



Vanderbilt University Medical Center

Protection of Minors Web Application

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 individuals may check the status of their personal compliance with the Protection of Minors compliance policies. Programs which supervise and have interaction with minors must be registered and approved through this Application.

**Office of Risk and Insurance
Management**

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Director, Protection of Minors

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 VUMC 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 [POM Program Best Practices](#) checklist 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://protectionofminors.app.vumc.org> (authenticated by VUMC ID).

PLEASE NOTE:

- ✓ Personnel who work with minors in VUMC programs should all have VUMC ID assignments. Names of Personnel/Volunteers without a VUMC ID must be submitted to the POM Director for approval so that alternative training can be verified.
- ✓ **Internet Explorer (IE) is not recommended for use with the Application and will result in lessened functionality. All other browsers (Microsoft Edge, Chrome, Safari, Firefox) are supported.**

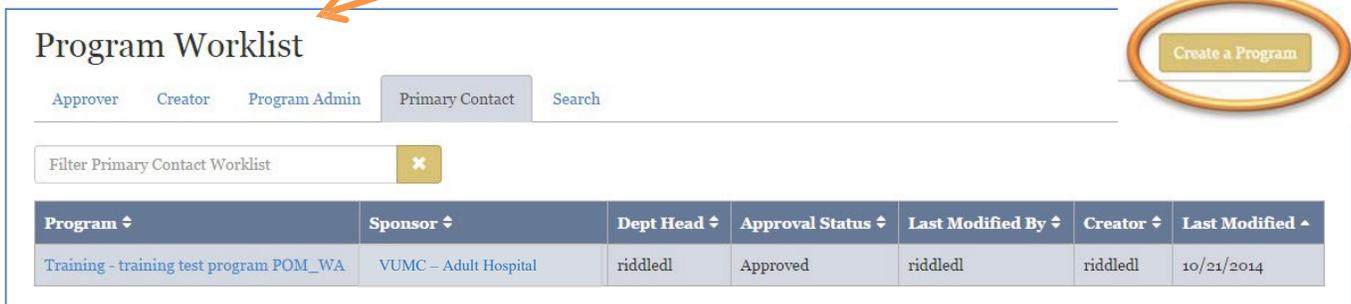
TERMS, FUNCTIONS, AND THINGS TO KNOW BEFORE YOU START:

User Roles

All roles below (except the Department Head) have the same permissions within the application to edit and add events personnel to the specific program for which the person is assigned. These roles are shown as “tabs” on the program home page “Program Worklist.”

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

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



The screenshot shows the "Program Worklist" interface. At the top, there are tabs for "Approver", "Creator", "Program Admin", "Primary Contact", and "Search". The "Primary Contact" tab is selected. Below the tabs is a search bar labeled "Filter Primary Contact Worklist" with a clear button (X). Below the search bar is a table with the following columns: Program, Sponsor, Dept Head, Approval Status, Last Modified By, Creator, and Last Modified. The table contains one row of data.

Program	Sponsor	Dept Head	Approval Status	Last Modified By	Creator	Last Modified
Training - training test program POM_WA	VUMC – Adult Hospital	riddledl	Approved	riddledl	riddledl	10/21/2014

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

After a new program is submitted, the Creator, the Primary Contact and the Department Head will receive notification when the program is approved.

Information Key:



This is an “information” key. Hover over for details about a field.

The VUMC ID FIELDS:

It is recommended you have all the VUMC 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 drop-down and you must click to select. Please make sure you select the correct person you wish to enter.

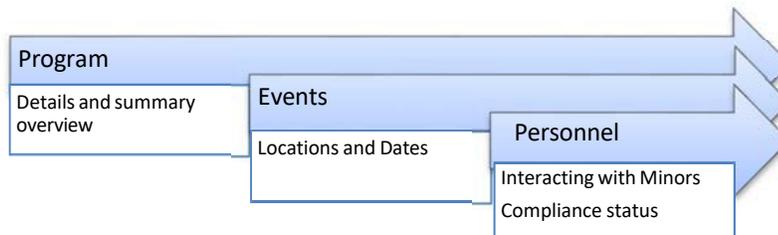
Confirm:

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

User Notifications (via email notification)

- All Program Approvals (Department Head, Primary Contact, Creator)
- Annual Renewal (Department 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)

The Application will capture data in the following way:



Screen Shots for Program Creation and Editing a Program:

To begin, click the "Create a Program" button on the home page.

A yellow button with the text "Create a Program" in a dark font.

The following page shows the screen which is displayed when a NEW program is being created.

Create a Program

Status: ⓘ

Program Name *(required)*

Primary Contact *(required)*

Sponsoring Department *(required)*

Select a Department ▾

Minor Ages ⓘ *(required)*

- 0-4
- 5-12
- 13-17

Department Head *(required)*

Operation ⓘ *(required)*

- Fall
- Spring
- Summer
- Continuous (all year)

Website

Annual Attendance ⓘ *(required)*

History of Injury to Participants ⓘ

- None
- Minor (treatment on site)
- Major (requiring emergency personnel or treatment at a medical facility)
- Other non-physical injury (bullying, harassment, inappropriate behavior, etc.)

Third-Party

Offsite

Overnight

Student Org

Objective *(required)*

Description *(required)*

Notes

Add Program Admins ⓘ

Name ▾	VunetId ⇅	Delete
No Program Admins to Display		

Events

Events may only be added to a program which has been approved and is active.

To select more than one, hold the CTRL key while making your selections. Hover over the "i" button for information.

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 VUMC partners or collaborators who either coordinate activities or have a role in supervising the minors?

500 Character Limit

NOTE: 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.

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

Program Worklist

Creator Program Admin Search Create a Program

Filter Creator Worklist x

Program	Sponsor	Dept Head	Approval Status	Last Modified By	Creator	Last Modified
Test Program Images1	VUMC – Adult Hospital	keenj	Approved	gossarmj	gossarmj	10/27/2014
Test Program Images	VUMC – Adult Hospital	keenjh	Approved – 3rd Party	marshaac	gossarmj	10/27/2014

You may search for all programs for which you have permissions or for a specific event date within your programs:

Program Worklist

Creator Program Admin Search Create a Program

Program Name (contains) Objective (contains) Event Date Sponsor (contains)

Click Calendar Clear Search

Program	Sponsor	Dept Head	Approval Status	Last Modified By	Creator	Last Modified
No Results to Display						

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

Status: Approved Note Program Status Here

Program Name (required)

Primary Contact (required)

Sponsoring Department (required) Department Head (required)

Events Event names will appear here

Event	Start Date	End Date	Creator
Testing	10/28/2014	10/30/2014	gossarmj
Testing1	11/04/2014	11/06/2014	gossarmj
Testing2	11/11/2014	11/13/2014	gossarmi

Add Event

An update message will appear on your screen

Program Test Program Images1 was updated. x

TO ADD AN EVENT TO A PROGRAM:

- ✓ You may add an event only after the program is approved.
- ✓ All events and personnel should be added and in compliance no later than 14 days prior to the event's start date.
- ✓ Forward planning allows the coordinator to work on any pending compliance issues.
- ✓ Events and personnel can be entered at any time; however, 24 hours after events are scheduled to start, no personnel may be deleted.

(From the *Program Screen*), Select "Add an Event." The following "Add An Event" page will display:

The screenshot shows the "Add An Event" form with the following fields and components:

- Program Name:** Text input field containing "Test Program Images1".
- Description (required):** Text input field. A callout box above it states: "Description/Event name must be unique to the program".
- Start Date (required):** Date picker with "Click Calendar" button.
- End Date (required):** Date picker with "Click Calendar" button.
- Overnight:** Checkmark field.
- Location (required):** Dropdown menu with "Select a Location" text.
- Location Details (required):** Text input field.
- Notes:** Text input field. A callout box to its right states: "Use this field to document additional information about the event".
- Add Personnel:** Section with a search input field and a table of personnel.
- Personnel Table:** Table with columns: "VUMC ID", "Training", "Background", "Bkgd w/ Fingerprint". The table is currently empty, showing "No Results to Display".
- Buttons:** "Save to Program" and "Cancel" buttons at the bottom left.

Notes for Adding Events:

- Event Descriptions MUST be unique.
- Location Details should include all VUMC buildings/locations the event will occupy.
- Off campus is any venue not under the operations of VUMC.
- 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 in which working with minors is an everyday function of the personnel listed, you may designate dates as annual (1/1/20XX - 12/31/20XX) and add personnel throughout the year.

Adding Personnel or Editing an Event:

Begin typing the individual's last name and select the correct name in the drop-down box that appears

Add An Event

VUMC ID	Training	Background	Bkgd w/ Fingerprint
bellcl	No Record	No Record	No Record
marshamc	No Record	10/09/2012	No Record
marshdb	No Record	07/12/2013	No Record
testdar1	No Record	No Record	No Record

Notes on Personnel Compliance:

- Training compliance is from the VUMC Learning Exchange; UE completion will NOT be captured. If you have personnel who do not have LE access, please contact pom.vumc@vumc.org for instructions on how to document.
- Background compliance is obtained from multiple sources. Compliance is approved with EITHER a non-fingerprint clearance (Background most common and performed by HR for employment) or a fingerprint clearance (Background w/Fingerprint common to Peabody students and childcare workers).

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 rechecks for workforce members follow OHR and departmental policy.

The event information is not saved until you click on

Save to Program

Annual Renewal

Each year on the annual date of the system creation of the program, the primary contact and department head will receive an “Annual Renewal” notice. Primary contacts will be asked to review all program data for accuracy. Annual program and event data will be archived.

Individual Compliance Confirmation

<https://pomcc.app.vumc.org>

Any VUMC ID user can confirm individual compliance with this feature:

Protection of Minors - Compliance

Compliance Details

Name: [Redacted]
VUMC ID: [Redacted]
Home Dept: [Redacted]
Job Code: [Redacted]

Training: [Redacted]
Source: [Redacted]

Background: [Redacted]
Vendor: [Redacted]
Source: [Redacted]

Bkgd w/ Fingerprint: [Redacted]
Vendor: [Redacted]
Source: [Redacted]

SAMPLE NON-COMPLIANCE NOTIFICATION:

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 VUMC program: ("*Name of Program*") - Event description: ("*Event Description*") which interacts with minors and has element(s) of compliance (training) set to expire on the following individuals:

VUMC ID: splevunet1- Date of Expiration: No Record Found

VUMC ID: splevunet2 - Date of Expiration: No Record Found

VUMC ID: splevunet3 - Date of Expiration: No Record Found

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

Please log into your Learning Exchange account at <https://learningexchange.vumc.org> using your VUMC ID to complete the renewal training. 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://pomcc.app.vumc.org>