

DECEMBER SEC NEWSLETTER

On-Site Audits and Compliance:

I have completed all 80 parishes and 20 schools on-site audits as of Nov. 14th. I enjoyed going out to each location to meet you and visit about our Safe Environment Program. I am asking that all locations be compliant by the end of the year with training, bgc, credit checks and policy acknowledgement. This way we can start fresh in Jan 2019.

VIRTUS:

- Healthy Relationships/PGCA module is now available on the Educators tab in VIRTUS to use as a resource for students. This is for teens only.
- Remember, if a person's changes roles you need to make sure they meet the compliance for that new role. Ex: volunteer working with minors now works with monies, they will need a credit check. This also needs to reflect on their roles in VIRTUS.
- Do you have minors in VIRTUS? If they are no longer a minor please remove that from their roles and make sure we get a background check done on them.
- 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

Compliance Reports:

- Those that are not compliant have to be compliant before they start employment/volunteering.
- 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.

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.