



Creating, Collaborating and Adapting: Implementing a Decentralized Youth Policy

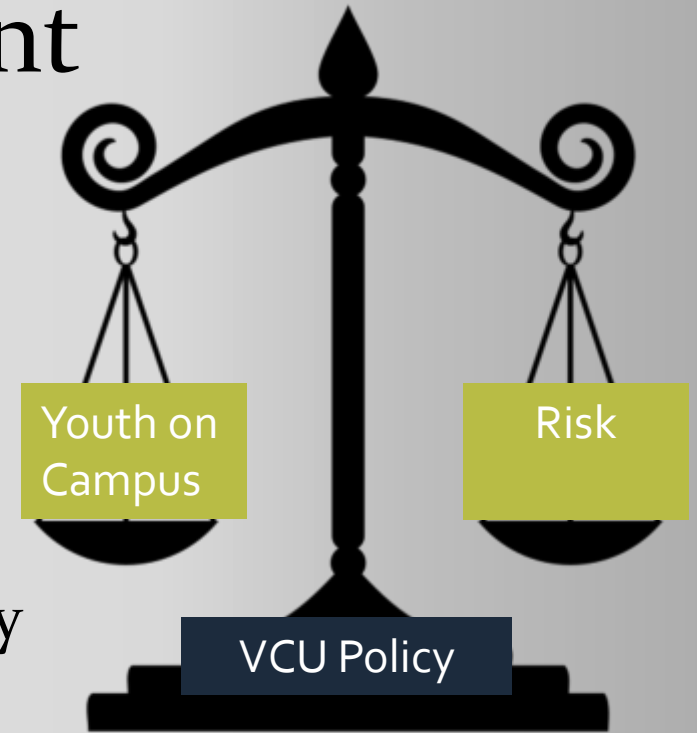


Learning Outcomes

- Learn how a decentralized policy housed in a non-traditional department operates. This includes challenges, solutions and long term considerations.
- Understand strategies to create a more unified approach to policy implementation on their campus.
- Identify challenges on their campuses and receive feedback through round table discussions.
- Walk away with a potential network of individuals with like challenges and policies.

Policy Development

- Iterative and collaborative process
- Diverse working group
- Consultations within and outside of the university
- Focus groups to fine tune the policy and training
- Identifying where the policy lives based on VCU's unique structure



Policy Development

A **Youth on Campus Work Group** was appointed by the Provost, led by Cathy Howard, Vice Provost of Community Engagement, consisting of representatives from:

VCU Affiliations:

- | | |
|------------------------------------|---------------------------------|
| • Division of Community Engagement | • Health Sciences and Diversity |
| • Human Resources | • Athletics |
| • Integrity and Compliance | • VCU Police |
| • School of Education | • Office of University Counsel |
| • School of Social Work | • School of Dentistry |
| • School of the Arts | • Conference Services |
| • Counseling Center | • Housing |
| • Division of | • Risk Management |
| | • Admissions |

Community Affiliation:

Stop Child Abuse Now

With Consultation From:

Virginia Department of Social Services

Policy & Responsible Office at VCU

- Integrity and Compliance & responsible offices
- Division of Community Engagement
 - Mary and Frances Youth Center



Strengths

- Policy located at a youth center
- Positive youth development best practices
- Proactive support & consultations
- Support from campus partners
- Family resource for on-campus youth programs



Policy Components

The policy applies to all programs and activities that involve non-enrolled minors and are sponsored by the university or conducted by other organizations on VCU's campus.

Program Requirements:

- Annual registration 30 days prior
- Communication & notification plan

Individual Requirements:

- Biennial background checks
- Annual training
- Monitoring and supervision
- Tiered system

Implementation & Year One

Implementation:

- Research and outreach
- Training development
- Website development
- Policy library
- 5 in-person orientation sessions on two campuses

Year One:

- **97** programs registered within the first year
- **820** completed online training sessions
- **8** key campus partners
- **15** online resources

Myfc.vcu.edu/youth-on-campus

Road Blocks

- Multiple Campuses
- Technology
- Background Checks
- Non-compliance
- Hosted Programs



Road Block: Multiple Campuses



VCU Medical Campus

VCUarts Qatar



Monroe Park Campus

Road Block: Technology

Software:

- SoftChalk
- Verified Volunteers
- QuestionPro

Considerations:

- Separate Compliance Tracking
- Working within VCU policy and approved technology

Road Block: Background Checks

- Technology – Verified Volunteers (non-employees) & Human Resources (employees)
- Tracking – Created an attestation form
- Background Checks for Program Supervisors
- Hosted Programs
- Guidelines for reviewing background checks
- Campus Partners:
 - Human Resources
 - Information Security Office
 - Technology Services
 - Risk Management
 - Records Management



Road Block: Non-Compliance

Attestation Form & Tracking



Notification & Recommendations



Probation



Year Two: Report to Vice Provost and Responsible Dean



Disciplinary Action



Road Block: Hosted Programs

- VCU Point Person
- Key facility partnerships
- Background checks
- Accountability



Goals for Year Two

- Refine auditing process
- Create a database of university youth programs
- Host events highlighting youth programs
- Create a short & long term assessment plan
- Preparation for triennial review



Group Discussion

- Write down a policy challenge (name and university)
- Discuss with your group and select one to present to larger group
- Brainstorm 2-3 strategies to overcome challenge
- Large group share

2017 HEPNet Conference

Session: Creating, Collaborating and Adapting: Implementing a Decentralized Youth Policy

Presenters: Alyssa King and Tina Carter, Virginia Commonwealth University

Individual Challenge Activity: Each participant was asked to identify one challenge/road block they are facing at their institution. Below are the results, listing the name and university so that participants can connect at a later date around this issue. Below are the results, grouped by topic.

Training:

- It seems to be a problem getting everyone to attend and take PFM training seriously.
 - Michelle Begwin, Texas A&M International
- Improved training module and tracking of mandatory training
 - Brian Stone, University of Georgia

Background Checks:

- Frequency of screening and high costs
 - East Carolina University

Risk Management:

- Managing high-risk/medium frequency risks, not just high-risk/low frequency (i.e. abuse); volume is a barrier (735,000 youth annually)
 - Lindsay Bond, Ohio State University
- Oversight of camp is very limited with few resources.
 - Keesha Trim, University of Richmond
- Compliance is in the policy but Risk Management is not able to enforce policy since it is not a compliance office.
 - Rebekah Moreno, University of North Texas

Structure and scope of Policy:

- Not sure who all the players are and who should be included.
 - Jeff Heiser, University of California Davis
- New policy: Creating a policy that culturally fits with the university and determining the scope.
 - Lisa Palazzo, Case Western Reserve University
- One department has a policy, but the rest of the university does not.
 - Lisa, Brown University
- Recruiting events that minors attend on their own.
 - Anonymous
- No centralized management of the campus youth programs and/or policy
 - Stacey and Kat, University of Colorado
- Determining which programs should be included in university official programs (i.e. minors in labs, admissions events, recruiting, etc.).
 - Marje Lemmon, Yale University

Tracking/Compliance:

- Programs do not tell me every person working with their programs and it is difficult to collect confidential release forms for all staff/volunteers.
 - Jamila Clayton, Prairie View A&M University
- How to monitor compliance with a decentralized policy.

- Julie Sweitzer, University of Minnesota
- Compliance with training and accountability with the policy/expectations
 - Rachael Jensen, University of Nebraska-Omaha
- Timely submission of all the required documents
 - Cyn Olvera, Texas A&M University
- Compliance with timelines - having application and all components completed on time
 - Rena Frank, Texas A&M University
- Our office offers some policy and training, but has no power to require it or ability to apply any repercussions to those who don't comply.
 - Kami, Oregon State
- Ensuring all youth program leaders and aware of policies/procedures, attend training and comply with applicable policies and procedures.
 - Steve Wieneke, Iowa State University

Group Brainstorm Challenges: Each table then identified one challenge amongst the individual challenge to discuss and brainstorm strategies for implementation. Below are the results.

- Determining the scope and thus who the key players are
 - Strategies:
 - Benchmark...and then benchmark more!
 - Determine current program commonalities
 - Knowing all the programs
 - Cast a wide net
 - Attend individual meetings
 - Consistent communication
 - Reservation requests
 - Partner with research areas, facility rentals, college/ department level, etc.
 - Identify your partners (not only helpful ones but problem children as well)
 - Youth programs vs. enrolled minors
 - Recruiting/precollege
 - Who has direct contact
 - RSOs (student organizations)
 - Develop 2 policies or expand policy
- No ability to enforce program leaders and staff to attend training (decentralized)
 - Strategies
 - Find champions for the cause
 - Centralized registration system
- Compliance
 - Strategies
 - Set notification - 30/60 days
 - Notify compliance office for non-compliance
 - Possible grace period (1st time offense)
 - Walk program through policy and ensure understanding. Have a program attest to knowledge of policy.
 - Memo from Provost
 - Next time offense - enforce policy
 - Ongoing trainings