

# University of Houston Clear Lake



CAMPUS PROGRAM FOR MINORS (CPFM)

2023 REFERENCE GUIDE

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## RESOURCES

- a. [Texas Education Code §51.976](#)
- b. [SAM 05.C.01](#)
- c. [Hire Right: Background Check](#)
- d. [T-21](#) Spreadsheet
- e. [T-7](#) Fillable PDF
- f. [POI form](#) (Person of Interest)

# REQUIREMENTS

## [TEXAS EDUCATION CODE, § 51.976](#)

Texas Education Code § 51.976 requires individuals who will have contact with minors at certain limited campus programs to receive specific training on preventing sexual abuse and child molestation in order for the campus program to be operated by or on the campus of an institution of higher education.

## [UNIVERSITY OF HOUSTON SYSTEM POLICY 05.C.01](#)

The University of Houston System has adopted policy [SAM 05.C.01](#) to comply, not only with the minimum legal requirements, but to also ensure all campus programs for minors are conducted in a manner that is as safe as possible.

At the core of the [Texas Education Code § 51.976](#), and [SAM 05.C.01](#) is to provide proactive training on preventing sexual abuse and child molestation. All employees who are employed by, as well as other employees who are assigned to regularly work in any of the component university departments/areas (including volunteers) having the highest likelihood of contact with minors are required to complete Sexual Abuse and Child Molestation Training at least once every two years. The University of Houston System has created an online course, approved by the Texas State Department of Health Services (TSDHS), to ensure compliance.

## [UNIVERSITY OF HOUSTON CLEAR LAKE](#)

When hosting minors on our campus for certain programs, UHCL is required to provide training to comply with state regulations and [SAM 05.C.01](#) that aim to keep minors safe while in our care. Additionally, UHCL must designate a Coordinator of Campus Programs for Minors who will manage its program and ensure compliance with [Texas Education Code 51.976](#) and [UH SAM 05.C.01](#) (with exception of Sections 3.5, 3.7 and 5.3).

## DEFINITIONS

- A. **Camper.** A minor who is attending a campus program for minors
- B. **Campus Program for Minors.** Any program **lasting for all or part of four or more days** (including, but not limited to, recreational, athletic, or academic programs) with **at least 20 campers** conducted by a university or on the campus of a university where any individual in attendance is a minor who is not enrolled as a student at a university.
- C. **Coordinator of Campus Programs for Minors.** The individual designated by each university to monitor compliance with this policy (with the exception of Sections 3.5, 3.7, and 5.3).
- D. **Minor.** Any individual who is under 18 years of age.
- E. **Program Operator.** The individual who runs, supervises, or operates a specific Campus Program for Minors.
- F. **Sexual Abuse and Child Molestation Training.** Training and examination program on sexual abuse and child molestation that is approved by the Texas Department of State Health Services (TDSHS). This may include an approved UH System training or a third party's approved training. For a list of training programs that have been approved by TDSHS, see <https://www.dshs.texas.gov/sites/default/files/youthcamp/pdf/Approved%20Youth%20Protection%20Training%2011-10-2022.pdf>.

## APPROVAL PROCESS & INSTRUCTIONS (UHCL)

### For Programs Conducted by UHCL

Each university-sponsored program involving the participation of minors must comply with the following terms and conditions, as well as any other applicable requirements of federal, state, or local law or regulation. The Program Operator must:

1. Ensure background checks for anyone involved in the program who is **18 or older**.
2. Ensure University of Houston System specialized training or equivalent state training is completed by all participants.
3. Complete Form T-21.
4. Complete Form T-7 indicating that your camp has met the requirements #1 to #3.

Upon completion of the above, the CPFM Coordinator will issue a **written approval letter** to the Program Operator indicating that he/she has met the requirements to host a camp/program involving minors on UHCL's campus.

Below is a detailed listing of information required.

#### A. CPFM BACKGROUND CHECKS - 3 to 4 Weeks Prior to Program

Background checks are required **annually** and are not conducted on minors or university students who are working at the camp/program to fulfill required class work or receive credit. Please see the following steps regarding background checks:

- Program Operators shall have each employee (included temporary or part-time employees), volunteer, student-worker, etc. complete a [Hire Right: Background Check](#).
  - i. All volunteers age **18 or older** must have a background check.
  - ii. The Program Operator is responsible for submitting the camp/program's list of employees/volunteers/students to the Office of Human Resources at [humanresources@uhcl.edu](mailto:humanresources@uhcl.edu). Please include in the subject line CPFM and your camp/program's name. Human Resources needs this list to track the progress of the background checks.
  - iii. Please note that processing time varies and depends on the participant.
  - iv. Once the background checks are complete for the listed individuals, Human Resources will email the Program Operator confirming clearance for the participants listed.
- If the background check **does not** clear for any individual, the individual will not be permitted to be involved in camp/program.

## B. CPFM TRAINING REQUIREMENTS - 3 to 4 Weeks Prior to Program

Beginning in August 2023, all UHCL employees must annually complete “Child Protection Training” through the UHS T.A.P. Employee Training System. For employees, the Program Operator can obtain/confirm the training completion date by emailing the full list of volunteer names and EMPL ID numbers to [training@uhcl.edu](mailto:training@uhcl.edu). (Note: Required for T-7).

- a. For non-employee volunteers, the Program Operator can:
  1. Create a POI to give the individual access to the T.A.P. training system. When possible, this should be completed as soon as the background check is finalized. Send full list of POIs to [training@uhcl.edu](mailto:training@uhcl.edu) for training date tracking. See **Appendix A** for instructions on creating a POI;  
**OR**
  2. Require the individual to complete another state-approved Campus Program for Minors training (See [Texas Health and Human Services Approved Training Programs](#)). **Note:** The participant will need to provide proof of training completion (certificate), which must be submitted to the CPFM Coordinator with your [Form T-7](#).
  
- b. If UHCL is hosting a third-party vendor program, the third-party vendor will not need our training **IF** they have completed another state-approved minor’s training (See [Texas Health and Human Services Approved Training Programs](#)). The third-party vendor shall complete [Form T-7](#) and provide this document to their **university liaison 15 days** prior to the camp/program. For camps/programs that host 20 or more minors on UHCL’s campus for all or part of four days, the form must also be submitted to the Texas Department of State Health Services.

## C. FORM T-21 – 21 Days Prior to Program

[Form T-21](#) must be completed no later than **21 days before** the start of your program. This form gives detailed information about your camp/program such as a description of the camp/program, number of participants, location, etc.

## D. FORM T-7 – 10 Days prior to Program

UHCL must submit this completed form to the Texas Department of State Health Services within five days of the start the program for all campus programs for minors that include 20 or more campers and last all or part of four or more days.

Given the above, Program Operators must complete and submit this form to the CPFM

Coordinator at least 10 days before the camp/program begins.

Please note that the following information must be included on [Form T-7](#):

- Date Employed** - the first day of the program
- The County ID#** - 101
- Program Operator's Identification**
- Dates of Operation**
  - For ongoing programs, use the start date of the program through the end of the fiscal year.
- Training Course Name** - UHS Child Protection Training / Name of TSDHS approved course
- Course Approval #** - refer to [Texas Health and Human Services Approved Training Programs](#)
- Training Completion Date for Each Individual Listed**

**DO NOT INCLUDE STUDENTS WHO ARE NOT EMPLOYED and ARE PARTICIPATING AS PART OF THEIR COURSE WORK.**

#### **E. FORMAL APPROVAL LETTER**

The Program Operator must obtain written approval from the CPFM Coordinator. The Campus Program for Minors Committee will review all submissions for completion.

- **Additional Employees / Volunteers**: If employees / volunteers are added to a program following the initial registration submission, each step must be followed including updating Form T-21 and Form T-7.
- **Annual Process**: This process must be repeated on an annual basis regardless of the length of program.

#### **F. REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

As required by [Texas Family Code, Chapter 261](#), any person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect must immediately make a report to:

- a) Any local or state law enforcement agency;
- b) The Texas Department of Family and Protective Services;
- c) The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
- d) The agency designated by the court to be responsible for the protection of children.

**\*Immediate Threats** - Immediately notify your supervisor, the Program Operator and/or the CPFM Coordinator.

\*\* **Non-immediate Threats** - If the reporter wishes to remain anonymous, the matter should be reported as soon as practicable via the [Fraud & Non-Compliance Hotline](#).



## **APPROVAL PROCESS & INSTRUCTIONS (3<sup>rd</sup> Party)**

### **For Programs Conducted by A Third Party at UHCL**

**UHCL must enter into a contract with the third-party vendor, which contains, at a minimum, the following (Recommend the Program Operator starts this process at least 2-3 months prior to program/camp):**

1. The third party must, by no later than 15 days before the program, submit to the UHCL liaison, a form that indicates each individual who will be working or volunteering at the program has completed a Sexual Abuse and Child Molestation Training course that has been approved by TDSHS. The information must be submitted on the verification form approved by TDSHS (the current form can be downloaded at <https://www.dshs.texas.gov/sites/default/files/cpm/pdf/CPMForm2011.pdf>)

For programs that host 20 or more minors who are on UHCL's campus for all or part of four days, the form must be submitted to the Texas Department of State Health Services.

2. The third-party must certify to UHCL that no individual who will be working or volunteering at program has any felony criminal convictions or any crime(s) related to abuse, neglect, exploitation, assault, sexual offense, or any offense involving a minor.
3. The third-party must agree to indemnify and hold harmless the UHCL from any and all liability and claims arising from the program.
4. The third-party must agree to maintain insurance acceptable to the UHCL including the listing the UHCL as an additional insured and providing a certificate of insurance before the program occurs.
5. The college or department that facilitates the contract with the third party shall send copies of the executed contract and the verification form to the CPM Coordinator 10 days prior to the program occurring.
6. An approval letter will be sent to the sponsoring college or department prior to the commencement of the program.

## FREQUENTLY ASKED QUESTIONS

### 1. WHO IS UHCL'S COORDINATOR FOR CAMPUS PROGRAMS FOR MINORS?

Yolanda Nimmer-Williams, Director-Compliance is the *Interim* UHCL Coordinator for Minors on Campus. Additionally, the university has established a Minors on Campus Committee that works diligently to ensure compliance with TEC 51.976 and UHS policies and procedures. UHCL Campus Program for Minors Committee includes:

- Albert Black – Director, EHS and Emergency Management
- Debra Carpenter – Executive Director, Auxiliary & Procurement
- Johnathan Davis – Coordinator, Training & Development
- Esther Herrera – Senior Manager, Training & Development

### 2. WHAT ARE THE REQUIREMENTS FOR HOSTING A CAMPUS PROGRAM FOR MINORS AT UHCL?

Each university-sponsored program involving the participation of minors must comply with the following terms and conditions, as well as any other applicable requirements of federal, state, or local law or regulation. The Program Operator must:

1. Ensure background checks for anyone involved in the program who is **18 or older**.
2. Ensure University of Houston System specialized training or equivalent state training is completed by all participants.
3. Complete Form T-21.
4. Complete Form T-7 indicating that your camp has met the requirements 1 to 3.

Upon completion of the above, the CPFM Coordinator will issue a **written approval letter** to the Program Operator indicating that he/she has met the requirements to host a camp/program involving minors on UHCL's campus.

### 3. MY CAMP IS NOT 4 DAYS LONG OR DOES NOT HAVE 20 CAMPERS, DO I STILL NEED TO COMPLETE THE ABOVE?

Yes. Although your information will not be submitted to the state, UHCL provides oversight for camps and programs involving minors held on university premises or operated by the university.

### 4. HOW OFTEN DOES A PERSON HAVE TO TAKE THIS TRAINING?

Under 51.976 and SAM 05.C.01, individuals who will have contact with minors at certain camps must complete a specific training on preventing sexual abuse and child molestation at least once every two years. Here at UHCL, Child Protection Training must be completed annually.

**5. WE HAVE TO SUBMIT OUR INFORMATION 21 DAYS PRIOR TO THE CAMP. WHAT IF I HAVE UPDATES OR CHANGES?**

If employees / volunteers are added to a program following the initial registration submission, each step must be followed to include adding the new names to the State of Texas form for Campus Program for Minors for a complete list of individuals working with each program.

**6. WHERE CAN I OBTAIN THE FORMS T-7, T-21, POI, AND HIRE RIGHT (BACKGROUND CHECKS)?**

Please see the Table of Contents under “Resources”. Links to these important documents can be found there. If any link does not work, please contact the UHCL Campus Program for Minors Coordinator – Yolanda Nimmer-Williams @ x2307 or [NimmerWillia@uhcl.edu](mailto:NimmerWillia@uhcl.edu).

**7. THE PARENTS TEACHER WILL BE PRESENT AND WILL RETAIN CUSTODIAL RESPONSIBILITY FOR THEIR MINORS, DO I HAVE TO COMPLETE MINORS ON CAMPUS REGISTRATION?**

No. This policy does not apply to events/programs where parents/guardians, teachers/coaches maintain custodial responsibility of the minors and are present at all time during the entire event.

For school events, if the school organizes the program, the classroom teacher maintains custodial responsibility of the minors and is present throughout the duration of the program, the school is responsible for child protection training and criminal background checks.

**8. WHAT INFORMATION IS INCLUDED IN THE TRAINING MODULE?**

This training includes information concerning warning signs of sexual abuse and child molestation.

**9. IF AN INDIVIDUALS IS HIRED FOR A PROGRAM AT THE LAST MINUTE, ARE THEY PERMITTED TO WORK BEFORE TAKING THE TRAINING?**

No. All designated individuals must take the training and undergo a background check before they are allowed to work in any camp/program.

**10. WHO CAN I CONTACT IF I HAVE QUESTIONS?**

Any committee member:

- Yolanda Nimmer-Williams – CPFM Coordinator ([Nimmerwillia@uhcl.edu](mailto:Nimmerwillia@uhcl.edu))
- Albert Black – Director, EHS and Emergency Management ([BlackA@UHCL.edu](mailto:BlackA@UHCL.edu))
- Debra Carpenter – Executive Director, Auxiliary & Procurement ([carpenter@uhcl.edu](mailto:carpenter@uhcl.edu))
- Johnathan Davis – Coordinator, Training & Development ([davisjt@uhcl.edu](mailto:davisjt@uhcl.edu))
- Esther Herrera – Senior Manager, Training & Development ([HerreraEs@UHCL.edu](mailto:HerreraEs@UHCL.edu))

## CPFM CHECKLIST

This checklist is meant to be a resource for Program Operators of Campus Programs for Minors held on or by the University of Houston-Clear Lake. This list is not meant to be an exhaustive list, but includes steps to register a campus program for minors in accordance with Texas Education Code §51.976 and [SAM 05.C.01](#). This checklist may be amended as needed.

### Contract (only needed when using a third-party vendor) – 2 - 3 months prior to program

- The Program Operator must enter into a contractual agreement with a third-party vendor. Steps and details regarding the contract process should be addressed with the Executive Director - Auxiliary & Procurement, Debra Carpenter - [carpenter@uhcl.edu](mailto:carpenter@uhcl.edu) / 281-283-2150.

### Background Checks – 3 - 4 weeks prior to program

- a. Background checks are required **annually** and are not conducted on minors or university students who are working at the camp/program to fulfill required class work or receive credit. Please see the following steps regarding background checks:

1. Program Operators shall have each employee (included temporary or part-time employees), volunteer, student-worker, etc. complete a [Hire Right: Background Check](#).

- All volunteers age 18 or older must have a background check.
- The Program Operator is responsible for submitting the camps/program's list of employees/volunteers/students to the Office of Human Resources at [humanresources@uhcl.edu](mailto:humanresources@uhcl.edu). Please include in the subject line CPM and your camp/programs name. Human Resources needs this list to track the progress of the background checks.
- Please note that processing time varies and depends on the participant.
- Once the background checks are complete for the listed individuals, Human Resources will email the Program Operator confirming clearance for the participants listed.

- b. If background check **does not** clear, the individual will not be permitted to be involved in the event.

### Sexual Abuse and Child Molestation Training – 3 - 4 weeks prior to program

- a. Beginning in August 2023, all UHCL employees must annually complete the “Child Protection Training” through the UHS T.A.P. Employee Training System. For employees, the Program Operator can obtain/confirm the training completion date by emailing the full list of names and EMPL ID numbers to [training@uhcl.edu](mailto:training@uhcl.edu).

- b. For non-employee volunteers, the Program Operator can:
1. Create a POI to give the individual access to the T.A.P. training system. When possible, this should be completed as soon as the background check is finalized. Send full list of POIs to [training@uhcl.edu](mailto:training@uhcl.edu) for training date tracking. See **Appendix A** for instructions on creating a POI; OR
  2. Require the individual to complete another state-approved Campus Program for Minors training (See [Texas Health and Human Services Approved Training Programs](#)). **Note:** The participant will need to provide proof of training completion (certificate), which must be submitted to the CPFM Coordinator with your [Form T-7](#).
- c. If UHCL is hosting a third-party vendor program, the third-party vendor will not need our training **IF** they have completed another state-approved minors training (See [Texas Health and Human Services Approved Training Programs](#)). The third-party vendor shall complete [Form T-7](#) and provide this document to their **university liaison 15 days** prior to the camp/program. For camps/programs that host 20 or more minors on UHCL's campus for all or part of four days, the form must also be submitted to the Texas Department of State Health Services.

**☐ Register Program (Form T-21) – 21 days prior to program**

- Program Operators must register their program by completing [Form T-21](#). Submit to CPFM Coordinator - Yolanda Nimmer-Williams, [NimmerWillia@uhcl.edu](mailto:NimmerWillia@uhcl.edu).

**☐ State of Texas form for Campus Program for Minors (Form T-7) – at least 10 days prior to program**

- In addition to the registration step, the [State of Texas Form T-7](#) must be completed and submitted to the CPFM Coordinator - Yolanda Nimmer-Williams, [NimmerWillia@uhcl.edu](mailto:NimmerWillia@uhcl.edu). All Program Operators must certify and submit this form no later than **10 days before** the start of the camp/program. The CPFM Coordinator will then submit the appropriate forms to the state.

- ☐ For third-party programs/camps, the college or department that facilitates the contract with the third-party shall send copies of the executed contract and the verification form to the CPFM Coordinator 10 days prior to the program occurring.

**☐ Formal Approval Letter**

The Program Operator must obtain written approval from the CPFM Coordinator. The Campus Program for Minors Committee will review all submissions for completion.

**Additional Notes:**

11. **Additional Employees / Volunteers:** If employees / volunteers are added to a program following the initial registration submission, each step must be followed including updating Form T-21 and Form T-7.
12. **Annual Process:** This process must be repeated on an annual basis regardless of the length of program.
13. **Reporting Suspected Child Abuse or Neglect:** As required by [Texas Family Code, Chapter 261](#), any person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect must immediately make a report to:
  - a) Any local or state law enforcement agency;
  - b) The Texas Department of Family and Protective Services;
  - c) The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
  - d) The agency designated by the court to be responsible for the protection of children.

**\*Immediate Threats** - Immediately notify your supervisor, the Program Operator and/or the Coordinator for Campus Programs for Minors.

**\*\* Non-immediate Threats** - If the reporter wishes to remain anonymous, the matter should be reported as soon as practicable via the [Fraud & Non-Compliance Hotline](#).

# APPENDIX

## POI Instructions

### GAINING ACCESS TO T.A.P. FOR TEMPORARY/PART-TIME, STUDENTS, AND VOLUNTEERS

The following is a list of steps to gain access for T.A.P:

1. The Program Operator will distribute the [POI form](#) (either print or email) to the participant to fill out information.
2. Participant returns POI form to the Program Operator who then gives the form to the [CBA/DBA](#) of that area. If [CBA/DBA](#) is unavailable please contact your Department Business Office.
3. The [CBA/DBA](#) will then process the form electronically and once complete, will send the form to the HR queue for acceptance.
4. HR will approve/deny the form and the POI initiator will receive an email from the PeopleSoft.
5. Once accepted, the Program Operator will need to compile a list of individuals in a program that need to take the Child Protection Training. The list will need to include:
  - Full name
  - Email
  - PeopleSoft ID number
  - Due date
6. Submit that list via email to the Training and Development at [training@uhcl.edu](mailto:training@uhcl.edu) to receive weekly training status updates until completion.