

University of Houston Clear Lake



CAMPUS PROGRAM FOR MINORS (CPFM)

REFERENCE GUIDE

TABLE OF CONTENTS

REQUIREMENTS	3
DEFINITIONS.....	4
APPROVAL PROCESS & INSTRUCTIONS (UHCL).....	5
A. CPFM BACKGROUND CHECKS - 6 Weeks Prior to Program	5
B. CPFM TRAINING REQUIREMENTS - 6 Weeks Prior to Program	6
C. PROGRAM REGISTRATION - FORM T-21	6
D. DSHS FORM T-7	7
E. FORMAL APPROVAL LETTER.....	8
F. REPORTING SUSPECTED CHILD ABUSE OR NEGLECT	8
APPROVAL PROCESS & INSTRUCTIONS (3 rd Party).....	9
FREQUENTLY ASKED QUESTIONS.....	10
CPFM CHECKLIST	12
APPENDIX	14
POI Instructions.....	14

RESOURCES

- a. [Texas Education Code §51.976](#)
- b. [SAM 05.C.01](#)
- c. Camp / Program Registration Form [T-21](#)
- d. DSHS Form [T-7](#) (Fillable PDF)
- e. [POI Form](#) (Person of Interest)

REQUIREMENTS

TEXAS EDUCATION CODE, § 51.976

Texas Education Code § 51.976 requires individuals who will have contact with minors at certain limited campus programs to receive specific training on preventing sexual abuse and child molestation in order for the campus program to be operated by or on the campus of an institution of higher education.

UNIVERSITY OF HOUSTON SYSTEM POLICY 05.C.01

The University of Houston System has adopted policy [SAM 05.C.01](#) to comply, not only with the minimum legal requirements, but to also ensure all campus programs for minors are conducted in a manner that is as safe as possible.

At the core of the [Texas Education Code § 51.976](#), and [SAM 05.C.01](#) is to provide proactive training on preventing sexual abuse and child molestation. All employees who are employed by, as well as other employees who are assigned to regularly work in any of the component university departments/areas (including volunteers) having the highest likelihood of contact with minors are required to complete Sexual Abuse and Child Molestation Training at least once every two years. The University of Houston System has created an online course, approved by the Texas State Department of Health Services (DSHS), to ensure compliance.

UNIVERSITY OF HOUSTON CLEAR LAKE

When hosting minors on our campus for certain programs, UHCL is required to provide training to comply with state regulations and [SAM 05.C.01](#) that aim to keep minors safe while in our care. Additionally, UHCL must designate a Coordinator of Campus Programs for Minors who will manage its program and ensure compliance with [Texas Education Code 51.976](#) and [UH SAM 05.C.01](#).

DEFINITIONS

- A. Abuse – Certain acts or omissions by a person against a Child as defined by [Texas Family Code, Section 261.001\(1\)](#).
- B. Campus Program for Minors (CPFM) – Any program lasting for all or part of four or more days (including, but not limited to, recreational, athletic, or academic programs) conducted by a university or on the campus of a university where any individual in attendance is a Minor who is not enrolled as a student at the university.
- C. Coordinator of Campus Programs for Minors – The individual designated by each university to ensure compliance with Section 3.5 of this policy.
- D. Child/Minor – Any individual under 18 years of age who has never been married or had the disabilities of minority removed for general purposes.
- E. Neglect – An act or failure to act by a person responsible for a Child's care, custody, or welfare evidencing the person's blatant disregard for the consequences of the act or failure to act that results in harm to the Child or that creates an immediate danger to the Child's physical health or safety and includes those acts or omissions identified under [Texas Family Code, Section 261.001\(4\)\(A\)](#). For acts or omissions that do not constitute Neglect, see [Texas Family Code, Section 261.001\(4\)\(B\)](#).
- F. Professional – An individual licensed or certified by the state of Texas or an employee of a facility licensed, certified, or operated by the state of Texas and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, and other individuals listed in [Texas Family Code, Section 261.101\(b\)](#).
- G. Program Operator – The individual who runs, supervises, or operates a specific Campus Program for Minors.
- H. Sexual Abuse and Child Molestation Training – A training and examination program on sexual abuse and Child molestation that is approved by the Texas Department of State Health Services (DSHS). This may include an approved UH System training or a third party's approved training. For a list of training programs that have been approved by TDSHS, see <https://www.dshs.texas.gov/campus-program-minors>.
- I. Sexual Abuse and Maltreatment of Children Training – A UH System training for employees who are Professionals in (1) prevention techniques for and the recognition of symptoms of sexual abuse and other maltreatment of children and (2) the responsibility and procedure of reporting suspected occurrences of sexual abuse and other maltreatment.
- J. Third Party Programs. Third parties (i.e., any vendor or individual not affiliated with a university) seeking to conduct a Campus Program for Minors must enter into a contract with the university before the program occurs and the contract must include, at a minimum, language from [Form OGC-S-2012-13](#) that contains the following terms.

APPROVAL PROCESS & INSTRUCTIONS (UHCL)

For Programs Conducted by UHCL

Each university-sponsored program involving the participation of minors must comply with the following terms and conditions, as well as any other applicable requirements of federal, state, or local law or regulation. The Program Operator must:

1. Ensure background checks for anyone involved in the program who is **18 or older**.
2. Ensure University of Houston System specialized training or equivalent state training is completed by all participants.
3. Complete registration (Form T-21) for camp/program at least 30 days prior to start..
 - a. Establish procedures for medication administration and transportation (including emergencies).
 - b. Ensure all participants and volunteers have completed the Participate Release of Liability forms.
4. Complete DSHS Form T-7 indicating that your camp has met the requirements #1 to #3. This form should be completed at least 15 days prior to your camp's/program's start date.

Upon completion of the above, the CPFM Coordinator will issue a **written approval letter** to the Program Operator indicating that he/she has met the requirements to host a camp/program involving minors on UHCL's campus.

Below is a detailed list of information required.

A. **CPFM BACKGROUND CHECKS - 6 Weeks Prior to Program**

Background checks are required **annually** (background checks are now required on minors and students). Please see the following steps regarding background checks:

- ☐ Program Operators shall have each employee (included temporary or part-time employees), volunteer, student-worker, etc. complete a : background check.
 - i. All volunteers (even students) must have a background check.
 - ii. The Program Operator is responsible for submitting the camp/program's list of employees/volunteers/students to the Office of Human Resources at humanresources@uhcl.edu. Please include in the subject line CPFM and your camp/program's name. Human Resources needs this list to track the progress of the background checks.
 - iii. Please note that processing time varies and depends on the participant.
 - iv. Once the background checks are complete for the listed individuals, Human Resources will email the Program Operator confirming clearance for the participants listed.
 - If the background check **does not** clear for any individual, the individual will not be permitted to be involved in camp/program.

B. **CPFM TRAINING REQUIREMENTS - 6 Weeks Prior to Program**

Beginning in August 2023, all UHCL employees must annually complete “Sexual Abuse and Child Molestation Training” through the UHS T.A.P. Employee Training System. For employees, the Program Operator can obtain/confirm the training completion date by emailing the full list of volunteer names and EMPL ID numbers to training@uhcl.edu. (**Note:** Required for DSHS Form T-7).

a. For non-employee volunteers and students, the Program Operator can:

1. Create a POI to give the individual access to the T.A.P. training system. When possible, this should be completed as soon as the background check is finalized. Send full list of POIs to training@uhcl.edu for training date tracking. See **Appendix A** for instructions on creating a POI;

OR

2. Require the individual to complete another state-approved Youth Protection training (See [Texas Health and Human Services Approved Training Programs](#)). **Note:** The participant will need to provide proof of training completion (certificate), which must be submitted to the CPFM Coordinator with your DSHS [Form T-7](#).
- b. If UHCL is hosting a third-party vendor program, the third-party vendor will not need our training **IF** they have completed another state-approved minor’s training (See [Texas Health and Human Services Approved Training Programs](#)). The third-party vendor shall complete DSHS [Form T-7](#) and provide this document to their **university liaison 15 days** prior to the camp/program. For camps/programs that host 20 or more minors on UHCL’s campus for all or part of four days, the form must also be submitted to the Texas Department of State Health Services.

C. **PROGRAM REGISTRATION - FORM T-21**

1. **Registration.** At least 30 days before the program occurs, the Program Operator or department sponsoring a third-party program will send to the Coordinator of Campus Programs for Minors the following information for the particular program in the format required by the Coordinator:

- a) Program name;
- b) Type of program;
- c) Description of the program;
- d) College or department sponsoring the program;
- e) Location of the program;
- f) Dates of the program;
- g) Number of expected participants of the program;
- h) Approximate ages of the participants;
- i) Full names of all individuals who have cleared a criminal background check and will be working or volunteering at the program, the title of such individuals, and whether such individuals are employed by a university; and
- j) If the program is conducted by a university, the dates the background check and Sexual Abuse and Child Molestation training were completed for each individual working or volunteering at the program.

- k) Attach your camp's / program's medication administration written procedures.*
- l) Attach your camp's / program's transportation written procedures for pick up, drop-off and emergencies.**

***Medication Administration.** All Campus Programs for Minors that administer prescription or over-the-counter medication to program participants **must have written procedures** for doing so, including procedures requiring written authorization from the participant's parent or legal guardian.

****Transportation.** All Campus Programs for Minors must have **written procedures** for the pick-up and drop-off of participants, including specifying times, locations, and to whom participants can be released, and for the transportation of participants for emergencies or program activities. Individuals operating vehicles owned, leased or rented by a university must be authorized to do so and follow applicable university policies. See [SAM 01.C.13](#) – Business Use of Vehicles.

2. **Participant and Volunteer Forms.** All Campus Programs for Minors must have on file completed Participant Release of Liability forms and completed volunteer forms for all of their program participants and volunteers using the approved university forms listed below or using forms that contain language from the approved university forms.

- [Participant Release and Indemnification Form](#)
- [Minor Volunteer Consent Form](#)
- [Volunteer Application](#)
- [Volunteer Position and Responsibilities Form](#)
- [Volunteer Release and Indemnification Form](#)

Note: All forms / documents should be maintained by the Program Operator in accordance with [UHS SAM 03.H.01- Records Retention](#).

D. DSHS [FORM T-7](#)

UHCL must submit a completed DSHS Form T-7 to the Texas Department of State Health Services within **five days** of the start the program for all campus programs for minors that include 20 or more campers and last all or part of four or more days.

Given the above, Program Operators must complete and submit this form to the CPFM Coordinator at least 15 days before the camp/program begins. A copy of the current form can be found at <https://www.dshs.texas.gov/applications-and-forms-campus-program-minors>.

Please note that the following information must be included on DSHS [Form T-7](#):

- ☐ **Date Employed** - the first day of the program
- ☐ **The County ID#** - 101
- ☐ **Program Operator's Identification**
- ☐ **Dates of Operation**

- For ongoing programs, use the start date of the program through the end of the fiscal year.
- ☐ **Training Course Name** - UHS Child Protection Training / Name of TSDHS approved course
- ☐ **Course Approval #** - refer to [Texas Health and Human Services Approved Training Programs](#)
- ☐ **Training Completion Date for Each Individual Listed**

E. **FORMAL APPROVAL LETTER**

The Program Operator must obtain written approval from the CPFM Coordinator. The Campus Program for Minors Committee will review all submissions for completion.

- **Additional Employees / Volunteers:** If employees / volunteers are added to a program following the initial registration submission, each step must be followed including updating the Registration Form T-21 and DSHS Form T-7.
- **Annual Process:** This process must be repeated on an annual basis regardless of the length of program.

F. **REPORTING SUSPECTED CHILD ABUSE OR NEGLECT**

- A. As required by [Texas Family Code, Chapter 261](#), any person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect must immediately make a report to:
 - a) Any local or state law enforcement agency;
 - b) The Texas Department of Family and Protective Services;
 - c) The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
 - d) The agency designated by the court to be responsible for the protection of children.
- B. Employees and volunteers making a report of suspected Child Abuse or Neglect must also immediately notify their supervisor, the Program Operator and/or the Coordinator for Campus Programs for Minors so that any university response required to assure the safety of Minors can be taken. Any report made under this section should also be reported to the university's police department and Compliance Officer. If the reporter wishes to remain anonymous and there is no immediate threat to the health or safety of a Minor, the reporter can notify the university via the [Fraud & Non-Compliance Hotline](#) instead, as soon as practicable.
- C. If the report relates to allegations occurring on a university's campus, the university's police department shall promptly investigate the matter and/or assist the appropriate agency authorized to investigate the matter.

APPROVAL PROCESS & INSTRUCTIONS (3rd Party)

For Programs Conducted by A Third Party at UHCL

UHCL must enter into a contract with the third-party vendor, which contains, at a minimum, language from Form OGC-S-2012-13 that contains the following terms:

1. The third party must, by no later than 15 days before the program, submit to the UHCL liaison, a form that indicates each individual who will be working or volunteering at the program has completed a Sexual Abuse and Child Molestation Training course that has been approved by DSHS. The information must be submitted on the verification form approved by DSHS (the current form can be downloaded at <https://www.dshs.texas.gov/sites/default/files/cpm/pdf/CPMForm2011.pdf>)

For programs that host 20 or more minors who are on UHCL's campus for all or part of four days, the form must be submitted to the Texas Department of State Health Services.

2. The third-party must certify to UHCL that no individual who will be working or volunteering at program has any felony criminal convictions or any crime(s) related to abuse, neglect, exploitation, assault, sexual offense, or any offense involving a minor.
3. The third party must agree to indemnify and hold harmless the UHCL from any and all liability and claims arising from the program.
4. The third party must agree to maintain insurance acceptable to the UHCL including the listing the UHCL as an additional insured and providing a certificate of insurance before the program occurs.
5. The college or department that facilitates the contract with the third party shall send copies of the executed contract and the verification form to the CPM Coordinator **10 days prior to the program occurring.**
6. An approval letter will be sent to the sponsoring college or department prior to the commencement of the program.

***The Program Operator should start this process at least 2-3 months prior to program/camp**

FREQUENTLY ASKED QUESTIONS

- **WHO IS UHCL'S COORDINATOR FOR CAMPUS PROGRAMS FOR MINORS?**

Yolanda Nimmer-Williams, Director-Compliance is the UHCL Coordinator for Minors on Campus. Additionally, the university has established a Minors on Campus Committee that works diligently to ensure compliance with TEC 51.976 and UHS policies and procedures. UHCL Campus Program for Minors Committee includes:

- Albert Black – Director, EHS and Emergency Management
- Debra Carpenter – Executive Director, Auxiliary & Procurement
- Johnathan Davis – Coordinator, Training & Development
- Esther Herrera – Senior Manager, Training & Development

- **WHAT ARE THE REQUIREMENTS FOR HOSTING A CAMPUS PROGRAM FOR MINORS AT UHCL?**

Each university-sponsored program involving the participation of minors must comply with the following terms and conditions, as well as any other applicable requirements of federal, state, or local law or regulation. The Program Operator must:

1. Ensure background checks for anyone involved in the program who is **18 or older**.
2. Ensure University of Houston System specialized training or equivalent state training is completed by all participants.
3. Complete registration (Form T-21) for camp/program at least 30 days prior to start.
 - a. Establish procedures for medication administration and transportation.
 - b. Ensure all participants and volunteers have completed the Participate Release of Liability forms.
4. Complete DSHS Form T-7 indicating that your camp has met the requirements #1 to #3. This form should be completed at least 15 days prior to your camp's/program's start date.

Upon completion of the above, the CPFM Coordinator will issue a **written approval letter** to the Program Operator indicating that he/she has met the requirements to host a camp/program involving minors on UHCL's campus.

- **MY CAMP IS NOT 4 DAYS LONG OR DOES NOT HAVE 20 CAMPERS, DO I STILL NEED TO COMPLETE THE ABOVE?**

Yes. Although your information will not be submitted to the state, UHCL provides oversight for camps and programs involving minors held on university premises or operated by the university.

- **HOW OFTEN DOES A PERSON HAVE TO TAKE THIS TRAINING?**

Under 51.976 and SAM 05.C.01, individuals who will have contact with minors at certain camps must complete a specific training on preventing sexual abuse and child molestation at least once every two years. Here at UHCL, Child Protection Training must be completed annually.

- **WE HAVE TO SUBMIT OUR INFORMATION 30 DAYS PRIOR TO THE CAMP. WHAT IF I HAVE UPDATES OR CHANGES?** If employees / volunteers are added to a program following the initial registration submission, each step must be followed to include adding the new names to the State of Texas form for Campus Program for Minors for a complete list of individuals working with each program.

- **WHERE CAN I OBTAIN THE FORMS T-7, T-21, POI, AND BACKGROUND CHECK INFORMATION?**
Please see the Table of Contents under “Resources”. Links to these important documents can be found there. If any link does not work, please contact the UHCL Campus Program for Minors Coordinator – Yolanda Nimmer-Williams @ x2307 or NimmerWillia@uhcl.edu. For background checks, please reach out to the Office of Human Resources.
- **THE PARENTS TEACHER WILL BE PRESENT AND WILL RETAIN CUSTODIAL RESPONSIBILITY FOR THEIR MINORS, DO I HAVE TO COMPLETE MINORS ON CAMPUS REGISTRATION?**
No. This policy does not apply to events/programs where parents/guardians, teachers/coaches maintain custodial responsibility of the minors and are present at all time during the entire event.

For school events, if the school organizes the program, the classroom teacher maintains custodial responsibility of the minors and is present throughout the duration of the program, the school is responsible for child protection training and criminal background checks.
- **WHAT INFORMATION IS INCLUDED IN THE TRAINING MODULE?**
This training includes information concerning warning signs of sexual abuse and child molestation.
- **IF AN INDIVIDUAL IS HIRED FOR A PROGRAM AT THE LAST MINUTE, ARE THEY PERMITTED TO WORK BEFORE TAKING THE TRAINING?**
No. All designated individuals must take the training and undergo a background check before they are allowed to work in any camp/program.
- **WHO CAN I CONTACT IF I HAVE QUESTIONS?**
Any committee member:
 - Yolanda Nimmer-Williams – CPM Coordinator (Nimmerwillia@uhcl.edu)
 - Albert Black – Director, EHS and Emergency Management (BlackA@UHCL.edu)
 - Debra Carpenter – Executive Director, Auxiliary & Procurement (carpenter@uhcl.edu)
 - Johnathan Davis – Coordinator, Training & Development (davisjt@uhcl.edu)
 - Esther Herrera – Senior Manager, Training & Development (HerreraEs@UHCL.edu)

CPFM CHECKLIST

This checklist is meant to be a resource for Program Operators of Campus Programs for Minors held on or by the University of Houston-Clear Lake. This list is not meant to be an exhaustive list, but includes steps to register a campus program for minors in accordance with Texas Education Code §51.976 and [SAM 05.C.01](#). This checklist may be amended as needed.

☐ **Contract (only needed when using a third-party vendor) – 2 - 3 months prior to program**

- The Program Operator must enter into a contractual agreement with a third-party vendor. Steps and details regarding the contract process should be addressed with the Executive Director - Auxiliary & Procurement, Debra Carpenter - carpenter@uhcl.edu / 281-283-2150.

☐ **Background Checks – 6 weeks prior to program**

☐ **Sexual Abuse and Child Molestation Training – 6 weeks prior to program**

☐ **Register Program (Form T-21) – 30 days prior to program**

- Program Operators must register their program by completing [Form T-21](#). Submit to CPM Coordinator - Yolanda Nimmer-Williams, NimmerWillia@uhcl.edu.

☐ **State of Texas form for Campus Program for Minors (Form T-7) – at least 15 days prior to program**

- In addition to the registration step, the [State of Texas Form T-7](#) must be completed and submitted to the CPM Coordinator - Yolanda Nimmer-Williams, NimmerWillia@uhcl.edu. All Program Operators must certify and submit this form no later than **15 days before** the start of the camp/program. The CPM Coordinator will then submit the appropriate forms to the state.
- For third-party programs/camps, the college or department that facilitates the contract with the third-party shall send copies of the executed contract and the verification form to the CPM Coordinator 15 days prior to the program occurring.

☐ **Formal Approval Letter**

The Program Operator must obtain written approval from the CPM Coordinator. The Campus Program for Minors Committee will review all submissions for completion.

Additional Notes:

- **Additional Employees / Volunteers:** If employees / volunteers are added to a program following the initial registration submission, each step must be followed including updating Form T-21 and Form T-7.
- **Annual Process:** This process must be repeated on an annual basis regardless of the length of program.
- **Reporting Suspected Child Abuse or Neglect:** As required by [Texas Family Code, Chapter 261](#), any person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect must immediately make a report to:
 - a) Any local or state law enforcement agency;
 - b) The Texas Department of Family and Protective Services;
 - c) The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
 - d) The agency designated by the court to be responsible for the protection of children.

***Immediate Threats** - Immediately notify your supervisor, the Program Operator and/or the Coordinator for Campus Programs for Minors.

**** Non-immediate Threats** - If the reporter wishes to remain anonymous, the matter should be reported as soon as practicable via the [Fraud & Non-Compliance Hotline](#).

POI Instructions

GAINING ACCESS TO THE TRAINING ACCESS PORTAL (TAP) FOR TEMPORARY/PART-TIME, STUDENTS, AND VOLUNTEERS

The following is a list of steps to gain access for TAP:

1. The Program Operator will distribute the [POI form](#) (either print or email) to the participant to fill out information.
2. Participant returns POI form to the Program Operator who then gives the form to the [CBA/DBA](#) of that area. If [CBA/DBA](#) is unavailable please contact your Department Business Office.
3. The [CBA/DBA](#) will then process the form electronically and once complete, will send the form to the HR queue for acceptance.
4. HR will approve/deny the form and the POI initiator will receive an email from the PeopleSoft.
5. Once accepted, the Program Operator will need to compile a list of individuals in a program that need to take the Child Protection Training. The list will need to include:
 - Full name
 - Email
 - PeopleSoft ID number
 - Due date
6. Submit that list via email to the Training and Development at training@uhcl.edu to receive weekly training status updates until completion.