



OFFICE OF YOUTH PROTECTION & PROGRAMMING
SPRING 2023 INFORMATION SESSION

APRIL 20, 2023



REMINDERS



THE MEETING IS BEING RECORDED.



PLEASE REMAIN MUTED UNLESS YOU ARE SPEAKING.



WE WILL LEAVE TIME FOR QUESTIONS AT THE END OF THE SESSION.



YOU CAN ALWAYS CONTACT US AT MINORS@USC.EDU.

Note: We will be referencing child abuse and neglect; please exercise self-care as needed.



TODAY'S AGENDA

1

Covered Activities | Key requirements

- Registration (+ walk-through)
- Training
- Reporting
- Additional operational requirements
- Background Screening

2

Live Scan – *Ari Jacinto*

3

USC Student Health – *Nyotosha Coleman*

4

Updates and reminders

- CampDoc
- COVID-19 guidelines
- Training opportunity: Youth Mental Health First Aid
- Considerations for staff orientation
- Participant & parent/guardian safety information

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Q & A



**COVERED ACTIVITIES & KEY
REQUIREMENTS**

Covered Activity Registration



COVERED ACTIVITY **REGISTRATION**

Key notes and reminders:

- Registration with the Office of Youth Protection & Programming required 60 days in advance of anticipated start date (annual requirement).
- The [registration form](#) has been updated to streamline processes and reflect the policy's new requirements.
- All requirements must be met and reflect in a covered activity's registration record 7 days prior to its start; approval notice will be sent.
- Remember to upload your minor participant information 3 days before and after the activity (unless you're using CampDoc).
- As a resource to make sure you're on track, you can review our website's [registration roadmap](#) which incorporates the majority of the policy's requirements.

COVERED ACTIVITY REGISTRATION

Covered Activities >

Covered Activity 2022-0338 ☆

Edit Covered Activity More ▾

Covered Staff Status - Update Training Completion Date by clicking in the grid

Show All

Email Address	Last Name	First Name	Department/School	Cost Center	Training Completion Date	Staff Type	Alternative Email Address	Background Check Status	Background Check Received Date
teststaff@email.com	test	staff			11/01/2022	Employee		Awaiting Results	×
teststaff2	testing	stafftwo			11/04/2022	Non-USC Volunteer		Awaiting Results	×

Using your registration confirmation email's access link, you will be able to:

- Upload additional documents, if necessary
- Add, delete or edit covered activity staff information
- Enter training completion dates for your staff as you receive them
- Check the status of covered activity staff Live Scans
- View the most up-to-date information for a covered activity staff person who may work in multiple covered activities

Background check (Live Scan) status key:

- Awaiting Results
- Complete
- Ineligible
- DOJ Delay
- Fingerprints rejected

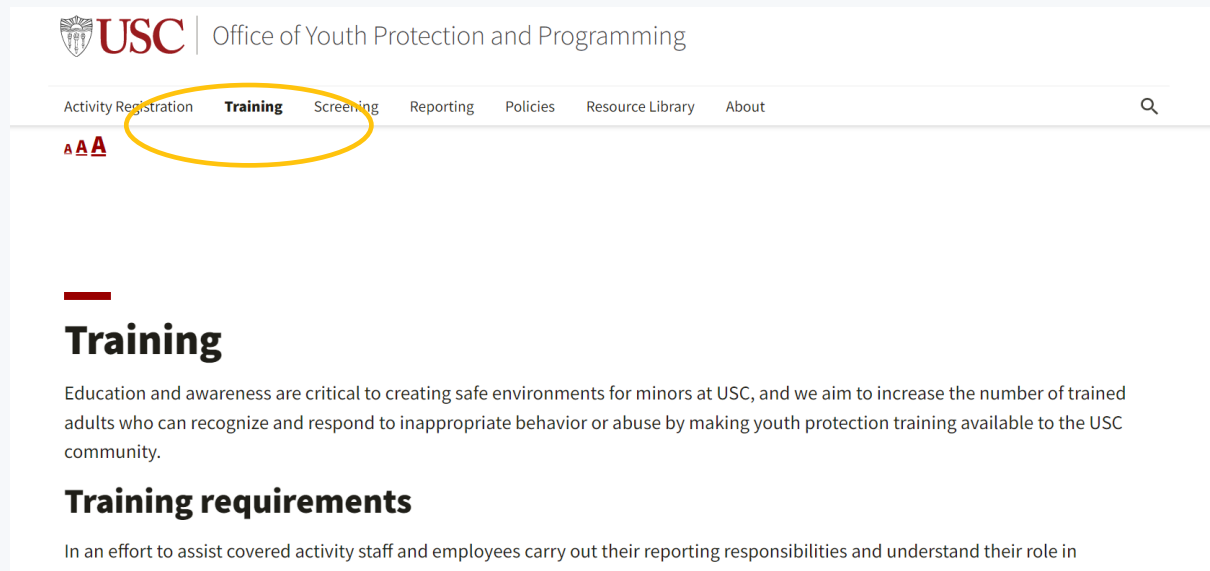
Youth Protection Training



YOUTH PROTECTION TRAINING

Key notes and reminders:

- Completing training is an annual requirement; training completion dates must be entered in your registration record for each covered activity staff person.
- Quick start guide on how to register for and access Praesidium's youth protection training can be found on our [Training](#) webpage (any code is fine to use).
- Several courses available, but currently the only required course entitled *Duty to Report*.



USC | Office of Youth Protection and Programming

Activity Registration **Training** Screening Reporting Policies Resource Library About

AAA

Training

Education and awareness are critical to creating safe environments for minors at USC, and we aim to increase the number of trained adults who can recognize and respond to inappropriate behavior or abuse by making youth protection training available to the USC community.

Training requirements

In an effort to assist covered activity staff and employees carry out their reporting responsibilities and understand their role in

- Praesidium has discussion guides available that you can use to hold conversations around training content with your staff. Reach out if you're interested!

Reporting Requirements

REPORTING REQUIREMENTS | REPORTING PROCESS

CHILD ABUSE AND NEGLECT (CA/N) REPORTING PROCESS

①

Immediately report to DCFS via the Child Protection Hotline

②

Immediately following a DCFS report and within 24 hours, notify the Office of Youth Protection and Programming

③

Within 36 hours of initial telephone report, file a written report with DCFS

OTHER CONCERNS & VIOLATIONS RELATING TO MINORS

(AND CA/N THAT OCCURRED IN PAST WHERE MINOR IS NOW 18+)



As soon as possible and within no more than 24 hours of learning about the original concern, contact Office of Youth Protection and Programming

REPORTING REQUIREMENTS | REPORTING PROCESS

The screenshot shows the USC Office of Youth Protection and Programming website. The navigation menu includes Activity Registration, Training, Screening, Reporting, Policies, Resource Library, and About. The 'Reporting' link is circled in yellow. Below the navigation is a search bar and a red 'AAA' icon. The main heading is 'Reporting', followed by a sub-heading 'Reporting Child Abuse or Neglect'. The text explains that all members of the USC community have a shared responsibility to protect minors and should report concerns to external agencies or university officials. A note states: 'If there is an imminent threat to safety, contact 911.' Below this are three numbered steps:

- 1**
Immediately report the matter to the Department of Children and Family Services (DCFS) or local law enforcement (e.g., LAPD).
(available 24 hours, 7 days per week)
 - Toll-free within California: [\(800\) 540-4000](tel:8005404000)
 - From outside California: [\(213\) 639-4500](tel:2136394500)
 - Telecommunication Device for the Deaf (TDD): [\(800\) 272-6699](tel:8002726699)
- 2**
Immediately following a report to DCFS, and within no more than 24 hours, submit notice to USC's Office of Youth Protection and Programming.
Submit notice by [completing this online form](#)
- 3**
Within 36 hours of the initial telephone report, file a written report with DCFS by completing and submitting **Form SS8572** (Suspected Child Abuse Report or "SCAR") as indicated during the call.

How to report other serious concerns, incidents or violations relating to minors

These types of concerns can be reported by [submitting a notice of concern](#) or calling the Office Youth Protection and Programming.

Submit a notice of concern

When in doubt, our office is here to provide support.



Additional Operational Requirements



ADDITIONAL OPERATIONAL REQUIREMENTS



CAMPUS SECURITY AUTHORITIES

All covered activity administrators are considered Campus Security Authorities and upon registration will receive information about their duties under the Clery Act.



EDUCATION FOR MINORS AND PARENTS/GUARDIANS

Prior to conducting a covered activity, minors and their parents/guardians must be provided key safety information.



MINIMUM SUPERVISION RATIOS & NO PRIVATE 1:1 INTERACTIONS

Minimum supervision ratios must be met and all 1:1 interactions must be observable and interruptible.



ELECTRONIC COMMUNICATIONS

All communication between covered activity staff and minors must be related to the covered activity, and be open and transparent (i.e., three individuals always included).



OVERNIGHTS AND LODGING

Various safeguards must be in place and followed to protect minors participating in overnight activities.



RESTROOMS, CHANGING AREAS, AND LOCKER ROOMS

Covered activities requiring the use of these facilities (high-risk areas) must ensure safety requirements are followed.



TRANSPORTATION & CHECK-IN/-OUT

Covered activities must have check-in and check-out protocols in place, staff cannot transport minors alone in any vehicle, and anyone responsible for driving a vehicle transporting minors must meet specific criteria.



EMERGENCY PREPAREDNESS

Must collect medical and emergency contact information and must also establish an emergency plan that addresses potential risks (e.g., earthquake) and outlines communication procedures with parents.



DATA PRIVACY OF MINORS

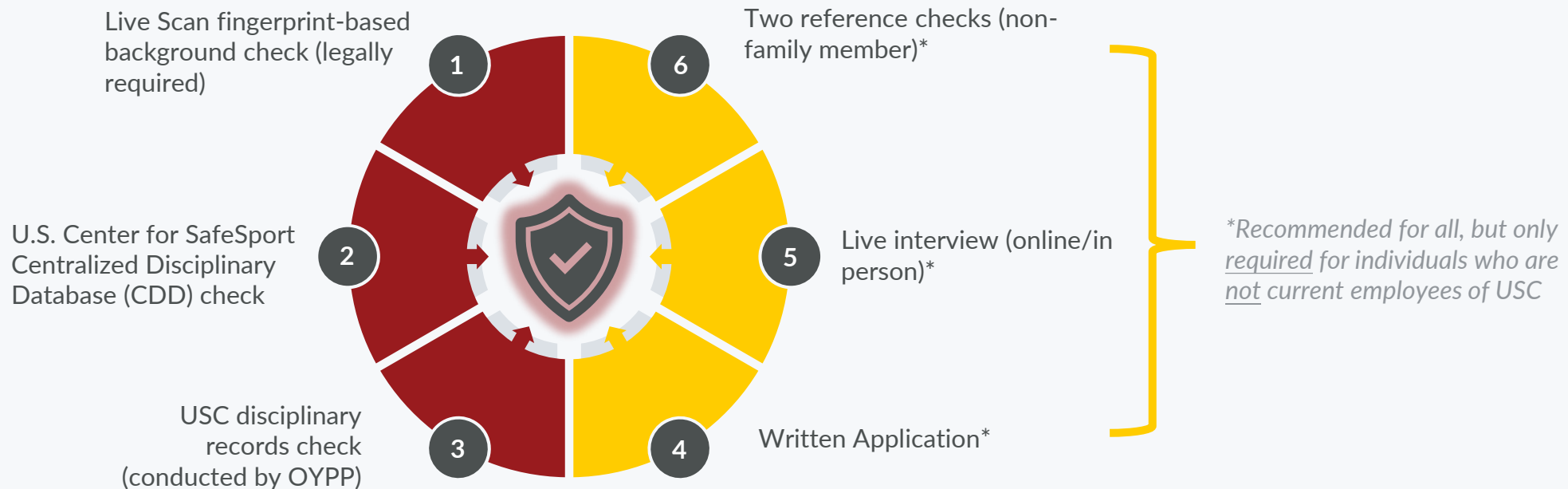
There are several new requirements that help to safeguard the privacy of minors participating in covered activities.

Background Screening



COVERED ACTIVITY | BACKGROUND SCREENING

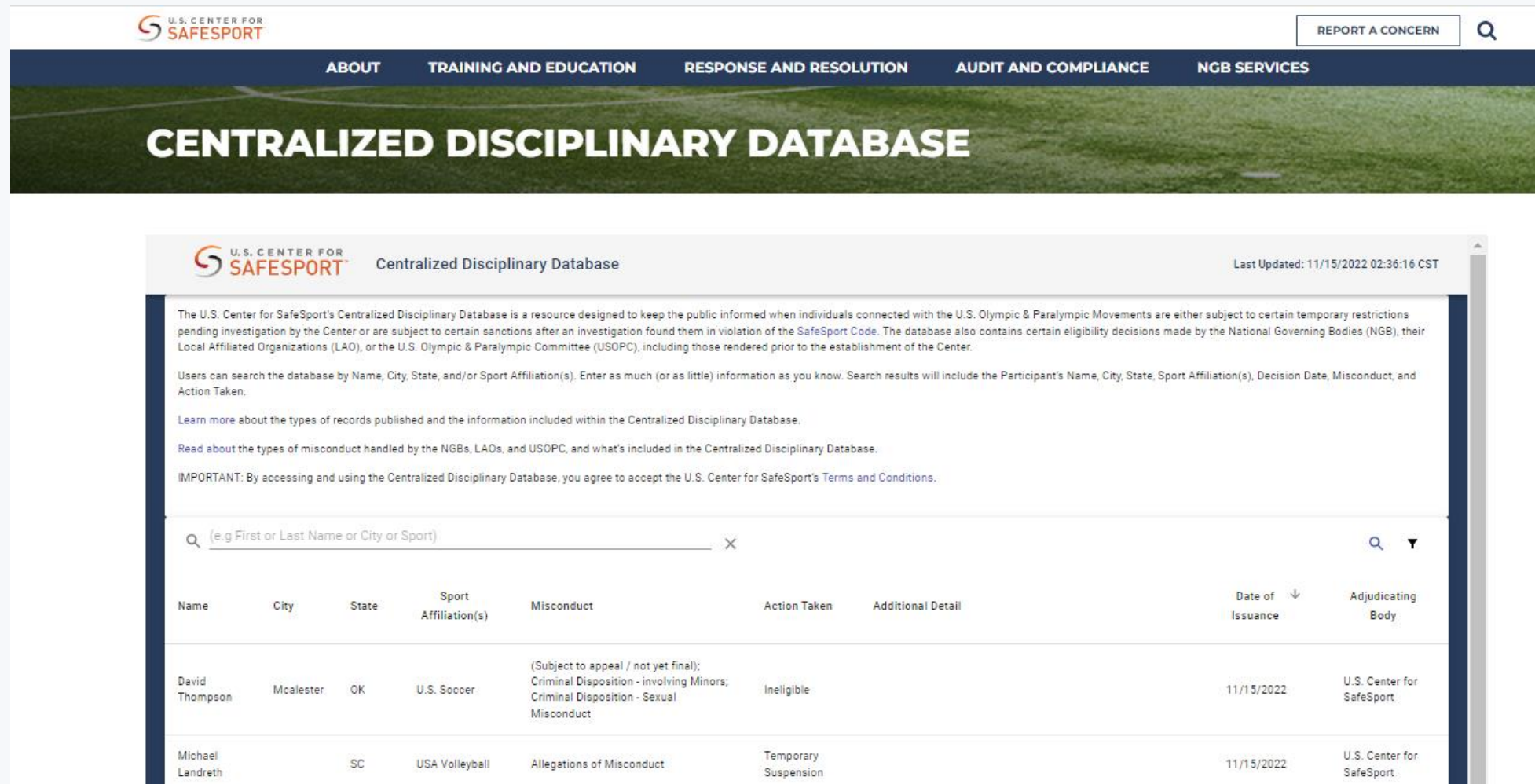
The updated Protecting Minors Policy outlines background screening measures that must be successfully completed before covered activity staff are permitted to have direct contact with minors in a covered activity:



For more resources, including our [Background Screening Guide](#), and information about background screening requirements visit our website's [Background Screening webpage](#).

U.S. CENTER FOR SAFESPORT **CENTRALIZED DISCIPLINARY DATABASE CHECK**

To crosscheck your covered activity staff, [visit the Center's website](#) and search by each staff person's first and/or last name to confirm they are not included in the CDD. If someone is flagged, contact the Office of Youth Protection and Programming for guidance.



The screenshot shows the website interface for the U.S. Center for SafeSport's Centralized Disciplinary Database. At the top, there is a navigation bar with links for ABOUT, TRAINING AND EDUCATION, RESPONSE AND RESOLUTION, AUDIT AND COMPLIANCE, and NGB SERVICES. A search bar labeled 'REPORT A CONCERN' is also present. The main heading is 'CENTRALIZED DISCIPLINARY DATABASE'. Below this, there is a section with the U.S. Center for SafeSport logo and the title 'Centralized Disciplinary Database', along with a 'Last Updated' timestamp of 11/15/2022 02:36:16 CST.

The main content area contains several paragraphs of text explaining the database's purpose and how to use it. Below the text is a search input field with a placeholder '(e.g First or Last Name or City or Sport)'. Underneath the search field is a table with the following columns: Name, City, State, Sport Affiliation(s), Misconduct, Action Taken, Additional Detail, Date of Issuance, and Adjudicating Body.

Name	City	State	Sport Affiliation(s)	Misconduct	Action Taken	Additional Detail	Date of Issuance	Adjudicating Body
David Thompson	Mcalester	OK	U.S. Soccer	(Subject to appeal / not yet final); Criminal Disposition - involving Minors; Criminal Disposition - Sexual Misconduct	Ineligible		11/15/2022	U.S. Center for SafeSport
Michael Landreth		SC	USA Volleyball	Allegations of Misconduct	Temporary Suspension		11/15/2022	U.S. Center for SafeSport



LIVE SCAN INFORMATION

Ari Jacinto | Live Scan Program Administrator

USC LIVE SCAN | PROCEDURES

Below is an overview of the Live Scan process for USC-sponsored covered activities only. Third parties must complete a separate certification form.



USC LIVE SCAN | ON CAMPUS



WHERE TO FIND INFORMATION FOR ON-CAMPUS LIVE SCAN SESSIONS

For upcoming on-campus Live Scan sessions, check out the [News and Announcements](#) page on our website where we'll keep this information updated.

NEXT ON-CAMPUS LIVE SCAN SESSION:

- 24 APRIL - MICHELSON HALL, MCB 102 (UPC); 9-1 PM
- 25 APRIL - BASHOR LOUNGE (UPC); 9-1 PM
- 26 APRIL - NORMAN TOPPING TOWER NTT 3324 (HSC); 9-4 PM

IMPORTANT: If you'll be sending folks to get Live Scan fingerprints scanned, please be sure to register your covered activity and enter your staff information in the record so that we can update their status with their results.



USC LIVE SCAN | OUT-OF-STATE PROCESS

This is a manual process that can take between 1-2 months, so it is very important to get this under way as soon as possible if you have staff living out of state.



Notify background@usc.edu if you have staff out of state.



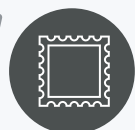
USC will mail individuals a packet that includes a fingerprint card, instructions, and a pre-paid return envelope.



Individuals fill out the fingerprint card with their information & get ink prints rolled locally.



Individuals send back completed fingerprint card to USC.



USC checks for completeness and mails to DOJ.





USC STUDENT HEALTH SERVICES

Nytosha Coleman | USC Student Health



STUDENT HEALTH SERVICES

2023 Summer Program Registration

STUDENT HEALTH SERVICES



Student Health Services (SHS) provides acute medical care and urgent consultation for assistance with referral in a mental health emergency to registered summer program participants, ages 12 and over, whose sponsoring department pays the Student Health Fee.

Participants under the age of 18 must be registered with the Office of Youth Protection & Programming.

Participant registration does not include access to specialty care such as:

- Counseling and Mental Health Services
- Allergy shots
- Physical therapy
- Dermatology

Participants with an injury or illness which requires emergency care will be transferred to an emergency room or in life-threatening situations, receive paramedic assistance.

STUDENT HEALTH SERVICES



Who should register their participants with SHS?

Departments should register their participants with SHS if it falls within one of the following categories:

1. Participants are involved in athletic activities.
2. Participants reside on campus.
3. Participants spend the majority of their day on campus.

STUDENT HEALTH SERVICES



Programs registered in SIS will be automatically charged the Student Health Fee (SHF) via registration.

Summer Student Health Fees are \$25/week.

SIS will calculate weeks based on the actual number of days between the first day of classes and the last day of class, divided by 7

STUDENT HEALTH SERVICES



Registration Requirements:

Programs may register for Student Health through [CampDoc](#) (if minor) or [MySHR](#).

1. Participants must be entered in [USC iVIP](#) for USC ID assignment.
2. Departments must submit a roster of summer program participants.
3. Participants must complete and upload the Medical History and Consent Form and a copy of their insurance card.

STUDENT HEALTH SERVICES



Immunization Requirements:

- MMR
- Varicella
- Meningococcal (ACWY)
- Hepatitis B
- Tuberculosis Screening
 - Required for International Summer Program participants on campus for 4 or more weeks ONLY
 - Students from countries of origin that are not “high TB burden” as designated by the World Health Organization may be exempt from this requirement, [Complete List of Exempted and Required Screening Countries](#)

STUDENT HEALTH SERVICES



The Student Health Fee and insurance premiums are charged according to the duration of the program (with a one-week minimum rate).

Weekly Rates:

- Student Health Fee: \$25
- Student Health Insurance: \$43 **Rate change effective 7/1/23 \$51/wk*

Departments may choose one of the following payment options:

1. Departments can submit an ISD with the SHF and or Student Health Insurance paid in full for each participant.
2. Departments can choose to pay a Fee for Service.
 - An invoice for services rendered will be billed to the department at the end of the program. Fee for Service visits at Student Health Services are set at reasonable and customary rates. The cost of a visit is determined by the complexity of the illness, laboratory tests, X-rays, and other medical services provided as necessary.

CONTACT INFO



Nytoша Coleman

Program Manager

Email: nytosha.coleman@med.usc.edu

Tel: (213) 821-4393

Fax: (213) 228-5046

Mahryah Turner

Summer Program Coordinator

Email: shonisse.turner@med.usc.edu

Tel: (213) 740-9355

Tel: (213) 821-1550



Questions??



THANK YOU!

FINAL UPDATES & REMINDERS



CAMP DOC WEEKLY OFFICE HOURS

A CampDoc account will allow you to electronically issue, collect, and securely store consent forms and sensitive information, including medical information, that can be securely shared with USC Student Health.

- Rebecca Romero (Provost IT) will be facilitating weekly office hours to support you in using CampDoc, which serves as a casual, informal opportunity to ask questions and get support.
- CampDoc Office hours will be held every Wednesday (11:30 – 12:30 PT) beginning April 26, 2023, through the end of July, and you can jump in using [this Zoom link](#).
- If you have specific questions about CampDoc, please reach out to rfromero@provost.usc.edu or use her [Bookings link](#) to schedule a meeting.
- CampDoc staff also hold monthly trainings to get you up to speed on key features and to answer your questions. You must [register for these trainings](#) – and there is one taking place today at noon!





COVID-19 GUIDELINES

- Our office is currently working with USC Student Health and Environmental Health and Safety to update the COVID-19 guidelines.
- LA County recently issued new guidance on COVID-19 prevention which will be incorporated into our new guidelines:
 - [Guidance for COVID-19 Prevention in Day Camps](#)
 - [Guidance for COVID-19 Prevention in Overnight Camps](#)
- Once finalized, you will find the updated guidelines posted in our website's Resource Library under [Resources for Covered Activities](#) (see COVID-19 tab).
- We're hoping this will be finalized by the end of April/ early May.
- In the meantime, if you prepare using the last issued (July 7, 2022) guidelines, you should be in good shape!

TRAINING OPPORTUNITY!

YOUTH MENTAL HEALTH FIRST AID

Youth Mental Health First Aid (YMHFA) teaches adults who regularly interact with young people how to help youth (6-18) experiencing mental health challenges in both crisis and non-crisis situations, as well as how to recognize risk factors and warning signs of mental health concerns. This training gives adults the skills they need to reach out and provide initial support to youth and connect them to the appropriate care.

You and your staff can still register for these upcoming virtual training sessions:

- **April 27, 2023: 9:00 AM – 4:30 PM (full day)**
- **May 15 & 16, 2023: 9:00 AM – 12:15 PM (2 days)**

Note: Approximately 2 hours of self-paced online “prework” must be completed prior to the live, virtual instructor-led training.

See our website’s [announcement](#) for more information.





STAFF ORIENTATION CHECKLIST

Ensuring covered activity staff feel valued, knowledgeable, and prepared is critical in helping them foster safe, supportive environments for youth in our programs.

Here are a few key items to discuss with your staff as you prepare for your upcoming covered activity:

- ✓ An overview of their duties and responsibilities
- ✓ Emergency procedures
- ✓ Supervision expectations (e.g., passive vs. active supervision)
- ✓ Conduct expectations and how to establish healthy boundaries early
- ✓ Bullying and cyberbullying prevention, response and intervention
- ✓ Grooming behavior - how to recognize, respond, and intervene
- ✓ Reporting obligations/protocols and how to respond if a child discloses abuse or neglect (remain calm, listen, don't ask "why questions, etc.)
- ✓ Providing participants information on how to report (including our Reporting page) and key safety information (e.g., sign up for TrojansAlert)
- ✓ Participant behavioral expectations & disciplinary procedures (and the importance of early intervention)
- ✓ Importance of checking in with participants

PARTICIPANT & FAMILY INFORMATION

Participants and families are key stakeholders too! The Protecting Minors Policy requires the following key safety information be communicated to minors and their parent/ guardian (you can use this [webpage](#) to assist):

- ✓ Applicable covered activity rules and university policies (e.g., Protecting Minors Policy)
- ✓ Behavioral expectations, and consequences for rules or conduct violations (for both staff and participants)
- ✓ How to report violations of the Protecting Minors Policy (and any other concerns they may have)
- ✓ USC's protocols for reporting child abuse and neglect
- ✓ Information about how to [sign up for TrojansAlert](#)
- ✓ Abuse prevention information, including appropriate boundaries for physical, electronic, and verbal interactions between adults and youth, and between peers
- ✓ Notice of USC's [Disability Accommodations policy](#), including a timeline for requests and who to contact to explore reasonable accommodations for minor participants with disabilities
- ✓ Covered activity safety and security procedures, including the process for notifying parents/ guardians of an emergency and how parents/ guardians can contact their children during the covered activity





RESOURCES & SUPPORT

RESOURCES & SUPPORT



INFORMAL OFFICE HOURS

On the last Wednesday of each month from 1-2 pm, you can drop in [using this link](#) if you have questions or want to connect with colleagues.



VISIT OUR WEBSITE

In addition to finding reporting links, you can also find a wealth of information about the policy, best practices, and general resources to help you keep minors safe on our [website](#).



SCHEDULE A CALL OR ZOOM WITH US

Access our calendar [here](#) to schedule a time to connect when it works best for you.

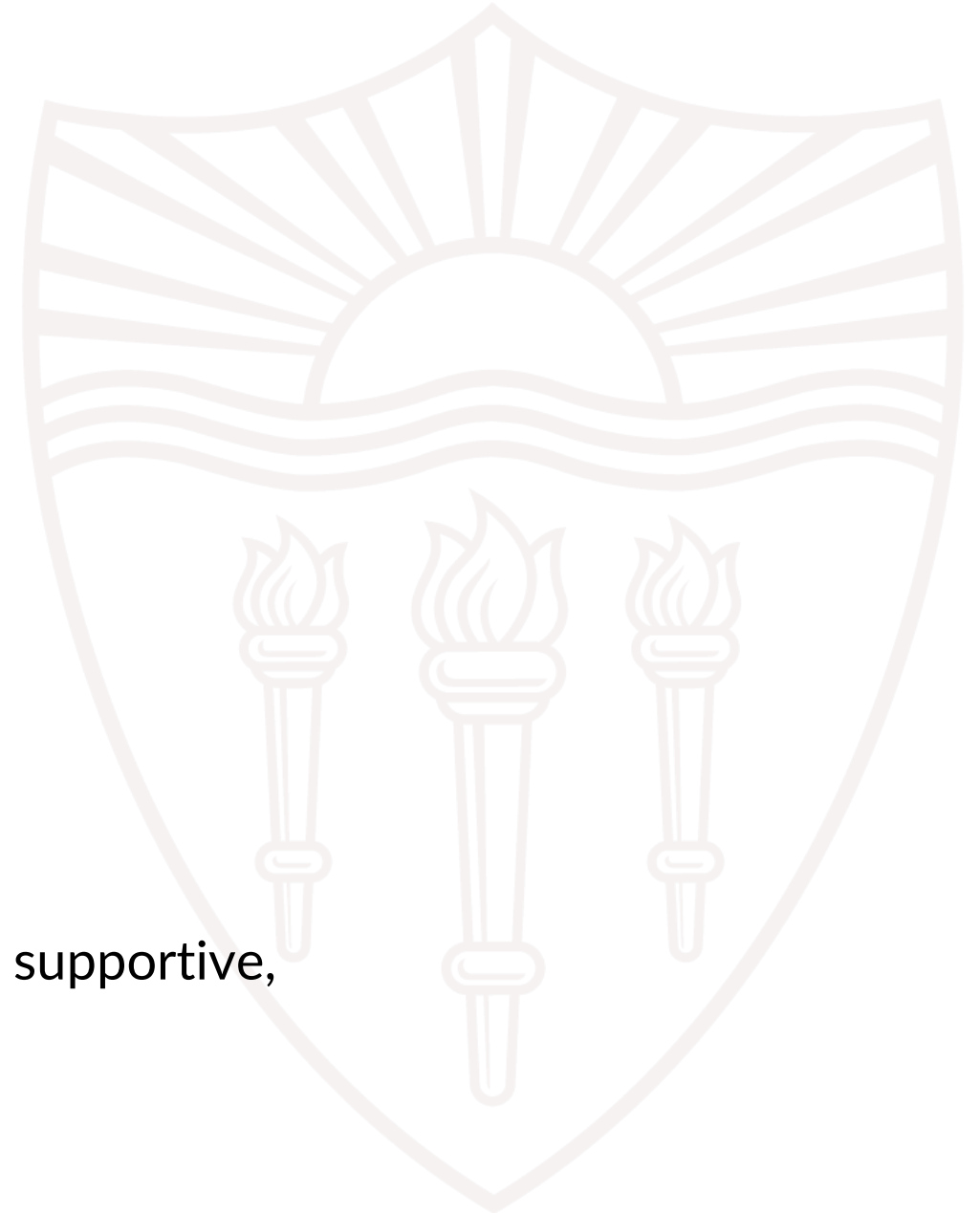


CONTACT US ANY TIME

You can always contact us via email at minors@usc.edu or by phone at 213.740.2656.



Q&A



Thank you!

Thank you for all you do to help make USC a safe, supportive, and positive environment for young people.



USC