Protection of Minors
Presented by AHR, SHR, and DPS
Housekeeping and Introductions
What We Will Cover Today

- Initiation and Implementation of the Policy
- Protection of Minors Policy Overview
- ANCRA Training Requirement
- Campus Activities Report Requirement
- Background Check Requirement
Settlements announced for Sandusky victims

October 28, 2013
UNIVERSITY PARK, Pa. -- Penn State officials announced Monday (Oct. 28) that over the past few months the University has reached agreement with 26 of the victims of former assistant football coach Gerald Sandusky. The terms of the settlements, which include a release of all claims against Penn State and other parties, are subject to confidentiality agreements. Of the 26 settlements, 23 are fully signed and three are agreed in principle,
Background

The Illinois Abused and Neglected Child Reporting Act (ANCRA) requires that certain individuals having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the department.

In **June of 2012**, the Illinois Abused and Neglected Child Reporting Act (ANCRA) was amended to include “personnel of institutions of higher education.”
Protection of Minors Policy

The university issued the Protection of Minors policy in November 2012 and revised the policy in July 2013.

http://www.hr.uillinois.edu/cms/One.aspx?portalId=964839&pageId=1217749

Please see your handout #1
Protection of Minors Policy
Five Requirements

- Duty to cooperate
- Duty to report
- Duty to complete education and acknowledgement (ANCRA training)
- Duty to maintain report of university activities for minors
- Duty to submit to background checks
Protection of Minors Policy
Requirements

- Duty to cooperate:

  All members of the university community shall cooperate with investigations of alleged child abuse/neglect
Protection of Minors Policy
Requirements

- Who are “all members of the university community?”
  All university personnel, university volunteers, and university contractors

- Who are “university personnel?”
  Includes but is not limited to all university faculty, staff, post-doctoral, visiting scholars, and student employees
Protection of Minors Policy
Requirements

- Duty to report:
  - All members of the university community shall report suspected child abuse or neglect to university police and the appropriate university office
  - All university personnel must make a report to the Department of Children and Family Services (DCFS)
Our Focus: Three Protection of Minors Policy Requirements

- Duty to complete ANCRA training
- Background check
- Duty to maintain report of university activities and safeguards
ANCRA Training

All members of the university community must complete the ANCRA training and sign a certification acknowledging completion of the training

- ANCRA training for personnel
- ANCRA training for volunteers and contractors
ANCRA Training

ANCRA training for personnel is a brief training comprised of 18 slides:

https://nessie.uihr.uillinois.edu/pdf/Policy/EmployeePaperBasedTrainingANCRA.pdf

Please see your handout #2
ANCRA Training

ANCRA training for volunteers and contractors is a brief training comprised of 17 slides:

http://nessie.uihr.uillinois.edu/pdf/Policy/VolunteerAffiliateANCRA.pdf
ANCRA Training

ANCRA training can be completed in two ways:

- NESSIE:
  https://nessie.uihr.uillinois.edu/cf/training/ancra/login.cfm
- Paper-based training
  - for personnel:
    https://nessie.uihr.uillinois.edu/pdf/Policy/EmployeePaperBasedTrainingANCRA.pdf
  - For volunteers and contractors:
    http://nessie.uihr.uillinois.edu/pdf/Policy/VolunteerAffiliateANCRA.pdf
Report of University Activities and Safeguards

Division of Public Safety reviews and approves any event on campus designed to include minors

http://www.dps.uiuc.edu/AIM/index.html
Report of University Activities and Safeguards

Division of Public Safety requires the following forms to be submitted at least fourteen (14) days prior to the event:
- Protection of Minors Event Form and Compliance Checklist

http://www.dps.uiuc.edu/AIM/Protection%20of%20Minors%20Event%20Form.pdf

Please see your handout #3
Report of University Activities and Safeguards

Protection of Minors Event Form and Compliance Checklist require the following information:
- Program title, dates, time, location, contact information, program description, etc.
- Plans for transportation, emergencies, etc.
- Additional requirements for any overnight activities: ID, curfew, and conduct standards

http://www.dps.uiuc.edu/AIM/Protection%20of%20Minors%20Event%20Form.pdf

Please see your handout #3
Report of University Activities and Safeguards

These completed forms are to be sent to the University of Illinois Division of Public Safety Compliance Coordinator at:

- University of Illinois Division of Public Safety
  Attn: Jennifer Payan
  1110 W. Springfield Ave.
  Urbana, IL  61801
  MC-240

- Or emailed to: dps-aim@illinois.edu
Background Check

Protection of Minors policy requires extensive background checks (national criminal and national sex offender registry checks) for certain individuals
Background Check

Who is required to undergo the national background checks under the policy?

- Members of the university community (personnel, volunteers and contractors) involved in programs or activities designed to include minors who meet any of the following criteria:
  - Directors or supervisors of such programs or activities
  - Those whose duties require close contact and/or alone time with minors as part of their job or role
  - Those who stay overnight with the minors as part of their job or role
Background Check

Q: I am not sure whether employees/volunteers/contractors need their backgrounds checked. Whom do I contact?
   - Chris Carr at SHR, 333-2137 or clcarr@illinois.edu
   - Yulee Kim at AHR, 333-0033 or ycarpen2@illinois.edu
Background Check

- AHR can assist with the following groups: faculty, other academics, AP, VAP, Grad, Grad Hourly, Academic Hourly, and Volunteers
- SHR can assist with the following groups: Civil Service, Extra Help, Student Employees, and Contractors
Background Check

Q: What information do I need to give to AHR (Felicia Parks) and SHR (Chris Carr/Bobbie Clegg) to initiate background check?

- The person’s last name
- The person’s first name
- The person’s middle initial, if known
- The person’s email address (the third party vendor, GIS, will contact the candidate via email and collect all the information)
- CFOPAL for the charge
- Employee class
- UIN if available
Background Check

- After background checks are initiated, by AHR or SHR, our third party vendor General Information Services, Inc., (GIS) will contact the candidate via email and collect necessary information.

- This email will come from UniversityofIllinoisHR@geninfo.com
Background Check: GIS Message
Please see handout #4
Q: How soon will I receive the result and what is the cost?

- Typically, it takes three (3) business days once the candidate responds to GIS email, but we have seen checks that took several weeks.
- $40 per check and additional $4.75 for any sex offender registry verification, only if necessary
Background Check

Q: What checks are done under the GIS checks?
- Statewide criminal history
- County criminal history based on where the applicant has lived or worked generated by SSN search
- National sex offender registry
- GIS’s national criminal convictions file
Exceptions

Q: Are there any exemptions to the activities report and background check requirements?
- Regularly scheduled classes or activities designed primarily for enrolled students or individuals accepted for enrollment
- Single commercial performances or events open to the general public
- Etc.

Please see your handout #5

Campus Implementation Procedures
Flow Chart

http://www.ahr.illinois.edu/background/FlowChart.pdf

Please see your handout #6
Evaluation

Please take a few minutes to complete the online evaluation after this session.
Your feedback is greatly appreciated.
Your Resources

Civil Service Employees — 333-3105
Leslie Arvan
Alicia Lowery
Chris Carr
Nichole Hemming

Academic Employees — 333-0033
Sharon Reynolds
Yulee Kim
Felicia Parks

Division of Public Safety — 300-8108
Jennifer Payan