21st CCLC Required Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

21st CCLC Program At-A-Glance

User Guide

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

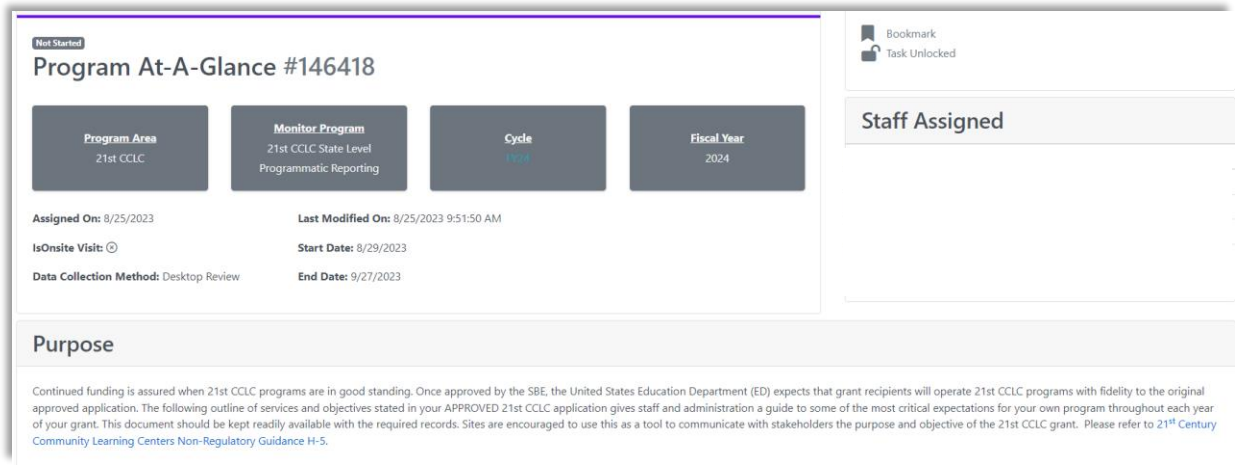
This report is an outline of services and objectives stated in your APPROVED 21st CCLC application which gives staff and administration a guide to some of the most critical expectations for your program throughout each year of your grant. This document should be kept readily available with the required 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 – **21st CCLC State Level Programmatic Reporting.**

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

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

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

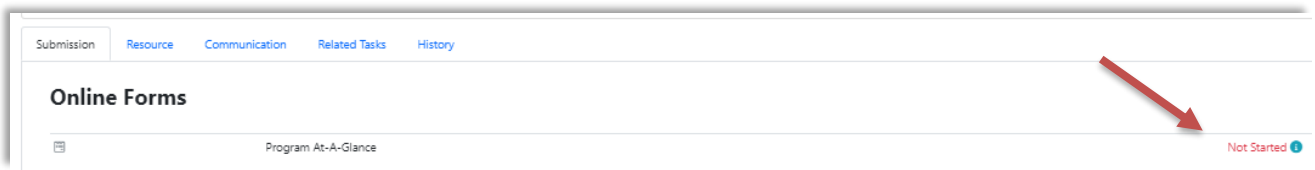


A completed 21st CCLC Program At-A-Glance Data Collection Task includes:

a. Online Form
b. Uploaded summer class schedule (not applicable to Year 1 subgrantees)

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

Education Organization

Auto populates-no need to enter anything.

Current Year 21st CCLC Budget Dollar Amount *

Enter the amount budgeted in GME for current fiscal year.

Principal *

Enter Principal Name

Site Coordinator(s) *

Enter Site Coordinator name(s)

Cycle

Choose the Cycle and Year of the grant from the drop-down menu.

Choose...

Direct Student Services

Dosage *

Click the check box to assure you agree.

☐ In alignment with the originally approved application, the subgrantee assures that the site will meet the following requirements:

Total # proposed Student Regular Attendees (30 days or more) *

Sites are required to meet 75% in year 1 and 90% in Years 2-5 of the promised number of regular attendees in the funding formula.

Enter regular attendees from your original grant application funding formula.

Total # of Days Site is required to be open for Student Services *

Sites are required to offer 75% in Year 1 and 100% in Years 2-5 of the promised number of days as identified in the funding formula.

Enter number of days open from your original grant application funding formula.

Academic Year Minimum # of Hours per week *

From your original grant application.

Academic Year Minimum # of Days per week *

From your original grant application.

Summer - Total Hours open *

From your latest approved grant application.

Direct Adult Family Services *

Dosage * Click the check box to assure you agree.

☐ In alignment with the originally approved application, the subgrantee assures that the site will meet the following requirements:

Total # of proposed Adult Family members to be served. *

Based on the latest approved objective, this should equal 30% of promised regular attendees in the funding formula.

From your original grant application regular attendees x 30%. (i.e. 100 regular attendees x 30% = 30).

For the Family Engagement objective, describe specific evidenced-based literacy and related educational development activities that will clearly allow the family members to effectively support their student's academic success. Following each activity, indicate the timeframe in which the activity will occur during the Academic Year AND Summer Term. *

Can be from your original grant application or may vary slightly based on changes you have implemented to your Family Engagement plan, may be better or equal to what was stated in the original grant application.

Objectives * Click the check box to assure you agree.

☐ In alignment with the subgrantee's latest approved objectives, the program design will be based on the following:

Academic Objectives *

Academic Objective 1.1 *

List the approved SMART Objective

Enter the Academic Objective 1.1 from your latest approved grant.

Remove Objective

Academic Objective 1.2 *

List the approved SMART Objective

Enter the Academic Objective 1.2 from your latest approved grant.

Remove Objective

Academic Objective 1.3 *

List the approved SMART Objective

Enter the Academic Objective 1.3 from your latest approved grant or if you do not have this objective you can click the red Remove Objective button below.

Remove Objective

Add new

Youth Development Objectives *

Youth Development Objective 2.1 *

List the approved SMART Objective

Enter the Youth Development Objective 2.1 from your latest approved grant.

Remove Objective

Youth Development Objective 2.2 *

List the approved SMART Objective

Enter the Youth Development Objective 2.2 from your latest approved grant or if you do not have this objective you can click the red Remove Objective button below.

Remove Objective

Add new

Family Engagement Objective 3.1 *

List the approved SMART objective - Thirty percent (30%) of the regular attendee goal of 21st CCLC family members will participate in one or more literacy and/or related educational development opportunities as evidenced by attendance collection.

Enter the Family Engagement Objective 3.1 from your latest approved grant. Thirty percent (30%) of the regular attendee goal of 21st CCLC family members will participate in one or more literacy and/or related educational development opportunities as evidenced by attendance collection.

Assurances *

Click the check box to assure you agree.

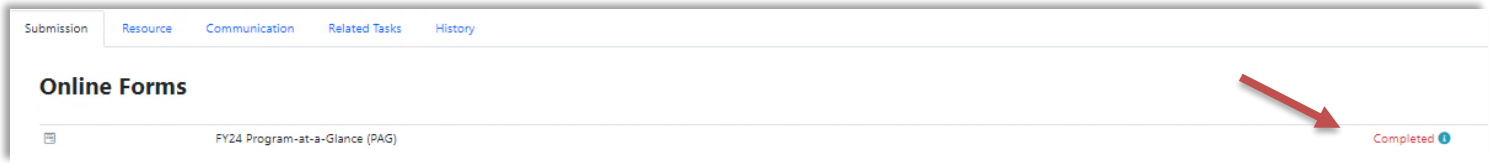
☐ In alignment with the originally approved application, the subgrantee assures that the site will reference the GME application and the 21st CCLC Guidance Handbook to fulfill program requirements.

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



Reviewing an Online Form that was Completed in EMAC

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 document 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

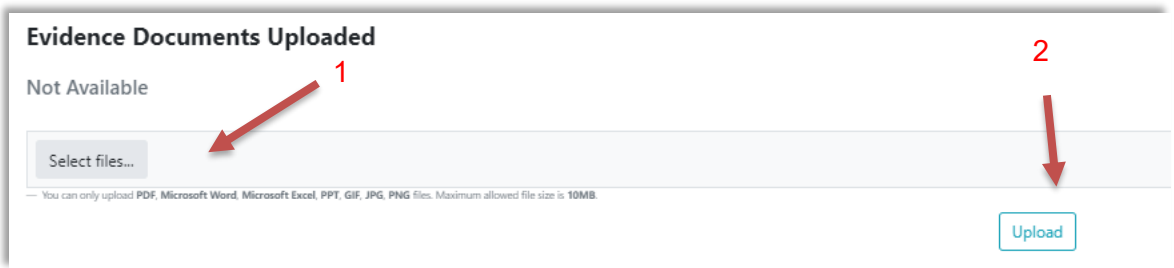
Remember the purpose of the schedule is for your Education Program Specialist to get a picture of the programming offered on your campus. Your EPS should be able to answer the following three questions by looking at your schedule:

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



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.



Additional information can be found on our website. EMAC page