

INTRODUCING



Effective April 22, 2024

WHAT IS IDEAL-LOGIC?

Ideal-logic provides custom systems to report all minor activity on campus in a centralized dashboard, where this information can be maintained and tracked by compliance staff.

The screenshot displays the Ideal-Logic website interface. At the top, a dark blue navigation bar contains the following links: Home, Our Service, Specs, About Us, Careers, and Contact Us. On the right side of this bar, it says "Welcome, Guest" and has a "Log In" button. Below the navigation bar, the main content area is titled "Featured Custom Application Solutions".

The first solution is "Youth Safety & Compliance", which includes a description: "Ideal-Logic provides custom systems to report all minor activity on campus in a centralized dashboard, where this information can be maintained and tracked by compliance staff. Click to Learn More". This solution is illustrated with two screenshots: "Activity Compliance" and "Activities Status".

The second solution is "Registration Systems for Children and Adults", which includes a description: "Online registration and payment. Staff management and hiring. Group scheduling and mass messaging. One-click name tags, rosters, attendance sheets, check-out sheets, and special concerns lists. Click to Learn More". This solution is illustrated with two screenshots: "People Menu" and "Course Catalog".

WHAT ARE CUSTODIAL & NON-CUSTODIAL CARE PROGRAMS?

Custodial Care

- When minors are left under the full supervision of UTRGV for the duration of a Youth Program.

Non-custodial care

- When minors are under the full supervision of a parent, legal guardian, teacher, or other adult while participating in a UTRGV sponsored or affiliated event.

THE NEW PROCESS: CUSTODIAL CARE PROGRAMS

Step 1

- Register your camp/program through the compliance portal of Ideal-logic.
- <https://apps.ideal-logic.com/utrgvyp>

Step 2

- Our office will begin the process of customizing your participant registration form.
- Please complete the Microsoft form using the link listed below. Our office will use this information to build your participant registration.
- <https://forms.office.com/r/QHKu6jJT0H>

Step 3

- Our office will set up a 30-minute meeting with you to finalize your participant registration form.
- During this meeting, we will show you how to navigate your Participant Dashboard.

Step 4

- Access your program's Registration portal on Ideal-logic with the link provided during the scheduled meeting

Step 5

- Make registration available to participants!

THE NEW PROCESS: NON-CUSTODIAL CARE PROGRAMS

Step 1

- Register your camp/program through the compliance portal of Ideal-logic.
- <https://apps.ideal-logic.com/utrgvypp>

Step 2

- Our office will receive your compliance registration request. Once approved you will receive an email confirmation.

UTRGV Youth Program/Activity Reviewed

Your registration to host a non-custodial youth program has been received by the Office of College Access and K-12 Partnerships. A non-custodial program means that parents or school chaperones are present for the duration of the youth program and will supervise the minors in their care. As a result of the non-custodial classification of this program, an updated criminal background check and child protection training for affiliated UTRGV staff/faculty are not required.

You are responsible for reviewing and adhering to all other requirements in HOP Policy: STU 03-300 YOUTH PROGRAM PROTECTION.

Please contact Youthprogramprotection@utrgv.edu with questions or call 956-665-2147.

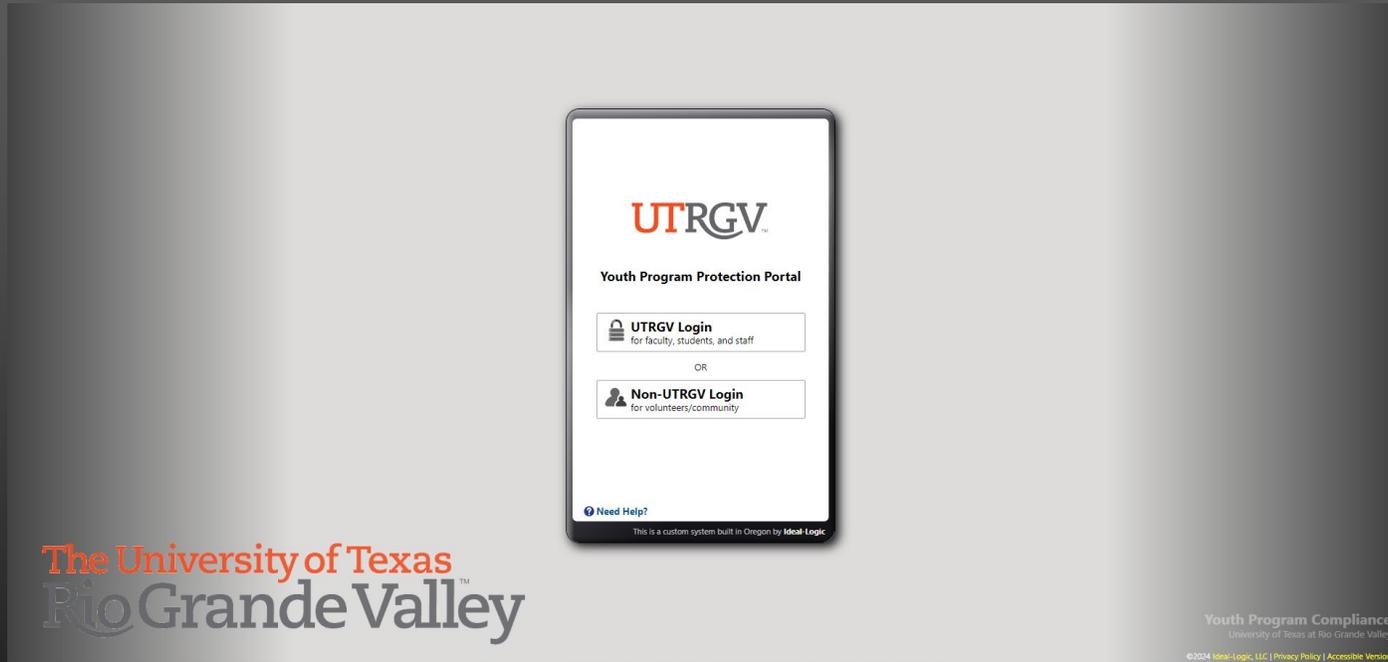
[Click to Open this Activity](#)

Sent from [UTRGV Youth Program Compliance](#), a service of [Ideal-Logic, LLC](#).



You are welcome to reply to this message. Replies will be sent to youthprogramprotection@utrgv.edu.

LOG IN TO IDEAL-LOGIC – COMPLIANCE PORTAL USING THIS LINK:



[HTTPS://APPS.IDEAL-LOGIC.COM/UTRGVYPP](https://apps.ideal-logic.com/UTRGVYPP)



UTRGV Youth Program Protection

Announcements

No unread announcements



Youth Program Registration Form

Click to start a registration form.
Note: this form should only be completed by a Program Director



Incident Report Form

Click to start a report form

Resource Center

User Training Video

Self-Administer Trainings

This section provides a way for individuals to take training(s) independent of any designated individual role for an activity.

Youth Program Training ✓

View Training

Other Actions

Edit Your Profile

Update your contact information

Step 1:

Select “Youth Program Registration Form.”

New Activity

1. Screening Questions

2. Activity

3. Review



Screening Questions

Questions

Are individuals under the age of 18 a primary audience for this program?*

Yes No

Are minors in the program in the care, custody, and control of a parent/legal guardian/chaperone at all times?*

Yes No

Continue

Based on your answers above, the program is considered a Custodial Care Youth Program and is required to be registered. Please click Next button at the bottom of this window to continue."

Cancel Activity

Save for Later **Next >**

Step 2:

Answer the "Screening Questions."

New Activity

1. Screening Questions

2. Activity*

3. Review

Activity

Department/Responsible Area

Select the campus program that is offering this youth activity.*

Upward Bound Rio Hondo / Port Isabel [Remove](#)

[Select Department/Responsible Area](#)

Select a Department/Responsible Area

Search...

- [Select](#) Upward Bound La Grulla / Rio Grande City
- [Select](#) Upward Bound Math and Science Edinburg
- [Select](#) Upward Bound Math and Science Harlingen / San Benito
- [Select](#) Upward Bound Raymondville / Lyford
- [Select](#) Upward Bound Rio Hondo / Port Isabel
- [Select](#) Upward Bound Rivera & Lopez / Porter
- [Select](#) UREC
- [Select](#) UTRGV Cheer
- [Select](#) UTRGV Dance Clinic
- [Select](#) UTRGV High Scholars Program
- [Select](#) UTRGV Track & Field/XC
- [Select](#) Volleyball
- [Select](#) Women's Basketball
- [Select](#) Women's Golf
- [Select](#) Women's Soccer
- [Select](#) Women's Tennis

[+ Add a New Department/Responsible Area](#)

[Cancel](#)

Select the College/Division Head that will be approving this program.*

Select a Person

More Below - Scroll Down ↓

[Cancel Activity](#)

[< Previous](#)

[Save for Later](#)

[Next >](#)

Step 3:

Scroll through the list and select your department from the options. If your department is not listed, please select “Add a New Department/Responsible Area”.

New Activity

1. Screening Questions

2. Activity*

3. Review

Activity

Department/Responsible Area

Select the campus program that is offering this youth activity.*

Upward Bound Rio Hondo / Port Isabel [Remove](#)

[Select Department/Responsible Area](#)

Youth Program

Youth Program Name*

Upward Bound Summer Enrichment Camp

Date and Time*

When is the youth program?

Single Day Multiple Days [?](#) Recurrence [?](#)

Date End Date
5/1/2024 5/31/2024

Click on any dates you wish to exclude.

Exclude all: [Mon](#) [Tue](#) [Wed](#) [Thu](#) [Fri](#)

Include all: [Sat](#) [Sun](#)

May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Custodial Care Section

This form is to be completed for UTRGV sponsored and affiliated youth programs with minor participants left in the custodial care of UTRGV. For example, a summer camp or any event where

[More Below](#) - Scroll Down ↓

[Cancel Activity](#)

[< Previous](#)

[Save for Later](#)

[Next >](#)

Step 4:

Input your “Youth Program Name”. This will match the name to your Registration Form.

Select the date(s) of your camp/event.

New Activity

1. Screening Questions

2. **Activity***

3. Review

Custodial Care Section

This form is to be completed for UTRGV sponsored and affiliated youth programs with minor participants left in the custodial care of UTRGV. For example, a summer camp or any event where minors are left in the care of university staff. Any Youth Programs involving minors in the custodial care of UTRGV will require enhanced care and safety protocol and adherence to HOP STU 03-300.

College/Division:

Strategic Enrollment and Student Affairs

Select the College/Division Head that will be approving this program.*



Cynthia Valdez

Assoc VP Coll Access K12 Pship

Remove

Select a Person

Do you need to have a second College/Division head/designee approval for this program?

Yes No

Program Type*

- Academic
- Art
- UTRGV Athletics Department only
- Recreational and other Athletic Programs

Recommended Grade Level*

- Pre K
- Kinder
- 1st grade
- 2nd grade
- 3rd grade
- 4th grade
- 5th grade
- 6th grade

More Below - Scroll Down ↓

Cancel Activity

< Previous

Save for Later

Next >

Step 5:

Select the College/Division.

Select the College/Division Head or Dean.

Select the Program Type.

****Programs that are under the office of College Access and K-12 Partnership, select Ms. Cynthia Valdez as College/Division head.*



The College/Division Head will only receive this email informing them of the request.

 **View Thread**

Sent: **Mon, Apr 22 5:06pm** automatically
From: UTRGV via Ideal-Logic <mail+rmjy.qxjdj@ideal-logic.com>
To: **Cynthia Valdez** <cynthia.valdez@utrgv.edu> Delivery Confirmed

Notification of a Youth Program in your college/division: Texas Trio Association Student leadership Conference

This email is to notify you that a youth program from your college/division, Texas Trio Association Student leadership Conference, has registered for approval with the Office of College Access and K-12 Partnerships.

Below is a summary of the information on the proposed program. The program is now under review and will continue based on completion of all institutional requirements prior to the start of the program.

The youth program director has acknowledged adherence to HOP Policy STU-03-300 Youth Program Protection and shall be responsible for the enhanced care of minors in the program.

If you do not approve or have concerns about the proposed youth program, please reach out to the Office of College Access and K-12 Partnerships. Contact: YouthProgramProtection@utrgv.edu or 956-665-2522

Activity Details
All details from the associated activity are displayed here.

Basic Information

Name
Texas Trio Association Student leadership Conference

Program
Upward Bound Edinburg

Date(s)
Jul 15-18, 2024

New Activity

1. Screening Questions

2. Activity*

3. Review

Recommended Grade Level*

- Pre K
- Kinder
- 1st grade
- 2nd grade
- 3rd grade
- 4th grade
- 5th grade
- 6th grade
- 7th grade
- 8th grade
- 9th grade
- 10th grade
- 11th grade
- 12th grade

Brief description of youth program and learning outcomes*

Provide program website, if available:

[Add](#)

Location*

- Brownsville
- Edinburg
- Harlingen
- Rio Grande City
- South Padre Island
- Weslaco
- Other:

Does your program include dual credit students?*

[More Below](#) - Scroll Down ↓

[Cancel Activity](#)

[< Previous](#)

[Save for Later](#)

[Next >](#)

Step 6:

Select recommended Grade Level.

Provide a brief description of the program/event.

Select the program location. The locations listed are UTRGV campuses, if off-site select other.

New Activity

1. Screening Questions

2. Activity*

3. Review

Does your program include dual credit students?*

Yes No

Will the program include field trips or other off campus experiences? *

Yes No

Will minors stay overnight in this activity?*

Yes No

Projected Number of Students*

Projected Number of Staff *

Will there be a fee for your program?*

Yes No

Does your program involve a third party?*

Yes No

Will you be utilizing volunteers?*

Yes No

Modality*

- In person
- Hybrid
- Online

All Youth Programs must carry liability insurance with coverage at least equivalent to the Camp Insurance Program offered by the University of Texas System Office of Risk Management. Follow this link to request insurance for your Youth Program through UT System: [Camp Insurance](#)

More Below - Scroll Down ↓

[Cancel Activity](#)

[< Previous](#)

[Save for Later](#)

[Next >](#)

Step 7:

Complete the following questions.

Selecting “Yes” on the Field Trips question, will prompt you to input ALL trips.

CAMP INSURANCE?

All Youth Programs must carry liability insurance with coverage at least equivalent to the Camp Insurance Program offered by The University of Texas System Office of Risk Management.

Steps to follow through UT Systems.

1. You may access the [ONLINE INSURANCE FORM](#) in the ORM Camp Portal with your institution credentials. Click New Camp Application, after that then choose which type of camp will they be hosting: Non-sport, sport, or online, and the respective application will appear. Note the form will not let you submit it without answering all questions. A copy of your submission is sent to UT System ORM Camp Policy Coordinator for further processing.
2. You will receive an automatic email notification 72 hours after the end date of the camp instructing you to fill out the audit form in the portal system. You will have 72 hours to log in and complete the form and submit.
3. If not completed, the form will be locked, and Invoice will be issued off the original application form by Southwest Special Risk Insurance.

CAMP INSURANCE...

5. Failure to cancel your insurance request or make date changes in the camp portal prior to the start date will result in a \$25.00 fee administered by Southwest Special Risk Insurance. Keep in mind no changes can be made after the start date of the camp.
6. Make sure to initiate a PO at the time of submission in portal and make sure to include PO number in the audit form.
7. Youth Program Directors must pay after the completion of the youth program. Failure may result in the non-acceptance of future camp applications. Feel free to contact the Youth Program Support Manager in case of any questions at 956-665-2522 or youthprogramprotection@utrgv.edu

New Activity

1. Screening Questions

2. Activity*

3. Review

Link to HOP Policy [HOP STU 03-300: Youth Program Protection: \(utrgv.edu\)](#)*

- I have read HOP STU03-300- Youth Program Protection policy and acknowledge minors require enhanced care. Adherence to HOP STU 03-300/ Youth Program Protection is required.

Supervision of Minors

Estimated Number of Minors

Please enter the expected number of minors for each age group listed. Click the refresh button after adding your numbers.

 Refresh

18 year olds that are enrolled in high school and part of a program involving minors, will abide by all program rules despite age.

Each Youth Program must have the following minimum adult supervision ratio requirements consistent with the American Camp Association staff ratio standards:

Enter a number for each age range. If the age range does not apply, enter '0'.

	Daytime		Overnight	
	Minors	Ratio	Minors	Ratio
Ages 5 and Under	<input type="text"/>	6:1	<input type="text"/>	5:1
Ages 6-8	<input type="text"/>	8:1	<input type="text"/>	6:1
Ages 9-14	<input type="text"/>	10:1	<input type="text"/>	8:1
Ages 15-18	<input type="text"/>	12:1	<input type="text"/>	10:1

Minor Ratio Summary

Minimum Age: 0 years

More Below - Scroll Down ↓

[Cancel Activity](#)

[< Previous](#)

[Save for Later](#)

[Next >](#)

Step 8:

Continue with the following questions.

Input “0” if the age range does not apply to your program participants.

Select “Refresh” before proceeding.

New Activity

1. Screening Questions

2. Activity*

3. Review

Program Directors*

Please select the Program Director(s) for this youth program. This is the person(s) responsible for all aspects of the youth program.

Name	Phone Numbers	Actions
 Dir Special Programs		Edit Remove

+ New Program Director

Activity Contacts*

[Print](#)

Please add/select activity contacts for this activity and include their phone number. In the event of an emergency this is the person that would be contacted.

Name	Phone Number	Actions
		Edit N/A

+ Add a New Person

Designated Individuals*

[Print](#)

X At least **one person** must be selected for this role.

Please add/select all Designated Individuals (UTRGV employees, affiliates, volunteers, or contractors, that will interact with minors in your program). You can return to this form at a later time to add more staff if needed.

No people have been added to this role.

+ Add a New Person + Upward Bound Rio Hondo / Port Isabel People [Upload Designated Individuals](#)

Add Another Youth Program?

If you would like to add more youth programs to this form, click the button below. Otherwise, click the *Next* button to continue.

[More Below - Scroll Down ↓](#)

[Cancel Activity](#)

[< Previous](#)

[Save for Later](#)

[Next >](#)

Step 9:

Select/Add the Program Director.

Select/Add the Activity Contacts.

Add the Designated Individuals that will interact with minors in your program. Include Program Director, Activity Contact(s), and Third-Party personnel.

New Activity

1. Screening Questions

2. Activity

3. Review

	Minors		
	Minors	Ratio	
Ages 6-8	0	8:1	
Ages 9-14	0	10:1	
Ages 15-18	60	12:1	X 60:1

Minor Ratio Summary

Minimum Age: 15 years

Maximum Age: 18 years

Minor Total: 60 minors

Staff: 1 

Program Directors

▲ Name

 **Eddie Armendariz**
Dir Special Programs

Activity Contacts

▲ Name

Phone Numbers

Eddie Armendariz

(956) 882-6570 (Work)

Designated Individuals

▲ Name

Actions

Chapa, Ismael

Remove

[Cancel Activity](#)

[< Previous](#)

[Save for Later](#)

[Submit Activity](#)

Step 10:

The “Review” tab will provide all the information you input. If everything is correct, please select “Submit Activity”.

AFTER SUBMITTING THE ACTIVITY...

- YOUR REQUEST WILL BE FORWARDED TO THE YOUTH PROGRAM PROTECTION EMAIL, WHERE THE CAK-12 OFFICE WILL REVIEW.
- ONCE YOUR PROGRAM IS APPROVED, YOU WILL RECEIVE AN EMAIL WITH THE FOLLOWING DETAILS.

View Thread

Sent: **Wed, Apr 17 2:12pm** by [Sarahi Cardoza](#)
From: UTRGV via Ideal-Logic <mail+rmjy.qxjdj@ideal-logic.com>
To: [Anadelia Garcia](#) <anadelia.garcia01@utrgv.edu> **Delivery Confirmed**

UTRGV Youth Program/Activity Reviewed

Your registration to host a custodial youth program, Summer Enrichment Program on Jun 10, 2024, has been received by the Office of College Access and K-12 Partnerships. You are approved to continue the planning of this program and will be responsible for all compliance related requirements.

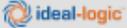
Please add/select all Designated Individuals (UTRGV employees, affiliates, volunteers, or contractors, that will interact with minors in your program).

Completion of a **Criminal Background Check** and **Child Protection Training** for all designated individuals is required and will be tracked in Ideal-Logic for compliance purposes.

You are also responsible for adhering to all other requirements in HOP Policy: STU 03-300 YOUTH PROGRAM PROTECTION.

Please contact Youthprogramprotection@utrgv.edu with questions or call 956-665-2147.

[Click to Open this Activity](#)

Sent from **UTRGV Youth Program Compliance**, a service of Ideal-Logic, LLC. 

You are welcome to reply to this message. Replies will be sent to youthprogramprotection@utrgv.edu.

AUTOMATIC EMAILS

The system will email the “Designated Individuals” listed on the compliance registration form, to complete their pending requirements.

View Thread

Sent: **Wed, Apr 17 2:17pm** automatically Opened **Wed, Apr 17 2:31pm**
From: UTRGV via Ideal-Logic <mail+rmjy.qxjdj@ideal-logic.com>
To: @utrgv.edu > **Delivery Confirmed**

Missing Requirements - Summer Enrichment Program

You have been registered as program staff for the following program involving minors.

You must complete the following item(s) before participating in the program:

Summer Enrichment Program - Jun 10-Jul 19, 2024

Not Compliant **Background Check**

You are receiving this message because you are listed as a Designated Individual that involves working with minors. UTRGV policy STU 03-300 requires that all Designated Individuals who will work in a youth program, and all volunteers and student observers who will regularly or frequently be at the program, are subject to a criminal background check each year. The check shall be conducted prior to permitting an individual to work, volunteer, or be present.

Please use the following link to submit your criminal background check application: [Youth Programs-Criminal Background Check](#)

Not Compliant **Youth Program Training**

You must complete the Youth Protection Training. Please log into the Youth Program Protection Portal via the link below. You will find a red *Action Required* box at the top of the *Home* menu when you log in and click on the *Begin Training* button.

Note: If you are no longer participating in this program, please contact your Program Director so they can note this in the system.

Thank you.

[Click to Log In](#). Sent from **UTRGV Youth Program Compliance**, a service of Ideal-Logic,  ideal-logic LLC.

You are welcome to reply to this message. Replies will be sent to youthprogramprotection@utrgv.edu.