Quick Start User Guide

This document is for users of the POM Web Application and includes getting started instructions, roles, process, adding events, and viewing compliance. It also includes instruction on how to instruct individuals to check personal compliance status with the Protection of Minors compliance policies. Programs which supervise and have interaction with minors must be registered and approved through this Application.

It is the responsibility of the program manager or coordinator (faculty, staff or student) who registers or allows minors in the program to interact with VU personnel, to assure all adults have met the compliance requirements, the program is registered, and events are entered. Coordinators should consult the POM Policy and the Best Practices guide for further implementation procedures.
Goal of the Application:

This application was built to merge existing data into one uniform system to track programs which include minor participants. This application seeks to support the administrative objectives of addressing:

- Program inventory and details
- Events occurring within programs
- Personnel affiliated with the events registered
- Compliance status to include background clearance and training of personnel affiliated with active events within approved programs.
- Individual and coordinator notification of pending compliance expiration and/or non-compliance

Web Address for this application is: https://admin.app.vanderbilt.edu/protectionofminors/programs/worklist and authenticated by VUNET ID.

NOTE:

- Personnel who work with minors in Vanderbilt programs should all have VUNET ID assignments. Personnel who cannot be verified for compliance – persons without a VUNET ID should be added to the “Notes” field of an Event with complete compliance details listed.
- Internet Explorer (IE) is not recommended for use with the Application and will result in lessened functionality. All other browsers (Chrome, Safari, Firefox) are supported.

The Application will capture data in the following way:

- Program Details and summary overview
- Events Locations and Dates
- Personnel Interacting with Minors Compliance status
TERMS, FUNCTIONS, AND THINGS TO KNOW BEFORE YOU START:

User Roles

All the listed roles below have the same permissions within the application to edit, add events and personnel to the specific program for which the person is assigned. These roles are shown as “tabs” on the program homepage “Worklist.”

- **Creator** – author submitting the program information for approval
- **Primary Contact** – person overseeing the program; a “first contact” in case of occurrence
- **Program Administrators** – those with permissioned authority to add, view, and edit events
- **Department Head** – provides oversight of the program, notified of annual status and approval

Home Screen opens to Worklist with tabbed roles. If you have no roles assigned, you will only be able to create a program. Permissions for roles listed is the same (Department Head tab will have view permissions only).

Program Status: There are five possible statuses that will appear for a program:

- **Approved** – all personnel require training and background clearance
- **Approved – Third Party** – contract language must include POM; third party compliance agreement; student orgs interacting with outside groups
- **Approved – Public Event**; POM will advise risk mitigation, but personnel list not required
- **Under Review** – reviewing program; unable to edit or add events
- **Pending Approval** – default for newly submitted programs; unable to edit or add events

If you are submitting a new program, you (the Primary Contact) and the department head will receive notification when it is approved.

Information Key:

This is an “information” key; hover over for details about a field

The VUNET ID FIELDS:
It is recommended you have all the VUNET IDs of personnel affiliated with your program, however it is not a requirement. The POM Application will “look up” names as you begin typing. When you see this symbol - the system is searching for a match. Possible names will appear in a dropdown and you must click to select. Please make sure you select the correct person you wish to enter.

Confirm:

✓ VUNET is correct and valid and in the field
✓ Name fields do not contain First, Last

User Notifications (via email notification)

- All Program Approvals (Dept Head, Primary Contact, Creator)
- Annual Renewal (Dept Head and Primary Contact)
- Group/Individual Compliance and expiration (Primary Contact, Creator, and Individual)
- Submission of an event without 14 days notice (Primary Contact and Creator)

Changing some of the program details at any time may result in the program returning to a “Pending” status – this would include an Objective change, a change from a day program to an overnight program, etc. If the program defaults back to pending, a notice is sent to the POM Director for review and reapproval. Email protectionofminors@vanderbilt.edu if you have questions.

Screen Shots for Program Creation and Editing a Program:

If you have a program role in an existing program, after you select the program, you will be directed into the current information for the program. Below is the screen when creating a NEW program.
To select more than one, hold the CNTL key while making your selections – or hover over the “I” button for info.

Multiple selections are an option here too – this data will be stored annually, you may edit if you have an incident during the year.

Does this program include non VU partners or collaborators who either coordinate activities and/or have a role in supervising the minors?

500 Character Limit
When your program is approved or you are assigned and approved to a role in the program, your home screen will change:

![Program Worklist](image)

Searching for all programs you have permissions for or for a specific event date within your programs:

![Program Worklist](image)

If you need to edit data, add, or view an event in an approved program, select the program you wish to edit/add on your Worklist:

![Edit Program](image)

An update message will appear on your screen

To Add a new Event:

- ✔ Program is approved and you have an event/activity to register
- ✔ All events and personnel should be added and in compliance prior to 14 days
Forward planning allows the coordinator to work on any pending compliance issues.
Events and personnel can be entered at any time, but 24 hours after events are scheduled to start, no personnel may be deleted.

From the Program Screen, Select “Add an Event”

Notes to Adding Events:

- Event Descriptions MUST be unique.
- Location Details should include all VU buildings/locations the event will occupy.
- Off campus is any venue not under the operations of VU.
- Notes can be added to provide specific information not covered in other fields.
- If you are operating a program that has no defined start/end date and instead working with minors is an everyday function of the personnel listed, you may designate dates as annual and add personnel throughout the year.
- After your program is complete, when you reenter to add additional events, you can view past events by selecting the “Show Past Events” button on the Program page. Those are not editable, however you can use the “Copy Personnel Roster to New Event,” if you are entering a NEW Event with many of the same people from a past event.
### Adding Personnel or editing an Event:

#### Notes on Personnel Compliance:

- Training compliance is from the VU Learning Exchange, UE completion will NOT be captured. If you have personnel who do not have LE access, please contact protectionofminors@vanderbilt.edu for instructions on how to document.
- Background compliance is obtained from multiple sources – compliance is approved with EITHER a non-fingerprint (Background most common and performed by HR for employment), or a fingerprint clearance (BKGD w/Fingerprint common to Peabody students and child care workers). For questions about employee background clearance records (faculty/staff) which don’t appear accurate in the personnel list, email pebc@vanderbilt.edu with questions.
- If you add personnel to an active event and they are not in compliance, the individual will receive a notification email that (s)he has been added to the <program name> and there are elements of compliance that are lacking. The email will provide a link to the Learning Exchange for training, but Coordinators will need to follow up on outstanding background clearances.
  - Training is an annual requirement
  - Criminal Background Clearance is required at least every Four Years

The event information is not saved until you click on **Save to Program**.
Annual Renewal

Each year the primary contact and department head will receive an “Annual Renewal” notice. Primary contacts will be asked to review all program data for accuracy. Event data is archived and unable to be changed after the event ends.

Individual Compliance Confirmation

https://admin.app.vanderbilt.edu/pomcc/index

Any VUNET user can confirm individual compliance with this feature:

SAMPLE VIEW
SAMPLE NON-COMPLIANCE EMAIL NOTIFICATIONS:

The “group” email will be sent within 24 hours of entering personnel into an active event and will go to the Primary Contact and Creator; the same wording with only individual information will go to the individual. There is no repeater nudge email.

Protection of Minors database notice of impending Training Compliance Expiration

Please note our records indicate that you are involved in or have worked in an active Vanderbilt program: VUMC Observational Experience - event description: 2014 Winterim Session which interacts with minors and have element(s) of compliance (training) which is set to expire on the following individuals:

VunetId: splevunet1- Date of Expiration: No Record Found
VunetId: splevunet2 - Date of Expiration: No Record Found
VunetId: splevunet3 - Date of Expiration: No Record Found

Training is an annual requirement. In order to continue your work with a VU program with minors, your immediate attention is required to this impending status of non-compliance.

Please log into your Oracle Learning account using your VUNET ID

**POM training Instructions:** All personnel must first complete the Protection of Minors 101 module before completion of renewal training. You can check the status of your personal compliances at any time by going to https://admin.app.vanderbilt.edu/pomcc/index
PROTECTION OF MINORS WEB APPLICATION USER IMPROVEMENTS

Dashboard Changes: Dashboard will tell you if the program is active or inactive and allow search on both

Program Page Changes
1. Additional high risk activity indicators on the program page

![Dashboard Image]

2. Corrected departmental sponsor drop down – grouped by VU Business Unit

Event Page Changes
1. Activity indicators on the event page (checkboxes)
2. Number of minors participating in the event (this will improve accurate annual tracking numbers)

![Event Page Change Image]

3. Personnel List Compliance Indicator – note will confirm if list is IN or OUT of compliance with training and background clearance.

![Personnel List Compliance Image]

4. Personnel List - Individual leaves the program and is not active; change individual status to Inactive – if a person leaves the event prior to the conclusion of the event, check the “inactive” box to remove that person from compliance tracking for the remainder of the event (this replaces having to write their departure in the “notes” field of the event).

![Personnel List Table]

For more information or to ask a question, please contact Risk and Insurance, Protection of Minors at protectionofminors@vanderbilt.edu or 615-936-5935

Updates effective May 2019