

# NOVEMBER SEC NEWSLETTER

## Charter/Diocese of Davenport Implementation:

The USCCB Charter changed its parameters on who needs training and background checks. No longer is it “a person supervised by a trained VIRTUS/BGC person”. The Charter requires ALL volunteers working with minors to complete a background check. The Diocese will also require them to register in VIRTUS, complete the required video training and bgc/cc. This takes effect immediately. All volunteers who have contact with children need to be compliant with diocesan policy and requirements in this audit period.

Volunteers who were directly supervised by a Virtus-trained leader should complete the training and background check as soon as possible. This new requirement became official when it was announced by the Bishop to the parish corporate boards. It has always been diocesan policy for training and background checks to be completed before an employee or volunteer begins work.

The change in our procedure is concerned with volunteers “whose duties include contact with minors”, specifically catechists. This does not apply to adults whose contact with minors is incidental. The safe environment procedures cannot list every scenario involving an adult. The question is, does the designated volunteer have explicit duties that include intentional contact with minors? (ex; catechist aides, weekend host parents, etc.)

## VIRTUS:

- Healthy Relationships/PGCA module will now be assigned to any minor registering in VIRTUS. I can also assign this to you if you would like to view it. I am seeing if it can be added to the Educators tab so it can be used in a classroom setting.
- Summary Tab – This is the new tab I talked about in the last webinar that will be on all users in VIRTUS as a new tab. Clicking on this shows you all the tabs and what a person has done all on one tab. Instructions on how to read it and use it are attached. I will let you know when you have been given this option.
- Background and credit checks: Sometimes a person does not complete the background check process correctly or they need to have a new background check and or credit check or the system just did not assign it. Currently, you have had to have me reset the link for you. I now have the option to give you rights to do this. If you would like these rights please let me know and I have instructions on how to do this also.
- Master Report: If you use this, you can now run a report and select more than one location at a time. Ex: cluster parishes can choose all 2-3 locations and run one report. I am working on getting this option for the “compliance” report as well.
- Recertification 2019: I am reviewing modules now and will decide which will be the one that VIRTUS will mass assign in Jan 2019. This will be for:
  - Priests
  - Deacons
  - Candidates for Ordination
  - Seminarians
  - Deacon Formation Aspirants
  - All parish and school employees working with minors and or vulnerable adults
  - Pastoral Associates
  - Principals/Administrators
  - School Teachers
  - DREs
  - Youth Ministers
  - Employed Coaches
  - MFP Participants
  - Host Parents
  - Safe Environment Local Designees
  - Overnight Chaperones
  - Scout Leaders

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## Compliance Reports:

- You should be running reports before school and parish programs start.
- Those that are not compliant have to be compliant before they start.
- Roles: It is very important you fix a person's roles related to your parish/school.
- Incorrect roles will result in people either getting or not getting the proper training and/or credit checks. It will also affect your "compliance report."
- If you have volunteers, make sure they are recorded as a volunteer working or not working with minors; same for vulnerable adults. This triggers training and also the compliance report.
- New- 3 extra columns; Training Exp. / BGC Exp. / Docs Exp.
  - These new columns will show you when that particular requirement expires. Ex: BGC 10-1-13 BGC Expr. 10-1-18.
  - The Training Exp. Is not working yet so you won't see anything. We have to work on this one. But the other columns are.
  - Remember if you see **RED** you need to see what a person is not compliant with.

## New diocesan policies and acknowledgement:

- The link was reset in July 17, 2018 to all active people in the Diocese to reflect the revised policies
- If your people have not received this link or have not acknowledged the new policies from May 2018 please let me know. I can set this for them.
- If you want to check to see if they are compliant with the policies, run a Master Report for your location, then go all the way to the bottom and click on "Safe Environment Policy", then Run Report to Screen. If the date is older than July 17 2018 they will need to have the link reset so they can acknowledge the new updated Diocesan Policies Relating to Sexuality and Personnel Behavior. This should be for all active employees and volunteers for your entity. They will need to log in to complete this process. No email was sent by VIRTUS in regards to this unfortunately.
- Instructions on how to run report and how a person acknowledges the policies is attached.

## Instructions:

I have uploaded some new instructions since we have had a few changes.

- BGC
- How to read the tabs in VIRTUS

## Reactivate employees or volunteers:

When you send this information to me please do not just put volunteer. I need to know what they are volunteering for and with whom so I make sure they get the correct video training and or credit check.

When you send the form please add this information or in your email so I can take care of our request quicker.

## Roles:

I am noticing that a lot of locations have still not updated their roles for individuals that are active in VIRTUS. This needs to happen asap. We will be assigning the new recertification in 2019 and we want to make sure everyone that is supposed to have the training gets it. These roles also define your "compliance reports" accuracy. We also use this information for training, credit checks, and if a hit is found on someone's record.

## Sign off sheet for new children curriculum and Who is your new SEC for this year? **Past Due September 1st.**

I am missing sign off sheets from these locations:

- St Patrick - Ottumwa
- St James Parish - Washington

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## **ESR – Background/Credit Checks:**

- A person has to either enter their FULL ss# or click the button that says NO SS#. The system will not accept partials anymore.
- New instructions attached

## **Secure Diocesan Website Pages:**

- I put the training webinars on the secure side of our website which requires a password. It was brought to my attention this would be a good idea since I talk about scenarios that happen in our diocese and I also show parish/school info when doing the webinars. In order for someone not to use this information against us, I have decided it would be better suited to be on our secure password protected website page.
- Web link: <https://www.davenportdiocese.org/safe-environment-videos>  
Page Password: SafeENV

## **Diocesan Directory:**

The 2018 Diocesan Directory is completed and available to you online. To protect the privacy of our clergy the Directory can only be accessed through a password protected site on the diocesan website.

This is the [direct link](#) or go to [www.davenportdiocese.org](http://www.davenportdiocese.org); click on Resources tab; select Restricted Resources Here is the password: Knock2open!

If you made a bookmark/shortcut to the previous Directory you will need to re-establish the connection to the 2018 version.

## **Emails from VIRTUS**

- Remember when you get an email from VIRTUS saying a new person has registered, please go into their account right away to fix their roles.
- Make sure they have the correct training or background and or credit check. If not please contact me.

## **Resources:**

Iowa Courts Online <https://www.iowacourts.state.ia.us/ESAWebApp/TrialSimpFrame>

National Sex Offender Registry <https://www.nsopw.gov>

Iowa Sex Offender Registry <http://www.iowasexoffender.com/search>

Illinois Sex Offender Registry <https://www.isp.state.il.us/sor>