

Minors on Campus

September 18, 2024

Minors on Campus Policy and Administrative Procedure

- ▶ Approved and in effect as of January 2023
- ▶ Policy defines covered program involving minors and the roles of participants, reviewers, and approvers in the process of establishing covered program.
- ▶ Procedure outlines process of completing background checks for prospective participants in a covered program.

Definitions:

- ▶ Covered Program Administrator (CPA) - UH employee overseeing the establishment and completion of a covered program; responsible for program compliance with the policy and procedure.
- ▶ Responsible Campus Official (RCO) - Executive employee of the University designated by the Chancellor/Provost of each campus to be responsible for the oversight of Covered Programs.
- ▶ Background Check Coordinator (BCC) - Designated individual(s) within the UH System Office of Human Resources responsible for conducting background checks and issuing suitability determinations for University Community Members and/or Non-UH Volunteers.
- ▶ UH Community Member - A staff member or employee of UH such as staff, students, faculty members, including lecturers, academic appointees whether paid or unpaid (including post-doctoral fellows, research fellows, and teaching assistants).
- ▶ Non UH Volunteer - Any person who is not a UH Community Member and who is applying for or has been deemed suitable for interacting with Covered Program Minors.

Policy and Process Support

- ▶ Minors on Campus Policy Working Group - made up of representatives from the Office of Vice President for Academic Strategy, Office of General Counsel, ITS, System Community College Human Resources, Office of the Vice Provost for Academic Excellence, and System Office of Human Resources.
 - ▶ Primarily concerned with questions related to applicability of policy to prospective programs; convenes monthly to address policy issues.
- ▶ Office of Human Resources
 - ▶ Primarily concerned with administrative support to programs involving minors as well as performing background checks.

Minors on Campus Policy Website

<https://www.hawaii.edu/minors-on-campus/>

Setting up a UH-sponsored program involving minors



Step 1 - Requesting a Fingerprinting Account Code

- ▶ Set up accounting code through Fieldprint by completing the [Fieldprint Account Set-Up Form](#). Submit completed form to honjoj@hawaii.edu and ensure receipt of a code (may take up to 2 weeks) for the Fieldprint account before proceeding to request a Covered Program. This code is necessary for the completion of the program request.



Fieldprint Account Set-Up Instructions

- 1) Complete application information below:

Program Name: **University of Hawaii - Office of Human Resources**

Sub-Account Name: PLEASE INDICATE NAME OF PROGRAM

Divisional Account Name: (FOR OHR USE ONLY)

Step 2 - Campus Program Administrator (CPA) completes Registration Form through OnBase

- ▶ The Registration Form (<https://ecmforms.system.hawaii.edu/fob/dest/Background-Checks>) for a UH Covered Program Involving Minors describes scope, intent and planned activities of the program, as well as logistical information - time, date, what UH resources are being used, how many minors will participate, and how many UH Community Members and non-UH Volunteers will participate. Requestors should be as descriptive as possible in proposing their program.

Registration Form for a UH Covered Program Involving Minors

Covered Program Administrator's Contact Information

UH Number*	First Name*	Middle Name	Last Name*	UH Username*
10110617	JEFFERY	RYAN	LONG	JEFFERYL

Organizational Affiliation of Covered Program

Campus*	College/School/Department*	Covered Program*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Dean/Director email
(for FYI only)

Date(s) of the most recent Covered Program

Describe the Covered Program, including the activities planned.

Where will the Covered Program take place?

A UH campus
 A UH facility not located on a UH campus
 Other

Describe the facilities that will be in use by the Covered Program. Please be specific about designated rooms or spaces.

<input type="checkbox"/> Locker rooms	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Classroom/lab	<input type="checkbox"/> Performance halls (theater, music)
<input type="checkbox"/> Athletic facilities	<input type="checkbox"/> Other
<input type="checkbox"/> Student housing	

Start Date

End Date

Step 2 (cont.) - Fieldprint Notification Email

From: customerservice@myfieldprint.com <customerservice@myfieldprint.com>

Date: Thu, Sep 5, 2024 at 4:36 AM

Subject: Fieldprint Account Information for University of Hawaii - Office of Human Resources - [REDACTED]

To: [REDACTED]

Greetings,

Welcome to the Fieldprint team! We would like to invite you to begin using our services. You will find all of the information necessary to get started below, but please feel free to contact me if you require additional training related to using our services.

Scheduling Fingerprint Appointments

The following Fieldprint Code will give your employees access to our fingerprinting services:

Employees: **FPUHawaiiH** [REDACTED] **Emp**

Volunteers: [REDACTED]

Fieldprint Billing
Code

Requesting a Screening

Please note that applicants must register themselves.

To schedule a fingerprinting appointment or request APS/CAN screening please have your applicant go to <https://www.fieldprinthawaii.com>. You can assist them, but you cannot do it for them as they will need to give authorization for the screenings to be done. A scheduling guide is attached to aid your applicants with scheduling.

Fieldprint has representatives available at 877-614-4364 to answer any questions Monday through Friday, 8 AM to 10 PM Eastern Time. After the background checks have been processed, applicants will receive an email notification when the results are ready to be viewed on www.fieldprinthawaii.com

Please Note: It is important that you handle your Fieldprint Code carefully. Only provide this code to applicants who must be fingerprinted, as you will incur a charge every time an applicant makes an appointment using your Fieldprint Code (if you have chosen the "Client Pay" option).

- ▶ Your Fieldprint Code is located in the email that Fieldprint sends to you when they active your account.

Step 3 - Responsible Campus Official (RCO) reviews the request and approves (or denies)

- ▶ The RCO receives email notification to review the requested program. The RCO considers feasibility of the request, any unusual or risky factors related to the request and resource impact to UH facilities being used for the program. The RCO should follow up with the CPA if more information is required to approve the request.

Responsible Campus Official

Campus	Name	Email
University of Hawai'i at Manoa	Katrina-Ann Kapa Oliveira	katrinaa@hawaii.edu
University of Hawai'i - Hilo	Bonnie Irwin	bdirwin@hawaii.edu
University of Hawai'i - West Oahu	David McDonald	davidamc@hawaii.edu
Maui College	Kaheleonolani Dukelow	kaheleon@hawaii.edu
Hawai'i Community College	Christine Quintana	cdamate@hawaii.edu
Honolulu Community College	Lara Sugimoto	lara@hawaii.edu
Kapiolani Community College	Michaelyn Hall	mnakoa@hawaii.edu
Kauai Community College	Thomas No'eau Keopuhiwa	keopuhiw@hawaii.edu
Leeward Community College	Carlos Penazola	carlospe@hawaii.edu
Windward Community College	Jennifer Brown	jb26@hawaii.edu

Step 4 - After approval, CPA receives system notification to complete list of participants in program (UH Community Members and non-UH Volunteers)

- ▶ An email with a link back to OnBase will be sent to the CPA, requesting the email addresses of all UH Community Members (UH employees) and non-UH Volunteers (non-employees) who will be providing support to the program.
- ▶ CPA must ensure that contact information for prospective participants is accurate, as this will trigger an email to the participants to complete the required background check information.

Step 5 - Participants in program receive notification to complete background check information

- ▶ The Background Clearance Request/Consent for Employees and Volunteers Interacting with Minors links back to OnBase for participants to consent to the background check and complete the required demographic information for the Background Check Coordinator (BCC) to complete the process.
- ▶ It also notifies the participant that the training through laulima is required for participation in the program.

Background Clearance Request/Consent for Employees and Volunteers Interacting with Minors [Minors Policy](#)



no-reply@hawaii.edu

to

Aloha,

You are receiving this email because you have been listed as a volunteer for a UH Covered Program Involving Minors. A background check is required to participate in the Covered Program.

Program Reference Number:1543659

Campus: MANOA

College/School/Department: ATHLETICS

Covered Program: UH MEN'S TENNIS

Program Title: EDUCATIONAL WORKSHOPS

Please go to the following link and complete the "Background Clearance Request/Consent for Employees and Volunteers Interacting with Minors" form: Copy and paste this program reference number into the form: 1543659

[Background Clearance Request/Consent for Employees and Volunteers Interacting with Minors](#)

Please work with your Campus Program Administrator to establish your credentials for required training through Laulima for participation. Once confirmed as registered in Laulima, initiate the Minors on Campus Training at [laulima@hawaii.edu](#). Log in and select the "Minors on Campus" training session. Be sure to address all modules. Submit a copy of your training certification to your Campus Program Administrator when complete.

For questions about the background check request, please contact the Covered Program Administrator.

Thank you.

Fri, May 27, 3:15 PM ☆ ↶ ⋮

Step 6 - UH Community Members and non-UH Volunteers input the required information on the Background Clearance Request/Consent for Participants Interacting with Minors form

- ▶ Includes personal and demographic information.

BACKGROUND CLEARANCE REQUEST/CONSENT FOR PARTICIPANTS INTERACTING WITH MINORS

Instructions

Pursuant to HRS §79-2.7, UH is required to ensure the reputable and responsible character of its employees/students and volunteers interacting with minors in a UH Covered Program, which includes a criminal history record check. To determine suitability, UH shall conduct an evaluation, which includes reviewing information from the Hawaii Criminal Justice Data Center (HCJDC), the Hawaii and National Sex Offender Public Registries, and the State Traffic Violations Bureau (if applicable). For more information on UH's background check process, refer to Executive Policy x.xxxx and Administrative Procedure x.xxxx.

FOR UH EMPLOYEES ONLY
In addition to background checks through the mechanisms described above, all UH employees, including student assistants, who interact with minors will be subject to a fingerprinting check through the HCJDC and the Federal Bureau of Investigation (FBI). Instructions are available at [website URL].

SECURITY AND CONFIDENTIALITY
The information collected on this form is considered highly confidential. [UH Executive Policy 2.214, Institutional Data Classification Categories](#), categorizes SSN and criminal background history information as Regulated data. UH Regulated data requires the most stringent security measures due to its confidential and sensitive nature. Access is highly restricted and limited to a few employees responsible for the executing the background checks.

I. GENERAL INFORMATION

Program Reference Number*

Have you submitted an application for a background check within the last three years?*

Yes
 No

Personal Information

First Name*	Middle Name	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email*		
<input type="text"/>		
Social Security Number*		
<input type="text"/>		
Birth Date Enter your date of birth (mm/dd/yyyy)*	Birth Place Enter your place of birth (city, state)*	Citizenship*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Race* <input type="text"/>	

Step 6 (cont.) - Criminal history, if any, should be disclosed

- ▶ Failure to disclose criminal history may result in a determination of unsuitable to participate in a program with minors.

II. BACKGROUND HISTORY

CONVICTION OF A VIOLATION OF LAW

You MUST report, within the past ten (10) year period, excluding any period of incarceration, state, out-of-state, federal, military, international and other convictions. These include convictions of FELONY and MISDEMEANOR offenses (including PETTY MISDEMEANOR, DRIVING UNDER THE INFLUENCE (DUI), CONTEMPT OF COURT, etc.).

You do NOT need to report the following:

Arrests not followed by convictions.

Convictions which were annulled or expunged.

Offenses for which you were tried as a minor or juvenile.

Convictions of offenses punishable by fine only. (You must report any convictions that could have resulted in a jail sentence even if your sentence was only a fine. If you are in doubt, please answer "YES" to question 1 below and provide an explanation in question 2.)

Convictions of a misdemeanor, after which a period of ten (10) years since the date the sentence was fulfilled has elapsed, and there has NOT BEEN any subsequent arrest or conviction.

Convictions shall not necessarily bar you from employment or participating in a program with minors. Factors such as age at the time of the offense, date of the offense, seriousness and nature of the violation, and rehabilitation may be taken into account, provided that the conviction bears a rational relationship to the duties and responsibilities of the role in the Covered Program.

Have you been convicted of a violation of law in the past ten (10) year period, excluding any periods of incarceration? *

Yes

No

Nature and Circumstances of Conviction (1)

Date of conviction

Nature and circumstances

Provide details on the nature and circumstances of your conviction

Sentencing imposed

Current Status

Additional information

Provide any additional information that may be relevant

Have you had an additional conviction?

Yes

No

Step 6 (cont.) - Participants must certify and consent to the criminal background check process

- ▶ Participants must also certify that they have been made aware of their rights related to criminal background checks through the FBI (fingerprinting only) and the Fair Credit Reporting Act.
- ▶ Only UH Community Members are required to complete fingerprinting.

III. CERTIFICATION

I, the undersigned, hereby authorize the Department/Division listed above to submit my information to the Hawaii Criminal Justice Data Center (HCJDC) for the purposes of accessing and reviewing state criminal history records that may pertain to me. *

I understand that checks with the Hawaii and National Sex Offender Public Registries, and the State Traffic Violations Bureau (if driving is a requirement of the Covered Program) are part of the background check process. *

I have been informed of my rights under the FBI Privacy Act Statement. <https://www.fbi.gov/services/sia/com-pact-council/privacy-act-statement> *


I have been informed of my rights under the Fair Credit Reporting Act (FCRA) <https://www.federalregister.gov/documents/2018/09/18/2018-20184/summaries-of-rights-under-the-fair-credit-reporting-act-regulation> *

I have been informed of the University of Hawaii Minors policy. [link here](#) *

I certify that all answers and statements made on this form are true and correct to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any future participation in a UH Sponsored Program. *

Applicant's Signature *

Date

I'm not a robot  reCAPTCHA
Privacy - Terms

Step 7 - Background Check Coordinators (BCC) at OHR perform background checks and complete profile in OnBase

- ▶ BCC reviews fingerprinting results (UH Community Members only), and criminal history through CJIS, sex offender website, and traffic history, if responsibilities with the program involve driving. Results are included with confidential profile in OnBase.

Step 8 - Participant is cleared or not cleared

- ▶ If prospective participant has no criminal history on their record, they will be cleared to participate in the program.
- ▶ If prospective participant has a conviction on their record, or has a concerning driving history in a role that involves driving, they will not be cleared and the request will route to the OHR Director.
- ▶ In consultation with a panel of reviewers, OHR Director will review de-personalized information related to program and prospective participant and determine suitability.
- ▶ CPA and participant are informed of final determination through email notification.
- ▶ If participant is transporting minors by vehicle, programs should have the volunteer complete a Volunteer Driving Agreement Form. Templates are available at OHR.

Step 9 - Commencement of program / completion of program

- ▶ Once CPA has been notified that all prospective participants are cleared, and that all have completed training, the CPA may commence the program involving minors.
- ▶ When program is completed, CPA will receive email notification to close out program. CPA will list all registered participants (UH Community Members and non-UH Volunteers) who actually participated in the program.

Tips for CPA's and Participants in programs involving minors

- ▶ Fieldprint billing code
- ▶ Double check to make sure names and SSN are entered in accurately.
 - ▶ Discrepancies in this might cause the participant to get re-fingerprinted.
- ▶ Make sure the request form is completed in all fields.
- ▶ Driving guidelines.
 - ▶ List of participants who will be driving if not everyone in program will drive.
 - ▶ Written agreement signed by drivers they lays out the drivers responsibilities for transporting minors by vehicle. This would include safety laws, etc.
- ▶ Break in program

Common Questions.

- ▶ How much does fingerprinting cost?
- ▶ How long does this process take to get approved and have my program up and running?
- ▶ How long does the background check last?
- ▶ For suitability, how long does it take to get cleared? And what happens if I am not suitable to work in the program involving minors?

Website

- ▶ Information and FAQ's about the policy and procedure may be found at <https://www.hawaii.edu/minors-on-campus/policy/>.

Frequently Asked Questions



Covered Program Administrator

Frequently asked questions about a Covered Program Administrator.



Covered Person

Frequently asked questions about a Covered Person.



Responsible Campus Official

Frequently asked questions about a Responsible Campus Official.



Covered Program

Frequently asked questions about a covered program.



Background Check

Frequently asked questions about background check.



Minors

Frequently asked questions about minors.

QUESTIONS

The word "QUESTIONS" is the central focus, rendered in a bold, white, sans-serif font with a slight 3D effect. It is surrounded by a vibrant, multi-colored collage of question marks and geometric shapes. The shapes include circles, squares, and triangles in shades of blue, yellow, orange, red, green, purple, and pink. The background is white, with a green geometric pattern of overlapping triangles on the right side.