

# SUPER

System for University Planning, Evaluation & Reporting

## Profile: Child Protection

## Contents

Child Protection Tab.....	3
Child Protection Levels.....	3
Child Protection Dates Section .....	4
Add Date Pop Up.....	4
Background Check.....	4
Child Protection Training Completed.....	4
National Sex Offender & TN Abuse Registries .....	4
Request Background Check .....	5
TN Law on Mandatory Reporting of Child Abuse .....	5
Child Protection History.....	5
Reports.....	6

## Child Protection Tab

Click the **Child Protection** tab to display the status for the individual.

The Child Protection tab is divided into two sections. The first is the Child Protection Level and the second lists the Child Protection Dates. The items in the Child Protection Dates section will be highlighted based upon what is required for each Risk Classification level.



Figure 2: Child Protection Tab Menu



Figure 1: Child Protection Tab

## Child Protection Levels

This section is where the Employee Level for an Employee is set. There are three levels: Level 1 – Employee, Level 2 – Employee and Level 3 – Employee. See the [Employee Decision Tree](#) to determine the proper level for the employee.

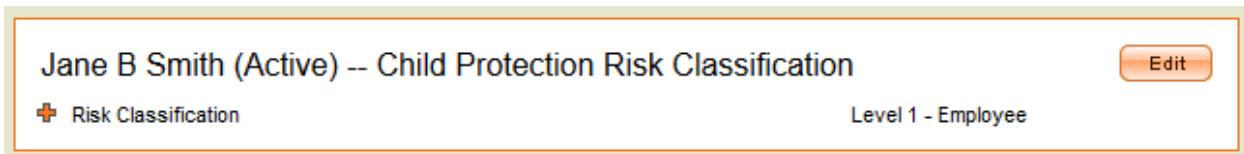


Figure 3: Child Protection Level Section

Click the **Edit** button to bring up a pop up window. Choose the appropriate Risk Classification from the dropdown menu and click the orange **Save** button.

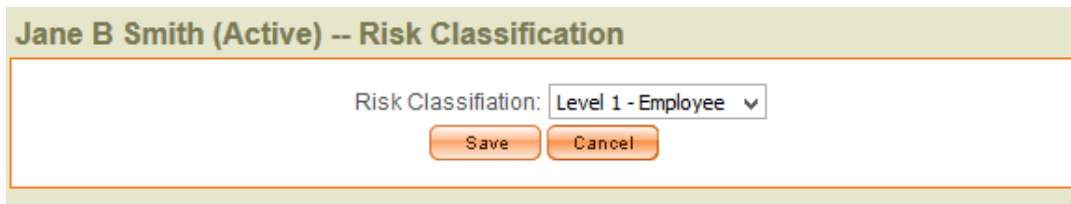


Figure 4: Child Protection Level pop up window

## Child Protection Dates Section

The Child Protection Dates Section contains all of the items for tracking compliance with University Programs for Minors compliance.

### Add Date Pop Up

When the orange **Edit** button is clicked a pop up window will appear with a drop down and a date selector. The drop down will include the items listed in the Child Protection Section. Depending on the dropdown item selected additional actions will be possible.

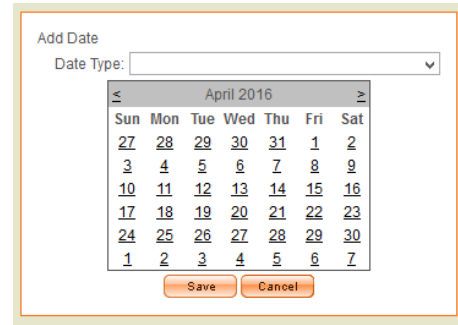


Figure 5: Add Date pop up window

### Background Check

The background check for employees is downloaded from IRIS. Unlike for volunteers, there is no ability to enter background checks via SUPER.

### Child Protection Training Completed

Child Protection training will be downloaded from IRIS on a routine basis. However if the need to enter the training date for employees arises follow the procedure below.

To add the date Child Protection Training was completed choose **Child Protection Training Completed** from the Add Date drop down menu. Choose the date from the date picker and click the orange **Save** button. The pop up window will close and the Child Protection tab will refresh with the date added.

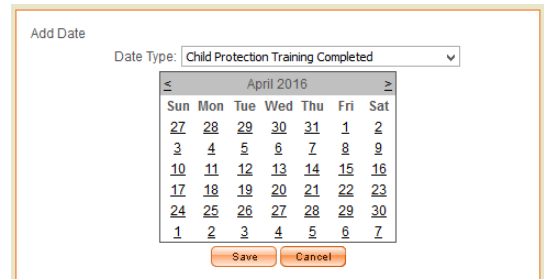


Figure 6: Child Protection Training Completed pop up window

### National Sex Offender & TN Abuse Registries

The National Sex Offender and TN Abuse Registries work similarly. When either registry is chosen from the drop down an additional drop down will be visible labeled **Person Checking** which contains a list of the people in the county/department.

To add a date select the person who checked the registry in the drop down and choose a date from the date picker. Click the orange **Save** button do close the pop up window and refresh the Volunteerism tab.

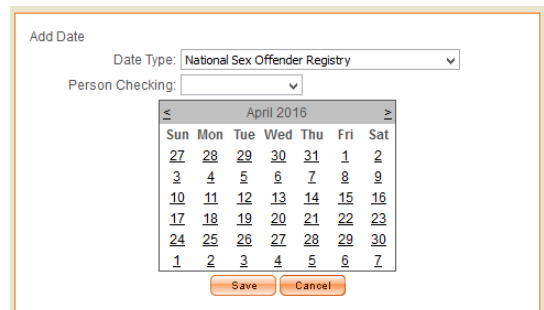


Figure 7: National Sex Offender & TN Abuse Registries pop up window

An individual cannot check the registry on themselves however they may enter the

date themselves as long as another individual did the registry checks. Also, the person checking does not have to be the same person entering the date information.

### Request Background Check

The Request Background Check function will facilitate background checks through the University’s vendor Truescreen. Since the background check information will be sent to the employee via email they must have an email address and access to a computer to complete the request.

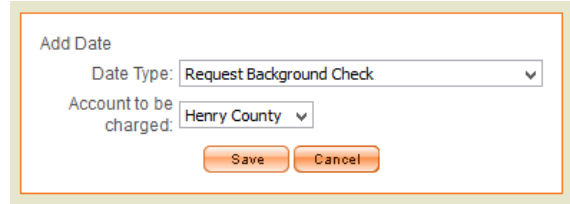


Figure 8: Request Background Check pop up window

When requesting a background check the fee will be automatically charged to the department/center/county E account. Once the orange **Save** button is clicked an email will be sent to the University HR department with the name and email address of the employee along with the account to charge. University HR will process these background checks and report the results to the unit HR department to post to the employee’s record. Click the orange **Save** button do close the pop up window and refresh the Child Protection tab with the date the request was made.

### TN Law on Mandatory Reporting of Child Abuse

The TN Law on Mandatory Reporting of Child Abuse form must be signed by all employees. This form only needs to be signed once unless the form is changed by the University. Once this form is signed it will also need to be uploaded to SUPER.

To add the date and upload the form, select a date from the data picker. Click the **Upload TN Law Form** and a file upload pop up will appear. Click the Browse button and select the form to be uploaded. Click the orange **Save** button to save the form to SUPER and close the file upload window. On the Add Date window click the orange **Save** button do close the pop up window and refresh the Child Protection tab.

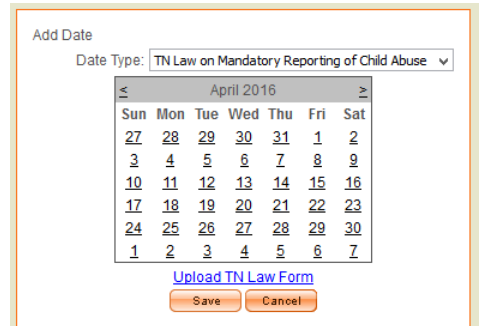


Figure 9: TN Law Form pop up window

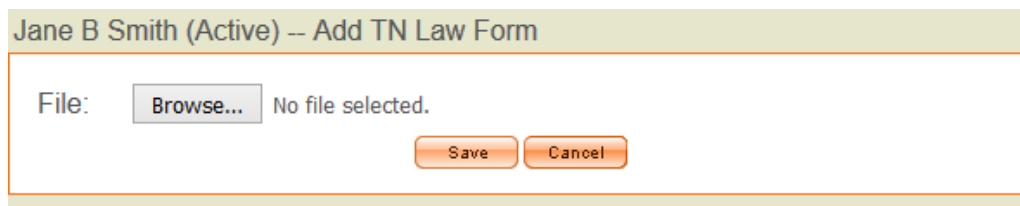


Figure 10: TN Law Form upload pop up window

### Child Protection History

If the employee has changed levels or subsequent dates have been added for an item, an orange plus sign will be visible next to Risk Classification/Child Protection Date. Clicking the plus sign will display all the Risk Levels/Dates for that employee.

## Reports

The **Child Protection Report** for employees searches on active employees. Click **Reports** in the navigation bar. In the **Report Type** select **Child Protection Report** in the dropdown. Choose the unit in the **Unit** dropdown. To create an unfiltered report leave **Child Protection** as Any and enter a long date range in the **Date From** and **Date To** boxes. If in active employees need to be included in the report check the **Include inactive employees** box. Note: Clicking in the box will bring up a pop up date picker to allow for easier choosing of the dates.

Figure 9: Child Protection Report Search

Click **Search**. The results for a Child Protection List will appear.

The list may be downloaded in Excel by clicking the orange **Export to Excel** button.

Employee Name	Personnel Number	Email Address	Residence State	Risk Classification	Background Check Requested Date	Background Check Date	Account To Charge	National Offender Registry (date)	Person Checking National Sex Offender Registry	TN Abuse Registry (date)	Person Checking TN Abuse Registry	Date TN Law on Mandatory Reporting of Child Abuse Form Signed	Child Protection Training Completed	Center/County /Department Name	Main Cost Center/County /Department Account Number
Tina Townsend	990000	mvt@jensentechnologies.com												Neyland County	
Rodney Ralston E	990002	gek@jensentechnologies1.com		Level 3 - Employee										Neyland County	
Viviane Vargas A	990003	rsa@jensentechnologies.com												Neyland County	
Michael Murphy L	990004	als@jensentechnologies.com		Level 2 - Employee			4/25/2016	Tina Townsend	4/25/2016	Tina Townsend	4/25/2016	4/25/2016		Neyland County	
Grace Grayson	990005	avp@jensentechnologies.com		Level 1 - Employee			3/28/2016	Michael Murphy	3/28/2016	Michael Murphy	3/28/2016	3/28/2016		Neyland County	

Figure 12: Child Protection Report Results

Updated: John J. Toman, Extension Evaluation and Staff Development, August 2, 2016

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