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.

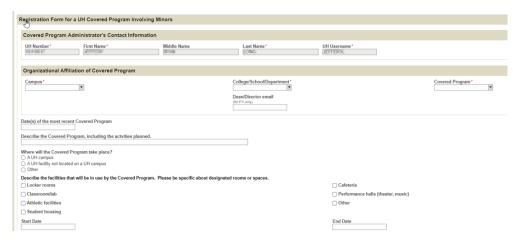


Fieldprint Account Set-Up Instructions

1) Complete application information below:

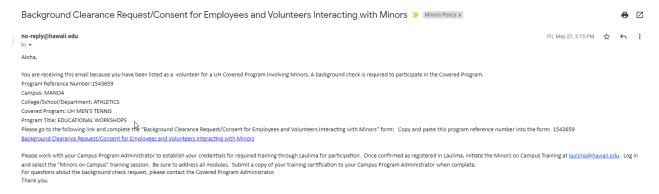
Program Name: University of Hawaii – Office of Human Resources
Divisional Account Name: PLEASE INDICATE NAME OF PROGRAM

- 2. <u>Campus Program Administrator (CPA) completes Registration Form through OnBase.</u>
 - 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.

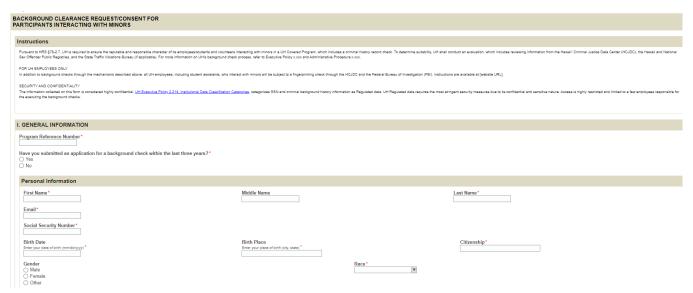


- 3. Responsible Campus Official (RCO) reviews the request and approves (or denies).
 - The RCO receives email notification to review the requested program.
 - The RCO considers feasibility of the request, any unusual or risky factors related to the request (ie, overnight programs), and resource impact 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. <u>After approval, CPA receives system notification to complete list of participants in program (UH</u> Community Members and non-UH Volunteers).

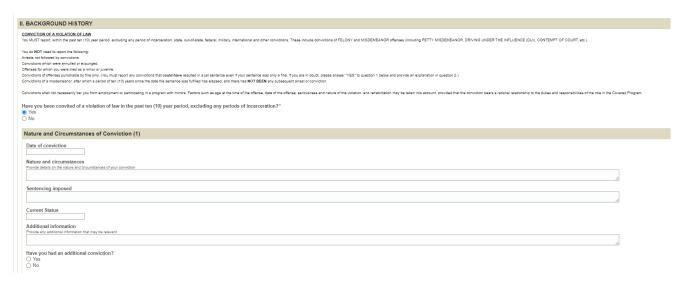
- An email with a link back to OnBase will be sent to the CPA, requesting the names of all UH Community Members (UH employees) and non-UH Volunteers (non-employees) who will be providing support to the program.
- CPA must ensure that contact information for prospective participants is accurate, as
 this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



- 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.



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



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.



- 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. Participant is cleared or not cleared.
 - 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.
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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.