My Safe Campus Reporting System Demonstration

November 16, 2011
My Safe Campus Agenda

- Legislative/Policy Requirements
- My Safe Campus Quick Facts
- My Safe Campus Demo (Report Life Cycle)
- My Safe Campus Key Contacts
Legislative / Policy Requirements

- Governor Perry's Executive Order No. 36, Fraud Prevention and Awareness Program
- Implementation of the Spirit of Sarbanes – Oxley Act as recommended by NACUBO
- Texas Education Code, Section 51.971 – Compliance Program
- Board of Regents Policy 42.01, Compliance Program
- UHS Administrative Memorandum 01.C.04, Reporting / Investigating Fraudulent Acts
My Safe Campus Quick Facts

In addition to the employees' ability to report fraud or noncompliance to their supervisor, MySafeCampus provides a mechanism to anonymously report. Each campus has designated specific employees to receive the fraud and noncompliance reports.
My Safe Campus Quick Facts

These designated individuals must annually acknowledge their responsibilities, including:

The requirement that they not discuss any reports with employees not assigned investigative responsibilities.

All reports must be investigated and resolved using a triage approach as explained in the following procedures.
My Safe Campus Quick Facts

Reporters can submit reports 24X7 regarding suspected fraud or non-compliance with university rules.

Reporters can select their anonymity type. They may remain anonymous to the institution only, to both the institution and MySafeCampus, or may choose to provide their contact information.

The institution can respond and ask questions of the reporter even if the reporter chooses to be completely anonymous.
Report Life Cycle

➢ Reporter submits report on the MySafeCampus System.

Welcome to MySafeCampus™

MySafeCampus™ is the tool that lets you help make your campus a safer place. This confidential and anonymous system makes it easy to report and learn more about campus issues like harassment, theft, substance abuse, unsafe conditions, and more. Now there is a way to let the right people within your institution know so action can be taken. You can help prevent crimes and save lives.

Be heard. Be smart.

Be heard, Make a difference.
It takes a few minutes to report concerns and issues that can save lives.

Make A Report
Your report will instantly and anonymously be submitted to the appropriate individuals within your institution.

News and Views
“We have been extremely pleased with the MySafeCampus™ solution. It is easy for employees to use and provides administration a valuable case management tool to monitor incidents that have been reported.”

Emily Hesse
Director, Business Services
University of Houston
Report Life Cycle

➢ E-mail notification is sent immediately to assigned UH representatives.

A new incident from MySafeCampus requires your immediate attention.

The reporting party selected the incident type COMPLIANCE/REGULATION VIOLATIONS for this report.

Click [MSG535630430](mailto:MSG535630430) to View the Incident

You may contact MySafeCampus via email at support@MySafeCampus.com or by calling +1 800.335.7639

Email notifications are sent to:
Messina, Emily
Schneller, Robert
Guyton, Don
Hookens, Russ
Coleman-Ferguson, Valerie
Hamilton, Dona
Sigler, Joan
Carlucci, Carl
Stanley, Barbara
Nguyen, Nancy

The report is made on the organization "University of Houston System/University of Houston"
Report Life Cycle

➢ Appropriate Triage Team member acknowledges report and may ask follow up questions in order to resolve report.

From: MySafeCampus [email support@mysafecampus.com]
To: Nguyen, Nancy J
Cc: 
Subject: MySafeCampus: Internal user posted message to reporting party

An internal user, who has been designated to review and respond to reports received via MySafeCampus, has submitted a message to the reporting employee.

Please click on the report number MSCR224269532 to review the message. This message can be found in the “Talk to Reporting Employee” section located on the top right hand side of the incident. Please remember that you will need both your access code and password to access this message.

You may contact MySafeCampus via email at support@MySafeCampus.com or by calling +1.800.336.7639.

Email notifications are sent to:
Messa, Emily
Hostiens, Russ
Coleman-Ferguson, Valerie
Gisson, Mike
Hamilton, Dona
Sigler, Joan
Carluccio, Carl
Stanley, Barbara
Nguyen, Nancy

The report is made on the organization “University of Houston System/University of Houston”
Report Life Cycle

➢ Triage Team conducts investigation and determines solution/findings for the report.
My Safe Campus Key Contacts

- **UH/UHS Triage Team**
  - Don Guyton  
    - **(tel)** 713-743-8000  
    - **(email)** dguyton@uh.edu
  - Dona Cornell  
    - **(tel)** 832-842-0949  
    - **(email)** dhcornell@uh.edu

- **UHCL**
  - Harry Stenvall  
    - **(tel)** 281-283-2110  
    - **(email)** stenvall@uhcl.edu

- **UHD**
  - Mary Cook  
    - **(tel)** 713-222-5340  
    - **(email)** cookm@uhd.edu

- **UHV**
  - Tim Michalsk  
    - **(tel)** 361-570-4820  
    - **(email)** michalskit@uhv.edu
  - Lindsey Koch  
    - **(tel)** 361-570-4820  
    - **(email)** kochl@uhv.edu
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Questions

Additional Discussion