

University of Houston  Clear Lake

CAMPUS PROGRAM FOR MINORS

“CPFM”

REFERENCE GUIDE

CPFM At-A-Glance

WHAT IS THE CAMPUS PROGRAM FOR MINORS AND WHY DO WE HAVE IT?

That's an excellent question and I'm glad you asked. The state of Texas passed a law that requires us to take special care when we have programs involving minors on our campus to make sure they are protected from abuse.

There are several requirements that have come out of this law. The UH system, including UHCL, has created the "Campus Program for Minors" or "CPFM" for short in order to meet this law.

- The requirements only apply to programs that are 2 days or longer. **If your program only lasts one day, these rules do not apply.**

WHAT ARE THE REQUIREMENTS FOR PROGRAMS THAT HAVE MINORS?

For programs or departments that deal with minors, the state has set up several requirements:

1. Background checks for anyone involved in the program who is 18 or older
2. Special training for everyone involved in the program
3. Form submitted to the state indicating that we have met the requirements for #1 and # 2.

WHEN DO THEY HAVE TO BE DONE?

The answer is usually – before the program starts.

- For educational programs, all of those items must be completed prior to the start of the semester.
- For short programs involving children/minors, such as "Kids U," each of those items must be completed prior to the beginning of the program.

OK, SO WHO DOES WHAT?

The responsibilities for all of these items are broken up a bit. Please read on to see detailed instructions for each item.

I'M CONFUSED. WHAT CAN I DO IF I CAN'T FIGURE THIS STUFF OUT?

It's okay. It's kind of a confusing program. If you need help after reading this guide, contact your Training & Development Specialist, Holly Sobota at sobota@uhcl.edu or at ext. 2303.

CPFM BACKGROUND CHECKS

Anyone involved in a program that includes minors must have a background check.

For employees:

- Our current process for employees requires a background check prior to employment. If the person in question is a new hire, there is no action item for you because Human Resources will complete the background check.
- If the person in question has been employed for more than 5 years and is participating in a minors program for the first time, contact the Human Resources desk at 2160 to find out if they have had a background check completed. If not, you will need to have them complete a form and get a background check.

For volunteers:

- Any volunteer age 18 or older must have a background check.
- If this is their first time participating in the minors program, have the volunteer complete the Security Sensitive Position Notification & DPS Computerized Criminal History (CCH) Verification Form. You can e-mail PoliceChief@uhcl.edu to get this form if you do not have it.
- If it is not their first time participating in a minors program and you do not have record of a completed background check, e-mail PoliceChief@uhcl.edu to find out if we have one on file.

To complete the background check on anyone who needs it:

- Have each person complete the Security Sensitive Position Notification Form & DPS Computerized Criminal History (CCH) Verification Form. Contact PoliceChief@uhcl.edu to get a copy of the form.
- Email required background check information and forms to PoliceChief@uhcl.edu and request the background check be completed.
- University of Houston-Clear Lake Police Department will process all background checks. Typical turnaround is 1-2 business days from receipt.
- University of Houston-Clear Lake Police Department reports positive results to Coordinator Campus Programs for Minors, and anyone not cleared is reported to the Executive Director of Human Resources.
- Individuals who do not clear the background check process are not permitted to work/volunteer for the program/camp.
- University of Houston-Clear Lake Police Department will submit IDT to department that sponsors program/camp for cost of background checks. (\$3.15/background check)

CPFM TRAINING REQUIREMENTS

- All of those involved in a program with minors must complete the UH system training.
- If we are hosting a third party program, they will not need our training if they have completed another state-approved minors training.

- For those involved in repeat programs/school curriculums/access to students in their regular job, **they must re-take this training every two years** per the state legislation.
- We (the UH system as a whole) prefer that individuals take the online training through the T.A.P. employee training system. However, if that is not an option for some reason, contact your Training department to gain access to a paper version of the training and test.

CPFM TRAINING PROCESS

- For those that have contact with minors as a regular part of their job, those employees will retake the CPFM training during the mandatory training cycle.
- For Temporary or part-time employees, students, and volunteers, the enrollment process is as follows:
 - POI Form must be created to give these people access to the T.A.P. training system. **This should be done through whomever in your department typically creates POI's for other purposes.**
 - The creation date for the POI should essentially be ASAP, so that these people can take the training before they start working in their respective programs.
 - Once the POI is created, **contact your Training Specialist** to enroll the person/people in the CPFM training module.

TRAINING REPORTS YOU MUST COMPLETE

- The UH system requires that you begin planning for these items quite a bit ahead of time. **You have two forms to complete**, a "T-21" spreadsheet that is for your purposes and a "T-7" final training list that we send to the state.

T-21 Form


- The T-21 form must be completed no later than 21 days before the start of your program. This form ensures you have begun the process of background checks and sending out training notices. You will complete a summary of your program and list all of the people you will need to enroll in training. This may be updated as you go along if people drop out or are added at the last minute.
- Submit this spreadsheet to your Training & Development Specialist, Holly Sobota, at sobota@uhcl.edu.
- Include everyone that is involved in the program.

T-7 Form

- This is the form that will go to the state. You must complete the top half which is a summary of your program, and list the training dates for all involved.
- **It must be sent to your Training & Development Specialist no later than 7 days before the program, hence the name "T-7." If your participants have not completed their training by then, please contact your T & D Specialist to let them know that there has been a delay.**

- A few items to help you complete the form:
- **“Hire Date”** is the first day of the program
- **The Harris County code** is 101
- You must include the information for your program’s operator
- Dates for programs that are ongoing should be the start date of the program through the end of the fiscal year.
- **Training Course Name:** UHS-Child Protection Trng.
- **Course Approval #:** CPM 12-0072
- **DO NOT INCLUDE STUDENTS WHO ARE NOT EMPLOYED.** Leave off students who are participating as part of their course work.
- Submit this spreadsheet to your Training & Development Specialist, Holly Sobota, at sobota@uhcl.edu.

USING QUERIES TO FIND DATES OF COMPLETION FOR TRAINING

1. Log into PeopleSoft (www.uhcl.edu/hr or <https://my.uh.edu>)
2. Click on HR & Campus Solutions 
3. From the Main Menu click the following path:
 - i. Main Menu>Reporting Tools>Query>Query Viewer
4. Enter the following Query Name in the search bar: **AW_TRN_CPFM_FY16_FY17_RPT_BU (Change fiscal year to prior year and current, ex: FY17_FY18)**
5. When the query is returned, it is highly suggested to add the query to your “Favorites” by clicking on the “Add to Favorites” Favorite link to add it to your favorite queries. This then places this query in your favorites listing, eliminating step #4 above.
6. Due to the complexity of this query **it will take time to process your request.** The best, most effective way to process the query is to run it to HTML. You can do this by clicking on the Run to HTML link.
7. On the following page, enter in HR759 for the Business Unit and click on the yellow View Results button.
8. Once the results are returned click on the link to download the results to an Excel Spreadsheet.
9. This will allow you to save the results in an Excel spreadsheet to your computer. A best practice is to save the date in the file name. An example would be CPFM Report 9-10-2012.xls.
10. Review training report. The report generated lists all who have been enrolled to complete the training.
11. Use report to complete your respective T-21 and T-7 forms.

WHAT IF I KNOW THEY TOOK THE TRAINING AND THEY ARE NOT ON THE REPORT?

- The data on the report is driven by active POI's. If someone is missing, that means that their respective POI is no longer active. They may have taken the training, but cannot be pulled into this report because of the POI expiration. You have two options available at this point:
 - You may try another query that pulls individual people. You will need to enter just the person's PeopleSoft ID to get their date(s).
Query: TRAIN_BU_HH1605_HH1705
 - Contact your Training & Development Specialist to request that they check the date for you.

RESOURCES

Attached to this PDF you will find:

- T-21 Spreadsheet
- T-7 Fillable PDF
- Background Check Consent Forms
- POI (Person of Interest) Form

CPFM Checklist

Use this checklist as you are starting to ramp up for your program to make sure you complete all required tasks.

Questions? Call your Training & Development Specialist at 281-283-2303.

	What	When
	Complete T-21 and send to Training & Development Specialist	21 days prior to start of program
	Submit ePOI for anyone who is not a benefits-eligible employee so they get access to the training.	Right after sending T-21
	Ask Yavon Hill or if unavailable, Training & Development Specialist to enroll these people in the CPFM Training	Right after submitting ePOI's
	Submit T-7 Form to Training & Development Specialist	At least 7 days prior to start of program; but wait until all people have completed training.
	Send background check forms to Campus Police if necessary	After T-21 form is sent in
	Notify anyone who is disqualified by the background check that they cannot participate in the program.	After background check results are in
	Update the T-7 form and complete background checks as needed	If/when anyone starts late in the program