21st CCLC State Level Programmatic Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

Summary of Classes Report

User Guide

Summary of Classes Report

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 provides 21st CCLC Education Program Specialist with a snapshot of program goals and activities being offered to students and families. The report enables 21st CCLC Education Program Specialist to provide technical assistance throughout the year to sites that may need additional guidance. This report is submitted twice a year, once in January and again in June. Refer to the Reporting Calendar on our website for due dates.

This guide provides information regarding the Data Collection Task specific to this 21st CCLC Summary of Classes Report. Please refer to the EMAC User Guide for EMAC system information.

Reporting Timeline for Summary of Classes

Summary of Classes I (SOC I) Report Period (January)

January report: Submit program information from prior Summer through Fall Terms.

Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

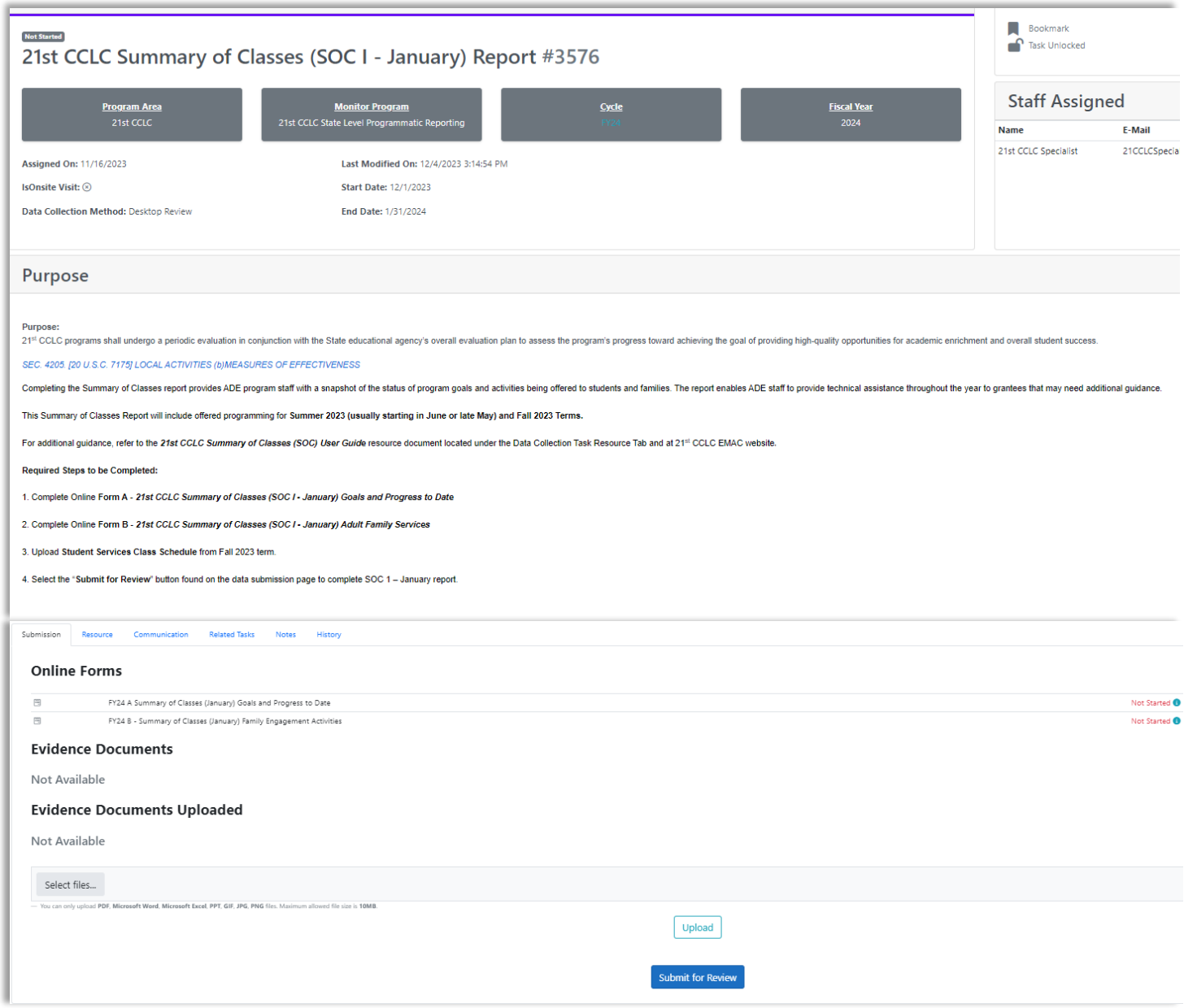
Summary of Classes II (SOC II) Report Period (June)

June report: Submit program information from prior Spring Term.

Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

21st CCLC Summary of Classes Report Data Collection Task

Below is a sample of the "21st CCLC Summary of Classes Report" Data Collection Task



Not Started

21st CCLC Summary of Classes (SOC I - January) Report #3576

Bookmark
Task Unlocked

Program Area	Monitor Program	Cycle	Fiscal Year
21st CCLC	21st CCLC State Level Programmatic Reporting	FY24	2024

Assigned On: 11/16/2023
Last Modified On: 12/4/2023 3:14:54 PM
IsOnsite Visit:
Start Date: 12/1/2023
Data Collection Method: Desktop Review
End Date: 1/31/2024

Staff Assigned

Name	E-Mail
21st CCLC Specialist	21CCLCSpecia

Purpose

Purpose:
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

Completing the Summary of Classes report provides ADE program staff with a snapshot of the status of program goals and activities being offered to students and families. The report enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance.

This Summary of Classes Report will include offered programming for **Summer 2023 (usually starting in June or late May) and Fall 2023 Terms.**

For additional guidance, refer to the ***21st CCLC Summary of Classes (SOC) User Guide*** resource document located under the Data Collection Task Resource Tab and at 21st CCLC EMAC website.

Required Steps to be Completed:

1. Complete Online **Form A - *21st CCLC Summary of Classes (SOC I - January) Goals and Progress to Date***
2. Complete Online **Form B - *21st CCLC Summary of Classes (SOC I - January) Adult Family Services***
3. Upload **Student Services Class Schedule** from Fall 2023 term.
4. Select the "**Submit for Review**" button found on the data submission page to complete SOC 1 – January report.

Submission | Resource | Communication | Related Tasks | Notes | History

Online Forms

FY24 A Summary of Classes (January) Goals and Progress to Date	Not Started
FY24 B - Summary of Classes (January) Family Engagement Activities	Not Started

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

Select files...

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

Upload

Submit for Review

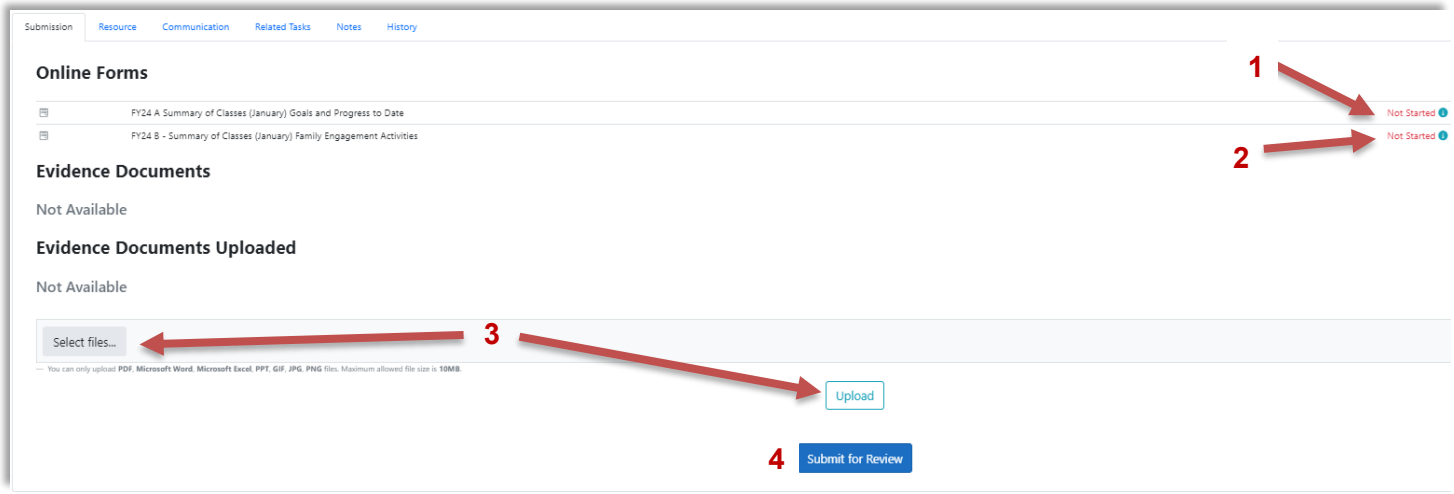
Completing the Summary of Classes Data Collection Task in EMAC

To submit a complete 21st CCLC SOC Report Data Collection Task the following four steps must be taken:

1. Fill-In Form A - 21st CCLC Summary of Classes Goals and Progress to Date
2. Fill-In Form B - 21st CCLC Summary of Classes Adult Family Services
3. Upload Class Schedule under “Evidence Documents Uploaded”
4. Click on Blue Box to Submit for Review

Completing an Online Form in EMAC

Click on **Not Started** located to the right of the form you wish to complete.



Form A – Goals and Progress to Date

Step 1: Complete Program Goals as shown below. (Only on SOC I in January)

Program Goals *

Respond with the site's approved program goals. Goals can be found in the originally approved application or in the Program at a Glance Report.

Total # proposed Student Regular Attendees (30 days or more) *	Enter the Goal of Regular Attendees from the site’s original approved 21st CCLC application.
Total # of Days Site is required to be Open for Student Services *	Enter the Goal of days open for direct student services from the site’s original approved 21st CCLC application.
Academic Year Minimum # of Hours per week *	Enter the Student Service Hours per week from the site’s original approved 21st CCLC application.
Academic Year Minimum # of Days per week *	Enter the Student Service Days per week from the site’s original approved 21st CCLC application.
Total # of proposed Adult Family members to be served *	Enter the Adult Family Member Goal from the site’s original approved 21st CCLC application.

Step 2: Complete Program to Date as shown below.

SOC I - January as of December 31st

Program to Date as of December 31st (prior summer and fall terms) *

Respond with site's progress towards goals to date (as of December 31st), including prior summer program data (if applicable). For the hours and days per week, respond with what was typically offered during the fall semester.

Total Student Regular Attendees as of December 31st *	Enter the Student Regular Attendees to date for the reporting period, must correspond to AzEDS. (i.e.- SOC I report will include regular attendees with attendance from Summer + Fall, through December 31).
Total Days Site was Open for Student Services as of December 31st *	Enter the Number of days site was open for Student Services to date for the reporting period (i.e.- SOC I report will include the number of program days from Summer + Fall, through December 31).
Academic Year # of Hours per week as of December 31st *	Enter the typical number of hours per week the center was open for Student Services for the academic terms in the reporting period. (i.e. – SOC I report will include the Summer + Fall terms, through December 31). ***Should align to Student Service schedule.***
Academic Year # of Days per week as of December 31st *	Enter the typical number of days per week the center was open for Student Services for the academic terms in the reporting period. (i.e. – SOC I report will include the Summer + Fall terms, through December 31). ***Should align to Student Service schedule.***
Total Adult Family Members served as of December 31st *	Enter the number of Adult Family Members served to date for the reporting period (i.e.- SOC I report will include Adult Family Members from Summer + Fall, through December 31).

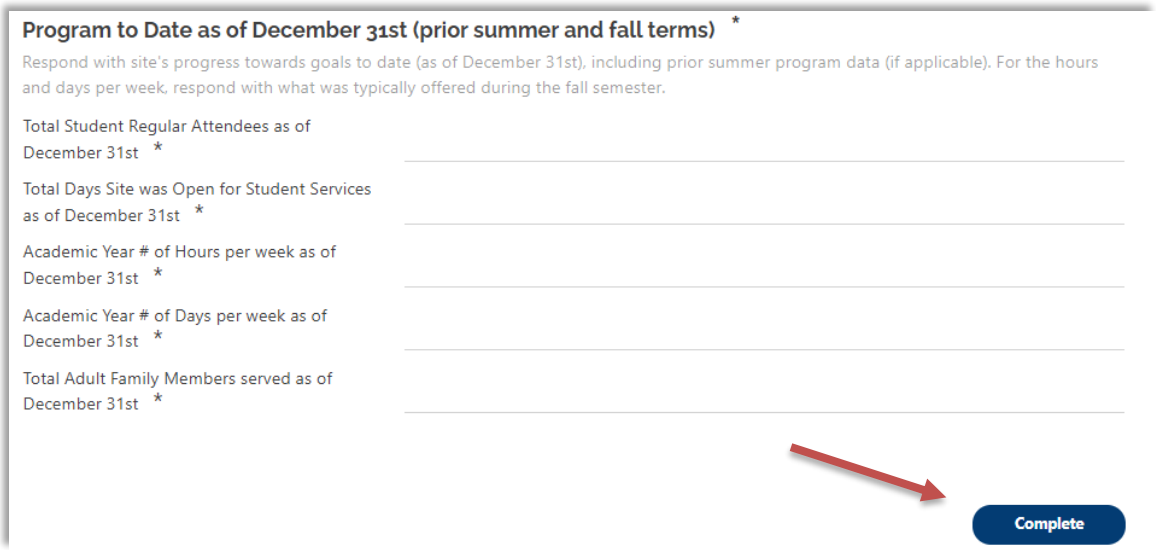
SOC II – June as of End of Year

End of Year Cumulative Data (prior summer, fall, and spring terms) *

Respond with site's cumulative end of year data, including prior summer program data (if applicable). For the hours and days per week, respond with what was typically offered during the spring semester.

Total Student Regular Attendees as of End of Year (must correspond to AzEDS) *	Enter the Student Regular Attendees to date for the reporting period, must correspond to AzEDS. (i.e. SOC II report will include Summer + Fall + Spring).
Total Days Site was Open for Student Services as of End of Year *	Enter the Number of days site was open for Student Services to date for the reporting period (i.e. SOC II report will include Summer + Fall + Spring).
Academic Year # of Hours per week as of End of Year *	Enter the typical number of hours per week the center was open for Student Services for the academic terms in the reporting period. (i.e. SOC II report will include Summer + Fall + Spring terms). ***Should align to Student Service schedule.***
Academic Year # of Days per week as of End of Year *	Enter the typical number of days per week the center was open for Student Services for the academic terms in the reporting period. (i.e. SOC II report will include Summer + Fall + Spring terms). ***Should align to Student Service schedule.***
Total Adult Family Members served as of End of Year *	Enter the number of Adult Family Members served to date for the reporting period (i.e. SOC II report will include Summer + Fall + Spring).

Step 3: Click on the blue **Complete** button at the bottom of the screen once requested information has been entered.



Form B – Adult Family Services

Direct student services activities no longer need to be entered into this online form.

Form B captures Family Engagement Activities only. Enter all activities that were offered to families. In January, include activities from summer and fall terms. In June, include activities from the spring term. Complete the following steps for every adult family activity/class offered:

Step 1: List the Adult Family Activity/Class offered.

Step 2: Select the participant type the activity/class was offered to:
a) Family (including students)
b) Adults Only (not including students)

Step 3: Select ONE category that best describes the purpose of the activity.

Categories	**Examples**
Family Literacy	Linked to Student Learning, Showcases, Celebrations, Make and Take, Content Nights, Game Nights, Orientations to Programming, At-Home Reading Clubs or STEM kits
Adult Education	GED, English, Computer, Financial, Job and Career Development, Parenting, and other Adult Education Classes
Advisory Roles	Solicit Input on Programming, Empowering Family Members to Choose Opportunities and Be Involved, Serve on Committees, Student Advocate and Participate in Problem Solving Discussions
Volunteering	Shadowing Students, Volunteer Tasks
Expanded Library or other Facility Hours	Family Resource Centers, Open Computer and Library Hours
Connecting Community Resources	Latino Literacy Project, Community Center Adult Classes Scholarships, Basic and Family Need Resources Connections, Networking, Asset Mapping and Community Communication, Partnership with Public Libraries and other Community Based Organizations, Resource Fairs, Bringing Community Resources to Site (e.g.: EyeCare4Kids)

Step 4: Select the term the activity/class was offered. If the same activity/class was offered for both terms during Summary of Classes I, input the activity/class twice (once for Summer and once for Fall). This will not be an issue in Summary of Classes II (Spring).

Step 5: Report the Dosage (cumulative totals for the term) numbers for each activity/class. Input the following information:
a) Total number of meetings per term. How many times (total) was the activity/class offered during the term?
b) Total minutes of all meetings. Add up how many minutes the activity/class was offered for all meetings during the term.

Step 6: Report the Participation of Adult Family Members. What was the average adult participants for the activity/class?

Uploading your prior term Class Schedule as a document

The next step of the Summary of Classes task is to upload the class schedule from the prior term (SOC I January-fall schedule and SOC II June-spring schedule). 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

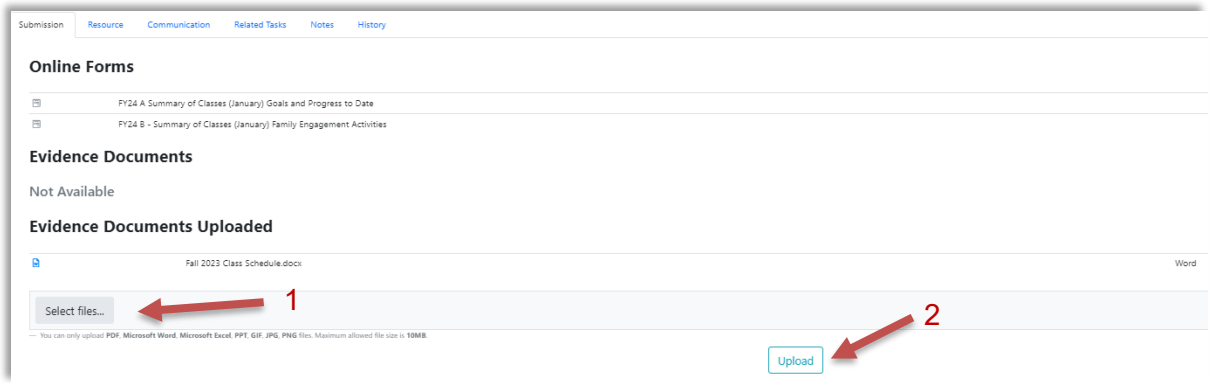
Remember the purpose of the schedule is for your Education Program Specialist to get a picture of the programming offered on your campus. Your EPS should be able to answer the following three questions by looking at your schedule:

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



Submitting a Data Collection Task in EMAC

Once both Form A and Form B have been completed and your Class Schedule has been uploaded, the Summary of Classes report is complete and ready to be reviewed. Submit the Data Collection Task by clicking the blue **Submit for Review** button located at the bottom of the Data Collection Task. A Green Success message will flash in the upper right corner and the blue Submit for Review button will disappear when submitted successfully.

