Registration Instructions for Emory's _Programs Involving Minors_

Contents

Login Instructions

1. Access the registration portal here:https://myemory.app.emory.edu/

2. **You must be logged into the VPN to access** the registration portal. Enter your Network ID and Password to **login**

Registration Steps for Program Directors

Registration Steps Prior to Approval

1. Navigate to the **Programs Involving Minors** Tab

2. Select **Create New Submission**

3. Complete the **Registration for Programs Involving Minors** sections *(we understand these may change, so estimate based on the expected number).* Based on the School/Department selected, the Program Information will be sent to the designated Dean/Designee for approval (see red text boxes below)

Registration for Programs Involving Minors

General Information on the Program Involving Minors

For additional information, including definitions of what constitutes a Program Involving Minors at Emory, Program Director Responsibilities, FAQs, Resources, and more, please refer to the SharePoint site. For any additional information, please reach out to the Office of Ethics and Compliance at compliance@emory.edu.

Program Name*

[   ]

Program Description/Purpose*

[   ]

School/Department*

[Select...   ▽]

Program Point of Contact

Name*

[Select...   ▽]

Email   Phone Number

[   ]   [   ]

Additional Details

Anticipated Number of Authorized Adults*   Anticipated Number of Minor Participants*

[   ]   [   ]

Minor Participant Minimum Age*   Minor Participant Maximum Age*

[   ]   [   ]

Start Date*   End Date*

[   ]   [   ]

Location of Program Activities*
○ On Campus
○ Off Campus
○ Both

Emory Sponsor or Emory Affiliated? For definitions and additional information, please refer to the SharePoint Site here*
○ Emory Sponsored
○ Emory Affiliated

Program includes overnight stays*
○ Yes
○ No

Speedtype for Background Check costs (*Optional*)

[   ]

[**Submit Program Information for Approval**]

4. **Submit** the Program Information for approval to the designated Dean/Designee for the selected department using the **Submit Program Information for Approval** button *(see red boxes above)*

   a) You will receive the following confirmation email from Salesforce once your program has been submitted for approval.

   From: Salesforce No Reply <noreply@salesforce.emory.edu>
   Sent: Tuesday, April 23, 2024 1:05 PM
   To: Saunders, Patrice
   Subject: Sandbox: Confirmation of Programs Involving Minors Submission

   Your Program, OEC - TEST 2, has been submitted and will be directed to the appropriate Dean/Designee for review and approval.

   If your program is approved, the approval is conditional upon the completion of the required compliance certifications in the Programs Involving Minors Registration Portal Program Profile and certifications should occur at least four (4) weeks prior to the program start date. For a comprehensive list of requirements, please refer to the Program Director Responsibilities within the SharePoint Site.

   Registration Portal Link: https://qa-myemory.app.emory.edu/pim/submitter-dashboard
   SharePoint Site Link: https://emory.sharepoint.com/sites/ProgramsInvolvingMinors

   If you have any additional questions, please reach out to compliance@emory.edu.

   b) You will receive one of the following decision emails from Salesforce with the approval or rejection from the Dean/Designee

   Approval Email

   Congratulations! Example 1, has been approved.

   At this time, please proceed to complete the certification components within the Registration Portal. As a reminder, Program approval is conditional upon the completion of the required compliance certifications in the Program profile and certifications should occur at least four (4) weeks prior to the program start date.

   For a comprehensive list of requirements, please refer to the Program Director Responsibilities within the SharePoint Site. If you have any additional questions, please reach out to compliance@emory.edu.

   Rejection Email

   Example 2 has been denied by the assigned Dean/Designee for the following reason(s):

   Please provide additional information in the program description and resubmit.

   If you have any questions about this decision, please contact us at compliance@emory.edu.

Registration Steps After Approval

Once your program is approved, Program Directors must:

5. Complete the **Compliance Requirement Certifications** section at least four (4) weeks prior to the start of the Program by clicking the box next to the compliance requirement

   a) If your program is Emory-Affiliated, you must certify that you obtained additional insurance coverage

   b) The **Additional Comments** section can be used in coordination with the Ethics and Compliance Office if certain certifications cannot be met prior to the program start date

Compliance Requirement Certifications

Certify that each of the following items have been completed:

- [ ] All Authorized Adults have undergone and completed a criminal background check via Emory Human Resources. Emory HR background checks are good **for 4 years** and completion of the background check **must be documented by the Program** before the Authorized Adult can work with minors. For programs where Authorized Adults accompany minors off campus for overnight stays, background checks must be done **annually**.

- [ ] All Authorized Adults have completed the required annual training courses administered by United Educators, including the *Boundary Training for Educators*, as well as the *Identifying and Reporting Sexual Misconduct* training. Authorized Adults **must complete the required training** before they can work with minors. These trainings can be accessed here https://learn.ue.org/WW5G1190242/EmoryProtectingChildren

- [ ] Program has obtained a completed Release of Liability and Assumption of Risk form (Consent Form) for all minors participating in an Emory-sponsored Program. For additional information and a Consent Form template for camps, please refer to the SharePoint site here . The completed form must be maintained by the Program and forms are uploaded to an Emory-managed platform (e.g., OneDrive).

- [ ] The Program meets the minimum adult/minor ratio standard per *American Camp Association Guidelines* listed on the OEC website.

- [ ] **If applicable** (Emory affiliated program), obtained insurance coverage in alignment with Emory Policy for Programs on Emory's Campus Involving Minors and proof of insurance has been uploaded to an Emory-managed platform (e.g., OneDrive).

Additional Comments

6. Fill out the **Authorized Adults** section with the confirmed list of Authorized Adults participating in the Program within 30 days of the start of the program, or upon completion of the program if the duration is less than 30 days

Emory Authorized Adults
Contact information for employees will automatically populate from Emory's records

Please add any Authorized Adults that are currently employed by Emory or Emory Healthcare. Their contact information will be automatically populated from University records.

Contact	Email	Phone	Action
No Records Found			

[Add Authorized Adult]

External Authorized Adults
Contact information must be manually input for non-Emory Authorized Adults (e.g., volunteers, students)

Please add the name and contact information for any Authorized Adults outside of Emory employees.

External Contact Name	External Contact Email	External Contact Phone	Action
No Records Found			

[Add Authorized Adult]

[Submit Program Information for Approval]

Approval Steps for Deans/Designees

1. When you are assigned to review a Program Involving Minors, you will receive the following email from Salesforce. Click the Registration System link and perform the **Login Instructions** above.

   -----Original Message-----
   From: Salesforce No Reply <noreply@salesforce.emory.edu>
   Sent: Tuesday, April 23, 2024 3:38 PM
   To: Lawley, John <jlawley@emory.edu>
   Subject: Sandbox: Action Required: Test, A Program Involving Minors, Has Been Assigned to You For Review

   You have been assigned to review Test Program.

   The approval status of Test Program depends on your evaluation of the information provided by the Program Director. Please be aware that approving a Program implies an understanding that Program Directors will satisfy all required compliance components before the Program begins.

   Please log in to the Program Involving Minors Registration Portal - https://qa-myemory.app.emory.edu/pim/approver-dashboard/ - to access the Program details and complete the review process.

   If you have any questions or need assistance navigating through the portal, please feel free to reach out to the Office of Ethics and Compliance at compliance@emory.edu.

2. Navigate to the **Program Involving Minors Approvers** Tab

   EMORY UNIVERSITY
   MyEmory
   Home   Programs Involving Minors   Programs Involving Minors Approvers

3. Click **View** and review the information on the Program Involving Minors

   Home / Programs Involving Minors Approvers
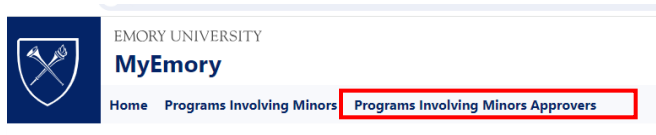
   ## Registration for Programs Involving Minors

 | Case Number | Program Name | Start Date | End Date | Program Description | Status | Fully Certified? | Actions |
   |---|---|---|---|---|---|---|---|
   | PIM-00031795 | Another Test | 2024-04-29 | 2024-05-03 | For demo purposes | New | ❌ | View Approve Reject |
   | PIM-00031773 | sadf | 2024-04-16 | 2024-04-17 | asdf | Approved | ❌ | View Approve Reject |

4. Once you have completed your review, click **Programs Involving Minors Approvers** to navigate back to the Dashboard

   EMORY UNIVERSITY
   MyEmory
   Home   Programs Involving Minors   Programs Involving Minors Approvers

5. Either **Approve** or **Reject** the Program Involving Minors based on your review.

a) If you **approve** the program, the following message will appear.
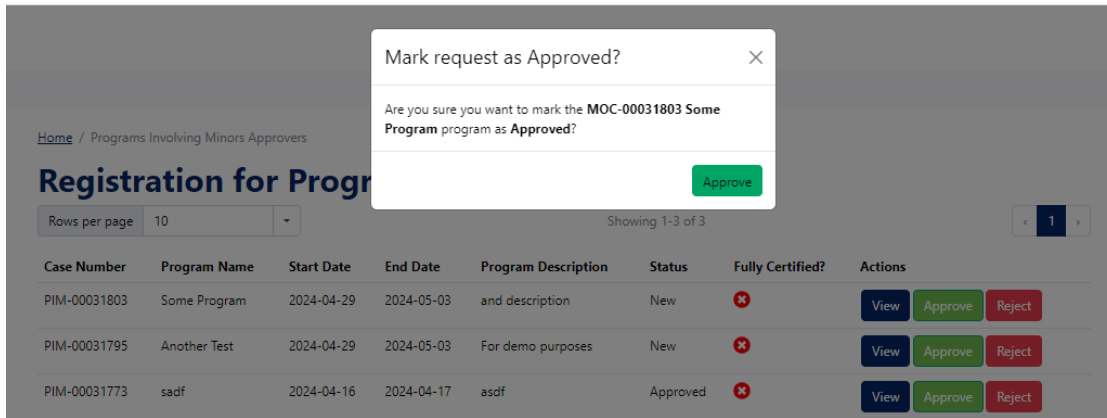
b) If you **reject** the program, the system will prompt you to add an **explanation** for why the Program Involving Minors is rejected. This explanation will be shared with the Program Director who submitted the request as well as the Office of Ethics and Compliance for their reference.
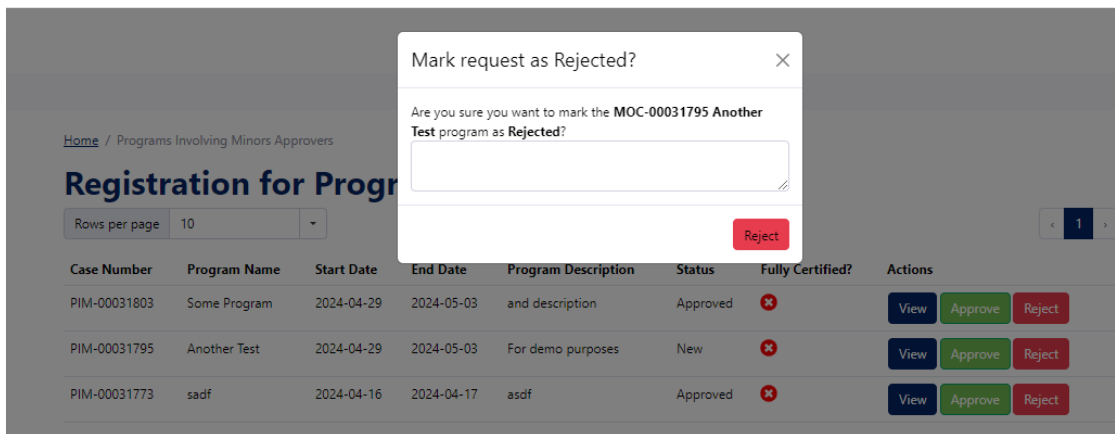
6. After you **approve/reject** the Program, the Program Director will receive the confirmation email and the status of the Program will update in the system. The Red X in the **Fully Certified** column indicates if the Program Director has certified all of the compliance requirements, which happens in the following weeks after the Program **approval.**

7. The Program will show a check mark once the Program Director certifies all compliance requirements applicable to their Program.

Additional Information

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