



Youth CAMP Clearance System (YCCS)

Training Slide Deck – CAMP Personnel Administrator

April 26, 2017



Registration / Login – in myDHR website

- Camp Personnel Administrator Applicants register online with myDHR. (Will be able to see only public view until DHR Admin completes access setup step)
- Camp Personnel Administrator passes on their Login Id (email address) to DHMH Admin -Linda.rudie
- DHR Admin sets up Access for Camp Personnel Administrators and sends email for confirmation
- Camp Personnel Administrators Login to myDHR and will now be able to view their Camp Information



How to Use myDHR



Am I Eligible for Benefits?



Applying for Benefits



Find a Local Office



Food Supplement Standalone Application

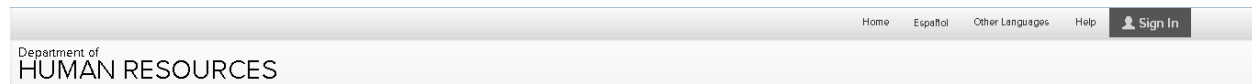


Voter Registration Link



Earned Income Tax Credit

Quick Links



Department of
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myDHR Account Sign In

Email *

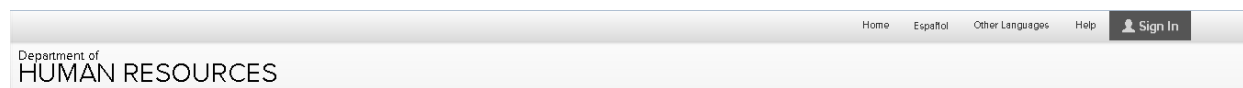
Password *

Remember my email on this device

Sign In

YCCS – CAMP Personnel Administrator

- CAMP Admin logs in to myDHR portal



myDHR Account Sign In

Email *

Password *

Remember my email on this device

Sign In

YCCS – CAMP Personnel Administrator



- CAMP Personnel Administrator logs in to view Applications in his/her Queue>Displays all Applications by Status

HUMAN RESOURCES

Hello, [REDACTED]!

Welcome to your personal CPS Page. Use the helpful features below to manage your account, apply for DHR services, monitor your case status(es), manage your case activity, and more!

[Home](#) [New Application](#) [Account](#)

#	First Name	Last Name	Camp Name	Type	Status	
1	Referral	One	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	
2	John	Smith	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved	
3	Smith	John	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved	
4	Override	One	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	Open
5	Linda	Frankln	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	Open
6	Unknown	Unknown	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	DHR Processed	History Not Found Open
7	JAMES	WEBER	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	Open
8	Test	Demo	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Application Voided	Open
9	Reassign	One	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	DHR Processed	History Not Found Open
10	Dhr	Two	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Submitted	Open

Dropdown menu for Status filter:

- All
- Saved
- Application Voided
- Submitted
- In-progress
- DHR Processed
- Hired
- Rejected

YCCS – CAMP Personnel Administrator

- Filter for SAVED Applications and Clicks OPEN

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[Home](#) [New Application](#) [Account](#)

Saved

#	First Name	Last Name	Camp Name	Type	Status	DHR processed	Actions
1	John	Smith	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open
2	Smith	John	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open
3	Camp	Dancel	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open
4	kelvin	cook	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open
5	mary	merryman	Y CAMP AT DANCEL	Youth Camp Worker/Volunteer	Saved		Open

YCCS – CAMP Personnel Administrator



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Home

New Application

Account

Part 1: PURPOSE OF SEARCH

Application Number: C201744341

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:

Application Type

cps camp employee

County

Howard County

City

ELLCOTT CITY

Agency/Individual Name

Y CAMP AT DANCEL

Name Of Agency Representative

Camp Admin

Agency Address

4331 MONTGOMERY RD

Representative's Phone Number

3213213213

Representative's Email

ramukodali@hotmail.com

Have you lived in Maryland in the past? Yes No

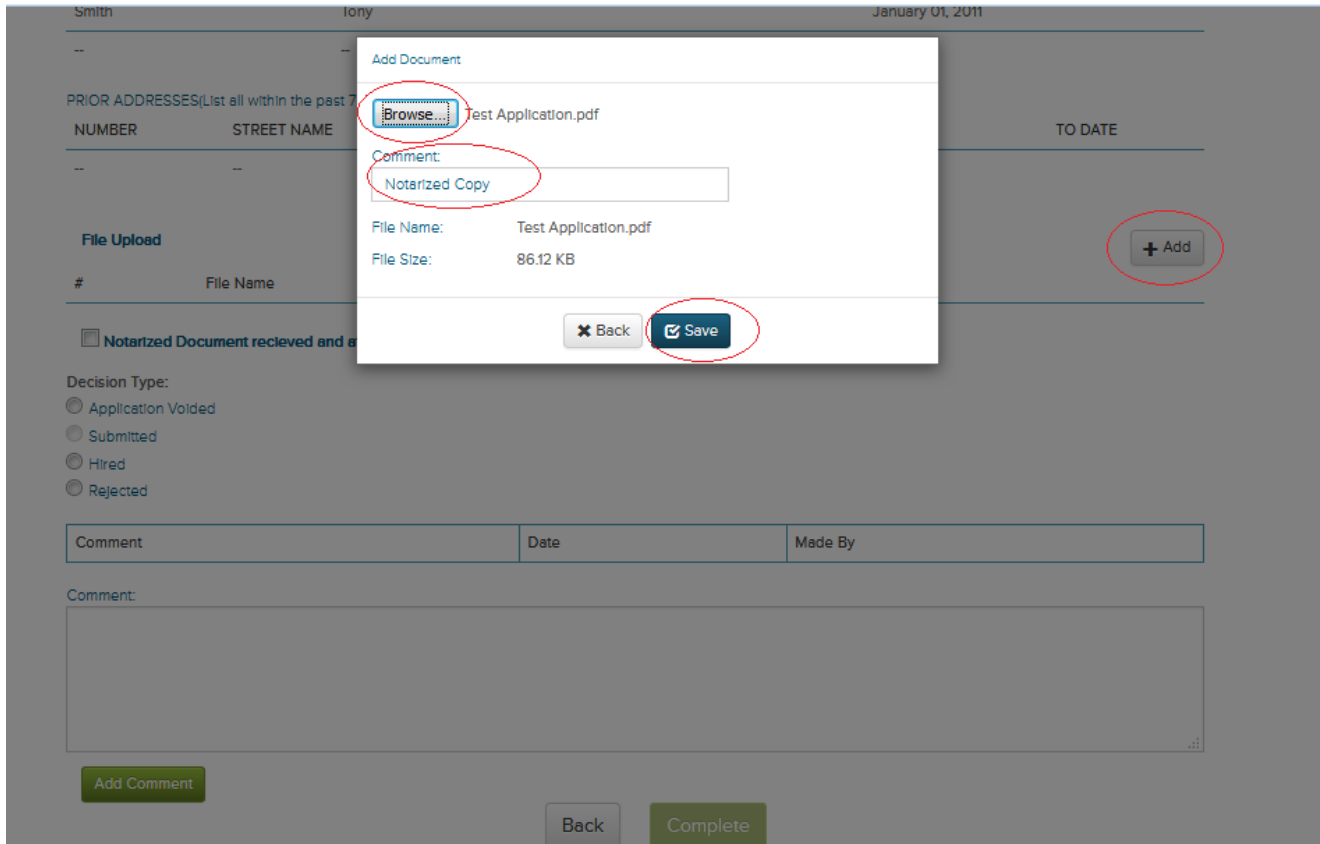
Have you worked or volunteered in Maryland in the past? Yes No

If Yes to either question, from what years

2000-2011

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- Clicks ADD to upload the Notarized Copy of the Application and other relevant files>Browse for the file>Enter comments>Click SAVE



The screenshot displays the 'Add Document' modal form in the YCCS CAMP Personnel Administrator system. The form is overlaid on a background page showing a user profile for 'Smith, Tony' as of 'January 01, 2011'. The modal form includes the following elements:

- Title:** Add Document
- File Selection:** A 'Browse...' button is circled in red, next to the text 'Test Application.pdf'.
- Comment:** A text input field containing the text 'Notarized Copy', also circled in red.
- File Details:** 'File Name: Test Application.pdf' and 'File Size: 86.12 KB'.
- Buttons:** 'Back' and 'Save' buttons are at the bottom of the modal. The 'Save' button is circled in red.
- Background Page:** A '+ Add' button is circled in red on the right side of the page.

The background page also shows a table for 'PRIOR ADDRESSES', a 'File Upload' section with a checkbox for 'Notarized Document received and a', and a 'Decision Type' section with radio buttons for 'Application Voided', 'Submitted', 'Hired', and 'Rejected'. At the bottom of the page, there are 'Add Comment', 'Back', and 'Complete' buttons.

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- Selects the Checkbox **Notarized Document received and attached** > selects the **Submitted** radio button > Enters **Comments** > Clicks **Complete** to submit the application for DHR processing

PRIOR ADDRESSES(List all within the past 7 years in Maryland.)

NUMBER	STREET NAME	CITY	STATE	ZIP CODE	FROM DATE	TO DATE
--	--	--	--	--	--	--

File Upload + Add

#	File Name	Comments	
1	Test Application.pdf	Notarized Copy	Open

Notarized Document received and attached

Decision Type:

Application Voided

Submitted

Hired

Rejected

Comment	Date	Made By
Comment: Submitting for DHR Processing		

Add Comment

Back Complete

YCCS – CAMP Personnel Administrator

- Option to void the Application or Hire or Reject the Applicant directly without submitting the application for DHR processing

File Upload + Add

#	File Name	Comments	
1	Test Application.pdf	Notarized Copy	Open

Notarized Document received and attached

Decision Type:

- Application Voided
- Submitted
- Hired
- Rejected

Comment	Date	Made By
Comment: Voided		

Add Comment Back Complete