| **Standard Operating Procedure: YARS System** |
| Youth Compliance |
| As of 1/02/2024 |

Standard Operating Procedure for duties assigned to individuals adding covered activity registration data into the YARS System.

| **Standard Operating Procedure: YARS System** |
| Youth Compliance |
| As of 1/02/2024 |

<div style="background-color:#2e5496; color:white; padding:5px;">

Program Overview

</div>

The institution must have an annual registration process for covered activities to satisfy requirements of UW System Policy 625, Section 6.C.1. This information includes collecting for each activity: 1) the date and time of activity, 2) primary contact, and 3) authorized adult names, contact, screening and training.

YARS is a software system that allows institutions a mechanism to document the program registration requirements of a covered activity. YARS is not required to be used by an institution. YARS allows users to document covered activity details such as the number of participants or activity safety and training.

The YARS program links directly to the CampDoc System, which is the portal that allows Camp Participants to register for a session. Participant registration is also part of System 625. This training guide provides details on using YARS to ensure compliance and smooth data transfer to CampDoc Registration Portal.

YARS Features

- Register Programs and Add Sessions
- Manage Sessions (activity, participants, and staff details)
- Upload Documentation to Sessions
- Approve Entries
- Data Transfer to CampDoc

Important Note: Once entries have been reviewed and approved, you cannot edit or change certain information without contacting YARS Support Team who will make the changes for you.

Definitions

Program: a program is the main activity or operational area that oversees a covered activity. Each program will have individual sessions or camps that are created. For example, a program may be Upward Bound, 2024 Basketball, or a solo activity such as Camp Lloyd.

Session: Every program should have its own session.   For example, 2024 Basketball Program may have 10 different covered activities sponsored for the spring and summer. Each of these 10 activities will have their own session because participants can register for any session as a separate activity. Some programs will have only one session.

Program Participant Registration System Field: this field within YARS is utilized to ensure a session is transferred to CampDoc. You must select either *CampDoc*, *Other* (for 3rd party activities) or *Unknown*. This field is tied to the Program; therefore if you do not want program <u>sessions</u> transferred to CampDoc, select *Other* or *Unknown*.

Program Type Field: this field within YARS will determine additional requirements for the participant within CampDoc. Selecting a Commuter or Residential type will ensure participants registration portal has the correct forms linked within CampDoc.

Session Who Takes Custodial Care Field: this field also determines if a session will upload to CampDoc during the weekly transfer. Options are: 1) UW Institution or 2) Third Party. You must selection Option 1 to transfer to CampDoc.
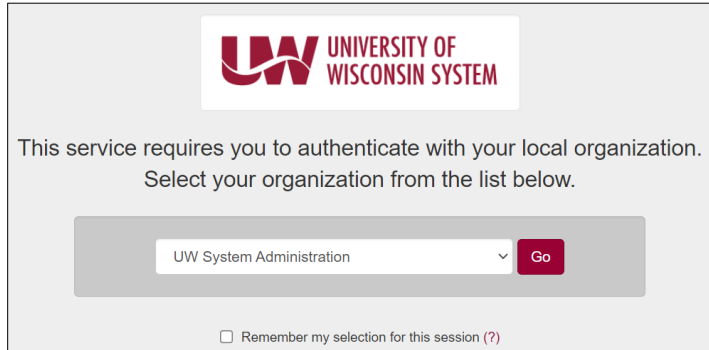
Standard Operating Procedure: YARS System
Youth Compliance
As of 1/02/2024

Access YARS

1. Open a web browser and navigate to https://my.youthsafety.wisconsin.edu/.
2. Select your organization, then login using your username and password.
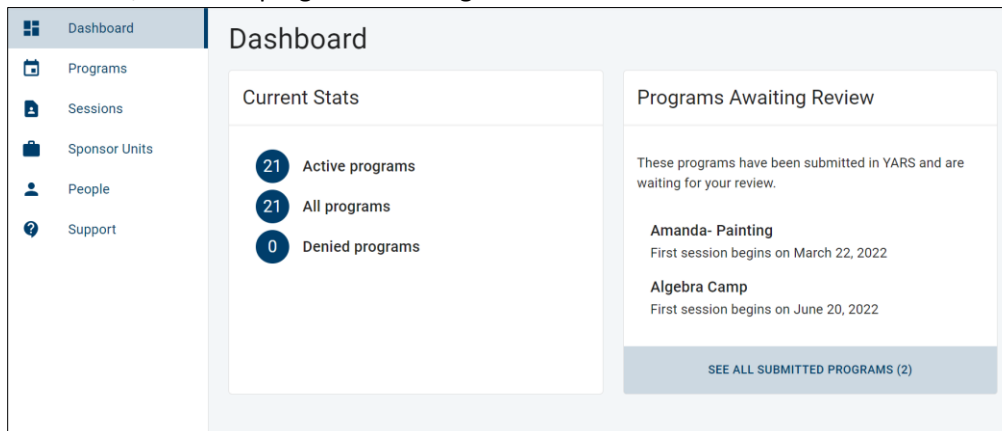
If prompted, confirm your account information.

Dashboard

After signing in, you will be taken to the dashboard. On the dashboard, you can view current stats of programs in the database, as well as programs awaiting review.

On the left side, there is a menu bar with various options to manage and view programs and session details.
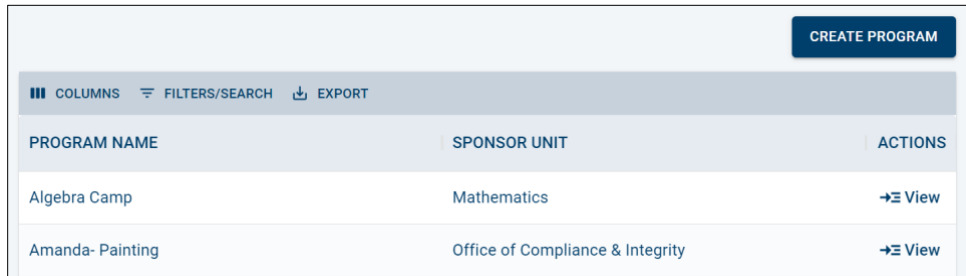
Register Programs

Before adding a program, be aware of the following:

- Confirm activity details and timelines before you enter!
- **Editing Options: Once saved and submitted/approved – you cannot make changes to the program details. Editing is not an option without contacting YARS Support Team who will make the changes for you.**

1. Select Programs
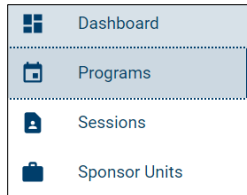
2. Select Create Program

3. Enter Data

Tip:　　　You cannot save unless all asterisked "*" fields are filled.
TRNSF means this data is uploaded to CampDoc whereby a session is linked to a specific Program.

Program Information		
Program Name	Use the naming conventions established by your campus. Examples: YEAR + Program Name 2023 Summer Programs 2023 Soccer	TRNSF
Description	Information about the program that participants and/or public can view. Example: UW Green Bay's longstanding relationship with the Einstein Project, allows youth aged 3rd-12th grade to experience STEM in a new and innovative way. The creative design process is experienced through all STEM Makerspace offerings at Einstein Project that provides an experiential outlet to learn, play, create, and feel empowered. Sessions include use of design software programs, laser cutters, 3d printers, robotics, and more.	
Sponsoring Unit	Operational Area sponsoring activity	
Program Director	Individual responsible for coordinating the activity and budget costs	
Website	Use as needed, enter link for marketing or registration purposes	
Participant Registration System	Select One: CampDoc (will link program to CampDoc for registration) Other (for third party activities) Unknown	TRNSF

4. SAVE
   Do not move to next step until all details have been finalized. You are unable to edit once the program has been approved.

5. Submit for Review
   Do not complete this step until all the details have been finalized. If you inadvertently Submit, contact the Pre-College Liaison and request they do not review and approve this program.

Programs
Girls Soccer Camp

Description

ⓘ Girls Soccer Camp from July 1-20 at the soccer fields.

Status   SUBMIT FOR REVIEW

✏️ **Draft**
    Program has been created in YARS but has not been submitted for review.

Add Sessions

Before adding a session, be aware of the following:

- YARS does not upload to CampDoc until Monday morning, available to participants on Tuesday
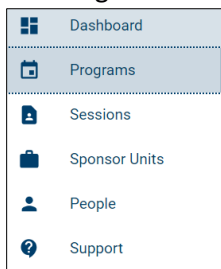- **Editing Options:**
    - Editing allowed until the activity date has passed. After this date, User can only update *Participant* and *Staff* details and upload *forms*.
    - Any editing of session *Details* require User to contact CampDoc to make changes to the CampDoc Portal as well.

To create a session – or activity that requires registration for youth participants, open the Program and Create Session. From the YARS Dashboard:
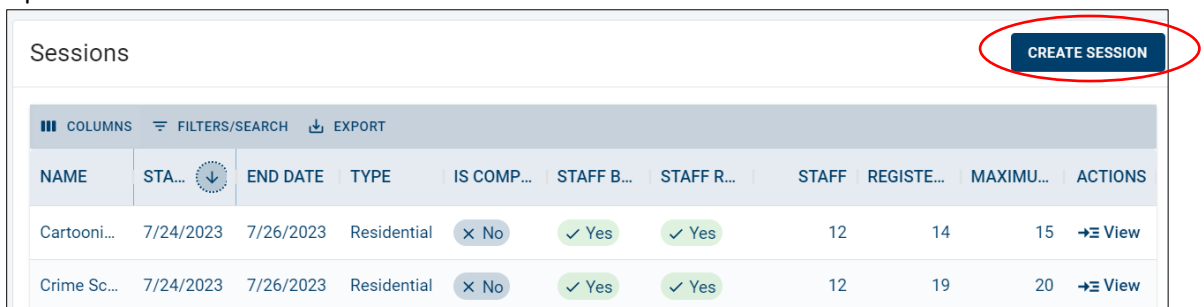
1. Click on Program

▦	Dashboard
📅	Programs
📄	Sessions
💼	Sponsor Units
👤	People
❓	Support

2. Scroll to Program and Select *View*

   Tip: Click on Program Name to sort

III COLUMNS ⇌ FILTERS/SEARCH ⬇ EXPORT			
PROGRAM NAME ↑	**SPONSOR UNIT**	**STATUS**	**ACTIONS**
2023 Aquatics Robotics	Camps & Clinics	Reviewed	➔☰ View
2023 CSET Programs	CSET	Reviewed	➔☰ View

3. Select Create Session

   Tip: Click on Name or Start Date to sort

Sessions										CREATE SESSION
III COLUMNS ⇌ FILTERS/SEARCH ⬇ EXPORT										
NAME	**STA... ↓**	**END DATE**	**TYPE**	**IS COMP...**	**STAFF B...**	**STAFF R...**	**STAFF**	**REGISTE...**	**MAXIMU...**	**ACTIONS**
Cartooni...	7/24/2023	7/26/2023	Residential	✗ No	✓ Yes	✓ Yes	12	14	15	➔☰ View
Crime Sc...	7/24/2023	7/26/2023	Residential	✗ No	✓ Yes	✓ Yes	12	19	20	➔☰ View

4. Add Session Data

   Tip: You cannot save unless all asterisked "*" fields are filled.
   TRNSF means this session data is uploaded to CampDoc to link to a specific Program.
   There are additional data fields that are managed AFTER the session is created, such as the staff training, forms, etc. This is covered in the *Manage Session* section. .

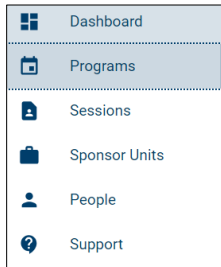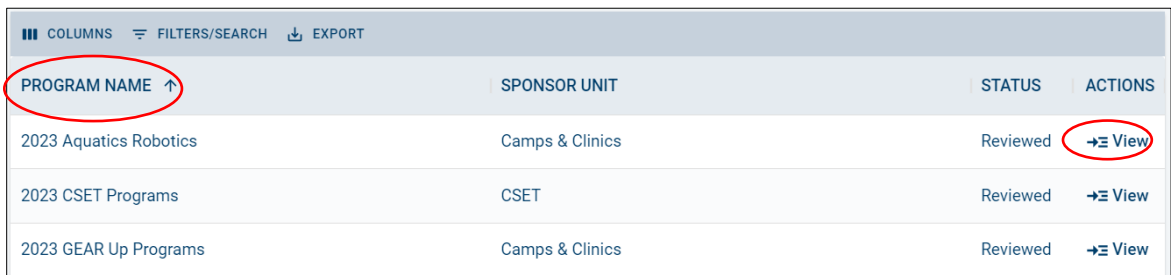| Session Information		

Session Name	Use naming conventions established by your campus. Examples:
	    Activity Name/Brief + Age Group
	    Aquatic Robotics High School Full Day
	    Beginner Swim 1st-8th Grade
	    Advanced Course: Minecraft Mania, (3-5th graders) 12:30pm-4pm
		TRNSF

Description	Information about the individual activity/session that participants and/or public can view. Example: To be part of this camp you must have completed an Introductory course with Einstein Project prior, you will remain on waitlist until verified The design process is experienced through all STEM Makerspace offerings at Einstein Project and each camp provides an experiential outlet to learn, play, create, and feel empowered. This camp runs: 12:30pm - 4:00pm. Drop off and pick up for this camp will be located within UW - Green Bay Campus at the Brown County STEM Innovation Center. All campers will receive supplies, a general snack upon arrival and before departure, and nametag/lanyard for camp.	TRNSF
Maximum # Participants	Select one	
Who Takes Custodial Care	**UW Institution** (select to upload to CampDoc) Third Party	TRNSF
Session Director	Individual facilitating the youth activity and will be on site during the activity	
Wait List?		
Volunteers?	Indicate if activity will have volunteers (that will require CBCs and training)	
Location and Type		
Type	Commuter Residential (for full participant health forms, release etc) Other (for third party)	

Primary Location	List where on campus/elsewhere activity will be held. Example:
	    UWGB Campus
	    Dunham Hall Room 401	

Fees		
Fee	Enter the Camp Fee	TRNSF
Deposit	Enter the Deposit required for this session to register	TRNSF
Campus Admin Fee	Enter any Campus Admin Fee; this will be included in the fees under CampDoc Registration	TRNSF
Dates		
Start Date	First day of activity	TRNSF
End Date	Last day of activity (may be the same date as the Start Date) Sessions for private groups e.g. Oneida Nation Camp should have the End Date as a prior date to keep the session private within CampDoc. Example: today is 11/01/2023, End Date = 10/31/2023	TRNSF
1st Day to Register	Enter the first day camp registration will be open	TRNSF
Last Day to Register	Enter last day registration will be accepted	TRNSF
Participant Forms Due Date	Enter day participant forms are required	TRNSF
Last Date for Participant Forms	Enter last day participant forms will be accepted	TRNSF
Supplemental Information		
Grant Funded		
Funded Upward Bound/Trio		
Funded DPI		
Athletic Activities		
Music Activities		
Water Activities		
In State Travel		
Outside State or Country		
Session for Credit		
League Activity		
Financial		
General Ledger Code	Entering this funding code allows user to create reports for later liability insurance or budget processing.	

Manage Sessions

After a session has been added, you should manage the session and add additional details to support the activity and compliance requirements. Some data in this section cannot be verified until after the activity is over, such as number of participants. From the YARS Dashboard:

1. Click on Program
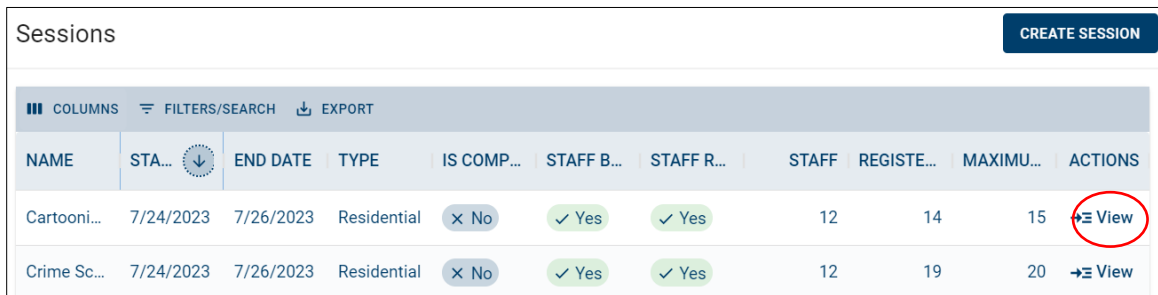
2. Scroll to Program and Select *View*
   Tip: Click on Program Name to sort

3. Scroll to Session and Select *View*
   Tip: Click on Name or Start Date to sort

4. Manage Additional Session Data
   Tip: Some details will not be known until the activity has ended.
   Once a session has been approved, the *Activity Details* section cannot be edited, but the other sections may.

Activity Details

You may update the DETAILS section ONLY until the program/session has been approved. Thereafter it cannot be edited.

⚠ Youth Supervision Plan
Not submitted

⚠ Health & Safety Plan
Not submitted

⚠ Emergency Plan
Not submitted

⚠ Escalation Matrix
Not submitted

⚠ Orientation Agenda
Not submitted

⚠ Third Party Agreement
Not submitted

⚠ Staff Roster
Not submitted

Participants

Max # Participants	Update as needed
# Registered	Add the number of participants who attended
Age Range	Add an age range, if needed

Staff

Staff Count	Add number of staff and volunteers who participated
Youngest Age	Add the age of the youngest staff member
Volunteers?	
Volunteer Supervisor	Name of individual who supervised the volunteers
CBC's Completed	Enter Yes/No
Training Completed	Enter Yes/No
Orientation Completed	Enter Yes/No

Forms

If you already have proper documentation completed, locate the Plan you wish to complete and click on *Browse*. Locate your file and *Upload* to include this plan with your activity.

Information about the following forms, along with downloadable form templates, can be found at Preparing for Youth Activities.

Youth Supervision Plan
No file selected.   BROWSE

Health & Safety Plan
No file selected.   BROWSE

Supervision Plan	May be included with Health & Safety Plan
Health & Safety Plan	
Emergency Plan	May be included with Health & Safety Plan
Escalation Matrix	May be included with Health & Safety Plan
Orientation Agenda	
3rd Party Agreement	
Staff Roster	May download both the Participant and Staff Roster here
File Not Ready?	If you do not already have a plan created, you can go Preparing for Youth Activities link which will provide you with resources, including Staff Roster Templates, Youth Activities Safety and Emergency Response Guide, Youth Activity Emergency Plan, and Third-Party Agreements.

Information about the following forms, along with downloadable form templates, can be found at Preparing for Youth Activities.

Youth Supervision Plan
No file selected.   BROWSE

It is important to note that you must open this link in a new tab or all the information you have added to this section will be lost. Also, please keep in mind that you can upload updated documents at any time, but YARS holds on to all previous versions of uploaded documents in the system.

Approve Entries

All entries should be approved by the Pre-College Liaison or designee by Friday afternoon. Approval is required prior to program and session being visible in CampDoc. The quickest method for review is viewing the Dashboard.

The Dashboard reflects *Current Stats* and **Programs Awaiting Review**. Once at the Dashboard, look to the *Programs Awaiting Review* to determine if there are any submitted programs needing review. If not, the approval process is not required at this time. You should be receiving e-mail notifications when there are programs to review.

Awaiting Review   Approvals Completed

Review Process

1. Open Dashboard

2. On right hand side, view the *Programs Awaiting Review* section.

3. Select *See All Submitted Programs* this will take you to the Program List

4. Scroll to a *Submitted Program* and select *View* to open Program or Session

PROGRAM NAME	SPONSOR UNIT	STATUS	ACTIONS
Gymnastic	Men's Basketball Program	Submitted	→ View
Summer Band Camp	School of Music	Submitted	→ View
Youth Sailing Lessons	Hoofers Club	Submitted	→ View

5. Review program details
    To make an approval decision, consider the following criteria for each program/session:

    ▪   Is sufficient information regarding the program provided?*
    ▪   Are all forms uploaded, such as Health & Safety Plans?
    ▪   Is screening and training indicated for staff and volunteers?
    ▪   Is there a designated institutional sponsor listed?
    ▪   Are there enough staff accounted for? (1:12 staff to student ratio while outside classroom, 1:18 inside classroom)

    *Minimum registration information requires documentation of dates/times of covered activity, primary contact, and authorized adults. It is important to note that the more information a program provides, the more likely it is to be successful and compliant.

6. Determine to Approve or Deny
    Under the *Status* section, click on Approve or Deny.

    Approve   Deny

                                                         If program details are not correct, make corrections and then approve. If denying, must provide reasoning.

7. Confirm program status has been changed to REVIEWED.

PROGRAM NAME	SPONSOR UNIT	STATUS	ACTIONS
2023 Aquatics Robotics	Camps & Clinics	Reviewed	➜≡ View
2023 CSET Programs	CSET	Submitted	➜≡ View

8. Complete Steps 4 through 7 for each Submitted program to approve.
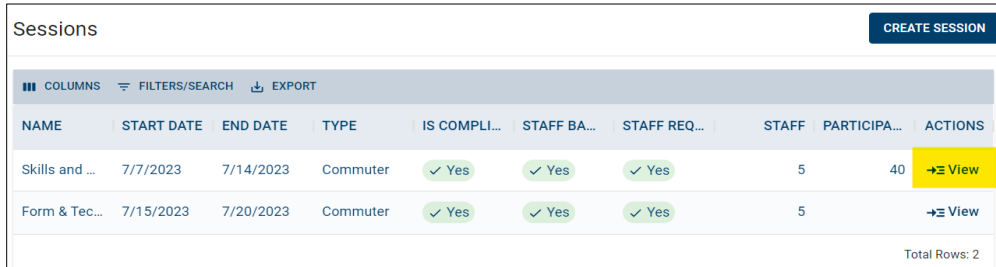
Other Features - Create Duplicate Session

YARS allows users to duplicate sessions and change the details/dates to simplify adding multiple programs that are similar.

1. open existing sessions within a Program.
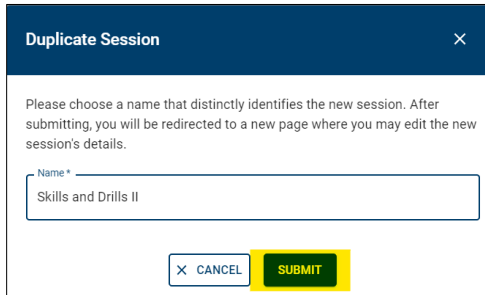2. Click *View* on the session you would like to duplicate.

3. Click *Duplicate* from upper right-hand corner.

You will need to create a unique name to distinctly identify the duplicated session. Type the desired name into the text box, and then click "Submit".
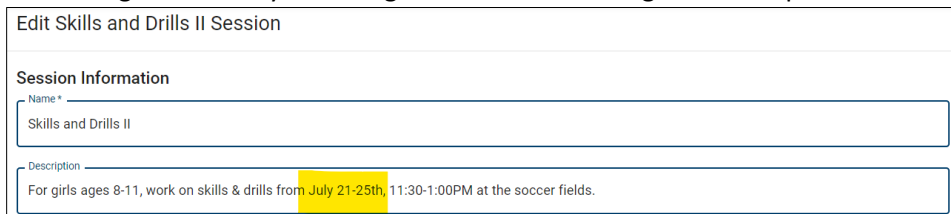

4. Edit the duplicated session.

Make all changes necessary to distinguish between the original and duplicated sessions such as dates.

Dates		Supplemental Information	
Start Date * **7/21/2023**	📅	Will this session be grant funded? *	▼
End Date * **7/25/2023**	📅	Will this session be funded under Upward Bound/Trio funding? *	▼
First day to register for session * 6/1/2023	📅	Will this session be funded under DPI Precollege Scholarship funding? ↴	
Last day to register for session * 6/30/2023	📅	Does this session include athletic activities? *	▼
Participant forms submission due date * 6/30/2023	📅	Will this session include any music activities? *	▼
Last date for participant forms to be updated * 6/30/2023	📅	Will this session have any water activities? *	▼

5. Select SAVE

   You will now be able to see any duplicated sessions and their details on your program's page.

   The complete title of each session is often cut off in this view, so it may be easier to distinguish duplicated sessions simply by date. If you feel this will be difficult to keep track of when managing sessions, we recommend distinguishing duplicated sessions at the beginning of their titles.)

   Sessions   CREATE SESSION

   ▌▌▌ COLUMNS   ≡ FILTERS/SEARCH   ⬇ EXPORT

NAME	START DATE	END DATE	TYPE	IS COMPLI...	STAFF BA...	STAFF REQ...	STAFF	PARTICIPA...	ACTIONS
Skills and ...	7/7/2023	7/14/2023	Commuter	✓ Yes	✓ Yes	✓ Yes	5	40	➜☰ View
Form & Tec...	7/15/2023	7/20/2023	Commuter	✓ Yes	✓ Yes	✓ Yes	5		➜☰ View
Skills and ...	7/21/2023	7/25/2023	Commuter	✓ Yes	✓ Yes	✓ Yes	5	40	➜☰ View

6. Select *Submit for Review* on the program page for approval.

   Programs
   Girls Soccer Camp

Description
ℹ Girls Soccer Camp from July 1-20 at the soccer fields.

Status		SUBMIT FOR REVIEW

Other Features – Filtering

To filter columns you would like to be visible on the program or session page, click on *Columns*.

1. Open Program or Session Page
2. Click on Columns.
   Toggle by clicking the blue bar to the left of each column name.

Other Features –Exporting Reports

Exporting sessions provides information from YARS into a CSV or excel spreadsheet. When downloading or printing information, it is important to remember all records retention and destruction protocol, including the downloaded report may be a "copy" of the original source record within YARS.

1. Open Program or Session Page
2. Click on *Export*
3. Choose to download CSV or Excel
   This will export all session data into either format.

EDIT PROGRAM			ASSIGN SPONSORING UNIT					

Sessions   CREATE SESSION

III COLUMNS	⇄ FILTERS/SEARCH	⬇ EXPORT						
NAME	START DATE	ENI	Download as CSV	IS COMPLI...	STAFF BA...	STAFF REQ...	STAFF	PARTICIPA...	ACTIONS
Complex E...	6/20/2022	6/2	Download as Excel Print	✓ Yes	✓ Yes	✓ Yes	8	44	→≡ View
Piecewise ...	9/8/2022	9/9/2022	Individual	✓ Yes	✓ Yes	✓ Yes	1	20	→≡ View
Back to Sc...	8/29/2022	8/30/2022	Registered ...	✗ No	✗ No	✗ No			→≡ View
Basic Equa...	8/9/2022	8/11/2022	Registered ...	✗ No	✗ No	✓ Yes	4	25	→≡ View

This is what your information may look like when exported to an excel document.

	A	B	C	D	E	F	G	H	I
1	Name	Start Date	End Date	Type	Is Compliant	Staff Backgroun	Staff Required T	Staff		Participants
2	Complex Equations	20.06.2022	22.06.2022	Commuter	Yes	Yes	Yes		8	44
3	Piecewise Functions Individual Tutoring	08.09.2022	09.09.2022	Individual	Yes	Yes	Yes		1	20
4	Back to School Refresher Course	29.08.2022	30.08.2022	Registered Student Organization	No	No	No			
5	Basic Equations	09.08.2022	11.08.2022	Registered Student Organization	No	No	Yes		4	25

Reference - CampDoc Data Transfer

YARS uploads to CampDoc on Monday and Thursday morning, making the session available to participants the following day. All program and session entries should be reviewed and approved by routinely.

Data is transferred to CampDoc in an excel spreadsheet, which is available from CampDoc for review at any time.

Example of data transfer worksheet.

L1 (Session Type)	L2 (Program Name)	L3	L4 (Session Name)	Start Date (Program)	End Date (Program)
Residential	2024- UWGB Upward Bound	2024	Math & Science Middle School Full Day	6/17/2024	7/27/2024
Residential	2024 UWGB GEAR UP	2024	Spring College Tour Full Day	7/8/2024	7/12/2024
Commuter	2024 Swim	2024	Beginner Swim 2nd-6th Grade Half Day	7/15/2024	7/30/2024

*UW-Green Bay maps sessions to the program name, not the Session Type (L1) or Year (L3).