

# YOUTH PROTECTION PROGRAM ORIENTATION



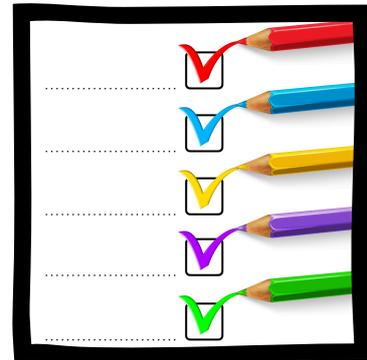
Welcome to Youth Protection Program Orientation.

The purpose of this orientation is to keep participants, Program Operators, and UHCL in compliance with the Texas Education Code, Section 51.976 and University of Houston System SAM 5.C.01.

Let's begin.

# OBJECTIVES

- **Requirements**
- **Procedures**
- **Forms**
- **Reporting Suspected Abuse**



In this video we will review the requirements for this program, procedures for UHCL, appropriate forms, and how to report suspected abuse of a minor.



# Campus Program for Minors (CPFM)

- A university sponsored event operated by or on the campus of an institution of higher education or private or independent institution of higher education;
- Offers recreational, athletic, religious, or educational activities for at least **20 campers** who:
  - Are not enrolled at the institution; and
  - Attend or temporarily reside at the camp/program for all or part of at least **four (4) days**; and
- Is **not** a day camp, youth camp, or a facility program required to be licensed by the Department of Family and Protective Services.

**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.**

A Campus Program for Minors (or CPFM for short) is a university sponsored event or activity being operated by or on the campus of an institution of higher education or on a private institution of higher learning.

It must offer either recreational, athletic, religious, or educational activities for at least 20 campers who are not enrolled at the institution and will be in attendance at least all or part of at least 4 days.

Please note this is not a day, youth, or facility program that needs to be licensed by the Texas Department of Family and Protective Services. Nor does this policy apply to events where parent, guardians, teachers, or coaches have custodial responsibility of the minors during the event.

# UHCL Requirements

- **When hosting minors on our campus for certain programs, UHCL is required to provide training to 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)**
- **[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.**

UHCL's requirement of this program and its procedures stem from Texas Education Code section 51.976 and SAM 05.C.01. Section 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. This is the framework used for the Campus Program for Minors here at UHCL.



## UHCL Requirements, cont'd...

- **SAM 05.C.01** requires that UHCL:
  - **Identify a CPFM Coordinator**
  - **Provide acceptable training for employees/volunteers.**
  - **Awareness of the mandatory requirement to report suspected abuse.**
- **CPFM Coordinator must provide written approval to Program Operators to conduct camps prior to the program beginning. This includes review of:**
  - **Completion of required training for Staff, Faculty, & Volunteers participating with Camp.**
  - **Information/Submission of Forms T-21 and T- 7**
  - **Contracts for Outside Program Operators.**

Under SAM 05.C.01 UHCL must identify a CPFM Coordinator, provide acceptable training for employees and volunteers and provide awareness of the mandatory requirement to report suspected abuse.

The job of the Coordinator is to provide written approval to the program operators to conduct camps prior to the program beginning.



# UHCL PROCEDURES

- Each university-sponsored camp/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:
  - Ensure background checks for anyone involved in the program who is 18 or older.
  - Ensure University of Houston System (UHS) specialized training or equivalent state training is completed by all participants.
  - Complete [Form T-21](#).
  - Complete [Form T-7](#) indicating that your camp has met these requirements.
- After completion/submission of the above task, the CPFM Coordinator will issue a written approval letter to the Program Operator. For any updates, please notify the CPFM Coordinator as soon as possible.

**\*CAMPS CANNOT MOVE FORWARD WITHOUT A WRITTEN APPROVAL LETTER\***

The procedures outlined for UHCL are specific to this campus. This is due to each university-sponsored camp/program involving the participation of minors having a need to comply with the terms and conditions mentioned here. As well as any other applicable requirements of federal, state, or local law/regulation.

In addition to the CPFM Coordinator, another position that plays a vital role in the program is the Program Operator for each camp.

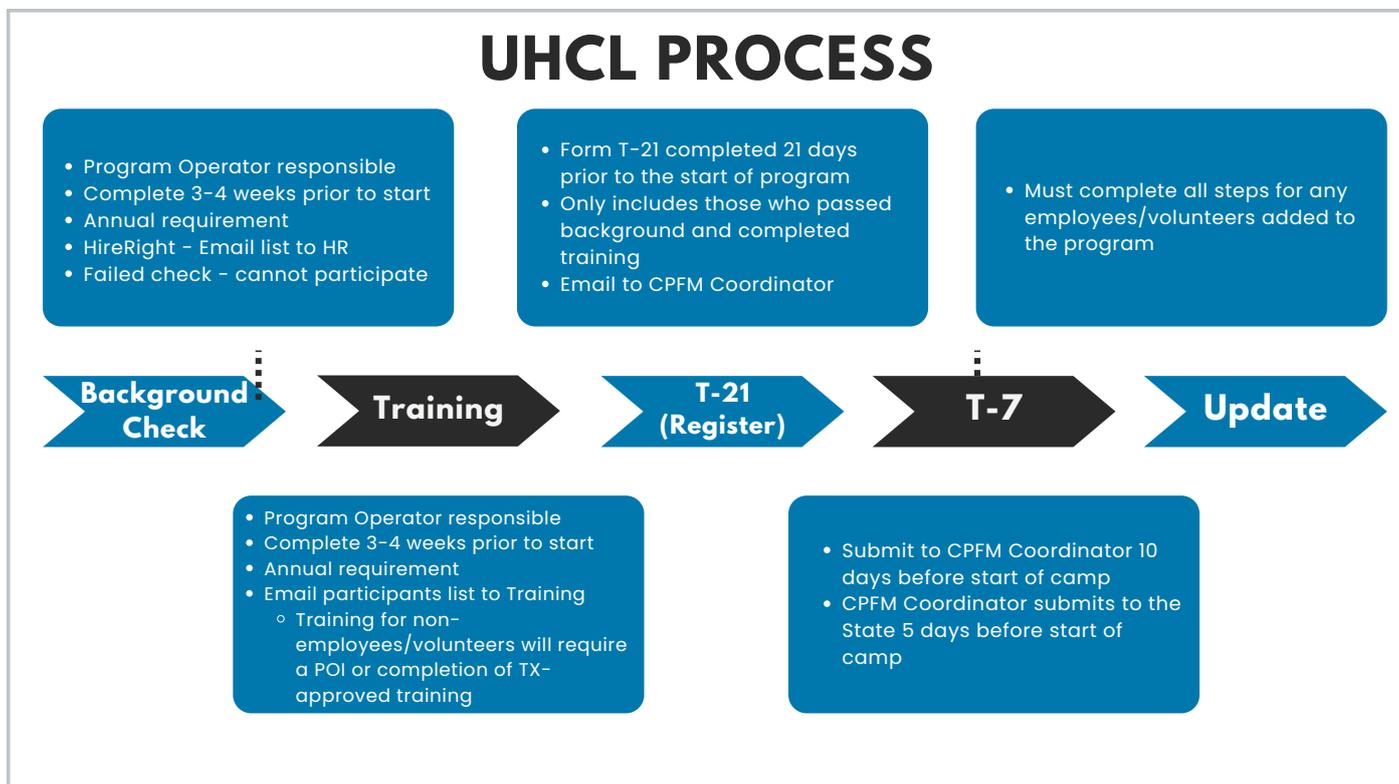
The Program Operator's responsibilities include:

Ensuring background checks are conducted for anyone involved with the program that is 18 or older, ensuring all UHS or equivalent state training is completed by all participants. Lastly, ensuring the completion of both the T21 and T7 forms.

Once the Program Operator has accomplished these tasks, the CPFM Coordinator will issue a written approval letter, authorizing the camps to proceed. Camps cannot move forward without this approval letter.

If there are any changes/updates that happen after you've received the approval letter, please contact the CPFM Coordinator.

# UHCL PROCESS



This is the process UHCL follows.

3 to 4 weeks prior to the event the Program Operator should ensure background checks are submitted through HireRight. Please remember this is an annual requirement for volunteers. The list of all individuals for whom a background check was submitted will be sent to HR at [humanresources@uhcl.edu](mailto:humanresources@uhcl.edu).

After you receive notification of a cleared background check, you will do 1 of 2 things. One, If the volunteer is an employee, contact Training and Development for Training status.

Two, if the volunteer is from an outside source, contact your business office to get a POI created for these individuals. Once the POI has been created, contact Training and Development to request training enrollment or training completion dates.

You will need this information to complete the T21 form and submit this info to the CPFM Coordinator. 10 days prior to the camp beginning, the T7 form must be submitted to the CPFM Coordinator. If there is a need to update either form, all background and training must be completed before the addition of any new personnel to the camps.

# BACKGROUND CHECK: HIRERIGHT

3 to 4 Weeks Prior to Program

- Required for any university employee or volunteer 18 years or older.
- Annual requirement.
- Background check completed by [HireRight](#).
  - Have each employee/volunteer complete the online form.
  - Program Operator is responsible for submitting complete list of employees/volunteers to HR (humanresources@uhcl.edu) for verification. \*Processing times will vary\*
- HR Human Resources will email the Program Operator confirming clearance for the participants listed.

\*\*\*Those who fail the background check are **NOT** permitted to be involved with camp\*\*\*



3 to 4 weeks prior to the beginning of the camp, a background check must be initiated and completed by the HireRight system. This is required by any employee or volunteer 18 years or older. This requirement is annual if you are not an employee of UHCL.

In order to complete this step, each employee/volunteer will fill out their form and the list of those individuals will be submitted to HR for clearance. If cleared, the Program Operator will receive notification of clearance.

If failed the participant will not be allowed to be involved with the camp.

# TRAINING

## 3 to 4 Weeks Prior to Start

- **Approved UHS Training – Child Protection Training (CH2X05 or HH2X05)**
- **For employees, email the full list of names and EMPL ID numbers to UHCL Training ([training@uhcl.edu](mailto:training@uhcl.edu)). Training will email the Program Operator the training completion dates.**
- **Non-employees/Volunteers: 2 choices for Program Operators:**
  - a. Request a POI be made through your business office, then email UHCL Training the names and emails of participants. 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 completion date tracking; OR**
  - b. 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](#).**

If one of the volunteers is a current employee, they would have taken UHCL's Child Protection Training. Send a full list of participants names and employee ID's to [training@uhcl.edu](mailto:training@uhcl.edu). Training will send you the completion dates for the approved UHS training.

If the volunteer is an outside vendor/3rd party, you have two options for completing training. The 1st would be to have a POI created in your Business Office. Then notify Training that a POI has been created.

Once it has processed and the person has completed the training, the completion date will be sent to the Program Operator. The other option is to complete other state-approved CPFM training. A full list can be found at the Texas Health and Human Services Approved Training Programs website.

These completion dates will be needed to finish your T7 form.

# **T-21 Form: 21 Days Prior to Program**

- **Excel Spreadsheet**
- **Program Overview Form**
  - **Program Name (Name of Camp)**
  - **Program Operator (Name, Title, Phone Number, Email Address)**
  - **Type of Program**
  - **Description of Program**
  - **Hosting Department Information**
  - **Location of Camp (Overnight Stay and How Many Nights)**
  - **Dates of Program**
  - **Number of Expected Participants and Age Range**

25 days before the start of the camp, form T21 must be turned into the CPFM Coordinator. The purpose of Form T21 is to give background information of the camp. This includes items such as the Program Name, The program operator and more.

# T-7 Form: 10 Days Prior to Program

\*\*\*Texas Department of State Health Services document that **all Camps must submit.**\*\*\*

- Texas Department of State Health Services must receive this form within **five** days of the start the program for all campus programs for minors that include **20 or more campers and last more than 4 days**. The CPFM Coordinator will submit the final document to TDSHS.

- T-7 Form must include:

- 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 list
- Training Completion Date for Each Individual Listed

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

10 days prior to the start of the camp, form T7 must be submitted to the CPFM Coordinator. This form is required for all campus programs for minors that include 20 or more campers that last at least 4 or more days.

This form includes: the dates of operations for the camps, the county ID number, the training course information, and more.

Please note that students who are part of these camps as part of their UHCL coursework will not need to be on this form.

# 3RD PARTY/CONTRACT PROCESS

- Contract with Required Information: Training, Certifications, Indemnification, and Insurance
- Recommend to TX 2-3 months before program/camp.

- University Liaison submits a copy of contract to CPM Coordinator 10 days prior to camp/program start.



- Complete Form T-7 and submit with contract to university liaison 10 days prior to camp.
- If hosting 20 or more minors who are on campus for all or part of 4 days, must also submit T-7 to TDSHS as well.

If we have 3rd party vendors operating a camp on UHCL grounds, there are procedures we have to follow. The first requirement is to have a contract that specifies that all participants have a clear background, approved training, proper indemnification and insurance as defined in SAM 05.C.01. This contract will be verified first by the University Liaison then the contract and the T7 will go the CPM Coordinator at least 10 days prior to the start of the camp.

# Memo

**To:** Program Operator  
**From:** Yolanda Nimmer-Williams, CPFM Coordinator  
**Date:** Date  
**Re:** [Camp Name]

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Congratulations!

You have completed all required documentation and training for your campus program for minors! Thank you for your submission, and we wish you great success with your program!

Please know that if you have any staffing updates for your program, you will need to resubmit your TDSHS form with the appropriate alterations to the staffing list with their training completion date. Amended forms can be submitted via email to [Nimmerwillia@uhcl.edu](mailto:Nimmerwillia@uhcl.edu). New staff members or volunteers will not be able to participate in your program for minors before they have completed the Child Protection Training module.

Should you have any other questions, please feel free to contact us!

This is an example of the Approval Letter you will receive. This will be issued after the CPFM Coordinator has reviewed and submitted all information to the State.



# REPORTING SUSPECTED ABUSE OR NEGLECT

- [Texas Family Code, Chapter 261](#) requires 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](#). \*\***

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.

If you believe there is an immediate threat, you must report it to either your supervisor, the program Operator, or the CPFM Coordinator. If there is a non-immediate threat and you wish to remain anonymous, you can report via the Fraud and Non-Compliance Hotline.



# CPFM Committee & Contact

- **Yolanda Nimmer-Williams** - Interim CPFM Coordinator/Director, University Compliance ([Nimmerwillia@uhcl.edu](mailto:Nimmerwillia@uhcl.edu), x2307)
- **Albert Black** - Director, EHS and Emergency Management ([Blacka@UHCL.edu](mailto:Blacka@UHCL.edu), x2110)
- **Debra Carpenter** - Executive Director, Auxiliary & Procurement ([Carpenter@uhcl.edu](mailto:Carpenter@uhcl.edu), x2150)
- **Esther Herrera** - Senior Manager, Training & Development ([Herreraes@UHCL.edu](mailto:Herreraes@UHCL.edu), x2166)
- **Johnathan Davis** - Coordinator, Training & Development ([Davisjt@uhcl.edu](mailto:Davisjt@uhcl.edu), x2301)

If you have any questions or concerns please contact the CPFM Coordinator or you can reach out to any of the CPFM Committee members listed here.



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## Campus Program for Minors

**Campus Program for Minors**

When hosting minors on our campus for certain programs, UHCL is required to provide training to comply with state regulations that aim to keep minors safe while in our care.

**Tailored Department Needs and Team Building**

Texas Education Code § 51.976 requires individuals who will have contact with minors at certain limited campus programs to receive specific Youth Protection Training in order for the campus program to be operated by or on the campus of an institution of higher education.

**Training Calendar**

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.

**Contact**

**Human Resources**  
Phone: 281-283-2100  
Fax: 281-283-2158  
humanresources@uhcl.edu  
Bayou Building B2537  
2700 Bay Area Blvd, Box 167  
Houston, TX 77058-1002

At the core of the Texas Education Code § 51.976, and SAM 05.C.01 is to provide proactive Youth Protection Training. 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 Youth Protection Training annually. The University of Houston System has created an online course, approved by the Texas State Department of Health Services (TSDHS), to ensure compliance.

**Training Information**

Contact Human Resources to secure enrollment in the required training and to discuss other requirements.

<https://www.uhcl.edu/human-resources/hr-training/campus-program-for-minors>

You can find all of our resources, guides, and links to all forms on our CPMF webpage.

**THANK YOU!**



This concludes your orientation. We thank you for your time.