ESEA EMAC Desktop Programmatic Monitoring Manual

Arizona Department of Education, ESEA Programmatic Monitoring

Welcome
The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) in December 2015, requires State Educational Agencies (SEAs) to monitor LEAs that accept ESEA grant funds. Per the ESEA Programmatic Monitoring Guidance Handbook the required evidence for each of the 16 Main Requirements described will be collected and submitted in the **Educational Monitoring, Assistance & Compliance (EMAC)** application/portal system. EMAC is an application in the ADE Connect system. To support the implementation process, this manual takes LEAs through EMAC and its data collection and submission process based on the 16 Main Requirements described in the ESEA Programmatic Monitoring Guidance Handbook. FY25 ESEA monitoring resources are available on the Academic Achievement website, and shared via email. If you have specific questions throughout the monitoring process, please reach out to Academic Achievement Inbox ESEA@azed.gov

| Key Reminders & Best Practice Tips |
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| • Check resources on ESEA Programmatic Monitoring page of the Academic Achievement website for FAQs to support LEA use EMAC successfully.

Welcome to Academic Achievement \| Arizona Department of Education |

Obtaining Access to EMAC

It is important for any person responsible for ESEA document and report submission has access to EMAC.

To ensure access to EMAC:
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 setup 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:

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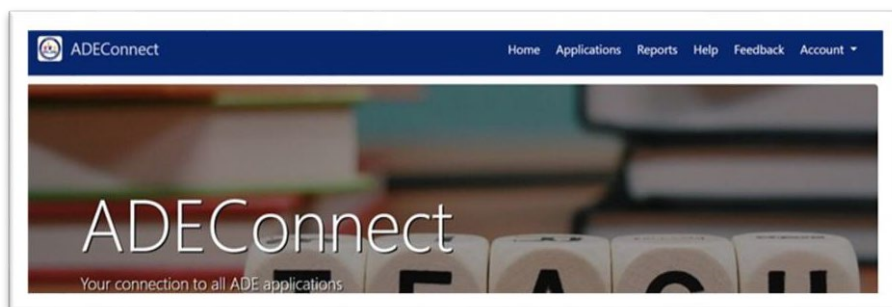

3. Verify that you have been setup to access the EMAC system by your Entity Administrator.
   a. Login to ADEConnect.
   b. Verify there is a link "EMAC" on your list of applications.

4. Verify that you have been assigned to the current "FY25 ESEA Programmatic Monitoring" 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 Navigating a Data Collection Task:

The EMAC application system offers both direct upload of documents and online forms that will collect ESEA required evidence.

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 *FY25 ESEA Programmatic Monitoring*** program. This will show you tasks associated with this program. Select "Not Started" to navigate to the list of assigned tasks.
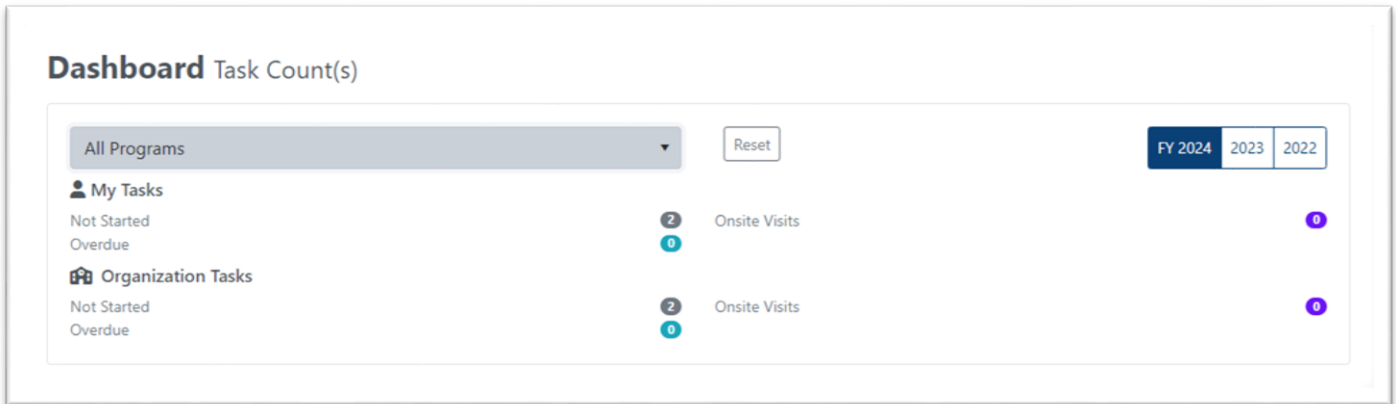
4. Once you locate the monitoring program task you are ready to complete, find the "pencil in the box" in

5. After you have opened a Data Collection Task, you will see all the information and details necessary to complete the task described in the [ESEA Programmatic Monitoring Guidance Handbook](#).

6. 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:

   - **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. For ESEA all resources are linked to the Guidance Handbook.
   - **Communication:** This will be the record of communication between you and your assigned specialist regarding submissions, feedback, or questions for each Data Collection task.
   - **Related Tasks:** This will house a collection of tasks in your assigned Monitoring Program Cycle. 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:

1. When there is an Online Form to complete within a Data Collection Task, it will appear under "Online Forms" and show "Not Started" in red off to the right-side.
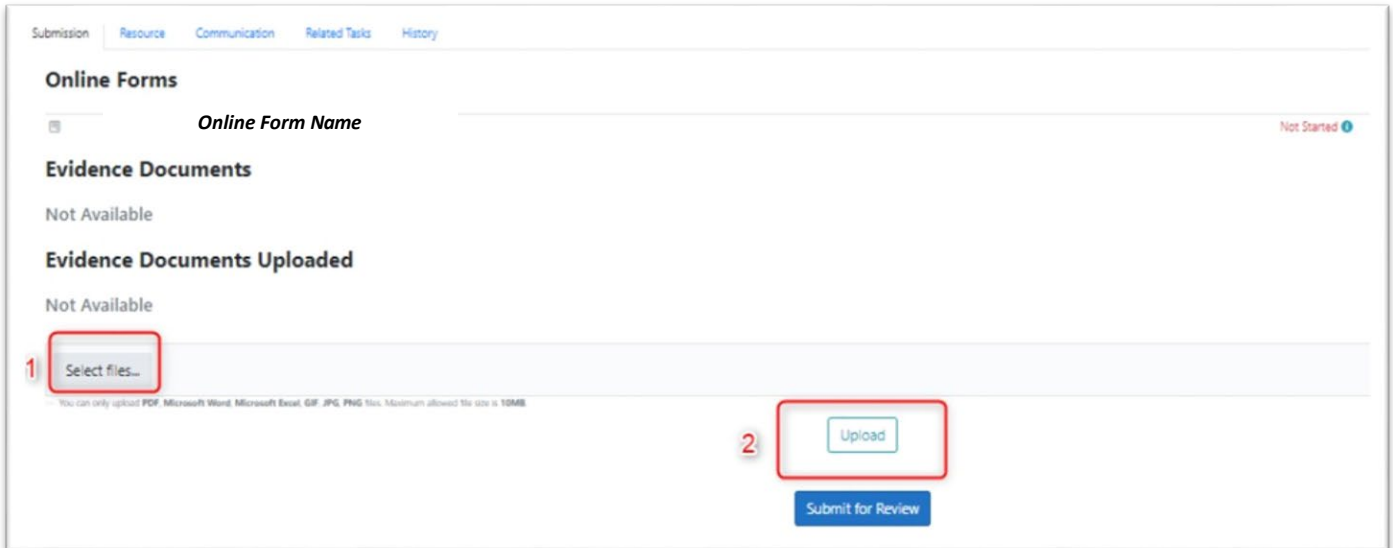

2. To access the Online Form and complete it, click on "Not Started" (it is hyperlinked) and it will open the form question(s) to be completed.

3. 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.

4. As answers are entered, 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. Also good practice for ensuring it is correct before submitting.
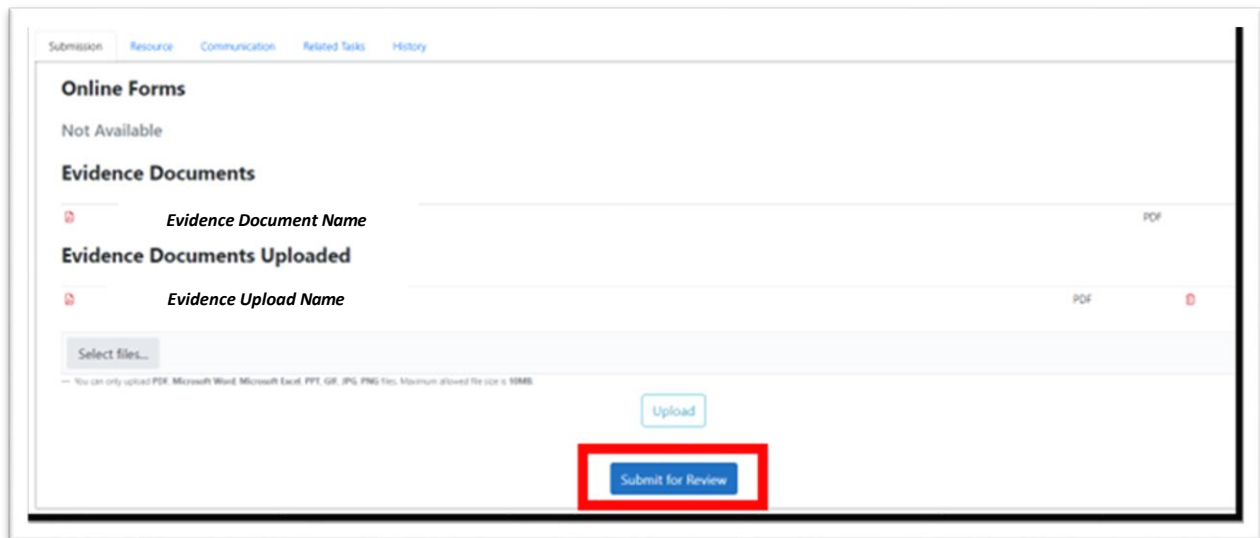
Uploading Evidence:

When there is a requirement for documents to be uploaded into a task, there is a two-step process to complete submission: "Select Files" AND "Upload".

    1. Under "Evidence Documents Uploaded", click on "Select Files". This will allow you to attach your file(s).

   **2.** After attaching your file(s), be sure to press "Upload" to full upload your files.

    3. Once your Online Form is complete and any required evidence has been successfully uploaded, press "Submit for Review". This can be found at the bottom of your Data Collection Task.

*Note Once "Submit for Review" is selected for the task, EMAC will lock the LEA side of the portal for the task. No changes can be made by the LEA unless your ESEA Program Specialist returns the submission and changes the status to "Action Required". The LEA will need to contact the ESEA Program Specialist to have them return the task for editing if any mistakes are made or any documents were not uploaded. **Please ensure all evidence and forms are complete before submitting.***

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.
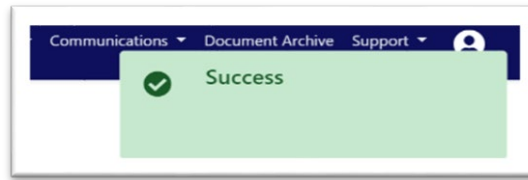
5. The Data Collection Task has now been officially submitted. This task is now in the queue for your ESEA Program Specialist to Review.

- If the ESEA Program Specialist accepts the submission, the Data Collection Task will remain in your "Completed" status category.

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

1. Find the returned task in your Dashboard as previously detailed. The task will now be labelled as "Action Required".

2. Once you locate the monitoring program task you are ready to complete, you will notice the red "Action Required" status of the task that has been retuned. 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.

3. Review the ESEA Program Specialist's comments next to the "Action Required" heading to understand what elements of the task must be addressed. This may be in reference to the online form and/or the uploaded documents.

4. To revise an online form, click "Completed" located to the right of that form. The form will be editable again by clicking in the text boxes or manipulating the question types (checkboxes, etc.)

Online Forms

📋	*Online Form Name*	Completed ⓘ

5. To remove an uploaded document, click on the trash can icon located to the right of the document name. New or corrected documents may be uploaded in the same process as the initial upload.

Not Available

Evidence Documents Uploaded

📄	*Evidence Upload Name*	PDF	🗑

Select files...

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

6. Once all changes have been made, resubmit the task as was done in the first submission, and is detailed above within the "Uploading Evidence" section.

Communications on ESEA Programmatic Monitoring:

Use EMAC for all communications to the assigned ESEA Program Specialist and ADE regarding collection, submission, and evaluation of required evidence for the 16 Main Requirements per the ESEA Programmatic Monitoring Guidance Handbook.

There are 2 ways to communicate in EMAC by task specific and by email.

1. View the task communications from ADE related to monitoring program activities.
   - **Communication:** This will be the record of communication between you and your assigned specialist regarding submissions, feedback, or questions for each Data Collection task.

2. View the email communications from ADE related to the monitoring program activities.