



# Mission Activity and Program (MAaP) Register User Guide

Version 2.1  
Approved 06/2023

The reason why a MAaP Register form needs to be completed is because abuse of children and young people occur in all forms and spaces involving people who have direct, indirect or opportunistic contact with them.

As an organisation who engages children and young people in mission activities and programs, we are obligated by law to ensure we provide a safe space when engaging with them.

Our commitment to child safety also extends to the safety of personnel to whom we provide the knowledge, skills and support to safely engage with children and young people.

## Table of Contents

When a MAaP form is used.....	3
• Exemptions .....	3
• Contract Services .....	3
Getting Started .....	3
• Validating new user.....	3
Basic Rules.....	4
Functions .....	4
• MAaP users can .....	4
• Approver selection.....	4
• Requesting Integrity Check information .....	4
• Validation errors .....	5
Link to Tab instructions.....	5
1. MAaP Overview – Quick Guide	
1.1 MAaP User Guide	
1.2 MAaP Register Review – (common triggers)	
2. Program Authorisation Tab – Quick Guide	
3. Summary Tab – Quick Guide	
4. Personnel Tab – Quick Guide	
4.1 Personnel to Participant Ratios	
5. Activity Risk Assessment – Step Guide	
5.1 Understanding Risk Assessment	
5.2 Assessing Risk – (prompts for assessing risk in the Activity Risk Assessment tab)	
6. WHS Risk Assessment Tab – Step Guide	
7. File Upload Tab – Quick Guide	
8. MAaP Register Template – Quick Guide	
9. Helpful Documents	
Using the MAaP Approval form	
• How to add and submit a form.....	5
• How to update a draft or decline a form.....	6
• How to delete a draft form .....	6
• How to approve or decline a form from approval email .....	7
• How to update a form.....	7
• How to review a form.....	8
• How to suspend a form .....	8
• How to resume a form (after suspension).....	9
• How to archive a form.....	9
• How to print a form .....	9
• Report options.....	10
• Where to get further help or provide feedback .....	11

## Overview

The Mission Activities and Program (MAaP) Register is an online SAMIS application used to record and approve child-facing, Corps, Divisional or Territorial-based programs and their activity risk assessments.

**Note:** A MAaP Register Form needs to be submitted for approval, a **minimum of 2 weeks** before a program is due to commence.

## \*MAaP Tutorials

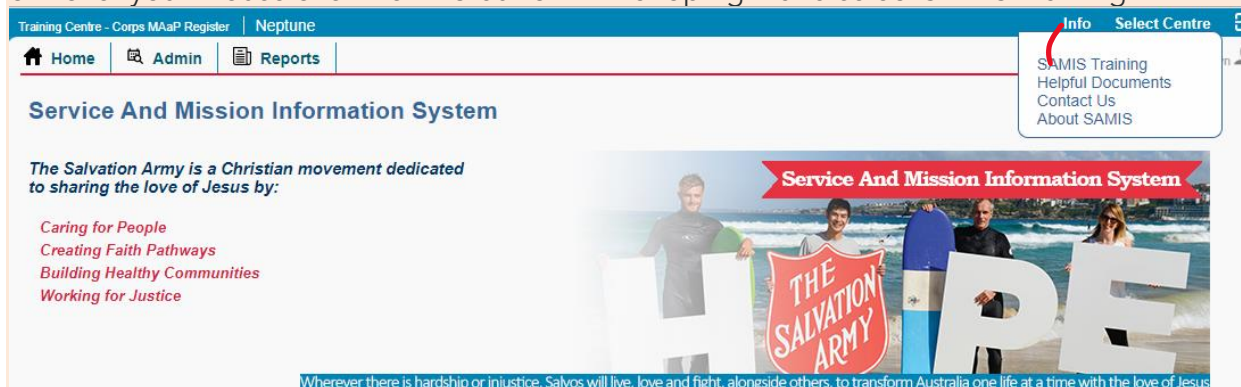
It is compulsory for every MAaP user, whether a Submitter or Approver to complete either or both tutorials provided in the SAMIS system, especially if you are a new MAaP user or require a refresher on the updated form.

Tutorial 1 – Submitting a MAaP Register Form

Tutorial 2 – Approving a MAaP Register Form

To access the tutorials:

1. Log in to SAMIS
2. Select a SAMIS centre
3. Hover your mouse over the **Info** button in the top right and select SAMIS Training.



4. On the SAMIS Training login page:

- If you are using single sign on for SAMIS - Select the option for Volunteers, Officers & Employees
- If you are using a username and password for SAMIS - Enter your SAMIS username and password

5. Select **Competency** from the Course Categories list, then select **Quality & Safeguarding - MAaP Register** to access the Tutorials.

**Note:** If your device is a TSA laptop issued since early 2022, you will need to contact the IT Helpdesk regarding instructions for connecting to the "User Tunnel". \*This is required to access the SAMIS training system only (not SAMIS itself).

## When a MAaP form is used

A MAaP form is used:

- for Corps-based OR non-Corps-based programs where no other form of risk assessment, that includes safeguarding requirements, are completed under a contractual agreement; AND
- if parents/guardian will NOT be present to have constant line-of-sight of their child/young person for the entire time the program is in progress; OR
- for families and by extension children and young people, but ONLY if the parent/guardian foreseeably would not be able to have constant line-of-sight supervision of their child/young person's whereabouts for the entire time the program is in progress; OR
- primarily for adult programs but where children/young people regularly attend without a parent/guardian, i.e.:
  - Women's Worship groups are regularly attended by girls aged between 16 and 18 years of age
  - Corps band practice if attended by children/young people.

**Note:** You may use a MAaP form for programs which do not involve children/young people but are attended by vulnerable adults.

## Exemptions

A MAaP form does NOT have to be used by any of the following:

- Salvation Army International Development (SAID)
- Mission Enterprises
- Family and Domestic Violence
- General Church Services, however, Sunday School is not exempted since it is specifically intended for children and young people.

**Note:** Even if there is an exemption from conducting a risk assessment, consider if there are other things that can reasonably be done to prevent abuse/harm, such as limiting the 'blind spots' within the setting, refreshing personnel's knowledge and understanding on policy requirements and/or regular messaging about safeguarding and who concerns should be raised with.

## Contract Services

All Corps based social and pilot/trial of new community facing programs require the approval of Contract Services. In such circumstances, rather than completing a MAaP Register, you will need to complete the *Mission Proposal Form* and obtain the approval of your Divisional Commander. The form is available in the Corps Based Toolkit <https://salvosau.sharepoint.com/sites/SUP0239Toolkit> or contact the Contract Services team on 03 8878 4777 or email: [tsacontractservices@salvationarmy.org.au](mailto:tsacontractservices@salvationarmy.org.au).

## Getting Started

To apply for access to the MAaP Register, the Corps Officer will use TSA Service and Mission Information System (SAMIS) > Admin > Centre Users > Add User to Centre to complete a form that will be emailed to the SAMIS Support Team.

## Validating new user

The Support Team will check that the user is on Workday and has the required Police/Working with Children checks. Any missing or expired checks will be referred to the Corps Officer for follow-up before the user can be added to SAMIS, otherwise the Team will complete the task and email the new Corps user with their SAMIS Login Details.

## Basic Rules

Any field where the prompt is followed by a **red\*** or a **blue\*** is mandatory and must be answered.

There is no auto-save for SAMIS forms. Click **OK** or **OK and Stay** to save.

**OK** saves the form and exits, whereas **OK and Stay** saves the form but leaves you within the form.

During form fill-out, you may become distracted. It is good practice to manually save by either of the above methods. This avoids a forced logout after 45 minutes of inactivity. There will be a 5-minute warning and any keystroke will always reset this timeout.

Saving will only check for a few errors. Click *Action* and from the dropdown box select *Submit* when you are finally ready to submit the form for approval. Validation errors will be displayed using this function, (see *Validation Errors*) below. The Back button will exit the form to the previous screen/page.

\*Note: Ignore *Status* field. Status message highlighted in blue at the bottom of the form. This field is not used in the MAaP process.





## Functions

MAaP users can: Submit a program; Update a draft or declined program; Delete a draft program; Approve a program; View a program; Suspend a program; Resume a program (from suspension); Re-submit a declined program; Update an approved program and submit for re-approval; Review an ongoing program and submit for re-approval and Archive a program.

See **How to** instructions below.

## Approver selection

Assessors must ensure they submit the form to their direct Divisional Manager for approval.

Assessor/User	Submits to Direct Manager	Approver
Corps User		Corps Officer
Corps Officer		Divisional Support Officer
Divisional Personnel		Divisional Support Officer
THQ Personnel		Mission Support HOD

**Note:** Corps are not required to submit program approval forms when participating in a Divisional program. However, they must ensure they work with the Children/Youth secretary to include any crucial information in the Division MAaP Approval form such as:

- Specific risk factors of any children/young people participating from their Corps so that these can be managed by the Divisional program.
- Corps Officers should add details to the Divisional MAaP Approval form of any risk factors associated with transportation, if the Corps is responsible for transporting children/young people to and from the program.

## Requesting Integrity Check information

The *+Add Member* function in the Personnel tab allows for up to 50 personnel members to be added. This is especially helpful when running a large program such as a camp, which requires a significant number of personnel in attendance.

Alternatively, if you are unsure of personnel's integrity checks and training status, compile a list of the personnel members in question and send to the Integrity Check Services for vetting purposes.

**Note:**

**\*\*Use the File Upload tab to save the spreadsheet to the form.**

All error messages will appear in **red** at the top of the form. Each tab will show a red count of the number of validation errors in that tab. Once all errors are resolved, submitting the form should proceed successfully.

**Link to MAaP resources** [\[here\]](#)

1. MAaP Overview – Quick Guide
  - 1.1 MAaP User Guide
  - 1.2 MAaP Register Review – (common triggers)
2. Program Authorisation Tab – Quick Guide
3. Summary Tab – Quick Guide
4. Personnel Tab – Quick Guide
  - 4.1 Personnel to Participant Ratios
5. Activity Risk Assessment – Step Guide
  - 5.1 Understanding Risk Assessment
  - 5.2 Assessing Risk – (prompts for assessing risk in the Activity Risk Assessment tab)
6. WHS Risk Assessment Tab – Step Guide
7. File Upload Tab – Quick Guide
8. MAaP Register Template – Quick Guide
9. Helpful Documents - Quick Guide
10. MAaP Approver Checklist

**Note:** Users assigned to the Viewer group will not see the Add Form button

1. Log in to *SAMIS > Admin > Centre Forms > MAaP Registration Form*
2. On *Administration >> Centre Forms*, click Add Form from left margin.
3. Complete all mandatory questions, including those within the tabbed pages, and any optional fields that apply to the program.

4. With the Action option of 'Please select action', select **OK and Stay** to determine if any preliminary errors exist. If so, correct the errors and try **OK and Stay** yet again, continuing until no further errors exist.
5. Only when ready to submit, select *Submit* from the Action dropdown box and then **OK**. You will be offered a chance to abort the *Submit* if it was submitted prematurely: 'Are you sure you want to submit this program for approval?'
6. If successfully submitted, an email is sent to the Approver advising of the submitted form for the Approver to review.
  - a) A further email may be sent to the Safeguarding inbox and/or WHS if EXTREME (ARA) or HIGH/EXTREME (WHS) final risk ratings were found.
  - b) The Submit Date is set
  - c) A unique Program ID is generated
  - d) The Action Outcome is set to *Submitted*
  - e) The program is listed in *Administration >> Centre Forms* with [Submitted] appended to the Program name.

**Note:** Select **OK and Save** at any time to save the form.

The bulk of error-checking will be performed upon Submitting.

### How to update a draft or declined program

1. Log in to *SAMIS > Admin > Centre Forms > MAaP Approval Form*

**Important:** Only draft programs or programs which have been declined can be updated. Once a program has been submitted and approved, no further changes can be made. If there are subsequent changes that occur after the program has been approved, there is an *Update* function available. See *How to update a program*.

2. On *Administration >> Centre Forms* click the hyperlink associated with the Program Name that should have [Draft] or [Declined] next to the name.
3. If declined, note the reasons identified in the Program Authorisation *Approver Comments* text box.
4. Update details where required, reviewing each section and tab as required
5. With *Action* field showing 'Please select action', click **OK and Save** button to scan for preliminary errors.
6. When ready to re-submit, change Action to *Submit* and click **OK** or **OK and STAY**.
7. A confirmation prompt is displayed.

### How to delete a draft program

1. Log in to *SAMIS > Admin > Centre Forms > MAaP Registration Form*.

**Important:** Only draft programs can be deleted.

2. On *Administration >> Centre Forms* click the *hyperlink* associated with the Program Name that should have [Draft] appended to the name.
3. Select *Action* option *Delete* and select **OK**.
4. A confirmation prompt is displayed.
5. The form will become Read Only, and the Program ID will be prefixed with [D]- to show it has been marked deleted. No further updates are available for the form.

### How to approve or decline a program from Approval email



When a program has been submitted for approval, a *Pending Approval* email is sent to the Approver.

Dear Approver,

Program Centre:	Training Centre - Corps MAaP Register
Program Name:	My Program #1
Program ID:	NS-COTR02-TS-44
Program Location:	Rosebud
Final Activity Risk Assessment Ratings:	3/3
Final WHS Ratings:	0/5
Submitter:	MAaP Submitter

The above Program has been submitted for your review.  
Please review the form and either Approve or Decline (*with comments*) accordingly.

See the form by logging in to SAMIS [here](#)

Navigate the Top Menu > Admin > Centre Forms > MAaP Registration Form V--, to see the list of forms, or to add a form.  
Click on the Program Name in the first column (Document Title) to open the form.

from

**Mission Activity and Program Register**  
Quality and Safety

1. Log in to *SAMIS > Admin > Centre Forms > MAaP Registration Form*.
2. On *Administration >> Centre Forms* click the hyperlink associated with the Program ID referred to in the email. The form should have [Submitted] appended to the program name.

**Note:** Program detail is read only. No changes can be made to the details, except in the *Approver Comments* if declining.

3. Read/Review all section and tab details
4. If the email identifies that Q&S and/or WHS were also notified owing to concerns with HIGH or EXTREME risks, await their feedback or a checked box in the Program Authorisation section.
5. Check the Assessor Approved box. This indicates the Approver has accepted the credentials of the nominated assessor.
6. When ready, select *Action*, '[Approve](#)' or '[Decline](#)' as appropriate. If Declining, the reasons must be provided within the *Approver Comments* text box.
6. Select **OK** or **OK and Stay** to lock in your decision.
7. A confirmation prompt is displayed.
8. The *Action Outcome* changes to '[Approved](#)' or '[Declined](#)' accordingly.
9. If Approved, the Review date is set to 1 year away, unless the Program End Date occurs first. In such scenario the Review Date is set to the Program End Date.
10. The program is listed in *Administration >> Centre Forms* with [[Approved](#)] or [[Declined](#)]] appended to the Program name
11. An email with the Outcome is sent to the Submitter.

## How to update a program

Once a program has been approved, there may be subsequent changes which require the program to be modified and submitted for re-approval.

**Important:** *Updating an approved program* is different to *updating a draft program*.



1. Log in to *SAMIS > Admin > Centre Forms > MAaP Registration Form*.
2. On *Administration >> Centre Forms* click the *hyperlink* associated with the Program ID referred to in the email. The form should have [Approved] appended to the program name.
3. Select *Update* from the Action dropdown box and select **OK**
4. A confirmation prompt is displayed.
5. The form is now Read Only, and the Program ID is prefixed with [O] - to show it has been Overridden.
6. A draft copy of the program is automatically created and will appear in *Administration >> Centre* but until that form is first saved, the Program Name appears as dashes '----'
7. As for any draft program, update as required and re-submit.

**Note:** All the details from the original program are copied across to the new draft program. The original *Program ID* is retained on the new draft program as the old version has the [O]- prefix.

### How to review a program

\*All ongoing local corps programs must be reviewed annually and submitted for re-approval. Four (4) weeks prior to the annual review date, a *Program Due for Review* email is automatically sent to the Creator/Submitter and Approver of the program.

1. Log in to *SAMIS > Admin > Centre Forms > MAaP Registration Form*.
2. On *Administration >> Centre Forms* click the *hyperlink* associated with the Program ID referred to in the email. The form should have [Approved] appended to the program name.
3. Select the Action option *Review* and select **OK**
4. A confirmation prompt is displayed.
5. The form is now Read Only, and the Program ID is prefixed with [A]- to show it has been Archived.
6. A draft copy of the program is automatically created and will appear in *Administration >> Centre* but until that form is first saved, the Program Name appears as dashes '----'
7. As for any draft program, update as required and re-submit.

**Note:** All the details from the original program are copied across to the new draft program.

The original Program ID is retained on the new draft program as the old version has the [O]- prefix.

### How to suspend a program

A program may be suspended for various reasons e.g., COVID Lockdown. Approver reminder emails and Review emails will be paused while the program is suspended. Only Submitted or Approved programs have *Suspend* available.

1. Log in to *SAMIS > Admin > Centre Forms > MAaP Registration Form*.
2. On *Administration >> Centre Forms* click the *hyperlink* associated with the program. The form should have [Approved] appended to the program name.
3. Select the Action option *Suspend* and select **OK**
4. A confirmation prompt is displayed.
5. The form is now Read Only, and the Program ID is prefixed with **[S]-** to show it has been Suspended.

### How to resume a program (after suspension)

The worker selects this option to restore a previously Suspended program e.g., COVID Lockdown is over.

1. Log in to *SAMIS > Admin > Centre Forms > MAaP Registration Form*.
2. On *Administration >> Centre Forms* click the *hyperlink* associated with the program. The form should have [Approved] appended to the program name.
3. Select the Action option *Resume from Suspension* and select **OK**
4. A confirmation prompt is displayed.
5. The **[S]-** prefix is removed from the Program ID and the Action Outcome is
6. red to the setting it was at Suspension i.e., Submitted or Approved

### How to archive a program

Once a program is no longer current, it can be archived. Only approved or declined programs can be archived.

1. Log in to *SAMIS > Admin > Centre Forms > MAaP Registration Form*.
2. On *Administration >> Centre Forms* click the *hyperlink* associated with the program. The form should have [Approved] appended to the program name.
3. Select the Action option *Conclude* and select **OK**
4. A confirmation prompt is displayed.
5. The form is now Read Only, and the Program ID is prefixed with **[A]-** to show it has been Archived.

### How to print a form

From the *Centre Forms >> Form List* page, on the far right you'll notice a printer symbol in the **Print** column. Click on the symbol to display a Preview of the form. Select **Print** at the bottom of the form to send to Printer or save as PDF.

**Note:** Printing the approved form will assist with the following:

- The printed form contains the *Additional Controls*. Tick the box next to each additional control once it has been implemented.
- Save a copy of the additional controls to the Upload File tab for compliance checks.
- The printed form serves as a hard copy quick reference, especially when the activity is held off-site, and vital information is needed in an emergency.

## Report options

### Launching Reports



Formal reports executed from the top menu initially present a parameters page. This will offer options/filters that will help focus the results on a particular set of data. Once those options are made, selecting **OK** will begin the main report processing to reveal your results. You then can either print (to PDF) or export the data to another formats for further analyses (e.g. Excel data only).

### Available Reports

#### MAaP: Form Log

**Description:** A Basic log of all MAaP forms that have an Outcome Status. This is very helpful to produce a high level summary of all MAaP forms submitted in a date range, particularly useful at Division and Territorial levels, but can also be run from Area centres and may be useful at individual Corps where there are lots of programs recorded. This report can be exported to Excel (data only).

MAaP: Form Log

Tasmania Divisional Headquarters

Outcomes: Approved, Divisions: ALL, Sort By: Division, Corps

'Lag' is the delay from Submission to Approval. Rows in red show a program is due or overdue for Review.

Division	Centres / Corps	Program ID	Program Name	Outcome	Out Up	Submit Date	Approver	Lag (Days)	Q&S Risks	WHS Risks	Review Date
TAS	Derwent Valley Corps	Ta-COTAN3-TS-1	Fix A Bike	Approved	27/0	09/2021	Bridget Vandekamp	2	N	N	
TAS	Hobart Corps	Ta-COTAH2-MR-1	Hobart Youth Group - Ter	Approved	05/0	07/2021	Johannmark Sneed	0	N	N	17/07/2021
TAS	Hobart Corps	Ta-COTAH2-MR-3	Youth Alive Camp	Approved	07/0	07/2021	Nicole Sneed	0	N	N	
TAS	Hobart Corps	Ta-COTAH2-MR-4	City Youth Salvos Term 3	Approved	23/0	07/2021	Nicole Sneed	0	N	Y	23/07/2022
TAS	Launceston Corps	Ta-COTAL1-KB-1	Mainly Music Launceston	Approved	05/0	07/2021	Roderick Brown	0	N	N	
TAS	Launceston Corps	Ta-COTAL1-DB-2	Youth Group Term 4	Approved	29/0	09/2021	Bridget Vandekamp	0	N	N	17/12/2021
TAS	Launceston Corps	Ta-COTAL1-DB-3	Kid's Church (Sunday School)	Approved	06/1	10/2021	Bridget Vandekamp	0	N	N	06/11/2022
TAS	Tasmania Divisional Headquarters	Ta-DHTAS0-MR-1	Couch Wars	Approved	19/0	08/2021	Bridget Vandekamp	1	N	N	

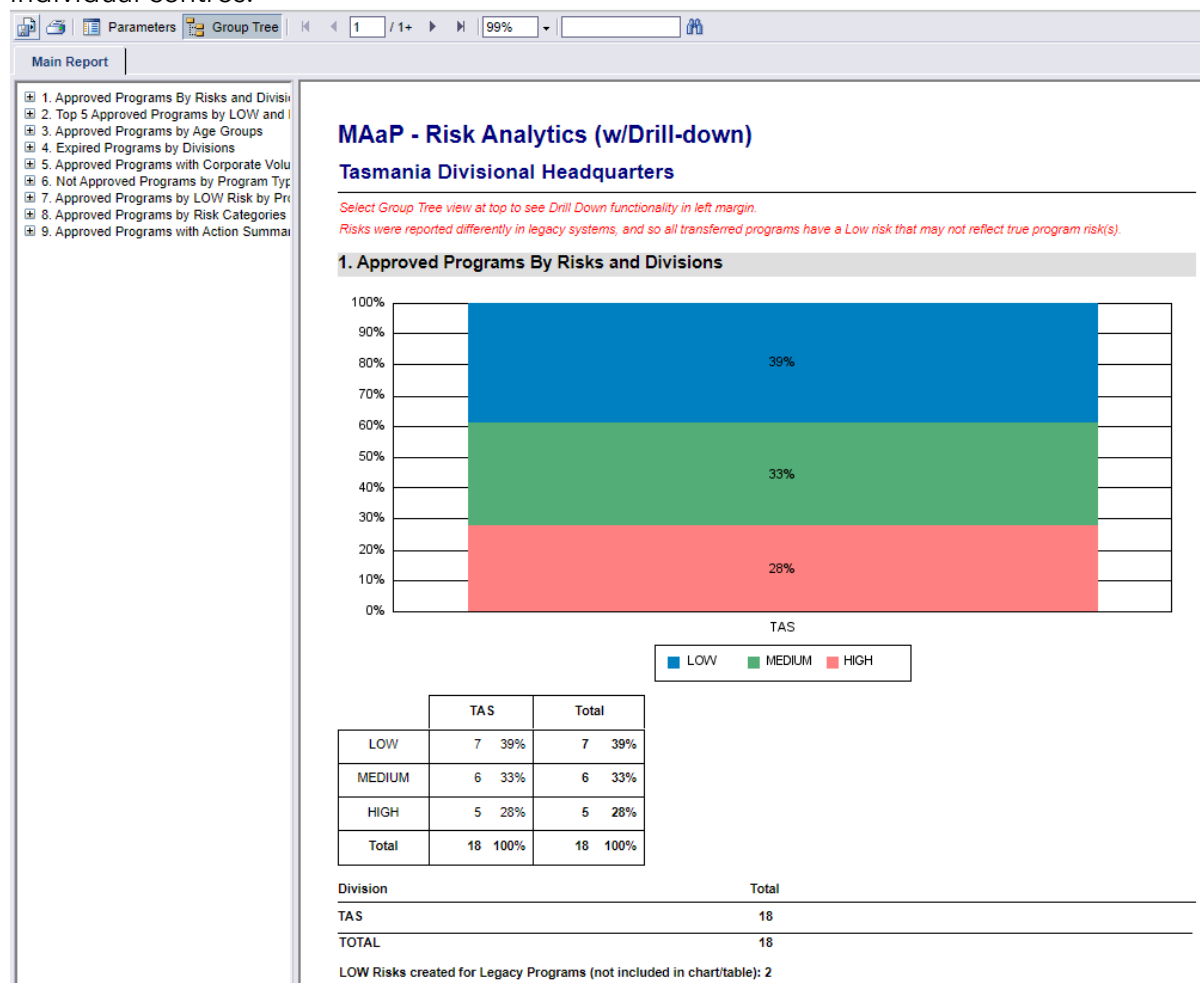
	Total
Approved	8
Total	8

#### Notes:

1. the Division Parameter only applies if run at the Territorial level, leave blank when running from Division, Area or Corps centres.
2. Any programs that are in Approved state and have exceeded their review date will be shown in red
3. **Lag** is the number of days from Submission to Approval
4. Activity Risks/WHS Risks show whether HIGH/EXTREME risks were recorded with Q&S or WHS notified accordingly to support the Submitter
5. The report covers 15 columns but too many to show here.

## MAaP - Risk Analytics (w/Drill-down)

**Description:** Provides analytics and graphs of MAaP forms submitted in a date range. When run at Territory, Division and Area this can be used to see an overview of programs and their risks across multiple Corps. The Group Tree view allows drill-down function to select individual centres.



## Navigating Report results

**Export to:** PDF, Word, Excel

**Print to PDF**

**To change Parameters**

**To Drill Down**

**Re-process**

**Parameters**

**MAaP: Form Log**  
Tasmania Divisional Headquarters

Outcomes: Approved, Divisions: ALL, Sort By: Division, Corps

'Lag' is the delay from Submission to Approval. Rows in red show a prog.

Division	Centres / Corps	Program ID
TAS	Derwent Valley Corps	Ta: COTAN3-TS-1

Report Results are initially shown using Crystal Report Viewer which only displays a single page at a time. The left/right arrows at the top take you to previous/next page of the report.

A side menu will display the parameters entered when the report was run. You can adjust these and click on **Apply** to update the results.

The Group Tree option at top is not available to all reports, but when available and selected, the Parameters at left are replaced with expanding drill down fields (see below).

### *Report Timeouts*

The reporting application is a shared resource and users get allocated time slices once the results display. This means that if you leave the initial results on screen but wait 10 minutes before you decide to export the results, the report server may have timed you out. You will need to re-launch the report.

### *Saving or Exporting Reports*

When saving to PDF, you can either select the printer icon near Top Left, or the Export option at Top Left.

You can export to several formats, the **Microsoft Excel Data Only** option is recommended for reports that present data in a table which may allow you to do further analysis.

## **Where to get further help or to provide feedback**

Email:

- For support with completing a MAaP Register Form or an Activity Risk Assessment Contact your Divisional Safeguarding Consultant. Go to [Salvos Central > Toolkits/Resources>Governance Toolkits>Safeguarding Children and Young People](#), details can be found at the bottom of the page
- For feedback on the MAaP register, resources or training contact Q&S at [safeguarding@salvationarmy.org.au](mailto:safeguarding@salvationarmy.org.au)
- For advice and support about WHS risk assessments, contact WHS at [WHS@salvationarmy.org.au](mailto:WHS@salvationarmy.org.au)
- For technical support with SAMIS and access requests, contact SAMIS at [SAMIS@salvationarmy.org.au](mailto:SAMIS@salvationarmy.org.au)

### **At TSA, our commitment is always to ensure we are:**

\*Keeping all children and young people, engaging with TSA, safe from any form of abuse.

\*We provide the knowledge, skill and support to personnel so that they have the confidence to safely engage with children and young people.