CARE - COMPLIANCE AND REGISTRATION EXPERT

How To Guide

This guide will provide the user with step-by-step instructions for registering an event involving minors and navigating through CARE—Compliance and Registration Expert platform.

Internal Audit, Risk & Compliance
September 2019
**CARE – Compliance and Registration Expert** – is provided to support all Georgia Southern University youth activities. This tool will guide you through many of the requirements to provide a safe, supportive environment for your event.

Covered Programs, as defined in the [Non-Student Minors on Campus Policy](#), are required to be registered with Internal Audit, Risk & Compliance (IARC) using **CARE** at least **four weeks prior to the start of the program activities**. This timeline is necessary to ensure adequate time for the review and approval process. Programs not registered with IARC may be denied permission to continue operations on the Georgia Southern University campus.

To begin the registration process, visit the Internal Audit, Risk & Compliance [Minors on Campus](#) website.
Table of Contents

DEFINITIONS ....................................................................................................................................................... 4

INTERNAL PROGRAMS ....................................................................................................................................... 6
  Checklist of Required Information .................................................................................................................. 6
  Register Your Event ........................................................................................................................................ 7
  Required Training ........................................................................................................................................... 7
  Background Investigations ............................................................................................................................. 7
  Detailed Instructions ...................................................................................................................................... 8
  CSV Upload Option for Participant and/or Staff Information ...................................................................... 18
  Cloning A Program/Session .......................................................................................................................... 21

EXTERNAL PROGRAMS .................................................................................................................................... 22
  Checklist of Required Information ................................................................................................................ 22
  Register Your Event ...................................................................................................................................... 22
  Detailed Instructions .................................................................................................................................... 23
  CSV Upload Option for Participant and/or Staff Information ...................................................................... 26
  Cloning a Program/Session ........................................................................................................................... 27
DEFINITIONS

Covered Program - any program or activity in which minors will be physically present and participating, offered by any academic or administrative unit of the University, or by non-University groups using University facilities, properties, and/or any areas owned or controlled by the University. “Covered Program,” as defined by the Non-Student Minors on Campus Policy includes, but is not limited to, sport camps, workshops, academic camps, mentoring programs and academic competitions.

Non-Covered Program – single performances or events open to the general public that are not targeted toward minors, but which minors are permitted to attend (such as varsity athletic competitions, plays, concerts); general public and invitational events where parents/legal guardians are invited and are expected to accompany and provide supervision to minors in their care; visits and tours for prospective students organized by the Office of Admissions (except for Kids’ College, which is a Covered Program); or academic or performance competitions where minors are chaperoned by certified teachers or their parents (such as the Georgia Southern Mathematics Tournament, school field trips, etc.). If you have any questions about whether your event is a Covered Program, please contact Risk & Compliance at 912.478.5521 or RiskCompliance@georgiasouthern.edu.

<table>
<thead>
<tr>
<th>Covered Program:</th>
<th>Not a Covered Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kids College</td>
<td>Georgia Southern Mathematics Tournament</td>
</tr>
<tr>
<td>Sports Camps (even if run by an external group/LLC)</td>
<td>Athletic events or performances open to the general public</td>
</tr>
<tr>
<td>Music Lessons (individual or group)</td>
<td>Visits/tours for prospective students organized by the Office of Admissions</td>
</tr>
<tr>
<td>Engineering Camps</td>
<td></td>
</tr>
<tr>
<td>Summer Programs/Camps/Activities</td>
<td></td>
</tr>
</tbody>
</table>

Internal event – any event held, hosted or sponsored by an academic or administrative unit of Georgia Southern University. Internal events are usually held on Georgia Southern University property; they may be held at other locations. The key identifier is who is responsible for the care and custody of the non-student minors. If Georgia Southern University faculty or staff are responsible for the non-student minors, the event qualifies as an internal event.

External event – any event held on a Georgia Southern University campus that is sponsored by an organization that is not affiliated with Georgia Southern University. The key identifier is who is responsible for the care and custody of the non-student minors. If the sponsoring organization (not GS staff) remains responsible for the non-student minors, the event qualifies as an external event.
**Authorized Adult** – an adult who has complied with the requirements to be present with Minors under the Non-Student Minors on Campus Policy and who is responsible for escorting, accompanying, or supervising Minor(s) participating in any program under that Policy. In order to qualify as an Authorized Adult, an individual must comply with all applicable registration, background check, and training requirements implemented pursuant to the Policy.
INTERNAL PROGRAMS

Checklist of Required Information

General program information:
- Program name and purpose
- Dates and times of sessions
- Sponsoring department
- Approving Dean, Director, or Department Head
- Additional admins (others who should have access to your information)
- Estimated number of participants
- Total number of program staff
- Targeted age group (minimum and maximum age)
- Location(s) on and/or off campus
- Program website (if applicable)

Staff / Volunteer information:
- Name
- Date of birth
- Email address
- Phone number
- Staff type (student, faculty/staff, non-affiliated volunteer)
- Last four of SS# (for background investigation)

Participant information:
- Name
- Date of birth
- Email address
- Phone number
- Street address, including city, state, zip
- Emergency contact information (name, relationship, address, phone numbers(s), email address) for one or two people

Speed Chart number:
- This will be used to invoice your department for any required fees for background investigations.
Register Your Event
Once you have gathered the necessary information, begin the registration process by visiting the IARC Minors on Campus website to access CARE. Use the instructions on the following pages to register your program. Once all required information has been entered, submit your program for approval.

Required Training
The Non-Student Minors on Campus Policy requires each authorized adult to receive annual training on recognizing and reporting potential sexual abuse, child abuse, and neglect. Risk & Compliance will use the staff information to verify that each staff member’s training on recognizing and reporting potential abuse or neglect of minors is current. If training is required, the staff member will receive an automated email from EverFi with instructions and a link to the training website. Risk & Compliance will add the most recent training date to CARE.

Background Investigations
The Non-Student Minors on Campus Policy requires each authorized adult to successfully complete a criminal background check within five years (60 months) of each event. Risk & Compliance must receive affirmative confirmation of clearance to work prior to the individual’s interaction with minors. This background check will conform to requirements in the University’s Background Investigation Policy. Risk & Compliance will use the staff information to verify the date of the most recent successful background investigation. If a new background investigation is required, the staff member will receive an automated email from TalentWise/SterlingONE, the USG’s vendor for background investigations, with instructions for completion. This process may take 5-7 business days; please allow sufficient time for this process. **Staff members who have not successfully completed a background investigation within the past 5 years will not be permitted to work with minors.** Risk & Compliance will add the date of the background investigation to CARE.
Detailed Instructions

1. Find CARE by clicking here, or go to the Minors on Campus page of the IARC website. A link is also available under “Other Links” on your MyGS Home Page.
2. Log in to CARE using your MyGS username and password.
3. On the My Programs/Activities screen, click Create New Program/Activity to begin the registration process. If you have already entered one or more events, the button will be on the right side of the screen. This screen will display all of the events you have created. Once you have created a new program/activity, you may edit the program/activity by clicking on the green Edit button.
4. Answer the five **Registration Survey** questions by choosing **Yes** or **No**.

   **My Programs/Activities / Registration Survey**

   [Survey Questions]

   1. Will non-student minors (under the age of 18) be present at this program, activity, camp, or event? **Yes** **No**
   2. Is Georgia Southern University, or any of its direct support organizations or affiliates sponsoring, overseeing, supervising, or managing this event? **Yes** **No**
   3. Is this program or activity a Covered Program as defined in the Non-Student Minors on Campus Policy? **Yes** **No**
   4. Does this camp involve GS athletics staff or facilities? **Yes** **No**
   5. Does Georgia Southern University have an agreement, such as an MOU or MOA, with another entity related to this event? **Yes** **No**

   [Previous Next]

**NOTE:** If you answered NO to question 3, you do not need to register your program in **CARE**. If you are not sure if your activity is a Covered Program, please contact Kesha Ward at 912-478-7809 or Kelly Crosby at 912-478-5521.

5. Click on **Register Program/Activity** to proceed to the next page. You will see a green box in the upper right hand part of the screen with a check mark to show that you “Successfully saved the survey answers.” You can click the X in this box to hide it.

   ![Register Program/Activity](image)

   [Program/Activity Information]

6. Note that each data field has a small question mark in a circle beside it. **Clicking on this icon will provide additional information or help on the data field.**
7. The Program/Activity page collects general information about your program/activity.
8. Enter the Program/Activity Name and a brief description or purpose.
9. The Program/Activity Status is automatically updated as you proceed through the process.
10. If the program/activity will have multiple sessions during this period, choose YES. This will give you the opportunity to enter each individual session on the next page. The default answer to this question is NO.
11. Enter the beginning date and time of the first session of your activity/program.
12. Enter the ending date and time of the final session of your activity/program.
13. Choose the Department sponsoring this program from the drop-down list. You can also type part of the department name to narrow the choices. Note that the Department List has multiple pages; click the arrow to move to the next page. If your Department is not included in the list, contact RiskCompliance@georgiasouthern.edu to have the name added.

14. Enter the name of the Dean, Department Head, or Director who authorized the activity/program.
15. Choose **Yes** if you (the person entering the information) are the Program/Activity Director; **No** if you are not the Program/Activity Director. The Program Director is the person who is ultimately responsible for the Program/Activity.

16. Add the MyGS username for the Activity Director. The system will use this information to add the Program/Activity Director’s name, address, phone number, and email address to the record.

17. If additional people require access to the system to make edits or add information, click on the people icon. A new dialog box will open; add the MyGS Username of any additional people who need administrative access to this activity/program. Click on **Search** to verify that you have selected the correct person. Click **Add** to give this person access to your activity/program data. Use the **X** to close this dialog box. The additional user’s name will be shown on this page. Additional admins may be deleted by clicking on the red **X** next to the name.
   - If this activity involves GS athletics staff, add Keith Roughton as an additional admin. Mr. Roughton will verify NCAA compliance.
   - If athletics facilities will be used during your event, add Nicholas Scull as an additional admin. Mr. Scull will verify the availability of the Athletic facilities.

18. Risk & Compliance will automatically be an admin for every program/activity.
19. You can add notes here after the program/activity has been created (after you click “Next” at the end of this page). Please remember that any person with admin access can view all notes and uploaded files for the event.

20. Click on the Upload Files icon to attach files, such as the Certificate of Insurance or related MOUs or License Agreements that are required for approval of the program/activity. Each file must have a description.

21. Enter your Speed Chart number. This will be used by Human Resources to bill any required background investigations.
22. Enter the Total Number of Participants. At the initial stage, this may be an estimate.
23. Enter the Total Number of Program Staff. At the initial stage, this may be an estimate.
24. Enter the minimum (youngest) age of participants allowed in the program. This will be used to calculate the staff/participant ratio as shown in the Non-Student Minors on Campus Policy.
25. Enter the maximum (oldest) age of participants allowed in the program. This will be used to calculate the staff/participant ratio as shown in the Non-Student Minors on Campus Policy.
26. Choose the correct radio button to indicate if your program/activity will be held on Georgia Southern University’s campus, at another location, or both. In the text box, enter the names of each location you will be using (e.g., Dining Commons, RAC, Wildlife Center, Sweetheart Circle, Armstrong Center, University Hall, Windward Commons, etc.).
27. If the program/activity has a website, please add the URL.
28. Calculated Program Staff/Participants Ratio is automatically generated by the system. This will be compared to the ratios required by the Non-Student Minors on Campus Policy. If the ratio does not meet those requirements, the Program/Activity will not be approved.
29. Click Next to continue the registration process.
30. Again, you will see a green box in the upper right hand part of the screen with a check mark to show that you “Successfully Saved Program/Activity information.” You can click the X in this box to close the box.
31. The Schedule Information page allows you to add multiple sessions for your program/activity if you selected Multiple Sessions on the Program/Activity page. Enter the beginning date and time, and the ending date and time for each session. Indicate if this program/activity will include an overnight stay. Add the estimated number of participants and program staff for each session. Click Add Session to save this information. If you have additional sessions to add, you may click Reset to start adding a new session. Each new session will be listed at the bottom of this page.

32. Next you will enter the detailed information for enrolled participants and program staff. This information may be added individually or uploaded using a .csv file. Sample .csv files are available in CARE or on the IARC Minors on Campus webpage. (See page 17 for instructions on uploading files.)

33. If you choose to add participants individually, click View/Edit Participants at the bottom right of the screen. Enter the requested information, including the Emergency Contact information on the bottom portion of the screen. Click on Add New Participant to save this person.
34. If you choose to add staff members individually, enter the requested information in the appropriate fields. Using the MyGS Username will populate some fields, such as name, email address, and phone number. Use the drop down list for Program Staff Type.

Risk & Compliance will add the dates of background investigations and mandatory reporter training. If you have multiple sessions, assign each staff member to the appropriate session(s). Click Add Program Staff at the bottom right before continuing.

Program/Activity Certifications

35. After adding staff members, verify your information is complete by placing your initials in the appropriate box. Click Next.

36. The Program/Activity Summary displays the information previously submitted. Review it for accuracy. You may use the Previous button or the bread crumbs, shown in blue at the top of the page, to go back and change information. The Program/Activity Messages at the bottom of the page shows the status of the Program/Activity, along with any changes to the status.

37. When all information is accurate, click Submit for Approval. You will receive an email to confirm submission. Emails will also be sent to Additional Admins and Risk & Compliance for review.
CSV Upload Option for Participant and/or Staff Information

1. Download the file template from the Schedule page of CARE or from the Minors on Campus page of the IARC website. The sample file will open in Excel.

2. Enter the required information into the downloaded file. DO NOT CHANGE THE ORDER OF THE COLUMNS. DO NOT CHANGE THE HEADERS ON THE COLUMNS.

3. If the staff member is a GS employee or student, enter the MyGS user name. If the staff member does not have a MyGS user name, leave blank.

4. Enter the last four digits of the staff member’s SSN and the date of birth. These will be used for identification purposes by HR when reviewing background investigations.

5. Enter an email address for notification of background investigation and training requirements.

6. Use the drop down list for the staff type – Student, Faculty/Staff, or Non-affiliated worker/volunteer.

7. Risk & Compliance will enter the Background Check Date and Child Abuse Training Date.

8. Save the file as a .csv (comma delimited) file.

9. Click on the Folder icon in the correct session on the Schedule page. Click on Choose File; browse to the correct file; click on Upload File.

10. If your file uploads successfully, you will see a list of the participant information. Verify
that you are in the correct session (date and time). Select the participants to enroll in the selected session. (Clicking in the box on the header row selects all participants.) Click on **Save Selected Records to Session.** If you get an error message, verify that you have uploaded a csv file, not an Excel file. Also, review your upload file to determine any missing elements.

11. After saving selected records, the participants will be highlighted in green (no errors) or pink (missing or incomplete information).
You may add any missing items directly on this screen. If you do not have the information, you may add the information to the upload file and go through the upload process again. Incomplete records will not be saved in CARE.

12. Click on Previous to upload another file. If you have no other files to upload, click on Return to get back to your schedule information.

13. If you add participants to a session, you may add them to your original upload .csv file and go through the upload process again OR you may upload a new file with only the new participants.
Cloning A Program/Session

If you have several sessions of the same program that are not consecutive, you may choose to clone the program (make an exact copy) to save data entry time.

1. On the registration page, click on **Clone** next to the program to be duplicated.

2. You will get a message box to verify that you wish to clone this program. Click **OK**.

3. Change the name of the event, and complete the registration as normal, changing any information (dates, times, number of participants, staff, etc.) as necessary.

4. Participant and staff information is **not** cloned in this process. You may upload the same staff file from other sessions if there are no changes.
EXTERNAL PROGRAMS

Checklist of Required Information

General program information:

- Program name and purpose
- Dates and times of sessions
- Additional admins (others who should have access to your information)
- Estimated number of participants
- Total number of program staff
- Targeted age group (minimum and maximum age)
- Location(s) on and/or off campus
- Program website (if applicable)

Register Your Event

Once you have gathered the necessary information, begin the registration process by visiting the IARC Minors on Campus website to access CARE. Use the instructions on the following pages to register your program. Once all required information has been entered, submit your program for approval.
Detailed Instructions

(Screen shots of each step may be found in the section for Internal Programs, if needed.)

1. Find CARE by clicking here, or go to the Minors on Campus page of the IARC website. A link is also available under “Other Links” on your MyGS Home Page.
2. Log in to CARE using your MyGS username and password.
3. On the My Programs/Activities screen, click Create New Program/Activity to begin the registration process. If you have already entered one or more events, the button will be on the right side of the screen. This screen will display all of the events you have created. Once you have created a new program/activity, you may edit the program/activity by clicking on the green Edit button.
4. Answer the five Registration Survey questions by choosing Yes or No.

NOTE: If you answered NO to question 3, you do not need to register your program in CARE.

5. Click on Register Program/Activity to proceed to the next page. You will see a green box in the upper right hand part of the screen with a check mark to show that you “Successfully saved the survey answers.” You can click the X in this box to hide it.
6. Note that each data field has a small question mark in a circle beside it. Clicking on this icon will provide additional information or help on the data field.
7. The Program/Activity page collects general information about your program/activity.
8. Enter the Program/Activity Name and a brief description or purpose.
9. The Program/Activity Status is automatically updated as you proceed through the process.
10. If the program/activity will have multiple sessions during this period, choose YES. This will give you the opportunity to enter each individual session on the next page. The default answer to this question is NO.
11. Enter the beginning date and time of the first session of your activity/program.
12. Enter the ending date and time of the final session of your activity/program.
13. Choose the Department managing the program (Continuing Education, Youth Conference Services) for the Sponsoring Department.
14. Enter the name of the Department Head of the Sponsoring or Managing Department. This does not imply responsibility as the Program Director; it is used for statistical/tracking purposes only.
15. Choose Yes if you (the person entering the information) are the client contact person for this event; No if you are not the client contact person for the event. This does not imply responsibility as the Program/Activity Director; it is used for statistical/tracking purposes.
16. Add the MyGS username for the client contact person. The system will use this information to add the client contact person’s name, address, phone number, and email address to the record. This does not imply responsibility as the Program/Activity Director; it is used for statistical/tracking purposes.
17. If additional people require access to the system to make edits or add information, click on the people icon. A new dialog box will open; add the MyGS Username of any additional people who need administrative access to this activity/program. Click on Search to verify that you have selected the correct person. Click Add to give this person access to your activity/program data. Use the X to close this dialog box. The additional user’s name will be shown on this page. Additional admins may be deleted by clicking on the red X next to the name.

- If athletics staff are involved in your event, add Keith Roughton as an additional admin. Mr. Roughton will verify NCAA compliance.
- If athletics facilities will be used during your event, add Nicholas Scull as an additional admin. Mr. Scull will verify the availability of the athletic facilities.

18. Risk & Compliance will automatically be an admin for every program/activity.

19. You can add notes here after the program/activity has been created (after you click “Next” at the end of this page). Please remember that any person with admin access can view all notes and uploaded files for the event.

20. Click on the Upload Files icon to attach files, such as the Certificate of Insurance, License Agreement, or related MOUs that are required for approval of the program/activity. Each file must have a description.

21. Enter the Total Number of Participants. At the initial stage, this may be an estimate.

22. Enter the Total Number of Program Staff. At the initial stage, this may be an estimate.

23. Enter the minimum (youngest) age of participants allowed in the program. This will be used to calculate the staff/participant ratio as shown in the Non-Student Minors on Campus Policy.

24. Enter the maximum (oldest) age of participants allowed in the program. This will be used to calculate the staff/participant ratio as shown in the Non-Student Minors on Campus Policy.

25. Choose the correct radio button to indicate if your program/activity will be held on Georgia Southern University’s campus, at another location, or both. In the text box, enter the names of each location you will be using (e.g., Dining Commons, RAC, Wildlife Center, Sweetheart Circle, Armstrong Center, University Hall, Windward Commons, etc.).

26. If the program/activity has a website, please add the URL.

27. Calculated Program Staff/Participants Ratio is automatically generated by the system. This will be compared to the ratios required by the Non-Student Minors on Campus Policy. If the ratio does not meet those requirements, the Program/Activity will not be approved.

28. Click Next to continue the registration process.
29. Again, you will see a green box in the upper right hand part of the screen with a check mark to show that you “Successfully Saved Program/Activity information.” You can click the X in this box to close the box.

30. The Schedule Information page allows you to add multiple sessions for your program/activity if you selected Multiple Sessions on the Program/Activity page. Enter the beginning date and time, and the ending date and time for each session. Indicate if this program/activity will include an overnight stay. Add the estimated number of participants and program staff for each session. Click Add Session to save this information. If you have additional sessions to add, you may click Reset to start adding a new session. Each new session will be listed at the bottom of this page.

31. We do not collect detailed information for enrolled participants and program staff. Upload the sample file provided by IARC. (See instructions on CSV UPLOAD OPTION highlighted below.)

32. If you have multiple sessions, assign a staff member from the sample file to each session(s). Click Add Program Staff at the bottom right before continuing.

33. After adding staff members, verify the information is complete by placing your initials in the appropriate box. Click Next.

34. The Program/Activity Summary displays the information previously submitted. Review it for accuracy. You may use the Previous button or the bread crumbs, shown in blue at the top of the page, to go back and change information. The Program/Activity Messages at the bottom of the page shows the status of the Program/Activity, along with any changes to the status.

35. When all information is accurate, click Submit for Approval. You will receive an email to confirm submission. Emails will also be sent to Additional Admins and Risk & Compliance for review.
CSV Upload Option for Participant and/or Staff Information

1. Download the sample file provided by IARC. The sample file will open in Excel.
2. Save the file as a .csv (comma delimited) file.
3. Click on the Folder icon in the correct session on the Schedule page. Click on
   Choose File; browse to the correct file; click on Upload File.
4. If your file uploads successfully, you will see the sample participant or staff information. Verify that you are in the correct session (date and time). Select the participant or staff member to enroll in the selected session. (Clicking in the box on the header row selects all participants.) Click on Save Selected Records to Session. If you get an error message, verify that you have uploaded a csv file, not an Excel file.
5. After saving selected records, the participants will be highlighted in green (no errors) or pink (missing or incomplete information). Because you are using the sample file, you should not have any pink highlights.
Cloning a Program/Session
If you have several sessions of the same program that are not consecutive, you may choose to clone the program (make an exact copy) to save data entry time.
5. On the registration page, click on **Clone** next to the program to be duplicated.

6. You will get a message box to verify that you wish to clone this program. Click **OK**.

7. Change the name of the event, and complete the registration as normal, changing any information (dates, times, number of participants, staff, etc.) as necessary.
8. Participant and staff information is **not** cloned in this process. You may upload the sample participant and staff files.