

FAQs

5 Days of Action FAQ (2025)

When is the deadline to complete all items related to 5 Days of Action?

April 30th, 2025

Why does the YMCA of Central Ohio participate in 5 Days of Action?

The YMCA of Central Ohio is committed to creating safe spaces for youth development, where all children can reach their full potential. 5 Days of Action is an opportunity to express and solidify our commitment to child abuse prevention.

Where can I find resources such as instructions, guides, and links for 5 Days of Action?

[5 Days of Action - Ytranet Page](#)

[5 Days of Action - All Staff Resource Folder \(2025\)](#)

How do I complete 5 Days of Action?

5 Days of Action is complete when you complete the Foundations in Preventing Abuse training on Great Academy, **and** all items included in the 5 Days of Action Checklist on UKG.

The Supervisor Only Checklist is complete when you watch the Child Abuse Prevention: Selection and Screening Processes, the Abuse Risk Management for Supervisor, and receive a 70% on the Knowledge Check.

Please note, a **supervisor is anyone with "Department Manager" or greater level access in UKG.**

How do I complete the 5 Days of Action Checklist on UKG?

Please remember, your signature is legally binding. It is important that you review and understand all policies and expectations around child abuse prevention.

Scribe: [How to Access 5 Days of Action Checklist on UKG](#)

Option A

1. Click on the bell icon in the upper right hand corner of the homepage
2. Click "My Checklist"
3. Ensure the correct checklist is highlighted and click "Open Checklist"
4. Follow all instructions to complete each section of the checklist

Option B

1. Click on the 3 horizontal lines in the upper left corner of the homepage
2. Click "My HR"
3. Click "My Checklist"
4. Click on the "5 Days of Action 2025 Checklist"
5. Ensure the correct checklist is highlighted and click "Open Checklist"

Number of Items - indicates the number of **incomplete** items

Status - Open or Complete – Open indicates there are **incomplete** items

Percentage Complete - indicates the percentage of **completed** items

How do I access the Foundations of Preventing Abuse training on Great Academy?

Please do not mark the training as complete on your UKG checklist until you have completed the entire training.

Scribe - [How to Login to Great Academy and Access Foundations in Preventing Abuse in Youth Organizations](#)

1. Navigate to: <https://ymcacolumbus.greatacademy.efrontlearning.com/start>
2. Login on the homepage
 - a. Username: Employee ID #
 - b. Password
 - i. First Login: YMCA2025!
You will be prompted to change your password and will use your selected password for each following login
 - ii. Future Logins: Use the password you create
3. You will be instantly redirected to your homepage
 - a. This page is called "My Courses"
 - b. This is where you will find courses that you've enrolled in, regardless of completion status
4. Click "Course Catalog" in the upper left corner
5. Click "Search courses" in the upper left corner
6. Type: Foundations of Preventing Abuse - *The system will begin showing matches as you type.*
7. Click "Foundations of Preventing Abuse"
8. Click "Go to Course"
9. Click "Add to Roster"
10. Follow the instructions on the page

Can staff watch the video together? (Group Viewing)

Group viewings may occur with supervisor approval and supervision. Group viewings that do not follow the Group Viewing Instructions will not receive credit.

Please review the [Group Viewing Instructions](#) document to ensure that you are meeting all requirements.

How do I submit a group viewing so that all staff receive credit?

1. Ensure that a [Group Viewing Sign-In Sheet](#) was used
2. Complete a [Group Viewing - Great Academy Upload Form](#)
3. Submit both documents to PeopleandCulture@YMCAColumbus.org
 - a. Attach as CSV: Group Viewing - Great Academy Upload Form
 - b. Attach as PDF: Group Viewing Sign-In Sheet

Are staff members with start dates after April 5th required to complete 5 Days of Action?

Supervisors should be reviewing child abuse policies, procedures, and expectations as part of new-employee onboarding, so staff hired after 4/5 are not required to complete 5 Days of Action. It is recommended that new staff members take the Foundations of Preventing Abuse training, but it is not required.