

System Updates

Roll-over to the new 4-H Year occurs at midnight September 30. This is the only time the system is a blank slate, so to speak, to make widespread system updates. Because system updates have the potential to adversely affect data sets, changes did not start taking place prior to October 1.

To aid in future planning, please anticipate necessary system updates occurring after rollover on October 1. We will announce the window of how long the system will be closed at the beginning of September. There are system updates that occur at a higher level – beyond what is programmed at the state level.

If you are experiencing issues or have questions please submit a support ticket to support@idaho4honline.zendesk.com

For best results in 4-H Online use either Firefox or Google Chrome as your internet browser.

Café 42

These sessions are held monthly usually on the 3rd Thursday of every month. Content of these sessions are completely up to you all, participation and questions is encouraged. There is no such thing as a bad question 😊 All sessions are recorded and posted at: <http://web.cals.uidaho.edu/4hreporting/cafe42/>

Zoom Connect information:

Cafe' 42

Meeting Time: 9am pst/10am mountain

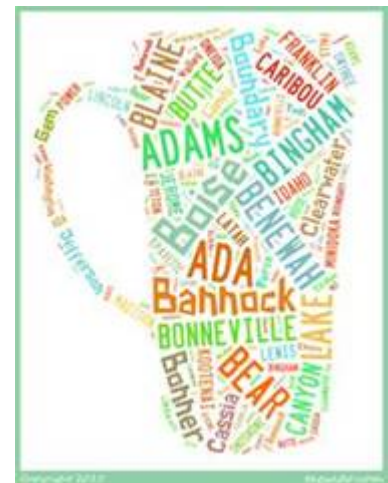
Join from PC, Mac, iOS or Android: <https://zoom.us/j/876851421>

Or join by phone:

+1 415 762 9988 (US Toll) or +1 646 568 7788 (US Toll)

Meeting ID: 876 851 421

International numbers available: <https://zoom.us/zoomconference>



Meeting Dates:

October 20

November 17

December 15

January 19

February 16

New for 2016-2017 4-H Year Overview

- Age Divisions (pg 2)
- Volunteer Screening (pg 3-6)
- Health Form (pg 7)



SYSTEM UPDATES - 4-H Online HelpSheet

- Consent Documents (pg 7)
- 4-H Online Contacts (pg 8)



Age Divisions

- Age Divisions have been updated in 4-H Online to reflect the changes set forth in Policies & Procedures 2016-2018
 - Cloverbuds 5-7
 - Juniors 8-10
 - Intermediates 11-13
 - Senior 14-18
- You will need to make changes in your 4-H Fair rules, any Fair management software you may use (Martech, ShoWorks, FairEntry) If you manage your Fair via excel be sure to make those changes in the appropriate places



Volunteer Screening

An internal audit was completed this year checking the 2015-16 data set to see how we, as a system did in managing volunteer records. It was discovered that volunteers we were not as accurate as we should have been in making sure that volunteers completed the certification/recertification process prior to being activated.

To make the collection and tracking system easier and more accurate, we are going to share the documentation responsibilities between counties, volunteers and the state office. Everyone can play an important role in this process.

1. **County Responsibilities** – These information fields are not new and many of you are already inputting this information into 4-H Online. This helps delineate volunteers that have/have not completed the certification/re-certification process.
 - a. **New Volunteer:** complete the following items for the certification process:
 - i. Input 1-9 in the Manager Fields (yellow fields) in the Additional Information page of the volunteer enrollment record (see page 6 for a screen capture):
 1. Enrollment fee paid date (if required)
 2. Payment type (if required)
 3. Receipt number
 4. Reference check completion date:
 5. Interview date completion date:
 6. 4-H Orientation training completion date:
 7. WSU Training modules completion date:
 8. Civil Rights Review date (if required)
 9. There are two upload fields where you can upload either pdf or .jpeg items – one is entitled optional information and the other is Spanish enrollment




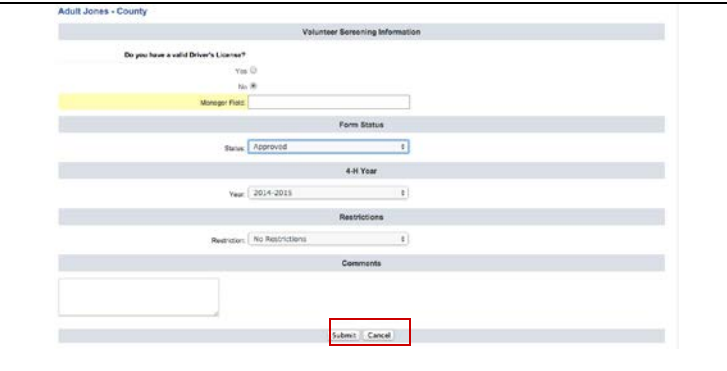
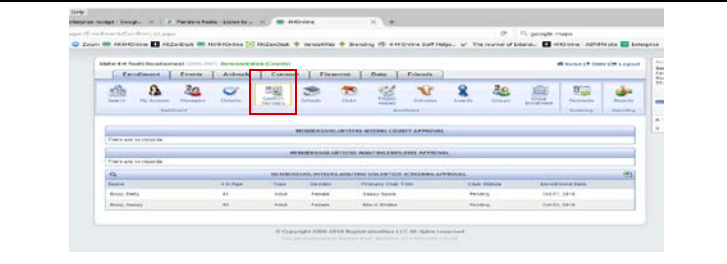
Items ii-ix are new additions -

- ii. Click on the 'Confirm Members' icon – check the area 'Members/Volunteers Awaiting Volunteer Screening Approval'. If there are volunteer names listed:
- iii. Click the 'Search' icon located on the dashboard
- iv. Click on the 'Volunteer's Name' (see page 5 of this packet for screen capture)
- v. Click 'Profile'
- vi. Click 'Edit' (be sure to select 2016-2017 volunteer screening)
- vii. Enter the public record (background screen) completion date – this is the non-bold field (question #4)
- viii. Change 'Form Status' to "Approved" **ONLY IF ALL CERTIFICATION ELEMENTS HAVE BEEN COMPLETED**
- ix. Click 'Submit'
- x. Click on 'Confirm Members' icon and accept enrollment as you have done in the past

- b. **Returning Volunteer:** complete the following items for the re-certification process:
- i. Complete i: 1-3 and 8 from above (if required in your county)

Items ii-ix are new additions -

- ii. Click on the 'Confirm Members' icon – check the area 'Members/Volunteers Awaiting Volunteer Screening Approval' If there are volunteer names listed:
 - iii. Click the 'Search' icon located on the dashboard
 - iv. Click on the 'Volunteer's Name' (see page 5 in this packet for screen capture)
 - v. Click 'Profile'
 - vi. Click 'Edit' (be sure to select 2016-2017 volunteer screening)
 - vii. Enter the public record (background screen) completion date – this is the non-bold field (question #4)
 - viii. Change 'Form Status' to "Approved" **ONLY IF ALL RE-CERTIFICATION ELEMENTS HAVE BEEN COMPLETED**
 - ix. Click 'Submit'
 - x. Click on 'Confirm Members' icon and accept enrollment as you have done in the past
2. **Volunteer Responsibilities** – volunteers will now be asked to input information into 4 questions on the volunteer screening form. This form is new and is a part of the enrollment packet.
- a. The date they completed the UI Protecting Minors Training
 - b. The method of how the UI Protecting Minors Training was completed (4HOnline, UI NetLearning, or Group Training).
 - c. The date they submitted their public record review (this is not the completion date).
 - d. The number of years they have served as a 4-H volunteer.
3. **State Responsibilities** –
- a. Monitor completion of certification and re-certification elements through custom reports
 - b. If counties prefer/request, we can do a bulk export and approval of volunteer screening information:
 - i. The bulk export and approval captures the screening completion date
 - ii. The state then approves the volunteer screening form.
 - iii. Once that step is completed the volunteer's enrollment moves to the county's pending member/volunteer list for approval.
 - iv. **APPROVAL IS GIVEN ONLY IF ALL CERTIFICATION/RE-CERTIFICATION ELEMENTS HAVE BEEN COMPLETED.**

Profile Link																															
Available for State Managers and County Managers																															
1. From the Member Search screen, click on the Member's Name.	 <table border="1"> <thead> <tr> <th>Name</th> <th>V</th> <th>Years</th> <th>Member #</th> <th>Status</th> <th>4-H Age</th> <th>Role</th> <th>Gender</th> <th>Primary Club</th> <th>Enrollment</th> </tr> </thead> <tbody> <tr> <td>Jones, Adult</td> <td>V</td> <td>1</td> <td>0</td> <td>Pending</td> <td>19</td> <td>Adult</td> <td>Male</td> <td></td> <td>May 29, 2015</td> </tr> <tr> <td>Jones, Jamie</td> <td>V</td> <td>1</td> <td>0</td> <td>Pending</td> <td>42</td> <td>Adult</td> <td>Female</td> <td>Astro Club</td> <td>May 14, 2015</td> </tr> </tbody> </table>	Name	V	Years	Member #	Status	4-H Age	Role	Gender	Primary Club	Enrollment	Jones, Adult	V	1	0	Pending	19	Adult	Male		May 29, 2015	Jones, Jamie	V	1	0	Pending	42	Adult	Female	Astro Club	May 14, 2015
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2. Select the Profile link																															
3. Click the Edit button, next to the Volunteer Screening list at the bottom of the page.	 <table border="1"> <thead> <tr> <th>Year</th> <th>Farm Number</th> <th>Screening Status</th> <th>Fee</th> <th>SES</th> <th>Export</th> <th>Export Date</th> <th>Comment</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>2014-2015</td> <td>15</td> <td>Pending</td> <td>N/A</td> <td>N/A</td> <td>N/A</td> <td></td> <td></td> <td><input type="button" value="Edit"/></td> </tr> </tbody> </table>	Year	Farm Number	Screening Status	Fee	SES	Export	Export Date	Comment	Edit	2014-2015	15	Pending	N/A	N/A	N/A			<input type="button" value="Edit"/>												
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4. Enter the screening results and click Submit.																															
5. Confirm Member Enrollment as usual																															

If you are needing to track/enter information for NEW VOLUNTEERS visit the manager fields section in *Additional Information*. From there you can enter items illustrated in the screen capture below:

Manager Fields

Enrollment Fee Paid: mm/dd/yyyy

Payment Type:

Receipt Number:

Reference Check Complete: mm/dd/yyyy

Interview Date Completed: mm/dd/yyyy

4-H Orientation Training completion date: mm/dd/yyyy

WSU Training Modules Completion Date: mm/dd/yyyy

Civil Rights Review: mm/dd/yyyy

Comments:

Optional Information
(Image/PDF files)

Spanish Enrollment
(Image/PDF files)



Health Form

It is critical when reviewing enrollments (all) that you look to see that information has been entered into the health form. Every effort should be made to ensure that parents, youth, and others can provide an environment that is as safe as possible.

Consent Documents

Items under this category include the Code of Conduct, Volunteer Position Descriptions, Privacy Release, and Publicity Release (to name a few)

The Code of Conduct has been updated to reflect the changes in the 2016-2018 Policies and Procedures. In addition, the Volunteer Position Description information has been updated as well. New for this 4-H Year is the Medical release – verbiage is taken from the 4-H waiver but this document is something that you can print that has parental consent. It is the hope that by having this consent piece will flag parents and adults to be more dutiful in reporting health conditions on the health form.

Medical Release Verbiage is as follows:

Please see Health Form on the following page.

EMERGENCY AUTHORIZATION: The Undersigned hereby certify that, with or without accommodation, the participant named above is able to perform the essential functions of the Activities, and does not present a danger to the participant or others and the undersigned know of no medical reason why the participant is not able to participate in the Activity or Activities, Events, Clinics and Classes. The undersigned hereby consent to first aid, emergency medical care and if necessary, admission to an accredited hospital when necessary for executing such care, for treatment for injuries or illness that I/he/she may sustain while participating in any activity associated with the above named Activities and events, clinics and classes associated with the Activity or Activities.

The undersigned acknowledge that any insurance provided through Activity Insurance provides only limited protection for injuries that occur while participating and that the undersigned remains responsible for all medical expenses not covered by Activity Insurance. Activity Insurance is provided by an American Income Life camp accident policy.

If the participant above has a disability, food or drug allergy, dietary requirements, or any condition requiring accommodation, the undersigned will contact Disability Support Services (208) 885-6307 at least one week (7 days) prior to the start of the Activity.

4-H Online Contacts	
State	Erika Thiel ethiel@uidaho.edu Shana Codr scodr@uidaho.edu Adam McKinney mckinney@uidaho.edu
Northern District	Sharla Wilson swilson@uidaho.edu
Southern District II	Michelle Tate mtate@uidaho.edu
Southern District III	Teresa Tverdy ttverdy@uidaho.edu
Eastern District	Lisa Barfuss lbarfuss@uidaho.edu