PDF format.**
- **To successfully upload required evidence documentation**, users must complete two steps: **first, click “Select Files”** to choose the documents, and then click **“Upload”** to upload them. Once all required documentation is uploaded, click **“Mark as Completed”** to officially submit the task.
- If the EMAC application freezes or pauses after selecting *“Submit for Review”* within a task, refresh the browser window or tab. This should show the task was submitted. Retry if not.
- A green message box labeled *“Success”* flashes in the top-right of the screen after selecting *“Complete”* or *“Submit for Review”* to confirm that the entry was accepted by the system.
- Dashboard Alerts (i.e., the bell on the top right of the Dashboard) provide reminders to the user regarding recent task activities and communications.

Tom Horne, Superintendent of Public Instruction

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# Obtaining Access to EMAC

The required Title I-D annual count data is reported through the Educational Monitoring, Assistance, and Compliance (EMAC) system, accessed via ADE Connect.

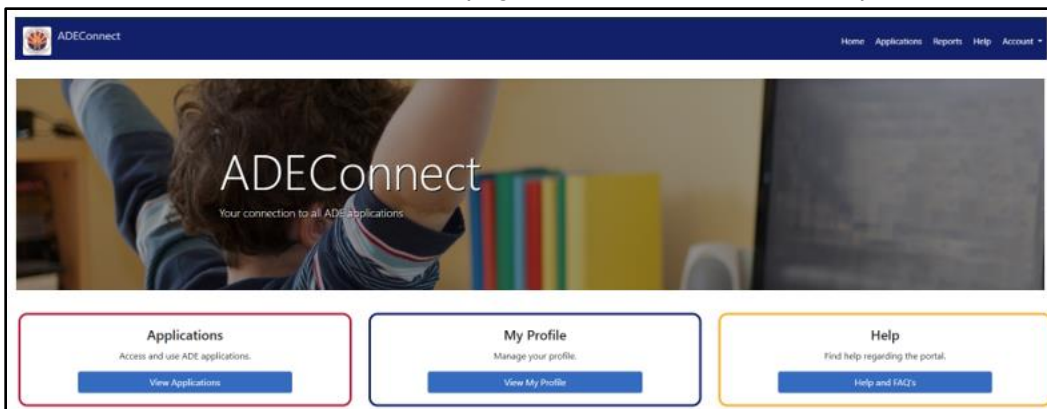
Any individual responsible for submitting Title I-D documents and reports must have appropriate access to EMAC. The system supports both the **direct upload of required documents** and the completion of **online forms** that collect federally required Title I-D data.

**Please verify the following:**

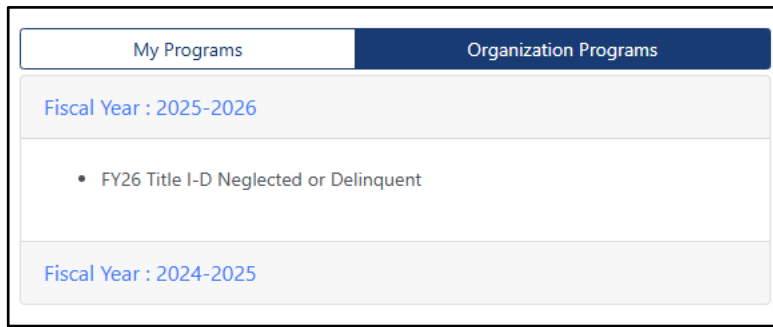
1. Verify you have a login to ADEConnect  
**Note:** If you do not have access, request access by selecting this link: [HelpDesk](#) (Application Support Service Request/ADEConnect)
2. Verify you have been set up to access the EMAC system by your Entity administrator. The LEA's Entity Administrator provides permission and assigns roles in ADEConnect for EMAC access for one of the following user roles:

<b>LEA User</b>	Ability to be assigned to all monitoring programs assigned to all district schools, they can enter information, review information, and submit information
<b>LEA User Read Only</b>	Ability to be assigned to all monitoring programs assigned to all district schools, they can review information, cannot enter or submit information
<b>School User</b>	Ability to be assigned to the single school identified, they can enter information, review information, and submit information for that one school
<b>School User Read Only</b>	Ability to be assigned to the single school identified, they can enter information, they can review information, cannot enter or submit information

**Note:** To find your **Entity Administrator**, select "Help" at the top of the ADEConnect Page. Then click "Search" in the "Find an Administrator" section of the page and reach out to them to request access.



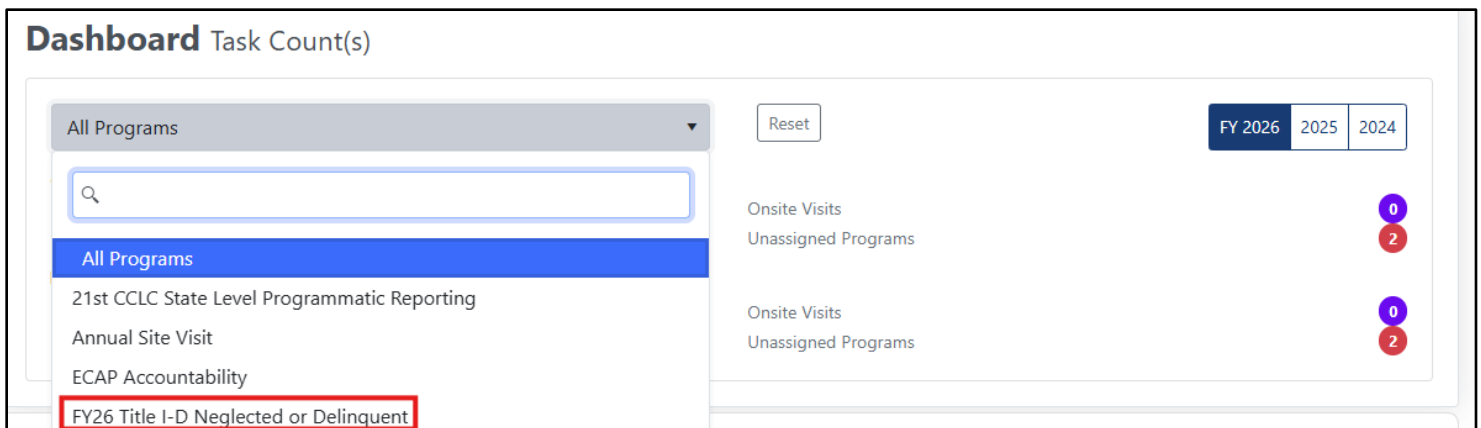
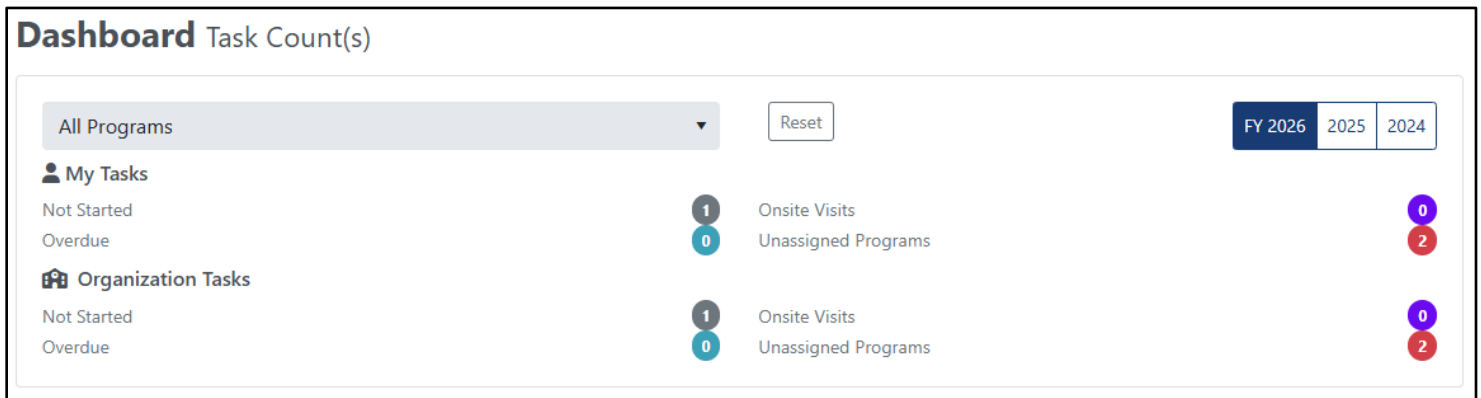
3. Verify that you have been set up to access the EMAC system by your Entity Administrator.
  - a. Log in to ADEConnect.
  - b. Verify there is a link "EMAC" on your list of applications.
4. Verify that you have been assigned to the "**Title I-D Neglected or Delinquent**" program by your EMAC Administrator.
  - a. Select "EMAC" from your list of available applications in ADE Connect.
  - b. Assigned Users will see it listed on their dashboard.



## Completing Data Collection Tasks in EMAC

### Accessing, Viewing, and Completing 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.
3. On the Dashboard, ensure the **current fiscal year button** is selected (dark blue), and click on the dropdown menu to search for or select the **Title I-D Neglected or Delinquent** program. This will show you tasks associated with this program. Select "Not Started" to navigate to the list of assigned tasks.



4. Once you locate the **Title I-D Neglected or Delinquent** program task you are ready to complete, find the "pencil in the box" in the far right-hand column of that task row. Click the blue "pencil in the box" in the "Actions" column. This will open the task in a new window/tab.

Program Area	Program	Cycle	Task Name	Task Type	Onsite Vi...	Start Date	End Date	Status	Staff Assigned	Actions
Educator and School Excellence	PY26 Title I-D Neglected or Delinquent	N or D	Title I, Part D Annual Count 2025	Data Collection	No	10/01/2025	12/19/2025	Not Started	Program Specialist	

- After you have opened a Data Collection Task, you will see all the information and details necessary to complete the task described in the “Purpose” section below the task details.
- Beneath the “Purpose” section, you will find attached documents. These documents outline data collection requirements in detail and can be downloaded to assist in the completion of the program.
- Additionally, below the “Purpose” section of this page, you will find five tabs: Submission, Resource, Communication, Related Tasks, and History. The function of each of these tabs is described below:

### Purpose

Submission Resource Communication Related Tasks History

#### Online Forms

Name	Form Status	Last Updated	Action(s)
Title I, Part D Annual Count 2025	Not Started		

#### Evidence Documents

Not Available

#### Evidence Documents Uploaded

Name	Tags	Action(s)
<input type="text" value="Select files..."/>		<input type="button" value="Upload"/>

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

- Submission:** This will have a link to complete the required Online Form and space to upload any Evidence documents requested.
- Resource:** This will be where resources to assist you with completing this task are found.
- Communication:** This will be the record of communication between you and your assigned Program Specialist regarding submissions, feedback, or questions for each task.
- Related Tasks:** This will house a collection of tasks in your assigned program. You can access the other Data Collection Tasks and see the status of each in this tab.
- History:** This will house a record of changes made to this task.

### Completing an Online Form:

- When there is an Online Form to complete within a Data Collection Task, it will have a “name,” “Form Status,” “Last Updated,” and “Action(s).” Form Status tells you that the online form is “Not Started,” “In Progress,” or “Completed.”

Submission | Resource | Communication | Related Tasks | History

### Online Forms

Name	Form Status	Last Updated	Action(s)
Title I, Part D Annual Count 2025	Not Started		

### Evidence Documents

Not Available

### Evidence Documents Uploaded

Name	Tags	Action(s)
Select files...		Upload

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Mark as Completed

- To access the Online Form and complete it, click on "pencil in the box" under Action(s) and it will open the form question(s) to be completed.

Submission | Resource | Communication | Related Tasks | History

### Online Forms

Name	Form Status	Last Updated	Action(s)
Title I, Part D Annual Count 2025	Not Started		

### Evidence Documents

Not Available

### Evidence Documents Uploaded

Name	Tags	Action(s)
Select files...		Upload

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Mark as Completed

- When a form has multiple pages, you will not be able to proceed to the next page if required questions have not been completed. To view all the questions in the form as well as any already completed fields/answers, select "Download" at the top or bottom of the form for a PDF version.

Go Back
 Save Draft
 Download

## Title I, Part D Annual Count 2025

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- As answers are uploaded, the form must be saved by clicking "Save Draft" so that exit and re-entry into the form will not delete responses. We **highly recommend typing answers into a separate document** to be pasted into the online form in the event that the form does not save or the site refreshes unexpectedly.

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## Uploading Evidence:

To upload required documents in a task, users must complete the steps below:

1. First, click **“Select Files”** Under “Evidence Documents Uploaded.” This will allow you to attach your file(s).
2. Then click **“Upload”** under Actions(s) to fully upload your files.
3. Once your Online Form is complete and all required evidence has been successfully uploaded, click **“Mark as Completed”** at the bottom of your Data Collection Task to submit it.



**Evidence Documents Uploaded**

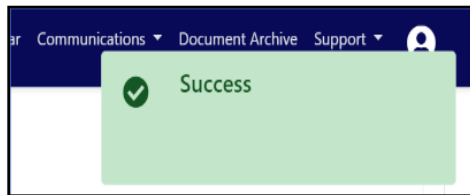
Name	Tags	Action(s)
Select files...		Upload

— You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB.

Mark as Completed

**Note:** If “Mark as Completed” is selected for the task without required evidence being uploaded, EMAC will lock the LEA side of the portal for this task. No changes can be made by the LEA unless the assigned Program Specialist returns the submission and changes the status to “Action Required.” The LEA will need to contact the assigned Program Specialist to have them return the task for editing.

4. Once you press this blue 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 now been officially submitted. This task is now in the queue for the assigned Program Specialist to Review.
  - If the assigned Program Specialist accepts the submission, the Data Collection Task will remain in your “Completed” status category.
  - If the assigned Program Specialist is not able to accept the Data Collection Task, they will return your Data Collection Task, and this will change the status of the task to “Action Required.”

## Resubmitting an “Action Required” Data Collection Task

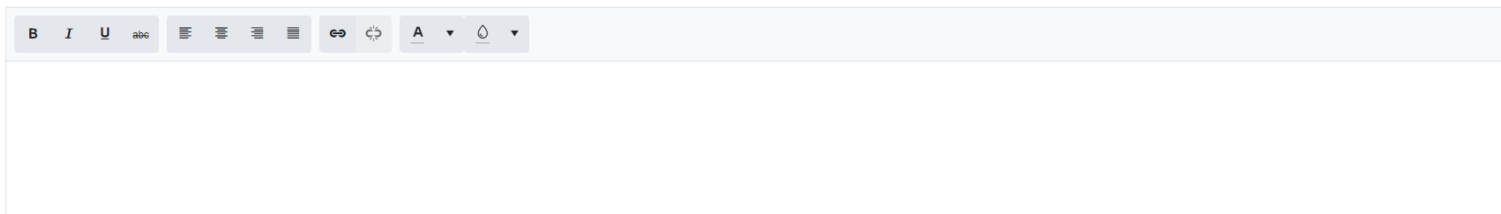
If the assigned Program Specialist has identified necessary revisions to a submitted Data Collection Task, the LEA must complete the following steps to resubmit corrections:

1. Find the task in the same location on your Dashboard as usual. The task will now be labeled as “Action Required.”
2. Once you locate the program task you are ready to complete, you will notice the red “Action Required” status of the task that has been returned. To enter this task, find the “pencil in the box” in the far right-hand column of that task row. Click the blue “pencil in the box” in the “Actions” column. This will open the task in a new window/tab.

Program Area	Program	Cycle	Task Name	Task Type	Onsite VL	Start Date	End Date	Status	Staff Assigned	Actions
Program Area	Program Area	Cycle	Task Name	Data Collection	No	07/01/2025	01/31/2026	Action Required	Program Specialist	

3. Review the Program Specialist's feedback in the task's communication tab to understand why the Data Collection Task was returned. To access the feedback, first open the task and click on the "Communication" tab. This section contains comments from the assigned Program Specialist explaining the reason for the task rejection and the required revisions.
4. Read the feedback carefully to ensure you understand what needs to be corrected before making any new submissions.

Submission   Resource   **Communication**   Related Tasks   History



Cancel   Submit

Recent comments

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Thank you for your message.

Under **Title I, Part D of the Elementary and Secondary Education Act (ESEA)**, all **Local Educational Agencies (LEAs)** are required to report on any **eligible institutions** within their service boundaries—**regardless of whether the LEA receives Title I subgrant funds**.

This includes reporting the number of children and youth, ages 5-17, living in public and private facilities serving children and youth who are neglected and/or delinquent.

- **Neglected** (e.g., in residential facilities).
- **Delinquent** (e.g., in juvenile detention centers)

Even if your LEA does not currently receive Title I funding or does not have any counts to report, completing the required forms in EMAC ensures compliance with federal monitoring and helps verify that no eligible institutions have been overlooked.

If you have questions about identifying eligible institutions or completing the forms, please feel free to reach out to the ESEA Program Office at [esea@azed.gov](mailto:esea@azed.gov).