Penn State Youth Programs

Annual Program Director's Meeting

February 4, 2016

University Park

Nittany Lion Inn

Welcome

Agenda

- **Updates on Policy & Law**
- **Risk Management**
- **Training Update**
- **Morning Q&A**
- **Lunch**
- **Emergency Planning for Youth**
- **Program Monitoring**
- **Afternoon Q&A**

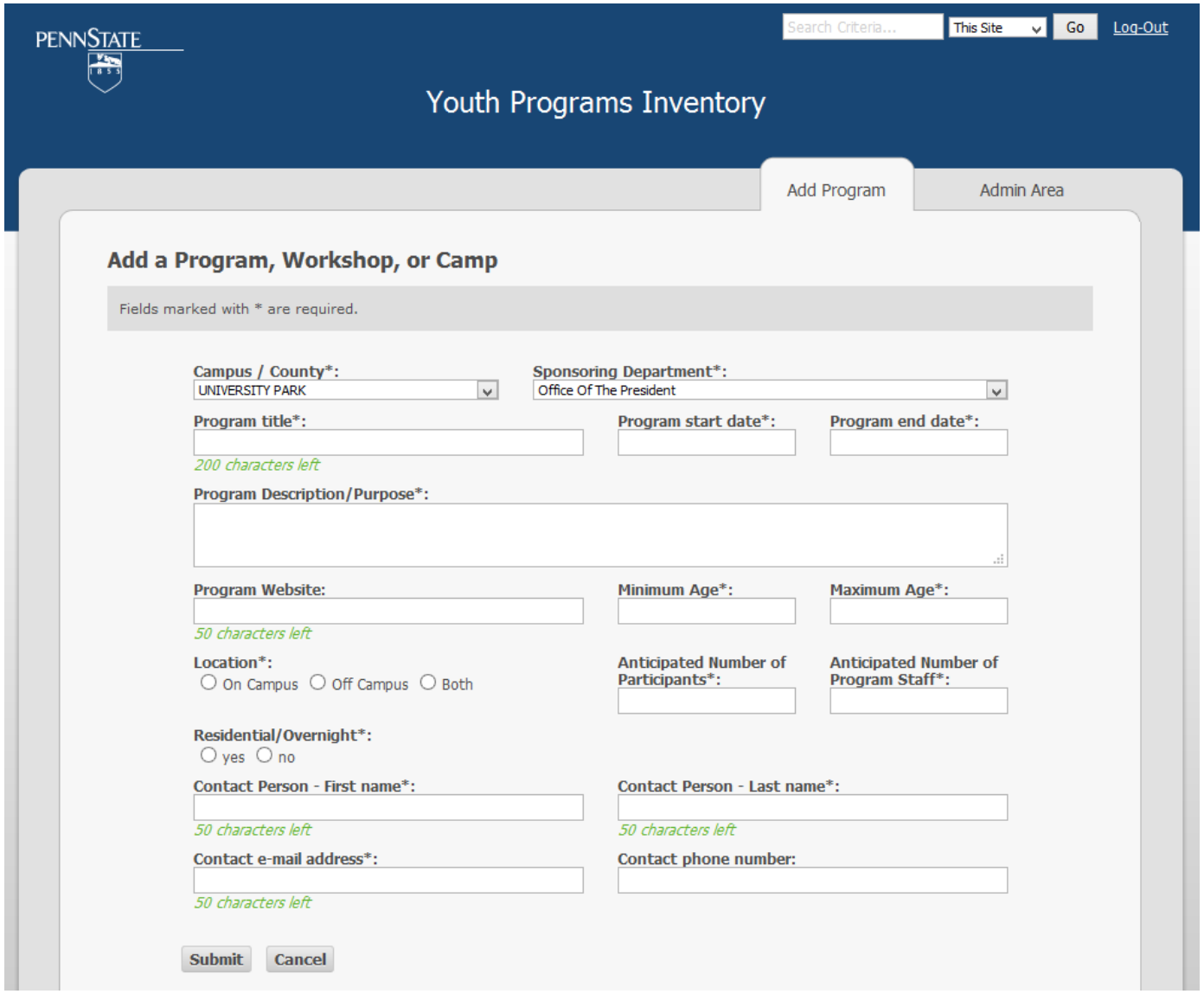
ACTIVITY

Updates

PA Child Protective Services Law

&

PSU Policy



https://app3.ohr.psu.edu/mr_inventory

Register the program when confirmed

- Annually
- Contact Person = Program Director
- Delete prior to program start date if cancelled

Purpose

- Monitoring
- Track number of programs/children

Clearance Requirements

The three clearances required remains the same when having direct contact with children:

- Pennsylvania State Police Criminal Background Check (SP4-164)
- Pennsylvania Child Abuse History Clearance Form

  (CY-113)
- Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report)

THROUGH THE DEPARTMENT OF HUMAN SERVICES

Portability of Clearances

- **YES** EMPLOYMENT TO EMPLOYMENT
- **YES** VOLUNTEER TO VOLUNTEER
- **YES** EMPLOYMENT TO VOLUNTEER
- **NO** VOLUNTEER TO EMPLOYMENT

Clearance Re-Certification

- Clearances are considered "current" if they have been obtained in the past **60** months
  - **With the exception of DOE**

- Clearances must be renewed every ***60*** months

Review of PSU Policies

AD39 : Minors Involved In University Sponsored Programs

- Registration Information
- Staff Orientation
- Emergency Notification
- Access to Emergency Medical Services
- Check in & Check Out Process
- Adequate Supervision
- Rules & Discipline Measures

Review of PSU Policies

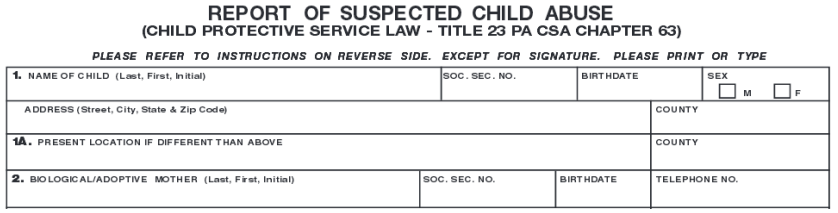
Medication Management

- Medical Treatment Authorization Form
- Review all medication issues and needs
- Medication provided in original pharmacy container
- Medications must be placed in a zip-lock bag
- Daily medication log
- Participant self-administers medications
- Abandoned medication will be destroyed

Review of PSU Policies

AD72 : Reporting Suspected Child Abuse

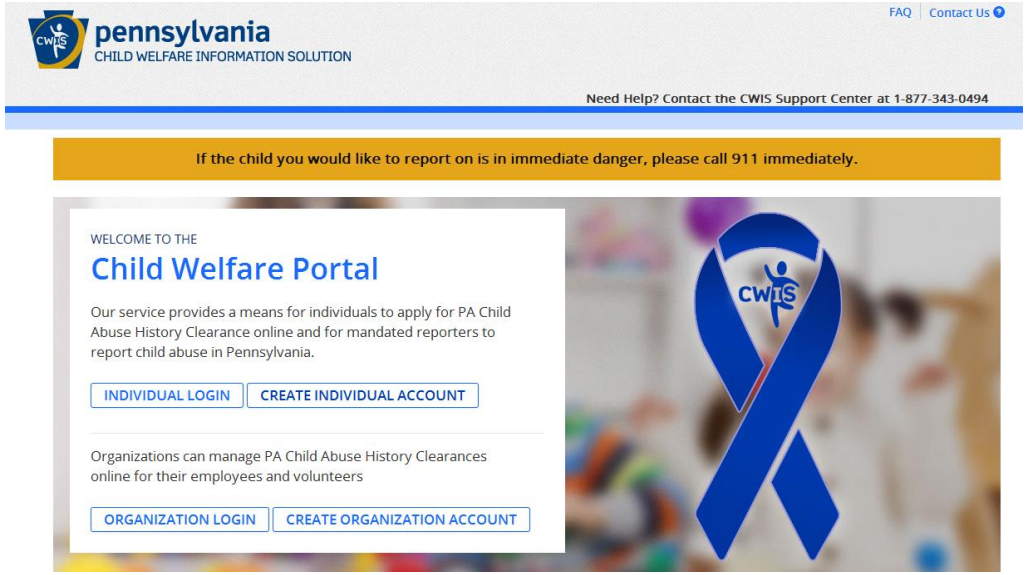
- All are mandated reporters
- Immediate danger? Call 911
- Immediately make a report
  - Oral report
    - 1-800-932-0313
    - Within 48 hours, submit CY47
  - Electronic report
    - www.compass.state.pa.us/cwis
- Immediately after report internally
  - Email to AD72@psu.edu



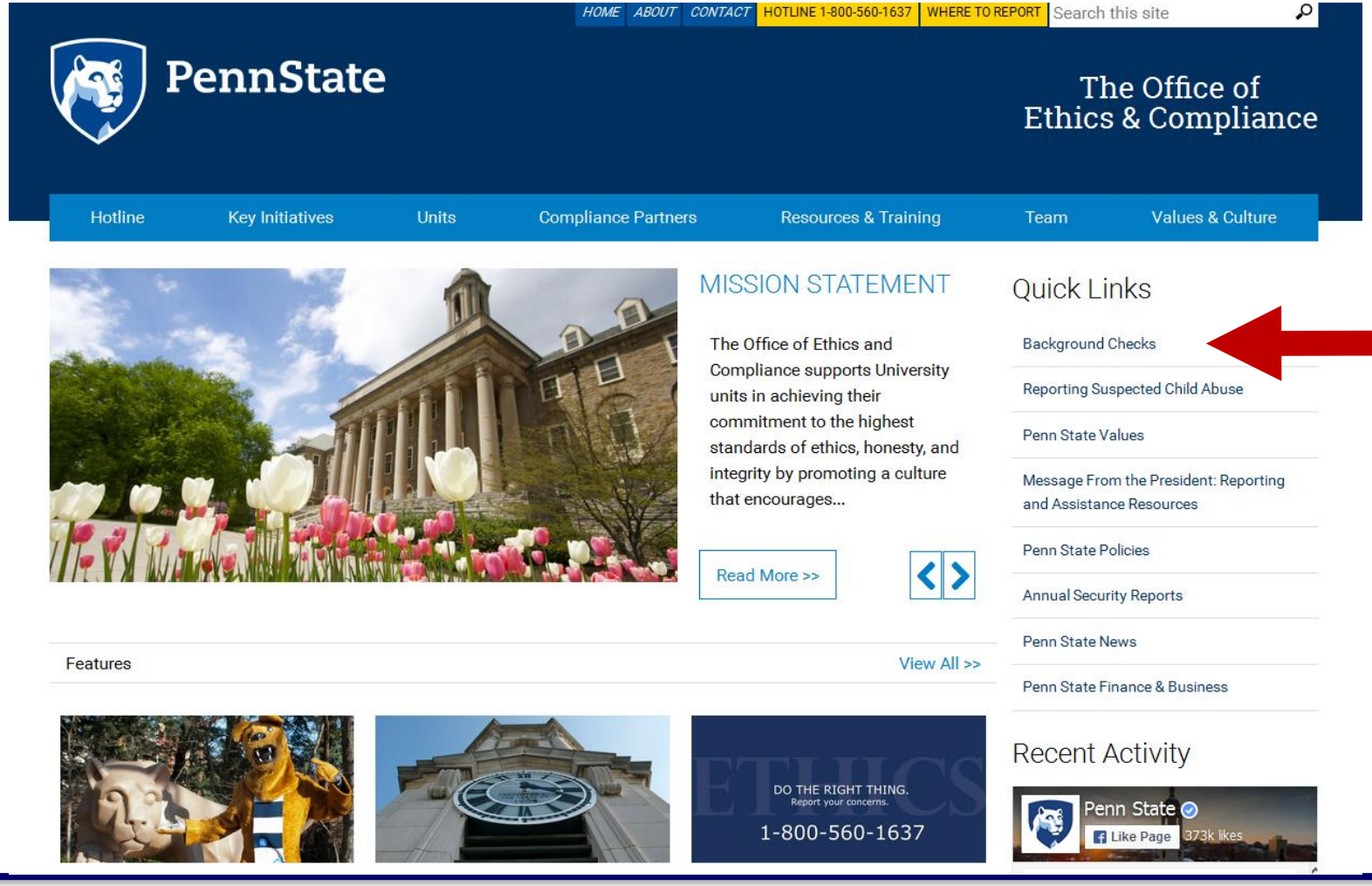
REPORT OF SUSPECTED CHILD ABUSE
(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE. PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)	SOC. SEC. NO.	BIRTHDATE	SEX ☐ M ☐ F
ADDRESS (Street, City, State & Zip Code)			COUNTY
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)	SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.



http://universityethics.psu.edu



Athletics Compliance
Athletics Integrity
- Athletics Integrity Policies
- Athletics Integrity Resources
- Athletics Integrity Training
- Commonwealth Campus Athletics

University Ethics
- University Ethics Committee
- University Ethics Policies
- University Ethics Resources
- University Ethics Training

Export Compliance
- Export Compliance Policies
- Export Compliance Procedures
- Export Compliance Resources
- Export Compliance Training
- Restricted Party Screening

BACKGROUND CHECK INFORMATION

Recent legislation amending PA Title 23: Domestic Relations, Ch.63: Child Protective Services (passed as HB 435) changes requirements for background checks effective December 31, 2014. *Please check back often as this site will be updated as we receive further clarification on the requirements.*

9/1/15 - New Background Check Requirements

All University faculty, staff, and volunteers who are responsible for "the care supervision, guidance or control" of or have "routine interaction" with anyone under the age of 18 must obtain the following clearances prior to working with children, and renew them every five years:

1. Pennsylvania State Police Criminal Background Check (SP-164)
2. Pennsylvania Child Abuse History Clearance Form (CY-113)
3. Federal (FBI) Fingerprint Criminal Background Check (Criminal History Report)

Submission Instructions - updated 9/1/15

Resources

- ChildLine Paper Form
- ChildLine Clearance Waiver Form (for Units submitting in bulk)
- Printable Fingerprint Card
- Provisional Hiring Affirmation Form
- Volunteer Exemption From FBI Affirmation Form
- Request for Review of Clearances by HR Division of Recruitment and Compensation
- PSU Arrest and Conviction Self-disclosure Form
- Request for Review of FBI Fingerprint Clearance Results from the Department of Education (DOE)

Quick Links

Background Checks
Reporting Suspected Child Abuse
Penn State Values
Message From the President: Reporting and Assistance Resources
Penn State Policies
Annual Security Reports
Penn State News
Penn State Finance & Business

University Announces New Combined Hotline

Ethics and Compliance Announces New Investigations Specialist

Understanding Compliance Designations

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YOUTH PROGRAMS

VISION STATEMENT

Penn State is a leader in higher education and carries out its mission of teaching, research, and service with pride and focus on the future. In furtherance of this mission, Youth programming at Penn State strives to extend the resources and expertise of the University from a variety of disciplines to pre-college youth through experiential, educational opportunities.

The Pennsylvania State University is committed to providing a safe environment for all youth participating in activities offered through the University. The Youth Programs Compliance Unit supports programs and policies involving youth protection, is responsible for coordinating compliance with the University's policies impacting youth protection, and serves as the focal point for review and communication of updated procedures and processes to comply with such policies.

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Features View All »

University Announces New Combined Hotline

Ethics and Compliance Announces New Investigations Specialist

Understanding Compliance Designations

Youth Programs

- Background Check Information
- Information for Parents
- Reporting Child Abuse
- Youth Program Policies
- Youth Program Resources
- Youth Program Training
- Youth Programs Council

PennState

The Office of Ethics & Compliance

Hotline | Key Initiatives | Units | Compliance Partners | Resources & Training | Team | Values & Culture

- Athletics Compliance
- Athletics Integrity
  - Athletics Integrity Policies
  - Athletics Integrity Resources
  - Athletics Integrity Training
  - Commonwealth Campus Athletics
- University Ethics
  - University Ethics Committee
  - University Ethics Policies
  - University Ethics Resources
  - University Ethics Training

YOUTH PROGRAM RESOURCES

- Am I a Mandated Reporter?
- County C&Y Directory
- Daily Medication Log Template
- Guide to Medicine Usage at Camp
- Incident Form
- Liability and Media Release for Event with Minors
- Online Child Abuse History Clearance Submission Process
- Measles Tips for Camps
- Mission Statement
- PSU Youth Program Drop Off/Pick Up Authorization Form
- PSU Youth Program Field Trip Permission Form
- PSU Youth Program Health Services Medical Treatment Authorization Form
- PSU Youth Program Walk/Bike/Drive Authorization Form
- Reporting Diagram
- Vehicle Accident Report

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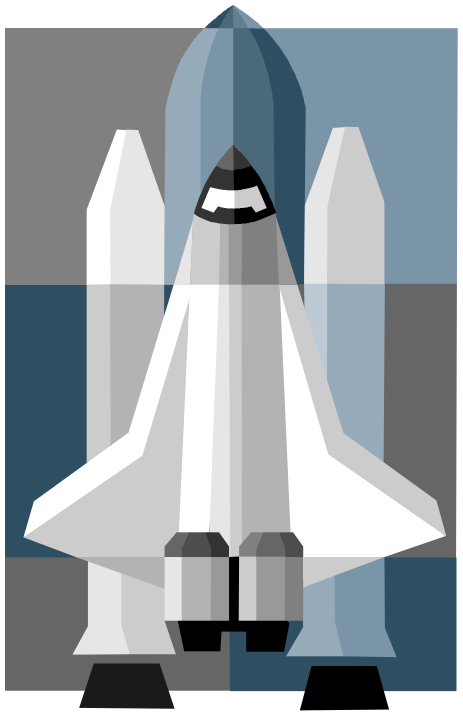
Features View All »

Thank You!

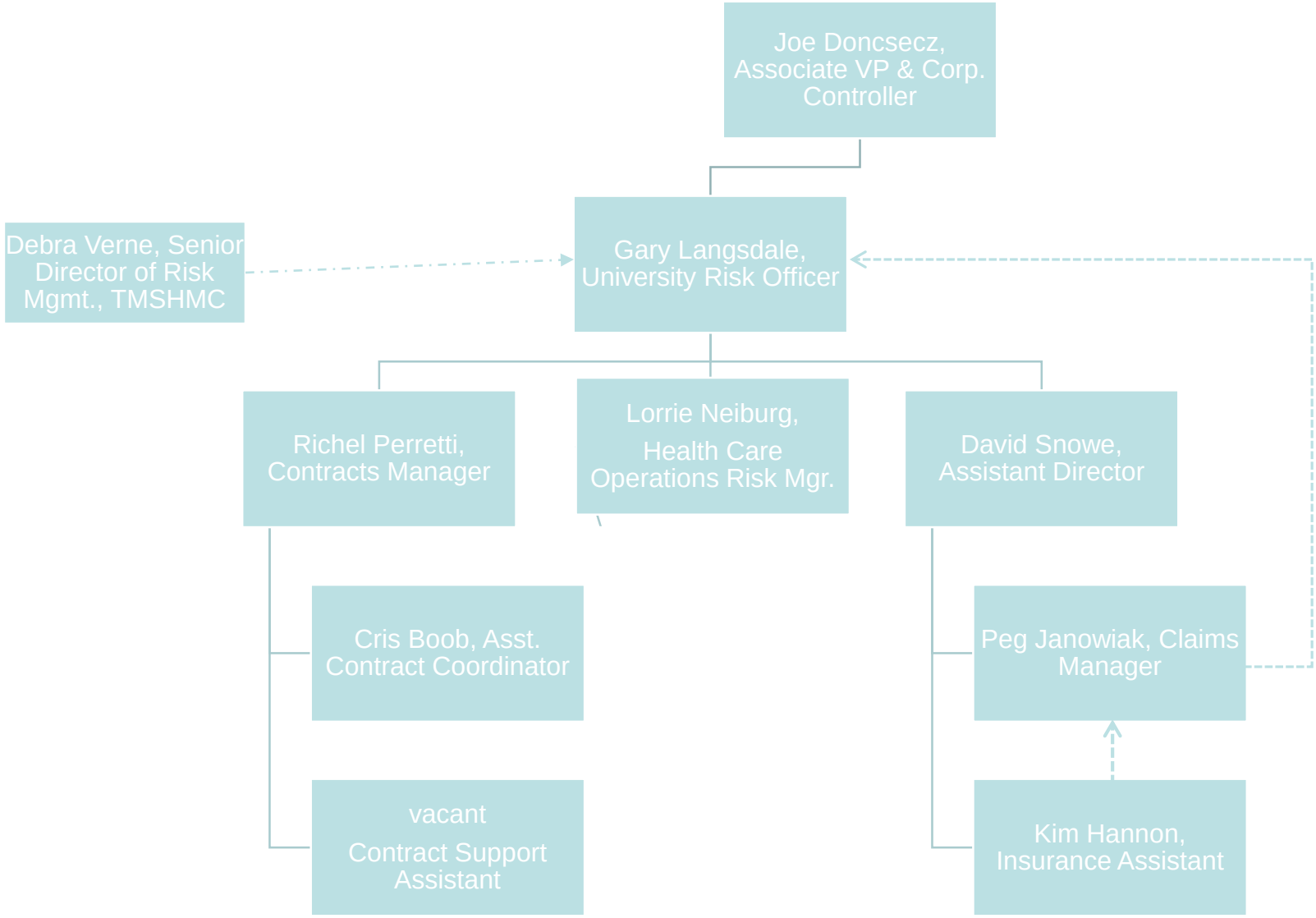
YOUTH PROGRAM RISK MANAGEMENT

(IT COULD BE WORSE – IT ISN'T ROCKET SCIENCE!)

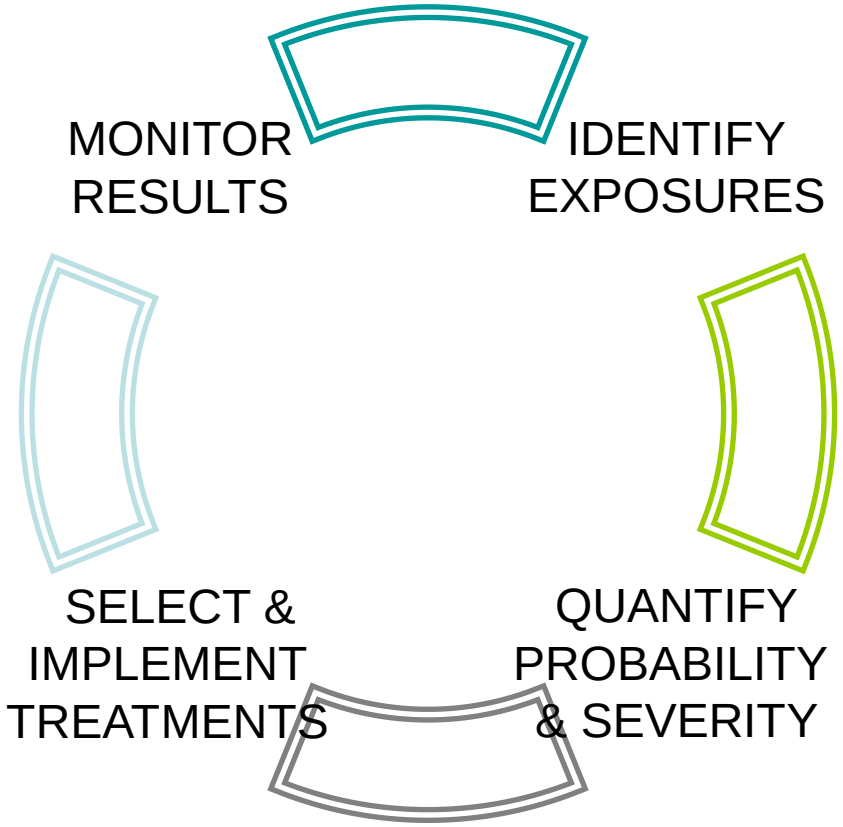


Gary Langsdale
University Risk Manager
Penn State University

PENN STATE UNIVERSITY
RISK MANAGEMENT OFFICE



THE RISK MANAGEMENT CYCLE



RISK TREATMENT METHODS

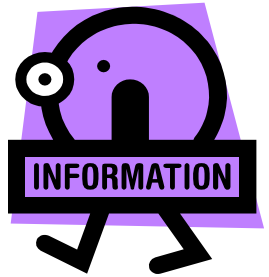
- AVOID
- REDUCE
- TRANSFER
- ASSUME
- (and sometimes)
- INSURE

YOU ARE THE RISK MANAGER!

- IN YOUR DAILY ACTIVITIES ON BEHALF OF THE CENTER
- IN YOUR INTERACTION WITH PARENTS, STAFF, STUDENTS, VENDORS, VISITORS AND VOLUNTEERS
- LET COMMON SENSE BE YOUR GUIDE!

WHERE RISKS COME INTO PLAY

- IF A PERSON COMPLAINS ABOUT INJURY OR PROPERTY DAMAGE
  - IT'S ***YOUR*** ROLE TO ASSIST THE INDIVIDUAL.
  - IT'S ***YOUR INSURER'S*** ROLE TO INVESTIGATE, DETERMINE AND COMMUNICATE A FORMAL RESPONSE.
- THEY NEED FROM YOU THE "WHO, WHAT, WHERE, WHEN, HOW" SO THEY CAN RESPOND APPROPRIATELY TO THE FAMILY



WHAT THEY DON'T NEED

- NO NEED TO TAKE MEASUREMENTS OF THE SIZE OF THE ICY PATCH OR SPILL
- DO NOT SPECULATE AS TO INCIDENT CAUSE
- DO NOT DRAW CONCLUSIONS TO CONNECT THE DOTS
- DO ***NOTHING*** IF YOUR FIRST NOTICE ISN'T UNTIL AFTER THE PERSON HAS LEFT THE SCENE – REFER THEM TO THE INSURANCE COMPANY OR AGENT
- IT IS PERFECTLY NORMAL TO EXPRESS YOUR PERSONAL CONCERN, BUT ***DO NOT COMMIT TO THE FAMILY THAT ANYONE WILL REIMBURSE!***

PENNSTATE

INCIDENT FORM

Risk Management Office - 103 Rider Building - 227 W. Beaver Ave. - State College, PA 16801
(814) 865-6307 FAX (814) 865-4029

DO NOT use this form for Workers' Compensation or automobile accident claims.

TIME & PLACE OF ACCIDENT/ INCIDENT	Date: _____ Time: _____ Location: _____ City: _____ State: _____ Zip: _____
PROPERTY DAMAGE	Owner: _____ Phone: _____ Address: _____ City: _____ State: _____ Zip: _____
INJURED PERSON	Name: _____ Age: _____ Address: _____ Phone: _____ City: _____ State: _____ Zip: _____ Occupation: _____ Nature of Injury: _____ Injured taken to: _____

WITNESS	NAME	ADDRESS	PHONE
	_____	_____	_____
	_____	_____	_____

FACTORS	Premises: dry wet snow covered icy other: _____ Surface: concrete asphalt metal carpet tile other: _____ Lighting: indoor (on or off) outdoor (sunny or overcast) other: _____
DESCRIBE INCIDENT FACTS IN DETAIL **USE A SEPARATE SHEET OF PAPER IF NECESSARY**	

Students Only: I hereby grant authorization to The Pennsylvania State University to release this Incident Form to its insurance carrier(s) if warranted for their use in evaluating a claim. I understand that I am entitled to a copy of this Form upon request.

Signature: _____ **Date:** _____

Report Taken By: _____ **Date:** _____

(09-20-05) GF8-05

IF IT IS ***REALLY*** SERIOUS

- CALL US IMMEDIATELY, IF YOU OBSERVE, AS THE RESULT OF AN ACCIDENT:
  - CRITICAL INJURY
  - SOMETHING VERY STRANGE
- DAYTIME: **814-863-5539**
- AFTER HOURS: **814-360-1956**

OTHER TOPICS

- Supervision (especially free time)
- Staff to Camper Ratios – AD39
- Review responsibilities with counselors
- Transportation

DEVELOPING A PLAN

- WHAT IF…
- WRITE IT DOWN!
- COMMUNICATE IT TO YOUR STAFF!
- TWO ALTERNATIVES FOR EVERYTHING!

WHAT A TEAM!

HOW CAN WE WORK EVEN BETTER IN THE FUTURE?

Training Update

Building A Safe Penn State

Reporting Suspected Child Abuse

Denise Shivery
Communications and Training Specialist
Office of Ethics and Compliance

Policy Reminder – AD72

Effective January 2015:

- Initial Training Requirements
  - *Employees, volunteers, and/or independent contractors who are interacting with minors* must complete training **prior** to starting work
  - *All other University employees* must complete within the first 30 days of employment
- Ongoing Training
  - *Employees, volunteers, and/or independent contractors who are interacting with minors* must complete training on an annual basis
  - *All other University employees* must complete training every three years

Building a Safe Penn State: Reporting Child Abuse

compliancetraining.psu.edu

To access the training:

- EMPLOYEE LOGIN
  - Employees with a WebAccess Account
  - Anyone with a WebAccess account who has previously taken training in Skillport

- AFFILIATE LOGIN
  - Everyone without a WebAccess account who has previously taken training in Skillport - Use the Affiliate Login and "forgot password" link
  - All other users - Use the Affiliate Login and create a new account

Troubleshooting

- Not yet in the system as an employee
  - May take up until first paycheck is received
  - HR reps can create an account for employees not yet in system
  - Employees should NOT create an affiliate/volunteer account
- Pop-up blockers
- Transcript views/printing certificate

Morning Q&A

Lunch Break

Please Return by 1:00 p.m.

OFFICE OF EMERGENCY MANAGEMENT

Youth Program Director's Annual Meeting

Feb 4, 2016

Emergency Planning for Youth Programs

Brian P. Bittner

Director of Emergency Management

Penn State University

“A youth is to be regarded with respect. How do we know that his future will not be equal to our present?”

-CONFUCIUS, *The Wisdom of Confucius*

Office of Emergency Management

- University-wide program housed in Police and Public Safety.
- Led by a Director with a staff of three personnel.
  - Director
  - Planning Manager at University Park
  - Campus Planner
  - Administrative Assistant

Emergency Management History

- Office of Emergency Management organized in 1988
- Functioned as the primary EMA for Penn State and the Centre Region.
- Early 2000's, transitioned to a joint EMA between the two entities.
- 2008-The Penn State University Office of Emergency Management begins a separate program from the CRCOG.
- 2009-Program staff continues to expand.
- 2010-Penn State/Centre Region EOC is opened at its new location.
- Responsible for Emergency Management at University Park and all Commonwealth Campuses, including the Milton S. Hershey Medical Center.

What Do We Do

- **4 Phases of Emergency Management**
- Mitigation, Preparedness, Response, Recovery-Planning, Planning, Planning
- Handle and Deal with the 1% Incidents.
- Be Aware of Changing Issues in Homeland Security.

What Do We Do

- Response and Preparedness
- Business Continuity
- Recovery

The Unknown or Unexpected

What Does This Have to Do With Youth Programs???

Emergency Management and Youth Programs

- Emergency Management Focuses on “All Hazard Planning.”
- Changes in How We Deal With Youth.
  - Family Re-Unification
  - Parental Notifications
  - Media Attention
  - Non-Adult Mindset
  - Penn State Centric Policies

Emergency Management and Youth Programs

- Personnel Accountability!!!
  - One of The Most Important Things in Any Program.
  - Good Roster of Participants
    - Contact Information
    - Medical Information
    - Special Needs
  - More Important With Youth!

Emergency Management and Youth Programs

- Facilities Plans
  - Need to Look at Both University Owned Facilities and Non-University Owned.
  - Know Where You are Going.
  - Pre-Plan for Scenarios.
  - Train Your Program Attendees on What To Do.

Evacuation Plans and Procedures

- Environmental Health and Safety Have Evacuation Plans Available for All Buildings.
- Be Familiar With These Plans.
- Building Safety Officer Should Have the Plans.
- Make Sure Your Students Know How to Evacuate.

Emergency Management and Youth Programs

- Transportation Issues
  - University Owned Vehicles
  - Non-University Owned Vehicles
  - Towing/Repair Service Availability
  - Where Adults Sit on a Mass-Transit Vehicle

Emergency Management and Youth Programs

- Weather and Weather Monitoring
  - Check the Weather, Even For Indoor Programs.
  - Moving Youth Between Buildings or Venues.
  - Be Aware or Look for Shelter Opportunities.
  - Have a Weather Program on Your Phone.
    - www.weather.gov
    - www.accuweather.com
    - Any app store has free weather and radar sites.

Emergency Management and Youth Programs

PSUALERT

https://psualert.psu.edu/psualert/

- Those With .PSU.EDU Email Can Receive Alerts.
- Others Can Follow on Twitter.
- Individual Feeds for All Campuses.

Stay SAFE Program

- Penn State's Active Shooter Education Piece
- Stay SAFE

  -- Search for a safe place.
  -- Alert the authorities.
  -- Find a place to hide.
  -- End the threat.
- Program is Available For In-Person Delivery or Online.

Commonwealth Campus Information

Penn State Commonwealth Campuses Have Individual Websites.

http://www.psu.edu/academics/campuses

Weather Situation

- *June 21, 2016*
- Your Camp is On an Education Hike Through Camp Blue-Diamond (Huntingdon County).
- A Quick Storm Arrives, Bringing Lightning, Thunder and Winds.
- You Are Within Walking Distance to Shelter.
- What Do You Do?

Vehicle Accident

- Your Penn State Bus Is Involved in a Vehicle Accident on Rt. 322 in Mifflin County.
- Some Minor Bumps and Bruises to Several Passengers.
- Penn State is Sending Another Bus to Pick up Your Group of 20.
- What Do You Do?

Active Shooter/Dangerous Person

- You Have Class/Presentation in the AG Sciences Building.
- You Hear Gunshots Down the Hall.
- Your PSUALERT or Twitter States
  - ***ACTIVE SHOOTER IN AG SCIENCES BUILDING. SHELTER IN PLACE. AVOID AREA.***
- What Do You Do?

QUESTIONS?

Break

Program Monitoring

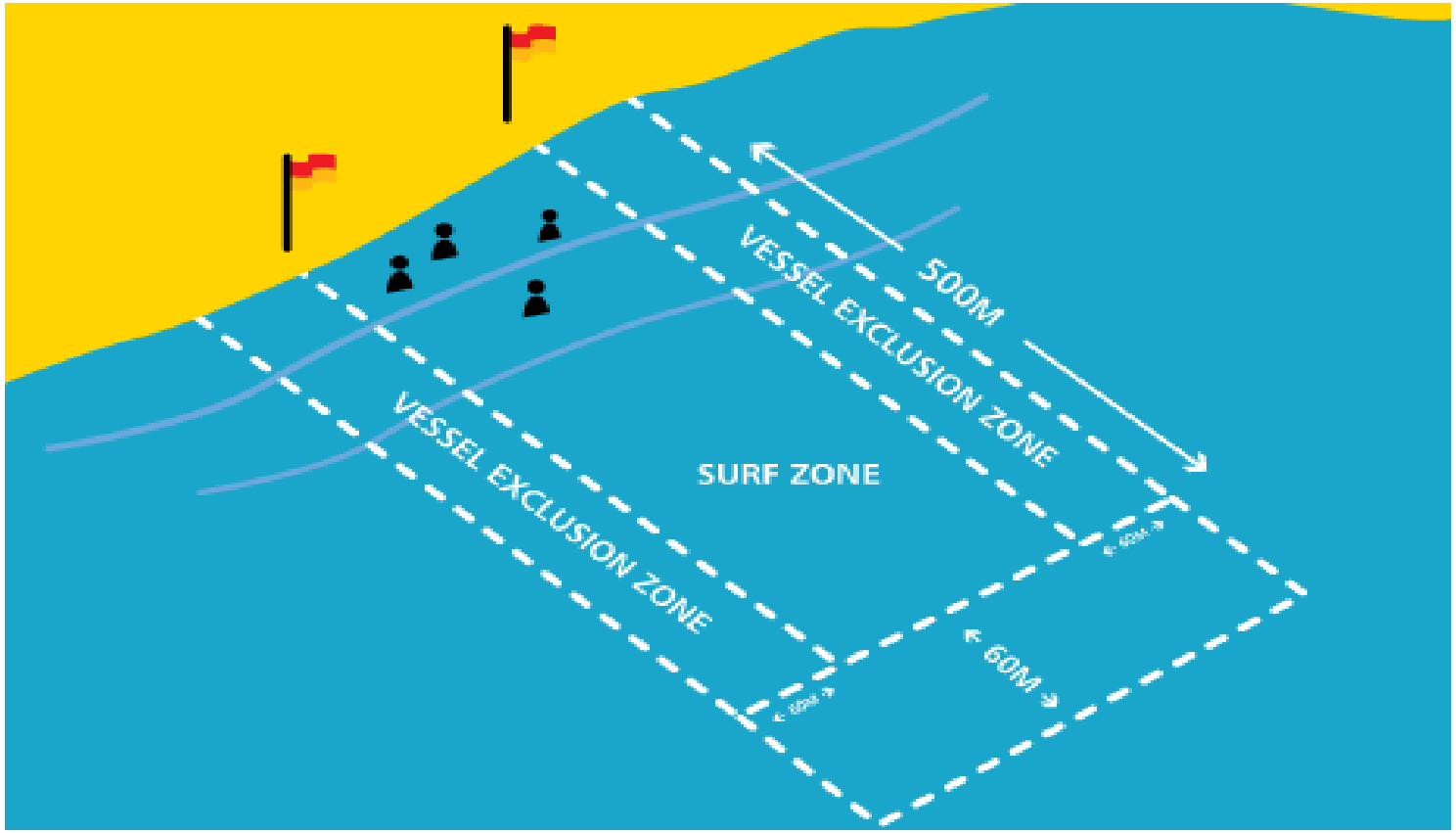
Sandy Weaver, MS
Youth Program's Compliance Specialist
Office of Ethics and Compliance
Penn State University

Why Monitor

The U.S. Sentencing Guidelines

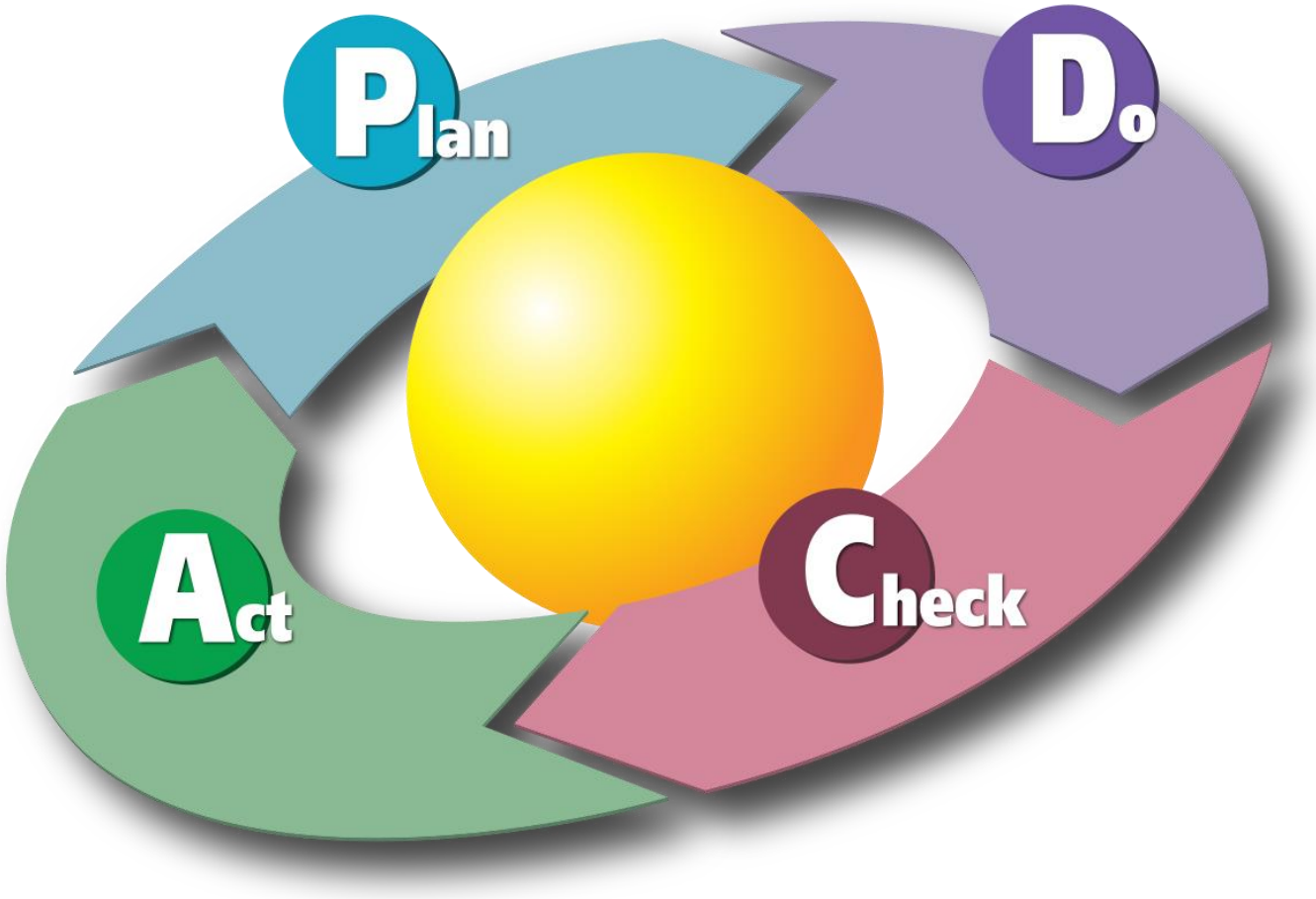
"The organization shall take reasonable steps…to ensure that the organization's compliance and ethics program is followed, including monitoring and auditing to detect criminal conduct."[1]

1 Guidelines Manual, U.S. Sentencing Commission, November 2009, pp. 504, 506.

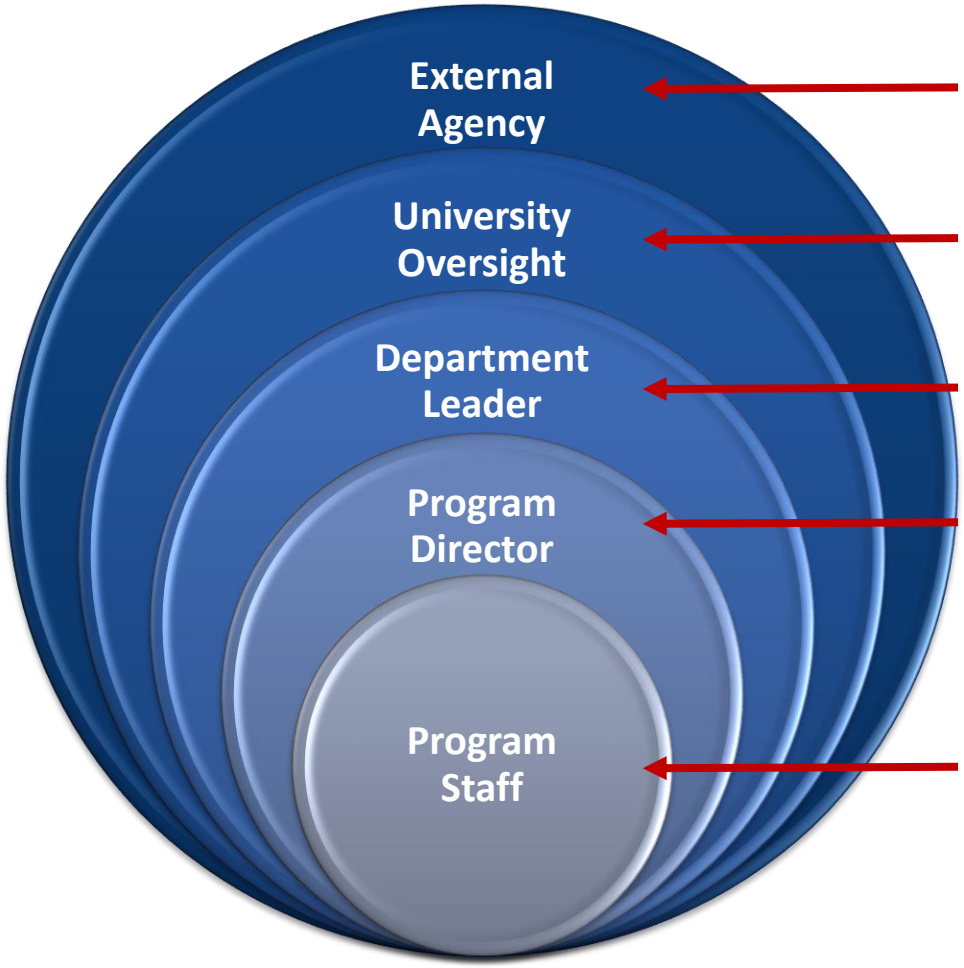

500M
VESSEL EXCLUSION ZONE
SURF ZONE
VESSEL EXCLUSION ZONE
60M

Why Should *We* Monitor?

Process/Quality Improvement



Who Should Monitor?



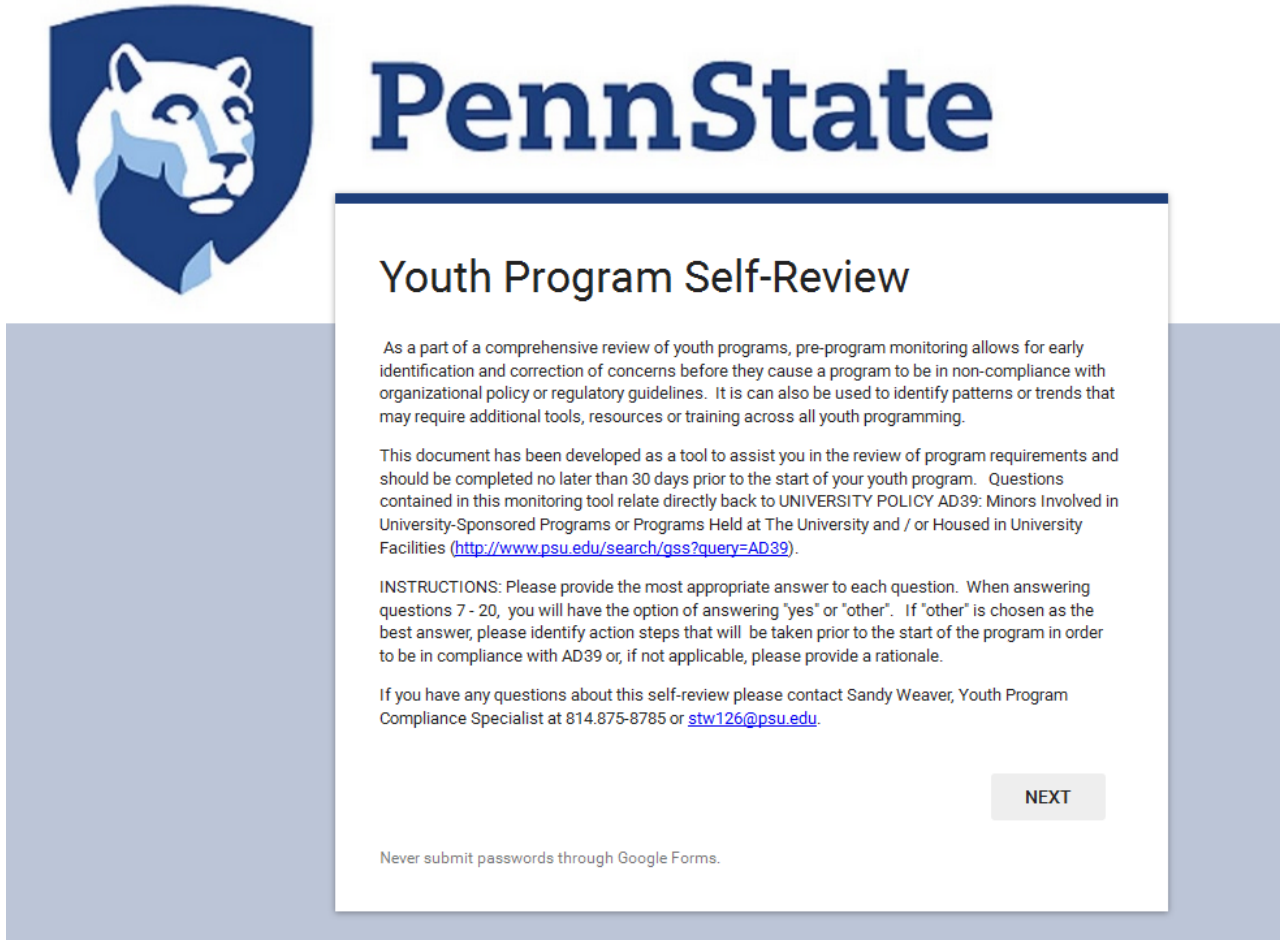
Outside the Organization

Outside of Operational Line

Within Operational Management

Within Operational Structure

Development of Tools



PennState

Youth Program Self-Review

As a part of a comprehensive review of youth programs, pre-program monitoring allows for early identification and correction of concerns before they cause a program to be in non-compliance with organizational policy or regulatory guidelines. It is can also be used to identify patterns or trends that may require additional tools, resources or training across all youth programming.

This document has been developed as a tool to assist you in the review of program requirements and should be completed no later than 30 days prior to the start of your youth program. Questions contained in this monitoring tool relate directly back to UNIVERSITY POLICY AD39: Minors Involved in University-Sponsored Programs or Programs Held at The University and / or Housed in University Facilities (http://www.psu.edu/search/gss?query=AD39).

INSTRUCTIONS: Please provide the most appropriate answer to each question. When answering questions 7 - 20, you will have the option of answering "yes" or "other". If "other" is chosen as the best answer, please identify action steps that will be taken prior to the start of the program in order to be in compliance with AD39 or, if not applicable, please provide a rationale.

If you have any questions about this self-review please contact Sandy Weaver, Youth Program Compliance Specialist at 814.875-8785 or stw126@psu.edu.

NEXT

Never submit passwords through Google Forms.

Development of Tools

PennState

Youth Program Self-Review

* Required

Program Requirements

7. At least one staff member is 21 years of age. *
AD39:12

- Yes
- Other :

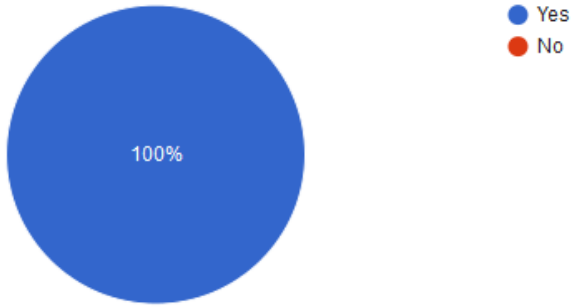
8. All staff have current background clearances on file. *
AD39:13 http://universityethics.psu.edu/background-check-information

- Yes
- Other :

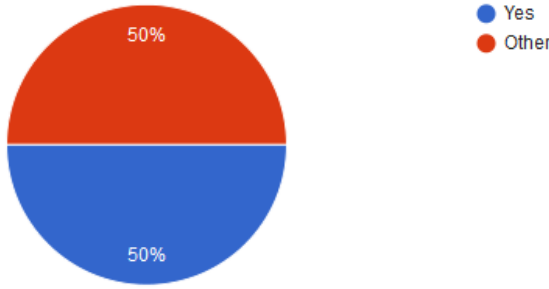
9. All staff have current Building a Safe Penn State: Reporting Child Abuse reporting record *
AD72 https://guru.psu.edu/policies/AD72.html http://universityethics.psu.edu/resources-training

Using Aggregated Metrics for Process Improvement

3. Has this Program Occurred in the Past? (2 responses)



8. All staff have current background clearances on file. (2 responses)



8. All staff have current background clearances on file.
All full-time staff have current clearances; all volunteers WILL have clearances by the program start date - they haven't been selected yet.

Afternoon Q&A