

**UT Extension  
University of Tennessee Institute of Agriculture  
Frequently Asked Questions for Programs for Minors  
2016-2017**

**Data Entry**

**Q1: Do we need to enter the Program for Minors data (i.e. registry checks) for employees and volunteers into SUPER?**

A1: Yes, the Programs for Minors data for employees (regular, temporary, students, and friends (TSU and county staff)) and volunteers should be entered into SUPER. Data in SUPER will be used as documentation for audit purposes.

**Q2: Will we continue to use the Minors on Campus Excel spreadsheets to track data (ex. child protection training, registry checks, etc.) for employees and volunteers?**

A2: No. In May 2016, there was a transition from using the Excel spreadsheets to using SUPER to capture and track data for employees and volunteers. Reports can be generated from SUPER for both employees and volunteers. Training materials ([Volunteer Leader Entry in Enrollment](#) and [Child Protection for Employees](#)) are available.

**Q3: Are the past dates populated from the spreadsheets that we have submitted?**

A3: Extension HR has uploaded the information from the spreadsheets. Incomplete or missing data may not have been able to be uploaded. Every office is encouraged to run an employee report and volunteer list to check if all necessary data is captured.

**Q4: What is the “plus” sign for shown in SUPER?**

A4: The “plus” signs indicate the item is expandable. When clicked, a history for that item will appear.

**Child Protection Dates**

-  Background Check
-  Child Protection Training Completed  
6/9/2015
-  National Sex Offender Registry

**Q5: Who is responsible for entering data into SUPER for both employees and volunteers?**

A5:

Data Entry in SUPER	Employees	Volunteers
Profile (i.e. name, contact info, etc.)	From IRIS	Department/County
Risk Classification	Department/County	Department/County
Background Check	From IRIS/HR	HR (if using Truescreen) Department/County (if using local authority)
Child Protection Training	From IRIS	Department/County
National Sex Offender and TN Abuse Registries	Department/County	Department/County
TN Law on Mandatory Reporting of Child Abuse Form	Department/County	Department/County

If the employee’s profile does not appear in SUPER, contact your regional/unit’s Human Resources office.

**Q6: How often does all this expire?**

A6: The background check should be conducted every four years. The Child Protection training should be taken every two years. Both registry checks should be performed annually. The TN Law Form for Mandatory Reporting should be completed and signed once unless the form is revised. The Volunteer Application should be completed once unless the volunteer is transitioning from a Level 1 to a higher level or if the volunteer's contact information changes.

## **Websites and Links**

**Q7: Where can I find the forms and information online for Programs for Minors and Volunteers?**

A7: All documents and links related to Programs for Minors can be found at <https://extension.tennessee.edu/eesd/Pages/Minors-On-Campus.aspx>.

All documents and links related to Volunteerism can be found at <https://tiny.utk.edu/volunteerism>.

## **Background Checks**

**Q8: If an employee is paid 100% by the county and their salary dollars are not run through UT payroll, how does the employee obtain a background check (BGC)?**

A8: If the employee is paid by county funds and their salary dollars are not run through UT, the employee should have a local BGC conducted.

If the employee is either paid by UT/TSU or their salary dollars from the county are run through UT, the employee should request the BGC through SUPER.

**Q9: Where do we find background checks in IRIS for UT employees?**

A9: In PA20, on the Org. tab under Company Instructions. *A note about background checks for employees: All regular employees hired on or after January 1, 2011 were required to consent to a background check as part of their employment and should have a background check date in IRIS. Employees hired before January 1, 2011 must have a background check date on file if their status is Level 3.*

**Q10: What do I do if the volunteer needs a background check from the university vendor?**

A10: If your volunteer needs a BGC from the university, you can request the BGC through SUPER. The volunteer must have an email address so Truescreen can contact him/her via email. The BGC costs \$50.75-\$65.50 depending on aliases.

**Q11: What if the volunteer does not have an email address when requesting the background check from the university's vendor?**

A11: If the volunteer does not have an email address, the paper form can be accessed [here](#). The volunteer may also contact UT Human Resources (UTHR) directly at (865) 974-6642 to request a paper form. The account number to be charged must be written on the form.

**Q12: Can you delete a background check date for a volunteer if an error is made in submitting?**

A12: No, there is no delete capability. Please ensure care is taken to accurately enter all data into SUPER. However, the regional office and unit's HR office will be able to edit dates in the event of an error.

**Q13: If my Level 3 volunteer says he/she has had a background check conducted with another agency, for example, a teacher within the school system, should I take his or her word?**

A13: If a Level 3 volunteer has had a BGC completed no longer than four years ago from another agency, the volunteer should provide the agent with a BGC report from Tennessee Bureau of Investigation (TBI). If the BGC report is not from TBI, you may check with HR to ensure the BGC report is from a credible private background check provider.

Otherwise, you must contact the entity that conducted the previous background check and confirm (a) that a report was conducted, (b) the date of the report, and (c) that the person was cleared to serve as a volunteer.

When possible, the information from the entity should be in writing (e-mail will suffice). If not, you should obtain the required information verbally and document it for the volunteer's file.

**Q14: The screen is showing that a background check has been requested. Is there anything that indicates that a BGC has been received and approved?**

A14: The date of the BGC will be entered by the unit's Human Resources office as soon as possible after the background check is completed by Truescreen.

**Q15: What do I do if there is an unsatisfactory background check through Truescreen or through a local authority?**

A15: If an un-cleared background check is discovered by Truescreen, the unit's Human Resources office will contact the appropriate Dean's Office. Once a decision is made, the region/departmental office/center will notify the county.

If an un-cleared background check is discovered by a local authority, it is the responsibility of the County Director to contact the Regional Director. The Regional Director will contact the unit's Human Resources Officer.

### **Motor Driver Vehicle Check**

**Q16: If I have a volunteer who will be transporting minors, can I conduct a motor driver vehicle check only or must I have a background check conducted on the volunteer?**

A16: To ensure the safety of our minors and our volunteers, a volunteer who transports minors must be marked as a Level 3 volunteer and have a background check cleared. This applies to volunteers who are enrolled in SUPER and may not apply to parents who transport minors in an unofficial capacity. (Refer to Question 31 for clarification).

**Q17: Are agents required to have a motor vehicle check done since we drive kids?**

A17: Since agents have their background checks conducted through Truescreen, there is no need for a separate motor vehicle check since the Truescreen report includes the motor vehicle check.

### **Registry Checks**

**Q18: What is the documentation required to show the person actually checked the registries?**

A18: Once entered into SUPER, the date serves as documentation. The Department Head/Director also signs a certification each year stating that the processes have been followed.

### **Tennessee Law on Mandatory Reporting Form**

**Q19: What form needs to be signed for the Mandatory reporting of child abuse?**

A19: The form is available on the EESD website under the Program for Minors tab. The form has been reduced to one page instead of the original two pages. See link below.

<https://extension.tennessee.edu/eesd/Documents/HR/Minors/TennesseeLawonMandatoryReportingofChildandChildSexAbuse.pdf>

### **Child Protection Online Training**

**Q20: Will the Child Protection Training be available on-line for volunteers?**

A20: Yes. Volunteers can access the online training via Extension Online Learning. See link below.

<https://extol.tennessee.edu/people/course/view.php?id=57>.

Volunteers who do not have access to the Internet may participate in the "Child Protection Training" PowerPoint offered by a UTIA employee. Completions will need to be recorded in SUPER by the county/department. See link below to access the PowerPoint.

<https://extension.tennessee.edu/eesd/Pages/Minors-On-Campus.aspx>

**Q21: How do we know if the employees and/or volunteers completed the Child Protection Online Training?**

A21: For employees who take the Child Protection training through Skillssoft, the date of the completed training will be automatically downloaded from IRIS into SUPER on a monthly basis.

For volunteers who take the Child Protection training through Extension Online Learning (ExtOL), the volunteer will receive a certificate once the volunteer completes the online training. The volunteer will give the certificate to the unit for which they volunteer.

## **Volunteer Enrollment**

**Q22: Will the volunteer application data and minors on campus data need to be entered into SUPER for all volunteers?**

A22: Counties should ensure that volunteers working with UT Extension between July 1, 2015 – July 30, 2017 should have their data entered into SUPER by August 15, 2016.

New volunteers who have never been entered into SUPER should have their volunteer application and minors on campus data entered into SUPER by August 15, 2016.

**Q23: What steps does the volunteer take to complete the new volunteer application?**

A23: The application can be accessed at [tiny.utk.edu/volunteerism](http://tiny.utk.edu/volunteerism). The volunteer can choose to print the application and complete with ink, or the volunteer can download the application and enter the volunteer data electronically. If the volunteer enters the data electronically, he/she can choose to sign the form using an Adobe Signature ID. This application replaces the 4-H Adult volunteer application.

Once the form is completed and signed, it should be submitted to the county office. As a reminder, the volunteer must present a driver's license or a government issued photo ID.

**Q24: Do we need to keep the volunteer's application (Section 1) on file in our office after uploading into SUPER?**

A24: No. You are not required to keep the actual application on file. However, if you choose to keep any paper documents from the volunteer, you should ensure the documents are kept in a locked, secure location.

**Q25: Does the application actually upload or just link to the file on your computer?**

A25: The approved application is uploaded and stored on the SUPER servers.

**Q26: What about volunteer applications that were approved before the new forms were developed?**

A26: If you have a current application on file for a volunteer, you may upload it into SUPER. However, any new volunteers must complete the new volunteer application.

**Q27: Is there an application for youth volunteers to fill out?**

A27: There is no new standard youth application. Youth volunteers will continue to fill out any applications they currently complete in the county. The new application for volunteers only applies to adult volunteers.

**Q28: Can the start date for a volunteer be another date besides today's date?**

A28: No. The start date for a volunteer is the date they are entered into SUPER. It is important to have the volunteer in SUPER before they start volunteering to be covered under risk management and Programs for Minors.

**Q29: How will I know if the volunteer has already been enrolled in SUPER?**

A29: Please avoid entering duplicate volunteer records into SUPER. To avoid duplicate records, check to see if the volunteer is already enrolled in SUPER. Also, have a discussion with the volunteer to see if he/she has volunteered with UTIA previously.

**Q30: What if an agent is volunteering in another county? Should the agent be classified as a volunteer?**

A30: No, employees should not be entered as volunteers in SUPER. Employees should maintain their data in the Employee Profile section in SUPER.

**Q31: What if a parent drives their child to an event? Do they need to be enrolled in SUPER?**

A31: Parents driving their children to a 4-H event are not required to be entered into SUPER. However, if a parent is enrolled in SUPER as a volunteer and transporting other 4-H members, they must be entered in SUPER as a Level 3 volunteer and have met the appropriate requirements. (Refer to Question 16 for clarification).

**Q32: Will SUPER notify you when a volunteer expires? Is there a way to print a list of volunteers who will expire within a certain time period?**

A32: Although SUPER will not automatically notify you when a volunteer expires, a list can be run using Enrollment > Lists. The list can be exported to Excel. The dates can be sorted and/or filtered to determine expiration dates.