

# Child Safety Certification Database

User Guide for Program Managers

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*Last updated*

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## Introduction

Smith College serves more than 5,000 minors annually. College students, faculty, and staff interact with youth in many ways. You may be a coach, counselor, mentor, researcher, teacher, or volunteer. Perhaps you are with an outside group, such as a school or camp that brings kids to Smith. Whatever your role, this website is designed to be a resource to help you understand your role and responsibilities in the protection of minors on campus.

The Child Safety Certification process will be managed electronically with database collection of program information. Names of individuals who are child safety certified will be available to Program Directors. Individuals are not pre-registered for any Smith program because the Certification is valid for all programs. Individuals may seek Child Safety Certification prior to engagement with a specific program (e.g., students may pro-actively become Certified because they wish to seek employment at the CECE or Campus School.)

Program directors, supervisors, and any individuals who have unsupervised contact with minors must complete the Child Safety Certification process. This process includes registering for background checks and online training. For assistance, please consult the [Child Safety Certification Guide for General Users](#).

## Contacts and Getting Help

<b>If you have having trouble with...</b>	<b>You should contact this office...</b>	<b>Specifically, this person...</b>	<b>At this number...</b>
<b>Technical Issues &amp; Troubleshooting</b>	Five College Compliance and Risk Management	Administrative Assistant	413-538-2344
<b>Policy or procedures</b>	Five College Compliance and Risk Management	Director	413-538-2731
<b>Questions on your CORI/SORI check (Employees)</b>	Human Resources	Associate Director	413-585-2266
<b>Questions on your CORI/SORI check (Students/Volunteers)</b>	Dean of Students Office	Dean of Students	413-585-4940
<b>Other issues</b>	Five College Compliance and Risk Management	Administrative Assistant	413-538-2344

## More Information on Child Safety at Smith College

Review the College's Child Safety policy, procedures, and other guidance.

<https://www.smith.edu/risk-management/child-safety>

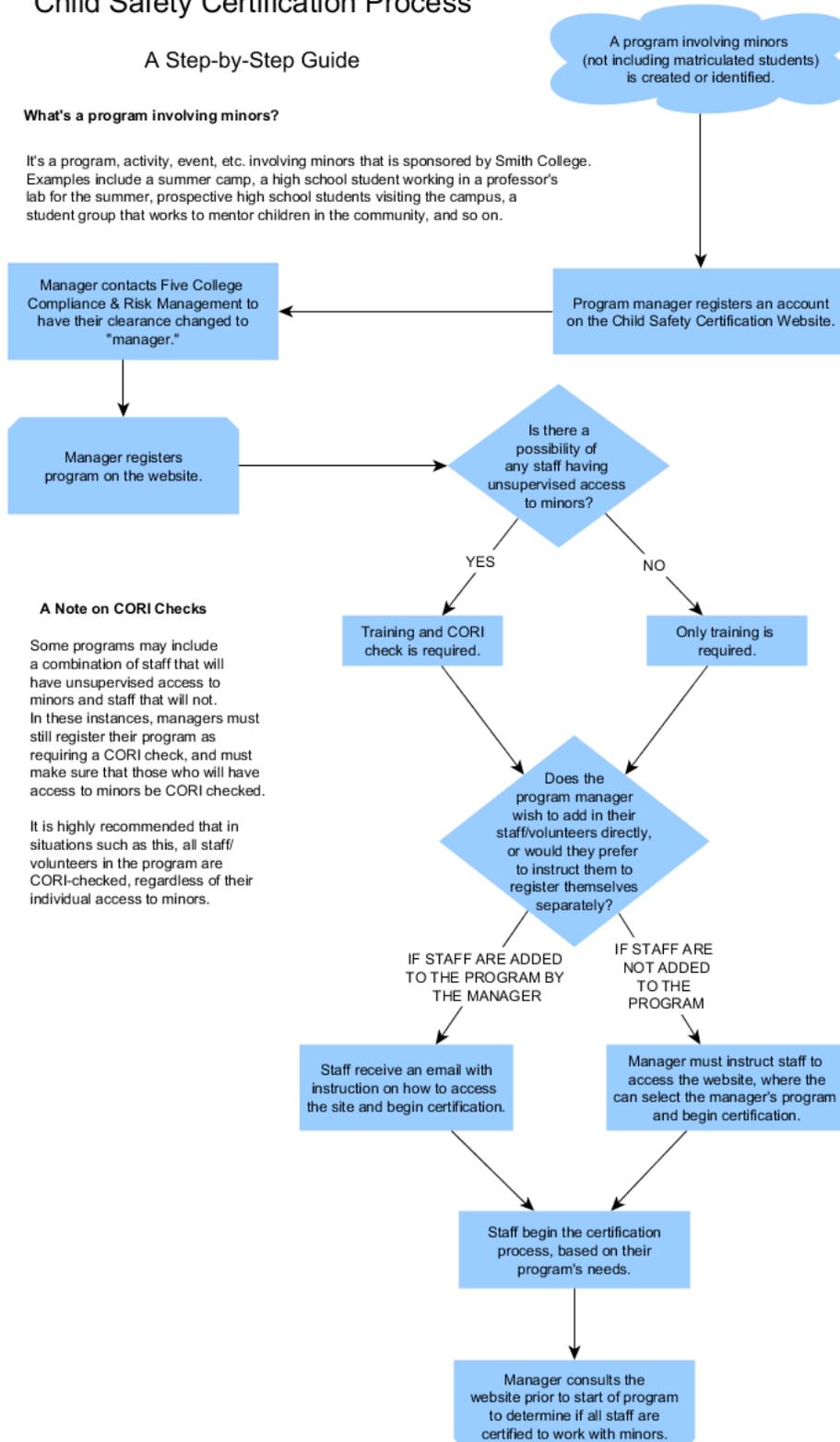
# Overview of the Database: Flowchart

## Child Safety Certification Process

### A Step-by-Step Guide

#### What's a program involving minors?

It's a program, activity, event, etc. involving minors that is sponsored by Smith College. Examples include a summer camp, a high school student working in a professor's lab for the summer, prospective high school students visiting the campus, a student group that works to mentor children in the community, and so on.



#### A Note on CORI Checks

Some programs may include a combination of staff that will have unsupervised access to minors and staff that will not. In these instances, managers must still register their program as requiring a CORI check, and must make sure that those who will have access to minors be CORI checked.

It is highly recommended that in situations such as this, all staff/volunteers in the program are CORI-checked, regardless of their individual access to minors.

## Adding, Editing, and Deleting a User

### User Clearances

Within the database, there are four different levels of clearance that a user can have. In order of the most permissions to the least, they are **Admins**, **HR**, **Manager**, and **Assistant**.

#### Admin

**Admin** users are reserved for the Five College Compliance & Risk Management staff and technical support (such as the programmer).

Admins can use every functionality of the database, including but not limited to adding/deleting programs and users, configuring emails, changing settings, setting up training courses, adding help text, and so on.

#### Human Resources (“HR”)

**HR** users are a step below Admins. They can only see data (users and programs) that belong to their school. Within their institution, HR users can add/edit/delete programs and view/change the certification statuses of members within their institution’s programs. HR users can see all information for their school only, and cannot access site-wide configuration options. These are mainly staff in Human Resources and Student Affairs (i.e., those who submit CORI checks.)

#### Manager

**Managers** (i.e., Program Directors) use the database to track those participating in their program (either as employees or volunteers, student or otherwise). Managers create their program entry in the database, and then either enter in the email addresses of those that work with their program and require certification or instruct their staff/volunteers to log into the database and attach themselves to their program.

#### Assistants

##### *Assistant with Reporting Flag*

Some assistants are flagged by their managers (i.e., the program directors) as being able to view reports generated by the database (such as the program’s rosters). These assistants, therefore, will also be able to take advantage of the reporting functions of the database, but only for the programs where they have that designation.

##### *Assistants without Reporting Flag*

Assistants are the most general user type. They can only view their own status in terms of certification, attach and remove themselves from programs, and go through the certification process for themselves (CORI and training).

### Adding a User

Only users with Admin or HR clearance can add users in this way. If a project manager wishes to add a user, they must do so by attaching them to their program. This user will have an assistant-level clearance (or assistant with reporting flag if marked that way).

## Working with Programs

Users with either admin, HR, or manager clearances are able to create program entries. However, **managers** will use this function the most often, since they will need to create an entry for their program.

To work with programs, use the administrative drop-down menu and select the **Programs** option. This will bring you to the main Programs page where you can add, edit, or delete programs, depending on your clearance level.

### Add a Program

To add a program, navigate to the Programs page using the administrative dropdown menu, and click on the **Add New Entry** button.

The screenshot shows the Five College Consortium website interface. At the top, there is a navigation bar with 'Help', 'Home', 'Programs', and 'Account'. Below this, the page title is 'Risk Management Child Certification Databa'. A 'Select a category:' dropdown menu is set to 'Programs', with a 'GO' button next to it. Below the dropdown, there are links for 'Programs', 'Configuration Settings', and 'Allowed Domains'. An 'Apply' button is also visible. To the right, there is a table with columns for 'System ID', 'Active', and 'test2'. The 'Add New Entry' button is circled in orange.

You will be directed to the Program form. Fill out the form (all fields are required; see screenshot below) as accurately as possible, and then click **Save Changes**.

The screenshot shows the Program form with the following fields:

- Program Name
- Program Director
- Contact Phone
- Contact Email (will be added to staff list below)
- College
- Active
- Program Start Date (MM/DD/YYYY)
- Program End Date (MM/DD/YYYY)
- Program Department
- Is a CORI check required (yes)
- Will food be served?
- Will college transportation be provided?
- Will personal transportation be provided?
- Will staff be alone with children?
- Will there be overnight stays?
- Is this a college event?
- Will sports be played?
- Daily Program Hours (numeric)
- Count of Children in Program (numeric)
- Expected age range
- Program Location
- Description (please include web links to your programs if available)

## Add assistants to your program

Part of setting up a program in the Child Safety Certification database is the ability to add your program staff as assistants by using their college email addresses. This will link them as users to your program. You can add your assistants at the bottom of the program form.

**Program Staff**  
You must save all other fields before entering any program staff.

Email Address	Allow Reporting	Active
1: mvalcour@mtholyoke.edu	yes ▼	yes ▼
2: mvalcour@smith.edu	no ▼	yes ▼
3: <input type="text"/>	<input type="text"/>	<input type="text"/>

Enter a five colleges email address, select a reporting option, and an active option, then click "More/Save" to enter additional managers.

**Always click "Save Changes" after making edits.**

If you select **yes** for **Allow Reporting**, then that assistant will be able to view the rosters for your program; this is an ideal designation for office assistants or other administrative staff that may be helping you coordinate the rest of your program employees, students, or volunteers.

## Edit a Program

To edit a program, navigate to the Program screen (see above) and click on the **Edit** button next to the program entry. Use the filters at the top to narrow the list by College or Status (Active/Not Active) if necessary.

**Risk Management Child Certification Database Administration**

Select a category: Programs

Status: Active Only ▼ College: View All ▼

	System ID	Active	Program	College	Start Date	End Date
<input type="button" value="Edit"/>	21	yes	Megan's MHC Test Program	Mount Holyoke	2/23/2015	2/27/2015

Make any changes as necessary, and make sure to click **Save Changes** at the bottom once you finish.

## Removing a Program

### Deactivating a Program

In the interest of proper documentation, we advise users to **never delete a program**. If your program has finished and you no longer need to access the information, just deactivate it instead by clicking the **Edit** button for your program, and changing the **Active** status to “no.”

Program Name	Megan's MHC Test Program
Program Director	Megan Valcour
Contact Phone	413-538-2344
Contact Email	mvalcour@mtholyoke.edu
College	Mount Holyoke ▼
Active	no ▼
Program Start Date	2/23/2015  (MM/DD/YYYY)

### Deleting a Program

The only time it is appropriate to delete (rather than deactivate) a program entry is if the program was **canceled before it began**. If this is the case, just click the **Delete Record** button at the top of the page while editing the record.

**Note:** Deleting a program will not delete users that are attached to the program.

<input type="button" value="View List"/>	<input type="button" value="Delete Record"/>	<input type="button" value="Save Changes"/>
<b>Always click "Save Changes" after making edits.</b>		
Created by mvalcour@mtholyoke.edu on 2/18/2015		
Program Name	Megan's MHC Test Program	
Program Director	Megan Valcour	

## Reviewing Participant Status

### Status Review Feature

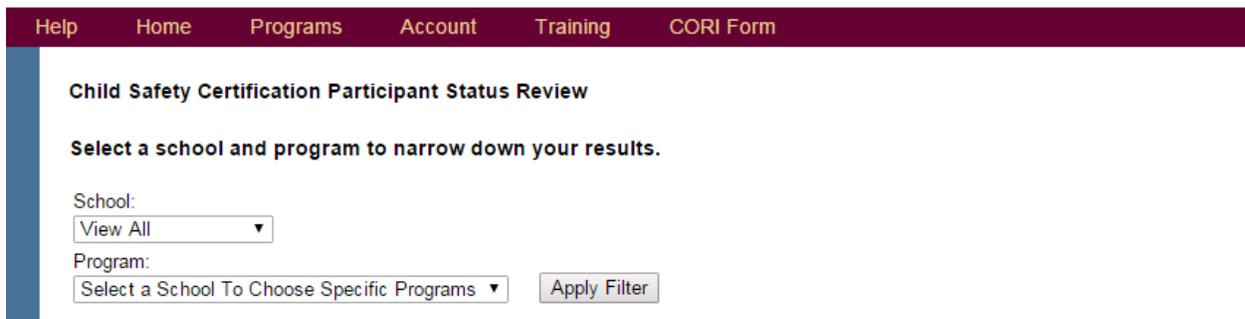
Once program managers have created their program and their assistants have begun to sign into the website to get certified, managers will want to determine who has completed the certification and who still needs to complete any or all parts in order to participate in the program. This can be determined by going to **Status Review**.

Admins, Managers, and HR users can all access the Status Review feature, located at [https://riskmgmt.mtholyoke.edu/child\\_cert/user\\_review.php](https://riskmgmt.mtholyoke.edu/child_cert/user_review.php) or by clicking on the link in the upper-right corner of the website (as shown below).

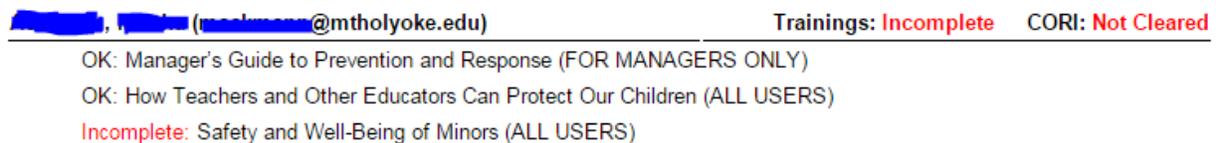


### Using the Status Review

First, select your school and then your program name to pull up a list of only your users.



This will produce records that look like this:



As you can see, the name and email address are in the upper-left, and their general training and CORI status are on the right. Below are the three training courses available on the website, with either "OK" (complete) or **Incomplete** next to them. The record above is a user that has completed the first two training courses but not the third, and has not submitted themselves to a CORI check yet.

Note: "**CORI: Not cleared**" does not mean the user failed their CORI check. It just means they have not received a cleared status from Human Resources or Student Affairs. In most cases, this mean that the user has not passed in their paperwork yet, or HR/Student Affairs has not yet submitted their record to the state for verification.

## Reporting

Another functionality of the Child Safety Certification Database is **Reporting**. To access the reporting functions of the database, log in as either an admin, HR, manager, or assistant with reporting privileges, and click on the link in the upper right-hand corner named **Reporting** ([https://riskmgt.mtholyoke.edu/child\\_cert/child\\_cert\\_reporting.php](https://riskmgt.mtholyoke.edu/child_cert/child_cert_reporting.php)).



### Types of Reports

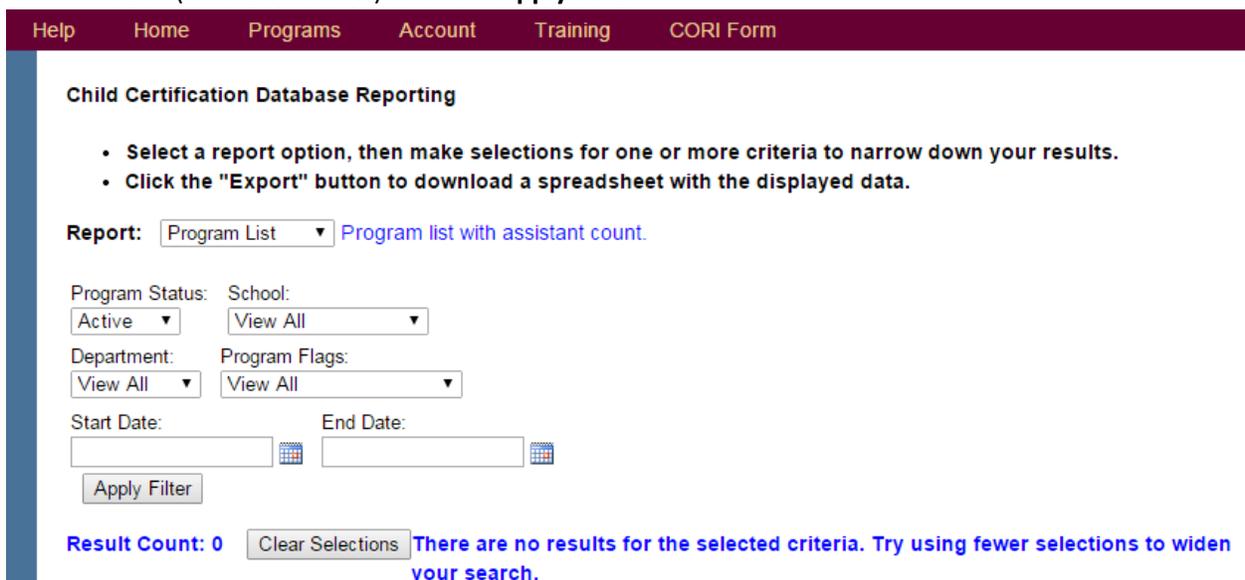
You'll be able to use the reporting drop-down menu to access, view, and download three different types of reports:

1. Participant Status
2. Program List
3. Roster List
4. User List

Many of the lists found in the Reporting section can be found and configured from elsewhere on the website. However, by pulling the data as a report, you can download the information and work with in in Microsoft Excel (or similar spreadsheet editing software).

### Program List

The program list produces a report (that can be viewed online or downloaded as CSV file) of all programs in the database with the number of assistants attached to each program. This list can be filtered down by program status, school, department, program flags (such as programs that involve transportation, are overnight, require CORI checks, etc.), and start date/end date. To produce a report, use the filters (as shown below) and click **Apply Filter**.



## Program Roster

The program roster pulls a report of all of the assistant users in the database and can be filtered by certification status, CORI status, school, department, program, and so forth. Similar to the Program List report, just set the filters as needed and click on **Apply Filter**.

The screenshot shows the 'Child Certification Database Reporting' section of a web application. At the top is a navigation bar with links for Help, Home, Programs, Account, Training, and CORI Form. Below the navigation bar, the page title is 'Child Certification Database Reporting'. There are two bullet points: 'Select a report option, then make selections for one or more criteria to narrow down your results.' and 'Click the "Export" button to download a spreadsheet with the displayed data.' The 'Report:' dropdown is set to 'Program Roster' with a link to 'Assistants for a given program.' Below this are several filter dropdowns: 'Cert. Status:' (Complete), 'Cori Status:' (Valid or NA), 'Program Status:' (View All), 'School:' (View All), 'Department:' (View All), 'Program Flags:' (View All), and 'User Flags:' (View All). At the bottom, there is a 'Program:' dropdown set to 'Select a School To Choose Specific Programs' and an 'Apply Filter' button.

## User List

The user list pull a report of all site users. This list can be filtered by user status, school, and whether or not the user wants to be contacted by program managers of other programs (besides the programs that the user is signed up for).

The screenshot shows the 'Child Certification Database Reporting' section of a web application. At the top is a navigation bar with links for Help, Home, Programs, Account, Training, and CORI Form. Below the navigation bar, the page title is 'Child Certification Database Reporting'. There are two bullet points: 'Select a report option, then make selections for one or more criteria to narrow down your results.' and 'Click the "Export" button to download a spreadsheet with the displayed data.' The 'Report:' dropdown is set to 'User List' with a link to 'A list of site users.' Below this are several filter dropdowns: 'User Status:' (Active), 'School:' (View All), and 'User Flags:' (View All). At the bottom, there is an 'Apply Filter' button.

## Participant Status

This report has been made more or less useless by the creation of the Status Review interface ([https://riskmgmt.mtholyoke.edu/child\\_cert/user\\_review.php](https://riskmgmt.mtholyoke.edu/child_cert/user_review.php)). However, by filtering by school and then by type (student, employee, volunteer), a manager, admin, or HR user can use this report to download a list of all users on the site with their training and CORI status attached.

## Download a Report

Once you have selected and applied filters as necessary, click **Export**. Save the file and use any spreadsheet editing software (Microsoft Excel, Numbers, etc.) to open and edit it.

**Result Count: 4**   Email to all Listed Users:

	system_id	program_name	school_name	is_active	assistant_count	start_date	end_date
<input type="button" value="Details"/>	23	Another 5C Test Program	Five Colleges, Inc.	yes	2	2/26/2015	2/27/2015
<input type="button" value="Details"/>	22	Megan's 5C Test Program 2-25	Five Colleges, Inc.	yes	2	2/27/2015	3/2/2015
<input type="button" value="Details"/>	21	Megan's MHC Test Program	Mount Holyoke	yes	7	2/23/2015	2/27/2015
<input type="button" value="Details"/>	24	MHC Program 2-25	Mount Holyoke	yes	2	2/26/2015	2/28/2015

## Email Users from a Report

After you create a report using the filters, the database will also give you the option to email all listed users. To do so, select the email template you want to use from the **Email to all Listed Users** dropdown list, and click **Send**.

To create or edit an email template, please contact Five College Compliance & Risk Management.

**Result Count: 4**   Email to all Listed Users:

	system_id	program_name	school_name	is_active	assistant_count	start_date	end_date
<input type="button" value="Details"/>	23	Another 5C Test Program	Five Colleges, Inc.	yes	2	2/26/2015	2/27/2015
<input type="button" value="Details"/>	22	Megan's 5C Test Program 2-25	Five Colleges, Inc.	yes	2	2/27/2015	3/2/2015
<input type="button" value="Details"/>	21	Megan's MHC Test Program	Mount Holyoke	yes	7	2/23/2015	2/27/2015
<input type="button" value="Details"/>	24	MHC Program 2-25	Mount Holyoke	yes	2	2/26/2015	2/28/2015