Cheat Sheet – Establishing a Covered Program (Minors on Campus)

1. Set up accounting code through Fieldprint by completing the "Fieldprint Account Set-Up Instructions" on the website. Submit completed form to honjoj@hawaii.edu and ensure receipt of a code for the Fieldprint account before proceeding to request a Covered Program.

fieldprint
Identity delivered.

Fieldprint Account Set-Up Instructions

I) Complete application information below:

Program Name: University of Hawaii – Office of Human Resources
Divisional Account Name: PLEASE INDICATE NAME OF PROGRAM

2. Campus Program Administrator (CPA) completes Registration Form through OnBase.
   - The Registration Form(https://ecmforms.system.hawaii.edu/fob/dest/Background-Checks) for a UH Covered Program Involving Minors describes scope, intent, and planned activities of the program, as well as logistical information – time, date, what UH resources are being used, how many minors will participate, and how many UH Community Members and non-UH Volunteers will participate. Requestors should be as descriptive as possible in proposing their program.

3. Responsible Campus Official (RCO) reviews the request and approves (or denies).
   - The RCO receives email notification to review the requested program.
   - The RCO considers feasibility of the request, any unusual or risky factors related to the request (ie, overnight programs), and resource impact to UH facilities being use for the program. The RCO should follow up with the CPA if more information is required to approve the request.

4. After approval, CPA receives system notification to complete list of participants in program (UH Community Members and non-UH Volunteers).

- An email with a link back to OnBase will be sent to the CPA, requesting the names of all UH Community Members (UH employees) and non-UH Volunteers (non-employees) who will be providing support to the program.
- CPA must ensure that contact information for prospective participants is accurate, as this will trigger an email to the participants to complete the required background check information.

5. <u>Participants in program receive notification to complete background check information.</u>
   - The Background Clearance Request/Consent for Employees and Volunteers Interacting with Minors links back to OnBase for participants to both consent to the background check and complete the required demographic information for the Background Check Coordinator (BCC) to complete the process.
   - It also notifies the participant that training through laulima is required for participation in the program.

Background Clearance Request/Consent for Employees and Volunteers Interacting with Minors ➤ Minors Policy ✕   🖨 ⧉

no-reply@hawaii.edu   Fri, May 27, 3:15 PM   ☆   ↩   ⋮
to ▾

Aloha,

You are receiving this email because you have been listed as a volunteer for a UH Covered Program Involving Minors. A background check is required to participate in the Covered Program.
Program Reference Number:1543659
Campus: MANOA
College/School/Department: ATHLETICS
Covered Program: UH MEN'S TENNIS
Program Title: EDUCATIONAL WORKSHOPS
Please go to the following link and complete the "Background Clearance Request/Consent for Employees and Volunteers Interacting with Minors" form: Copy and paste this program reference number into the form: 1543659
Background Clearance Request/Consent for Employees and Volunteers Interacting with Minors

Please work with your Campus Program Administrator to establish your credentials for required training through Laulima for participation. Once confirmed as registered in Laulima, initiate the Minors on Campus Training at laulima@hawaii.edu. Log in and select the "Minors on Campus" training session. Be sure to address all modules. Submit a copy of your training certification to your Campus Program Administrator when complete.
For questions about the background check request, please contact the Covered Program Administrator.
Thank you.

6. <u>UH Community Members and non-UH Volunteers input the required information on the Background Clearance Request/Consent for Participants Interacting with Minors form.</u>
   - Includes personal information and information.

BACKGROUND CLEARANCE REQUEST/CONSENT FOR PARTICIPANTS INTERACTING WITH MINORS

Instructions

Pursuant to HRS §78-2.7, UH is required to ensure the reputable and responsible character of its employees/students and volunteers interacting with minors in a UH Covered Program, which includes a criminal history record check. To determine suitability, UH shall conduct an evaluation, which includes reviewing information from the Hawai'i Criminal Justice Data Center (HCJDC), the Hawaii and National Sex Offender Public Registries, and the State Traffic Violations Bureau (if applicable). For more information on UH's background check process, refer to Executive Policy x.xxx and Administrative Procedure x.xxx.

FOR UH EMPLOYEES ONLY
In addition to background checks through the mechanisms described above, all UH employees, including student assistants, who interact with minors will be subject to a fingerprinting check through the HCJDC and the Federal Bureau of Investigation (FBI). Instructions are available at [website URL].

SECURITY AND CONFIDENTIALITY
The information collected on this form is considered highly confidential. UH Executive Policy 2.214, Institutional Data Classification Categories, categorizes SSN and criminal background history information as Regulated data. UH Regulated data requires the most stringent security measures due to its confidential and sensitive nature. Access is highly restricted and limited to a few employees responsible for the executing the background checks.

I. GENERAL INFORMATION

Program Reference Number*
[   ]

Have you submitted an application for a background check within the last three years?*
○ Yes
○ No

Personal Information

First Name*   Middle Name   Last Name*
[   ]   [   ]   [   ]

Email*
[   ]

Social Security Number*
[   ]

Birth Date   Birth Place   Citizenship*
Enter your date of birth (mm/dd/yyyy)*   Enter your place of birth (city, state)*
[   ]   [   ]   [   ]

Gender   Race*
○ Male   [▼]
○ Female
○ Other

- Criminal history, if any, should be disclosed. Failure to disclose criminal history may result in a determination of unsuitable.

II. BACKGROUND HISTORY

CONVICTION OF A VIOLATION OF LAW

You MUST report, within the past ten (10) year period, excluding any period of incarceration, state, out-of-state, federal, military, international and other convictions. These include convictions of FELONY and MISDEMEANOR offenses (including PETTY MISDEMEANOR, DRIVING UNDER THE INFLUENCE (DUI), CONTEMPT OF COURT, etc.).

You do **NOT** need to report the following:
Arrests not followed by convictions.
Convictions which were annulled or expunged.
Offenses for which you were tried as a minor or juvenile.
Convictions of offenses punishable by fine only. (You must report any convictions that **could** have resulted in a jail sentence even if your sentence was only a fine. If you are in doubt, please answer "YES" to question 1 below and provide an explanation in question 2.)
Convictions of a misdemeanor, after which a period of ten (10) years since the date the sentence was fulfilled has elapsed, and there has **NOT BEEN** any subsequent arrest or conviction.

Convictions shall not necessarily bar you from employment or participating in a program with minors. Factors such as age at the time of the offense, date of the offense, seriousness and nature of the violation, and rehabilitation may be taken into account, provided that the conviction bears a rational relationship to the duties and responsibilities of the role in the Covered Program.

Have you been convicted of a violation of law in the past ten (10) year period, excluding any periods of incarceration?*
- ⦿ Yes
- ○ No

Nature and Circumstances of Conviction (1)

Date of conviction
[   ]

Nature and circumstances
Provide details on the nature and circumstances of your conviction
[   ]

Sentencing imposed
[   ]

Current Status
[   ]

Additional information
Provide any additional information that may be relevant
[   ]

Have you had an additional conviction?
- ○ Yes
- ○ No

- Participants must certify and consent to the criminal background check process. Participants must also certify that they have been made aware of their rights related to criminal background checks through the FBI (fingerprinting only) and the Fair Credit Reporting Act.

III. CERTIFICATION

- ☐ I, the undersigned, hereby authorize the Department/Division listed above to submit my information to the Hawaii Criminal Justice Data Center (HCJDC) for the purposes of accessing and reviewing state criminal history records that may pertain to me. *
- ☐ I understand that checks with the Hawaii and National Sex Offender Public Registries, and the State Traffic Violations Bureau (if driving is a requirement of the Covered Program) are part of the background check process. *
- ☐ I have been informed of my rights under the FBI Privacy Act Statement. https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement *
- ☐ I have been informed of my rights under the Fair Credit Reporting Act (FCRA). https://www.federalregister.gov/documents/2018/09/18/2018-20184/summaries-of-rights-under-the-fair-credit-reporting-act-regulation-v *
- ☐ I have been informed of the University of Hawaii Minors policy. (link here) *
- ☐ I certify that all answers and statements made on this form are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any future participation in a UH Sponsored Program. *

Applicant's Signature*   Date
                                                               [   ]
[Click to Sign Document]

*
[☐ I'm not a robot reCAPTCHA Privacy - Terms]

[Submit]

- Only UH Community Members are required to complete fingerprinting.

7. <u>Background Check Coordinators (BCC) at OHR perform background checks and complete profile in OnBase.</u>
   - BCC reviews fingerprinting results (UH Community Members only), and criminal history through CJIS, sex offender website, and traffic history, if responsibilities with the program involve driving. Results are included with confidential profile in OnBase.

8. <u>Participant is cleared or not cleared.</u>
   - If prospective participant has no criminal history on their record, they will be cleared to participate in the program.

- If prospective participant has a conviction on their record, or has a concerning driving history in a role that involves driving, they will not be cleared and the request will route to the OHR Director. In consultation with a panel of reviewers, OHR Director will review de-personalized information related to program and prospective participant and determine suitability.
- In consultation with a panel of reviewers, OHR Director will review de-personalized information related to program and prospective participant and determine suitability.

9. <u>Commencement of program / completion of program.</u>
- Once CPA has been notified that all prospective participants are cleared, and that all have completed training, the CPA may commence the program involving minors.
- When program is completed, CPA will receive email notification to close out program. CPA will list all registered participants (UH Community Members and non-UH Volunteers) who actually participated in the program.