

# MINORS ON CAMPUS PROGRAM FAQ'S

## What are the minimum requirements for all covered adults?

Each covered adult must complete:

1. The child protection training program
2. Have an approved background check
3. Sign and submit the form for "Tennessee Law on Mandatory Reporting of Child Abuse or Child Sexual Abuse"

## Are volunteers considered covered adults?

Yes, if the program director reasonably anticipates the volunteer will have direct contact with a minor in the university sponsored covered program.

## What are the requirements for a Covered Program not sponsored by a university unit?

The sponsor of the covered program must sign the required indemnification agreement "License for use of university property for program involving minors" and submit the form to the campus CBO and designated official.

## Why are Covered Adults required to undergo a background check?

The objective of this policy is to promote a safe environment for minors by fostering a University culture that is committed to preventing, recognizing, reporting, and addressing child abuse and child sexual abuse. The background check will help to ensure the safety of our employees, students and visitors.

## What is the average turnaround time for a background check?

The average turnaround time after the background check has been submitted is 72 hours. Background may take longer than 72 hours depending on several factors: number of aliases, number of prior residences and the speed of the reporting agency. For these reasons, please allow at least one to two weeks of processing time for each background check.

## What information is required from the applicant in order to initiate the background check?

The subject must complete and sign the University's Fair Credit Reporting Act Disclosure and Authorization to Release Information Form. This form is available online at: [insert hyperlink](#)

## Does the individual identified as a Covered Adult have to give permission or consent for a background check to be conducted?

Yes. If a candidate does not give permission or neglects to give all of the information required to process a background investigation, the check will not be conducted and that person will not be allowed to participate in covered programs.

## Who conducts the background check?

Human Resources will conduct all background checks.

## Who is responsible for covering the cost of the background check?

Campus auxiliary units must fund the costs of the background check. E & G funded departments will be paid for centrally by the University.

## What does the background check involve?

For "Covered Adults" with any overnight involvement or regular, frequent contact with minors for longer than two weeks, the background check will include the following:

- SSN Verification and Trace (credit bureau data analyzed for names, SSNs, and addresses)
- County Criminal Records Search (searches conducted in all counties of residence in past 7 years)
- Federal Criminal Records Search (searches conducted in all districts of residence in past 7 years)
- National Criminal File Search
- National Sexual Offender Database Search
- MVR Driving History
- Sanctions Base (proprietary search covering sanctions, disciplinary and administrative actions taken by hundreds of federal and state healthcare regulatory authorities, including FDA, NIH, GSA, OFAC, terrorist watch lists and more)

## How often will current employees who are identified as Covered Adults undergo a background check?

Criminal background checks on the persons described above shall be repeated no less frequently than every four (4) years.

## Who has access to background check results?

Background information will be regarded as confidential and protected against unauthorized disclosure. Information shall not be released or otherwise disclosed to any person or agency, except to persons who need to know this information in order to make a determination regarding employment.

## How can the Program Director and other covered adults fulfill the Child Protection training requirement?

There are two options available to complete the training:

- Present the ready-made PowerPoint to your group; or
- Complete the online training module in Skillport (must have a UT netID).

**Option #1** is the most suitable option for many cases at UT. It is a particularly good option if you need to

train a large group at one time or if you are on a short timeframe. This is the only option if you need to train volunteers or UT contractors, as they do not have netIDs.

**Option #2** is a suitable option for individual UT employees. If you have a group of employees who would like to complete online training, please contact Johanna Owenby at [jowenby@tennessee.edu](mailto:jowenby@tennessee.edu).

### **I presented the PowerPoint to my staff. How do I make sure that their training is recorded?**

It is essential to keep training completions recorded in IRIS. Covered Adults are required to have training every two years; in order to track compliance on this requirement, and it is essential training completion records are current. For tracking purposes, you may email or campus-mail a list of attendees to [jowenby@tennessee.edu](mailto:jowenby@tennessee.edu) or to 220 Conference Center Building, Knoxville, TN, 37996. Completions are recorded in IRIS. If your list of attendees is more than 50 people, please put the list into an Excel spreadsheet and email it. Please include the following information:

- First name
- Last name
- Personnel number (if known)
- If personnel number is not known, please provide the FULL first, middle, and last names of each individual. There are many common names at UT.

### **Where can I access the online training module for Child Protection training?**

The online training is housed in Skillport, the Skillssoft eLearning management system administered by UT Human Resources. You must have a UT netID to use Skillport. In addition, you must be pre-registered in the Skillport system. You can register in one of two ways:

- Email Johanna Owenby ([jowenby@tennessee.edu](mailto:jowenby@tennessee.edu)) and request to be registered in the Skillport system. You may also go ahead and request that the Child Protection training be added by Johanna to your Skillport plan.
- [Self-register using this link](#)

**For existing Skillport users:** If you are already familiar with the Skillport system, you may log in as usual and then perform a search for “Child Protection.” Or, you may email Johanna Owenby and request that she add the training to your Skillport plan.

**For first-time users:** If you are a first-time user, please be sure that your computer and browser are compatible with the Skillport system by performing this quick system compatibility check. If the results of the compatibility check suggest that you need to make updates to your computer, please make sure to do those updates before you attempt to log in to Skillport. The IT professional in your department and/or the OIT helpdesk are equipped to help you make those updates.

### **QUESTIONS OR CONCERNS:**

For specific concerns or questions about the Skillport system in particular (not general technical issues), please email or call Johanna Owenby at [jowenby@tennessee.edu](mailto:jowenby@tennessee.edu) or **865.974.6657**. Questions about technical problems should be directed to your department’s IT professional or to the