MARYLAND DEPARTMENT OF HUMAN SERVICES

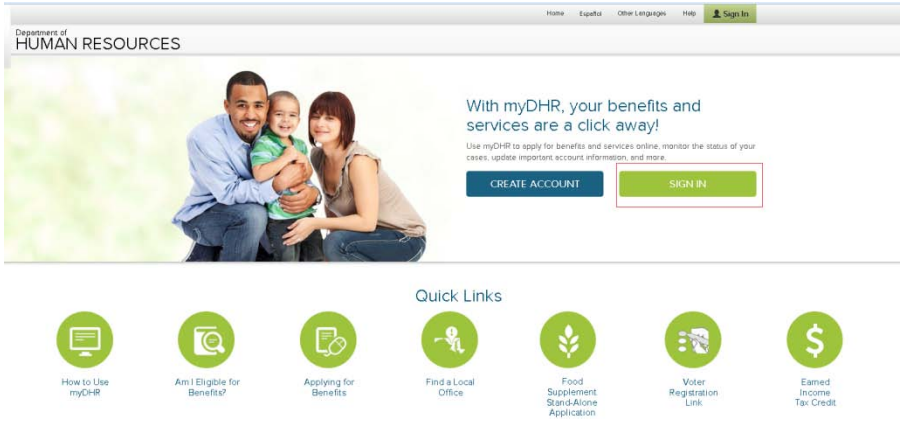
Youth CAMP Clearance System (YCCS)

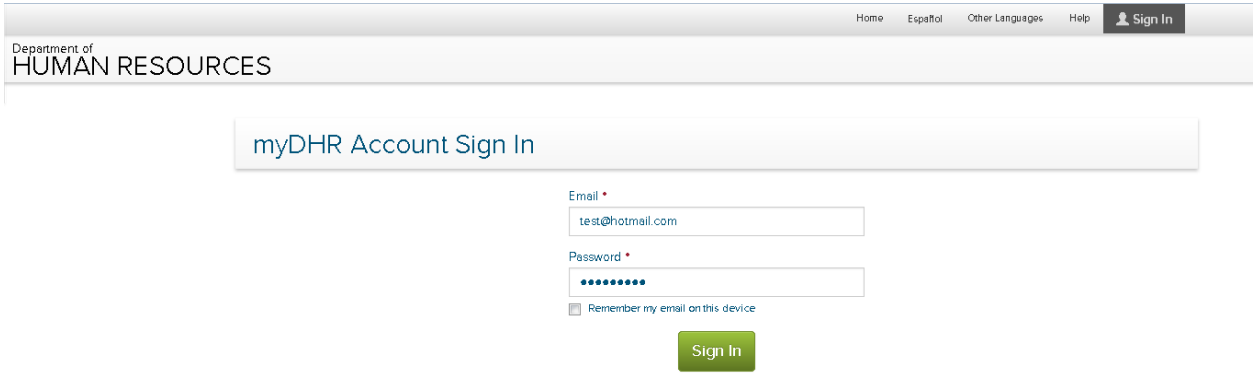
Training Slide Deck – Camp Employees / Volunteers

April 26, 2017

myDHR – Registration / Login

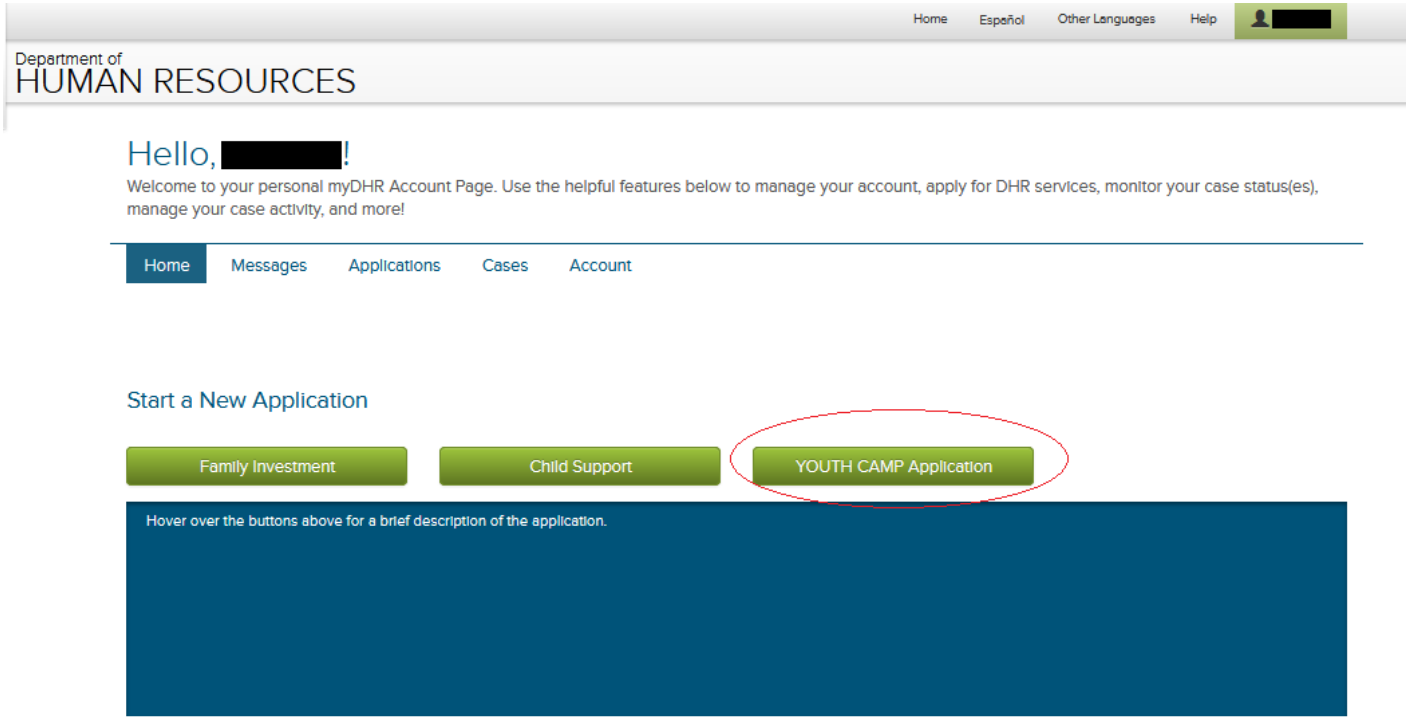
- Public User registers online with myDHR and logs in to apply for summer CAMP Clearance





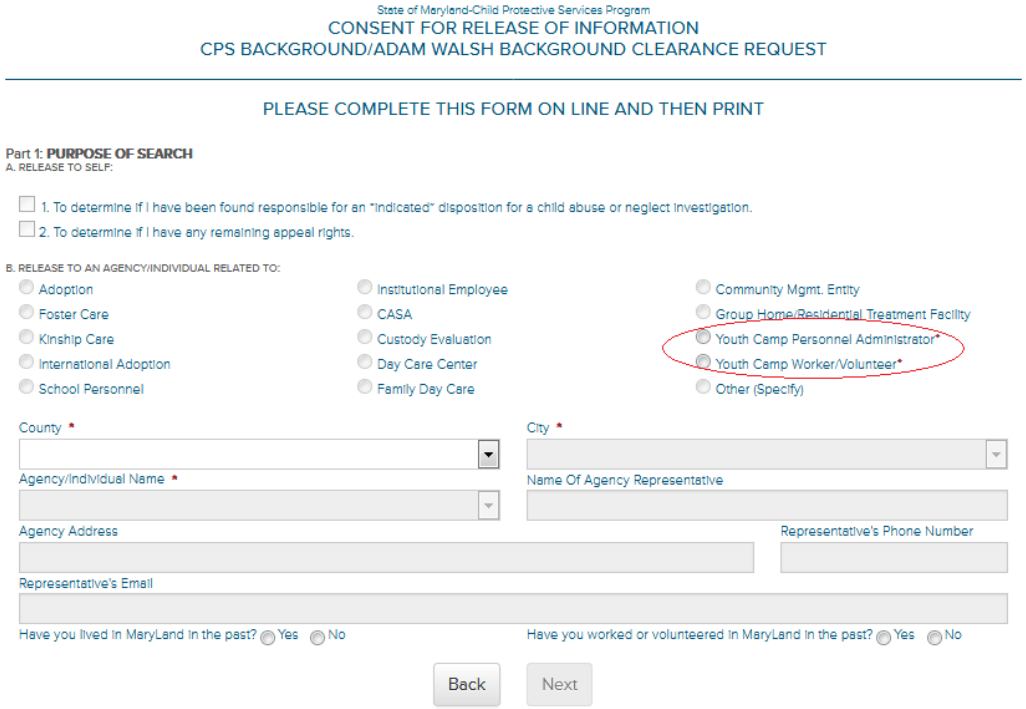
Accessing Youth Camp Application

- Public User registers online with myDHR and logs in to apply for summer CAMP Clearance>clicks on **YOUTH CAMP APPLICATION** button to apply for Clearance



Creating a New Application Cont…

- YCCS - Application Types
  - Youth CAMP Worker/Volunteer
  - Youth CAMP Personnel Administrator



State of Maryland-Child Protective Services Program

CONSENT FOR RELEASE OF INFORMATION
CPS BACKGROUND/ADAM WALSH BACKGROUND CLEARANCE REQUEST

PLEASE COMPLETE THIS FORM ON LINE AND THEN PRINT

Part 1: **PURPOSE OF SEARCH**

A. RELEASE TO SELF:

☐ 1. To determine if I have been found responsible for an "indicated" disposition for a child abuse or neglect investigation.

☐ 2. To determine if I have any remaining appeal rights.

B. RELEASE TO AN AGENCY/INDIVIDUAL RELATED TO:

Adoption	Institutional Employee	Community Mgmt. Entity
Foster Care	CASA	Group Home/Residential Treatment Facility
Kinship Care	Custody Evaluation	Youth Camp Personnel Administrator*
International Adoption	Day Care Center	Youth Camp Worker/Volunteer*
School Personnel	Family Day Care	Other (Specify)

County *

City *

Agency/Individual Name *

Name Of Agency Representative

Agency Address

Representative's Phone Number

Representative's Email

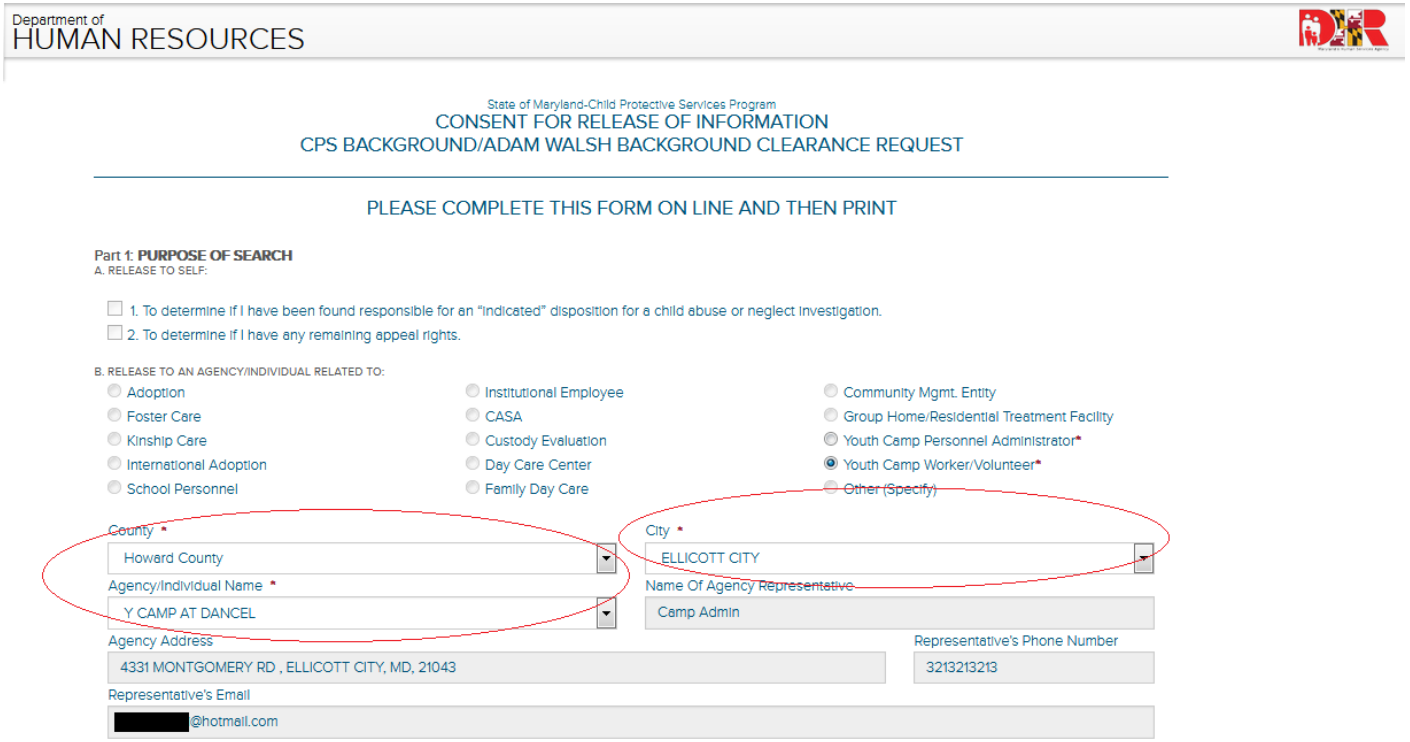
Have you lived in MaryLand in the past? Yes No

Have you worked or volunteered in MaryLand in the past? Yes No

Back Next

Creating a New Application Cont…

- Public User fills in the Application online>selects the CAMP County, City and the associated CAMP Site for the Youth Camp Worker/Volunteer role



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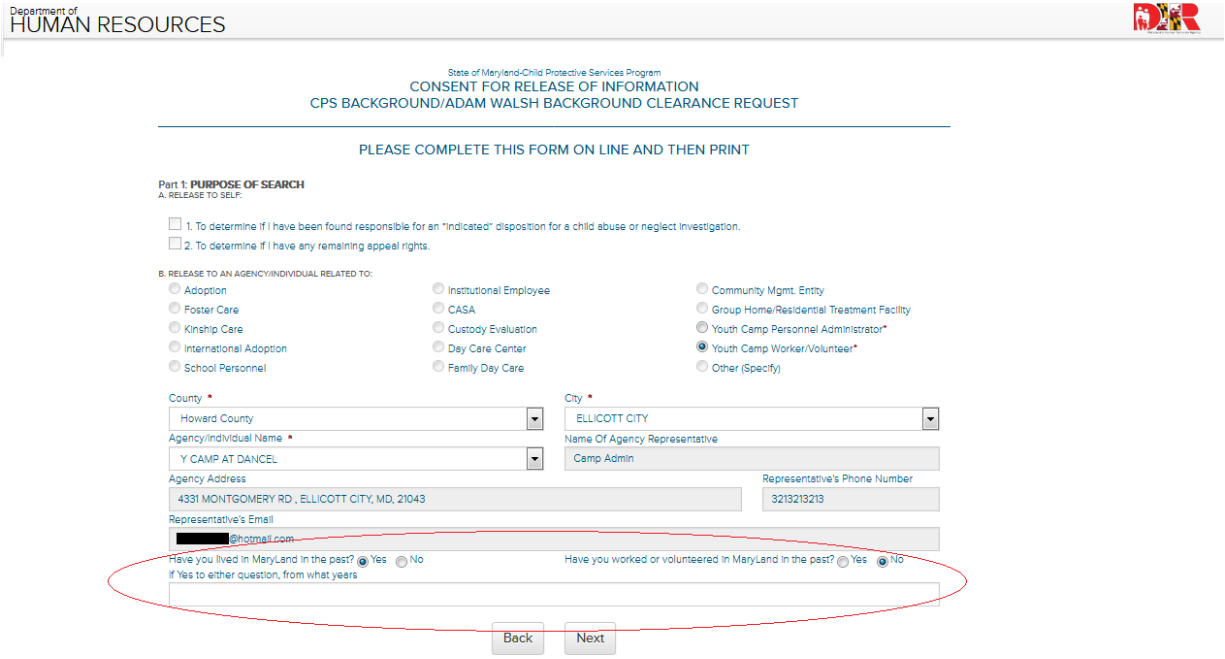
○ Kinship Care	○ Custody Evaluation	○ Youth Camp Personnel Administrator*
○ International Adoption	○ Day Care Center	◉ Youth Camp Worker/Volunteer*
○ School Personnel	○ Family Day Care	○ Other (Specify)

County *: Howard County
City *: ELLICOTT CITY
Agency/Individual Name *: Y CAMP AT DANCEL
Name Of Agency Representative: Camp Admin
Agency Address: 4331 MONTGOMERY RD , ELLICOTT CITY, MD, 21043
Representative's Phone Number: 3213213213
Representative's Email: [redacted]@hotmail.com

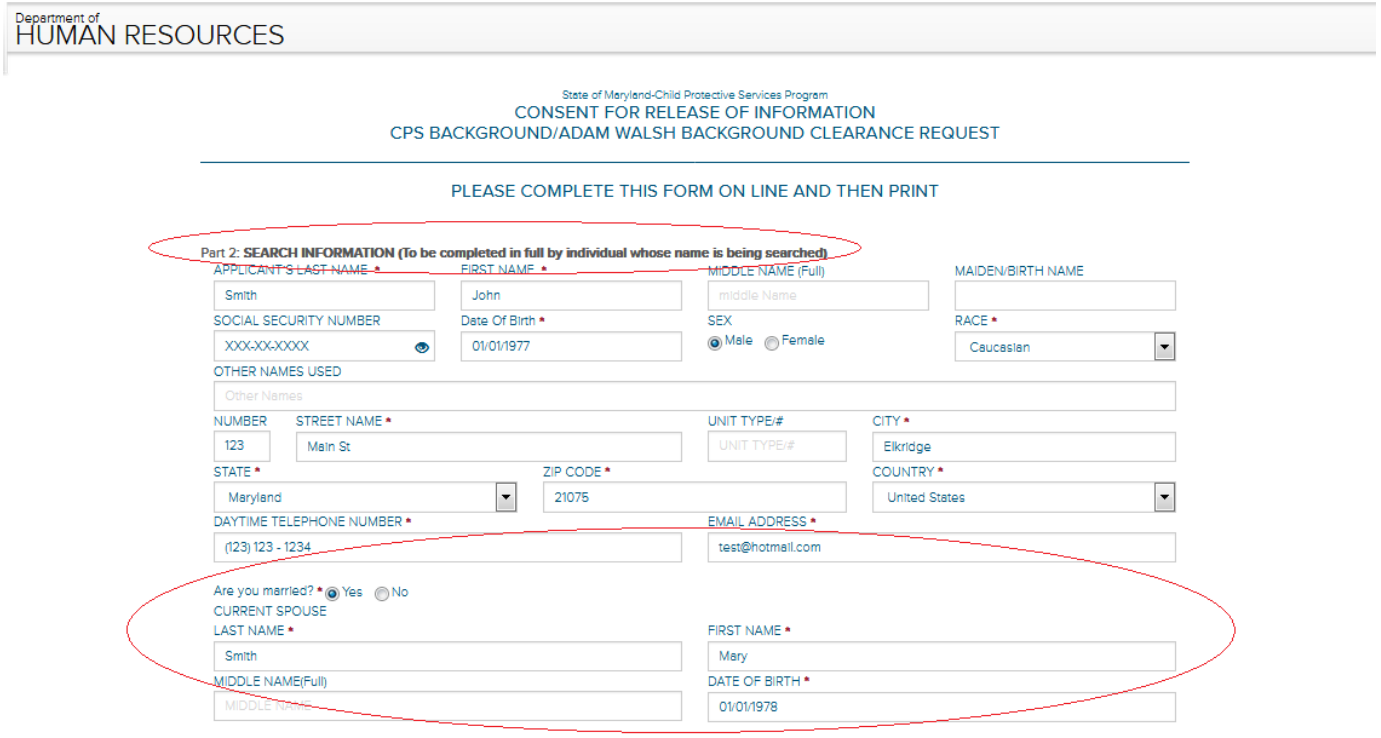
Creating a New Application Cont…

- Public User responds “Yes” or “No” to the following questions on the Application>If “Yes”, user enters the duration
  - Have you lived in Maryland in the past?
  - Have you worked or volunteered in Maryland in the Past?



Creating a New Application Cont…

- Public User fills in the search information in Part 2 of the Application
- Public User must respond to the marital status question ***Are you married?*** on the Application>If "Yes", user enters Spouse information



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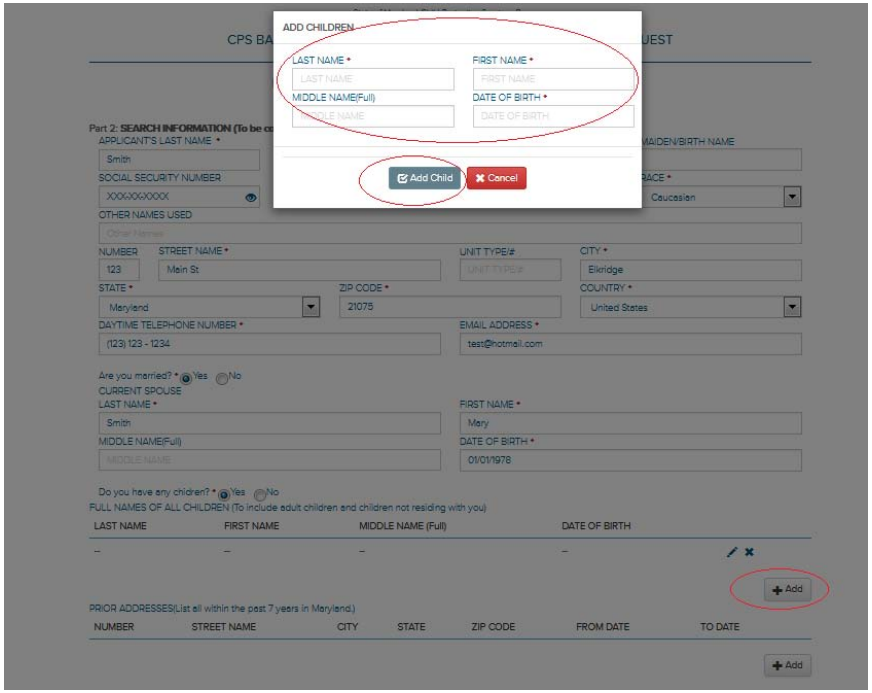
Part 2: **SEARCH INFORMATION (To be completed in full by individual whose name is being searched)**

APPLICANT'S LAST NAME * Smith
FIRST NAME * John
MIDDLE NAME (Full) middle Name
MAIDEN/BIRTH NAME
SOCIAL SECURITY NUMBER XXX-XX-XXXX
Date Of Birth * 01/01/1977
SEX Male Female
RACE * Caucasian
OTHER NAMES USED Other Names
NUMBER 123
STREET NAME * Main St
UNIT TYPE/# UNIT TYPE/#
CITY * Elkridge
STATE * Maryland
ZIP CODE * 21075
COUNTRY * United States
DAYTIME TELEPHONE NUMBER * (123) 123 - 1234
EMAIL ADDRESS * test@hotmail.com

Are you married? * Yes No
CURRENT SPOUSE
LAST NAME * Smith
FIRST NAME * Mary
MIDDLE NAME(Full)
DATE OF BIRTH * 01/01/1978

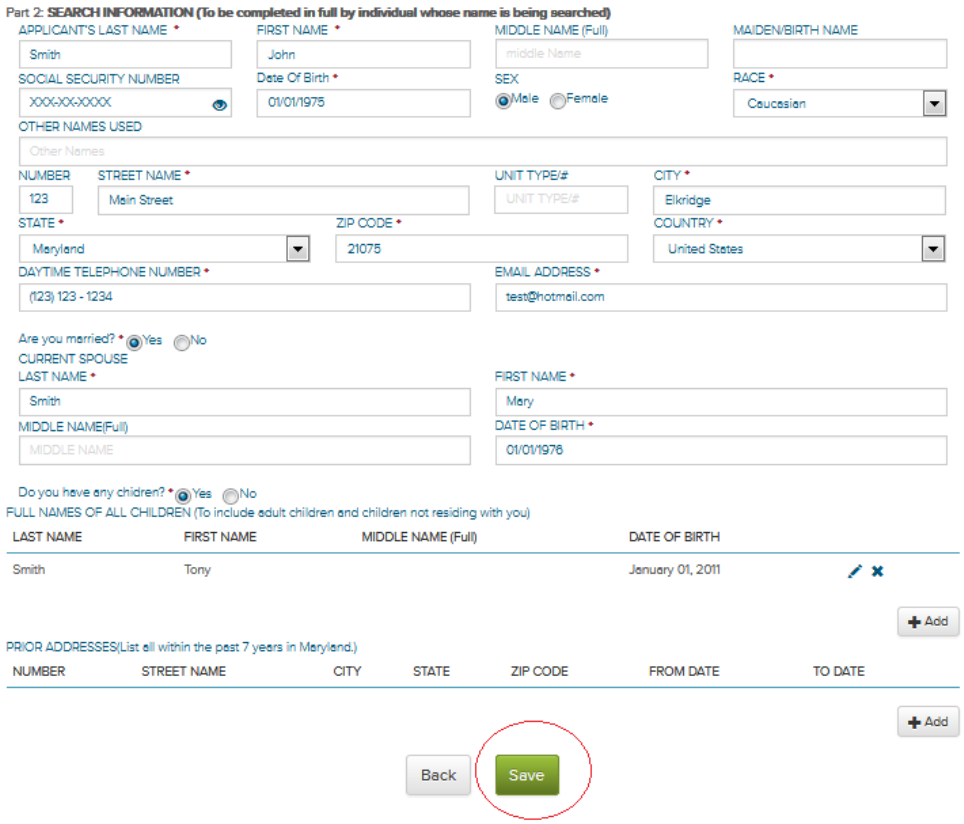
Creating a New Application Cont…

- Public User must respond to the marital status question ***Do you have any children?*** on the Application>If "Yes", user enters Children information by clicking "Add"



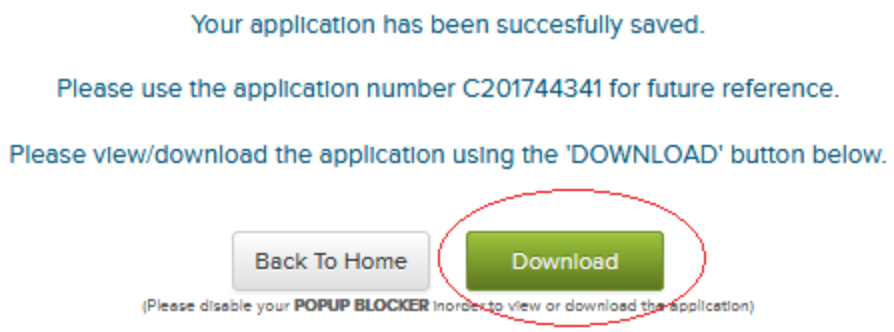
Saving the New Application

- Public User completes the online Application and clicks SAVE

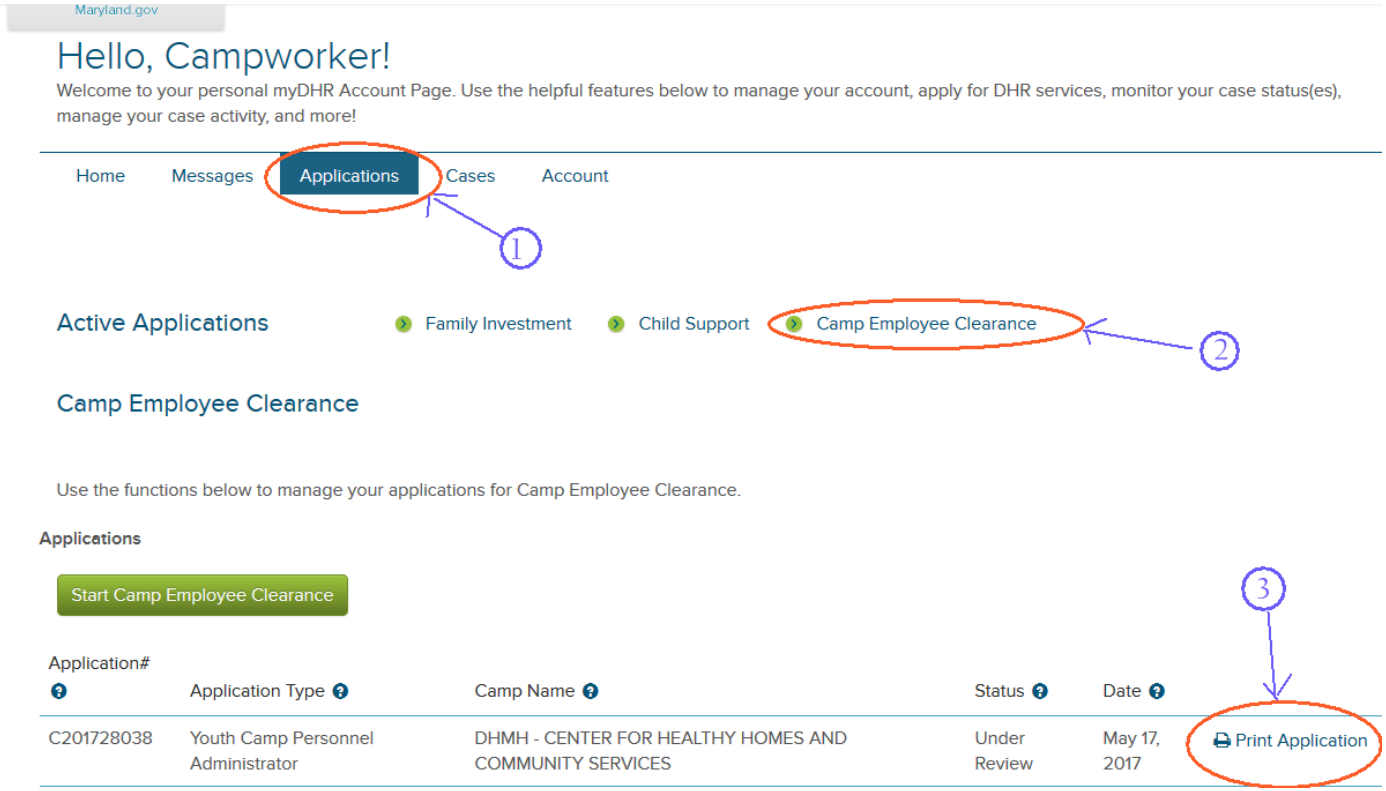


New Application – Confirmation and Print

- Application # is generated which is displayed in message. Please make a note of this application #
- Application sent to the selected CAMP Personnel Administrator queue
- Public User can download pdf copy of the Application clicking “Download”.
- Print the downloaded Application to get it Notarized and submit the Original to the Camp Personnel Administrator.



Viewing Applications and Reprinting



1) Click on the Application

2) Then Click on the Camp Employee Clearance

This will now show you all the applications that where entered by this DHR user.

3) You can Print the application again or continue the application.

The details show the Application number, Type , Camp name the Current status and the Date the application was saved