

Protection of Minors

Presented by AHR, SHR, and DPS



 ILLINOIS

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



Background: Why a New Policy?

PENNSTATE



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.

<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1460&ChapterID=32>



Background

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

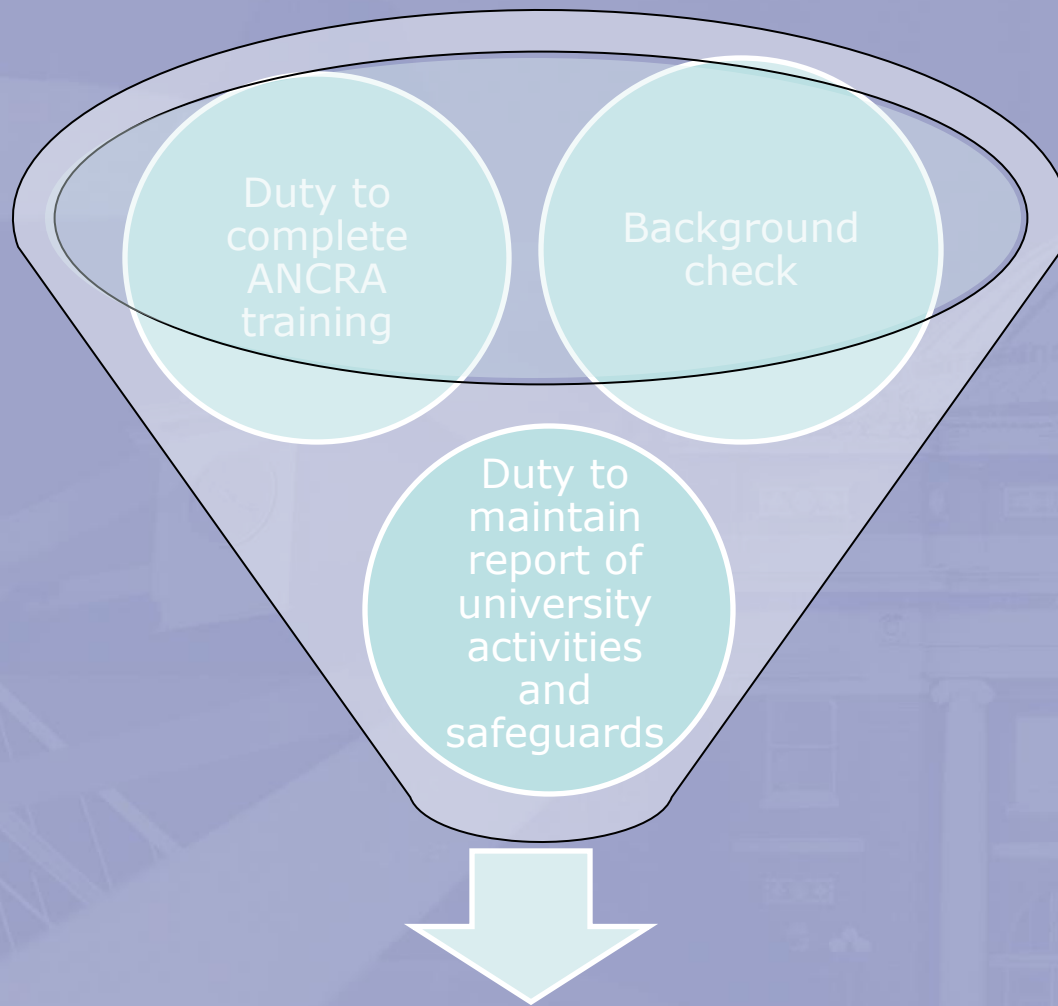
- Who are “all members of the university community?”
All university personnel, university volunteers, and university contractors
- Who are “university personnel?”
Includes but is not limited to all university faculty, staff, post-doctoral, visiting scholars, and student employees



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



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



Background Check

Q: How soon will I receive the result and what is the cost?

- Typically, it take 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



Questions and Answers



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

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