

University of Houston Clear Lake



QUICK REFERENCE GUIDE

Campus Program for Minors

Quick Reference Guide

Who needs:	Notes:
<p>POI:</p> <p>The purpose of the Person of Interest, or POI, is to assign an active role in PeopleSoft. The POI assigns the active role for the individual, enabling enrollment in the required training course.</p>	<p>Anyone who is NOT a benefits eligible employee. This includes the following:</p> <ul style="list-style-type: none"> • Part-time employee, temporary staff employee, or student worker • All volunteers • UHCL students who are working with minors in a camp/program <p>The effective date of the POI will be the date the POI record is being created.</p> <p>For purposes of CPFM reporting, enter the planned exit date as 2 years after the effective date. This date needs to be changed as the system defaults the exit date to the last date that of the current fiscal year that the POI is created. This ensures that the POI record, for CPFM purposes only, stays active for reporting purposes.</p>
<p>TRAINING</p> <p>Required and in accordance with Texas Education Code § 51.976</p> <p>HH1405-FY14 UHS CHILD PROTECTION TRNG</p>	<p>All individuals who are working with minors in a camp, academic program or other program on campus lasting all or part of two or more days. This includes all employees, volunteers, student workers, and students.</p>
<p>BACKGROUND CHECK</p> <p>Required and in accordance with UHS SAM 05.C.01</p>	<ul style="list-style-type: none"> • Program Operator • UHCL full-time benefits eligible employees • UHCL part-time, temporary staff, or student workers • Volunteers (non-paid) who are 18 years of age or older
<p>TO BE INCLUDED ON THE T-21</p> <p>The purpose of the T-21 document is to track all training enrollments, as well as to provide a camp/program overview for reporting purposes.</p>	<p>All individuals working/volunteering with program including employees, volunteers, student workers, students.</p>
<p>TO BE INCLUDED ON THE T-7</p> <p>Required and in accordance with Texas Education Code § 51.976</p>	<p>Only employees, including student workers, and volunteers.</p>


CPFM PROGRAM OVERVIEW SHEET/FORM (T-21): TRAINING ENROLLMENTS

- Step #1:** Complete the T-21 form, including all appropriate fields of the Program Overview worksheet
- Step #2:** Submit all ePOI's for all individuals who are **NOT** benefits-eligible employees
- Step #3:** Add empl id to T-21 form once the ePOI has been authorized. An email will be sent once this occurs
- Step #4:** Submit via email the T-21 form to Coordinator Campus Programs for Minors
- Step #5:** Update the T-21 form with new individuals as they are added; date; and highlight the new individuals on the form
- Step #6:** Repeat steps 2 and 3 as needed
- Step #7:** Submit via email the updated/completed T-21 form to Coordinator Campus Programs for Minors

BACKGROUND CHECKS:

- Step #1:** Collect employee/volunteer personal information on Security Sensitive Position Notification Form & DPS Computerized Criminal History (CCH) Verification Form.
- Step #2:** Email required background check information and forms to PoliceChief@uhcl.edu and to the Coordinator Campus Programs for Minors. Camp/Program will retain original forms until the end of each fiscal year, and then forward them to the Coordinator Campus Programs for Minors.
- Step #3:** University of Houston-Clear Lake Police Department will process all background checks. Typical turn-around is **1-2 business days** from receipt.
- Step #4:** 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.
- Step #5:** Coordinator Campus Programs for Minors provides feedback on results (+, -) to Program Operator. Individuals who do not clear the background check process are not permitted to work/volunteer for the program/camp.
- Step #6:** 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)

Tracking Training Completions:

- Step #1:** Log into PeopleSoft (www.uhcl.edu/hr or <https://my.uh.edu>)
- Step #2:** Click on HR & Campus Solutions 
- Step #3:** From the Main Menu click the following path:
Main Menu>Reporting Tools>Query>Query Viewer
- Step #4:** Enter the following Query Name in the search bar: AW_TRN_CPFM_FY15_FY16_RPT_BU_Z
- Step #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.

Tracking Training Completions: *Continued*

- Step #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.
- Step #7:** On the following page, enter in HR759 for the Business Unit and click on the yellow View Results button.
- Step #8:** Once the results are returned click on the link to download the results to an Excel Spreadsheet. 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 CPM Report 9-10-2012.xls.
- Step #9:** Review training report. The report generated lists all who have been enrolled to complete the training. The most important columns to be reviewed for each employee/volunteer/student are the following:

Attendance: In the attendance column the “E” stands for “Enrolled”, while the “C” stands for “Complete”. If a user has an “E” it means they are still in need of completing the training. If they indicate they have completed the training, have them verify they have completed the course with a 100% pass rate, and ask them when they completed the training. It is possible they completed it during that same day and their record will be updated the on the following day after the nightly process has run.

Status Date: This is the last date an action was taken on the record. This is also the completion date to be used for the user if their attendance shows “C” for complete.

- Step #10:** Update T-21 and T-7 documents with updated completion records for enrolled users.

T-7 Documentation (Texas Department of State Health Services)

- Step #1:** Complete program information

Notes:

- Include Program Operator Information
- County ID for Harris County=**101**
- **Always** include Dates of Operation for the camp/program
- Dates of operation for on-going academic programs should be the start of the program through the fiscal year

- Step #2:** Complete Training Record Table

Notes:

- Date Employed **must be later** than the Date Training Completed
- Training Course Name: UHS-Child Protection Trng.
- Course Approval #: CPM 12-0072
- **Do not include** students who are working with program as a result of their academic course enrollment and who are not on our payroll (per UHS General Counsel)

- Step #3:** Submit completed, signed, and dated T-7 Document to **Coordinator Campus Program for Minors** 7 days prior to program start date. As new employees, volunteers or students complete the training, updated T-7 documentation must be provided.