**Staff Roster Column Definitions***updated January 2025*

| **Introduction** | This topic defines the columns found in the preformatted youth activity Staff Roster. Staff rosters must be uploaded to the youth activity SSZ folder provided by OYP no later than 14 days prior to the start of youth activity.  |
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| **What is a staff roster?** | A staff roster lists the names of the program staff who work with youth participants for any length of time during the activity, along with the dates for completion of required screening and training. Staff rosters demonstrate compliance with screening, training, and supervision ratios. |
| **Simple Safe Zone (SSZ) roster template** | Each youth activity’s Simple Safe Zone (SSZ) Google Shared drive includes a staff roster as a preformatted Google Sheet. Rosters should be updated annually to reflect current staffing plans. Google Sheets is a spreadsheet application like Microsoft Excel.**Rosters submitted to OYP**: Use the preformatted roster in SSZ or use a spreadsheet from another application. Staff rosters in any format should include at minimum all required columns provided on the SSZ staff roster. This allows OYP to verify compliance with youth protection standards and archive common rosters. |
| **Guidelines for using the SSZ staff roster** | **Tabs**: The staff roster includes four tabs. The “Staff” tab is the roster itself. Read the “About” tab to learn about the others. **Columns and column names**: Do not edit the preformatted column names, delete columns, or rearrange columns. You may freeze and hide columns. Use additional columns after the provided columns for information specific to your program, if desired.**Cell validation**: The spreadsheet allows you to leave cells blank. Some columns include validation that will stop you if the cell value is out of range or in the wrong format. Other validation places a red triangle in the corner of the cell. Select the triangle to read the error message. |
| **Diagrams and definitions** | The following diagrams show the staff roster with sample records. The first diagram shows the entire sheet, while the following diagrams show only the records. The tables below each diagram define the columns. |



| **Column Name** | **Definition or Purpose** |
| --- | --- |
| **Staff Identity** |
| **A**. Legal First Name | Use the name that appears in an HR record. The name fields appear on reports and allow a search by staff name.  |
| **B**. Middle Name | (Optional) The Middle Name helps resolve duplicate names and appears on reports. |
| **C**. Legal Last Name | Use the name that appears in an HR record. The name fields appear on reports and allow a search by staff name.  |
| **D**. Birth Year | The birth year helps to resolve duplicate names and is used to compute age differential between staff and participants. |



| **Column Name** | **Definition or Purpose** |
| --- | --- |
| **HR System of Record** |
| **E**. EmplID | The Employee ID helps to resolve duplicate names. If part of an authorized investigation, it enables investigators to locate HRS information. |
|  Email address | The Email address is used by OYP to track and report training completion data. When possible, staff are encouraged to use a UW-Madison issued email address to register for compliance training.  |
| **F**. NetID | The NetID is used by the staff person to register for staff training through the OHRD catalog and by OYP to track and report training statistics. The NetID helps to resolve duplicate names. |
| **Youth Interaction Role** |
| **G**. Is Program Director? | Type or select “Yes” if the individual is the Program Director or a program administrator who uses an Assistant Director or Associate Director title. This field is used for compliance reporting. Leave the field blank or type or select “No” for individuals with other staff positions. |
| **H**. Include in Ratio? | Type or select “Yes” if the individual is counted in the program’s staff-to-participant supervision ratio (is either an Authorized Custodian or Authorized Assistant Custodian). This field is used to compute the ratio and define training requirements. Staff who are not counted in the ratio must not have unsupervised access to participants. Leave the field blank or type or select “No” for individuals who are not counted in the supervision ratio (Authorized Adults or Guest Speakers). |
| **I**. Role Description | This free text entry field indicates the staff person’s role in the program and can be a position title or short description. |
| OYP Role Classification | Select the OYP Role Classification that matches the person’s role in the program (Authorized Custodian, Authorized Assistant Custodian, Authorized Adult, or Guest Speaker). This field is used to confirm training completion based on the person’s role.Note: Screening and training requirements will be highlighted in yellow based on role classification selection. If unsure of OYP classification, refer to the Training and Resources page on the OYP website. Reach out to OYP for additional assistance.  |



| **Column Name** | **Definition or Purpose** |
| --- | --- |
| **Staff Contact Information** |
| **J**. Program-active phone | (Optional) A phone number that can be reached during programming in the event of an emergency or urgent communication. |
| **K**. Office phone | (Optional) A preferred phone number for general communication outside of programming time. |
| **L**. Program-active email | An email address that can be reached during programming in the event of an emergency or urgent communication. |
| **M.** Office email | (Optional) A preferred email address for general communication outside of programming time.  |
| **Required Staff Screenings** refer to [Staff Trainings - Office of Youth Protection (wisc.edu)](https://youthprotection.wisc.edu/training/) |
| **N**. CBC Cleared Date | The Criminal Background Check Cleared Date is the date that divisional HR indicates an employee or candidate has passed a CBC. This date is used in compliance reporting. (Required) Note: Individuals who work with youth must have a valid CBC with the Position of Trust with Access to Vulnerable Populations designation (POTAVP) on file. Authorized Custodians and Assistant Authorized Custodians are required to have a valid CBC within the last 2 years. Authorized Adults are required to have a valid CBC within the last 4 years. |
| **O**. SO Registry Cleared Date | The Sex Offender Registry Cleared Date is the date that divisional HR indicates an employee or candidate has passed a check of the SO registry. This date is used in compliance reporting. |
| **P**. Reference Check Date | The date that the Program Director or divisional HR completes required reference checks on candidates for new program staff. |



| **Column Name** | **Definition or Purpose** |
| --- | --- |
| **Required Staff Screenings** refer to [Staff Trainings - Office of Youth Protection (wisc.edu)](https://youthprotection.wisc.edu/training/) |
| **Q**. Mandatory Reporting for EO54 Date (Every 2 years) | The completion date of Wisconsin Mandated Reporter Online Training (for child abuse or neglect) is used in compliance reporting. (Required for Authorized Custodians, Authorized Assistant Custodians and Authorized Adults) |
| **S.** Sexual Misconduct and Clery Crimes in Youth Activities: Reporting and Prevention Date (Every year) | The completion date for this online training is used in compliance reporting.(Required for Authorized Assistant Custodians) |
| **T**. CPR/First Aid/AED Date (if applicable) | CPR/First Aid/AED Date *Note: May be applicable (i.e.: ATCP 78 Residential Activities that take a trip off-site). Contact OYP with questions.*  |
| **V**. Responsible Employee Date (Every year) | The completion date for online Responsible Employee training is used in compliance reporting. (Required for Authorized Custodians) |
| **W**. Campus Security Authority (Clery) Date (Every year) | The completion date for online Campus Security Authority training is used in compliance reporting (Required for Authorized Custodians). |
| Camper Sexual Abuse Prevention Training (Every year) | The completion date for online or in-person Camper Sexual Abuse Prevention Training is used for compliance reporting. (Required for Authorized Custodians and Authorized Assistant Custodians) *Note: Required for ATCP 78 Residential Youth Activities.*  |