

# FEBRUARY SEC NEWSLETTER

## Compliance:

The new recertification Teaching Boundaries and Safety Module 2.0 was assigned Jan 2, 2019 from VIRTUS. Emails were also sent if the information was correct in VIRTUS and if a person did not have it go to junk/spam mail. If you fear this might be an issue please run your reports to see who was assigned and send an email to them directly about completing this. Everyone should be compliant.

## New Instructions:

- How to complete TBS 2.0 (Teaching Boundaries and Safety Module 2.0). This is for those that already have VIRTUS accounts.  
<https://www.davenportdiocese.org/documents/2019/1/How%20to%20complete%20Annual%20Recertification%20Teaching%20Boundaries%202.0.pdf>
- How to Register as a New Person working with minors
- How to Run Master Report 2019

## VIRTUS:

- I am noticing that roles are still not updated per our parameters. Failure to complete this will result in reports running incorrectly, we could make a bad decision on a person's bgc or credit check due to the information not being recorded properly, and people were either assigned training or not assigned training based on the wrong roles.
- Remember, if a person 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.
- Great article when you log into your VIRTUS account on ***Amber's Legacy Has Helped Hundreds of Children***, share with your adults.
- Compliance Reports – If you run your compliance report and see a – in a space on the report this could mean there are marked another way for another location. I found out that if a person has multiple locations marked and has ex: Educator for one location and another location says “volunteer not working with minors” the system gives it a – instead of a green or red circle and date. We are working on a solution for this but at the present time if you see a dash when you run the report it is best to check the persons account to see if they are compliant or not.
- New Master Report (updated for 2019) – I have attached instructions on how to use and run this report.
- Power to Protect Videos: You will in the green menu Power to Protect 2.0 English and Spanish. VIRTUS has new videos uploaded on the Educators tab. You can start using this new video with the current Lesson 1 if you want, this won't change the lesson plan or activities for this year which is still Lesson 1 only. We will use Power to Protect 2.0 Videos and Lesson 2 for 2019-2020 school and RE year. Feel free to watch the videos and use what you would like. There will be a new dvd available soon with the new 2.0 videos as well.

## Empowering God's Children Curriculum:

Lesson 1 needs to be given to all students in K-12 youth programs and schools. The data is recorded in VIRTUS directly on how many have been trained, etc. I ran reports and I am only seeing about 10 locations that have completed this. **Deadline to have this completed is: April 1, 2019.**

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## **Spring Audit Webinar:**

I will be conducting a webinar on how to complete this year's Audit Spreadsheets. The **due date for those will be April 12<sup>th</sup>**.

I will send out the spreadsheets March 1, 2019. This way you can have them in front of you while we are reviewing all the areas during the webinar.

- March 7 8:30 – 11:30 a.m.
- March 7 12:30-3:30 p.m.

You may come in person or register online and attend via webinar.

I will be sending out an evaluation form in regards to the new Empowering God's Children Curriculum Program. I would like you to take a minute to fill it out and send back to me. As we move forward with our programs I want to make sure we are meeting the Charter requirements but also making the program user friendly for all.

This presentation will go over, step-by-step, how to fill out the audit spreadsheets. The forms will be sent prior to this webinar/in person training so you can have your items in front of you. This will cover all active employees, children and volunteers during the audit period July 1, 2018-June 30, 2019. If you have questions you may send them to Virginia, [trujillo@davenportdiocese.org](mailto:trujillo@davenportdiocese.org) one week prior to the webinar as she will answer them during the webinar. If you prefer to attend in person you are welcome to do so. Please send an email to her to RSVP as such.

March 7, 8:30-11:30 Option 1: Registration link:

<https://attendee.gotowebinar.com/register/1857496648331781123>

March 7, 12:30-3:30 Option 2: Registration link:

<https://attendee.gotowebinar.com/register/1005734677107706883>

## **Website:**

I am getting lots of requests for Driver's Information Sheets, this does not fall under my department anymore.

Maxine sent out a Kit that covers this. As a courtesy I have pulled out the drivers info part and put in one document for you. If you have questions about this please contact Maxine McEnany @

[mcenany@davenportdiocese.org](mailto:mcenany@davenportdiocese.org).

## **Sex Offenders:**

Remember there is a new form that is required to be filled out prior to a person attending Mass, Parish functions, and or school functions. This is required to be **reviewed and signed** by the sex offender and the priest/principal. This is required to be gone over by the sex offender and the priest/principal. A copy should be sent to my office so I know this has been completed. A person should not be attending functions unless this has been completed and signed. <https://www.davenportdiocese.org/documents/2018/10/Sex%20Offender%20Form%20May%202018.pdf>

## **Resources:**

Child ID Kit – attachment

Amino App – app to check on children's electronics: <https://protectyoungeyes.com/content/amino-app-safe-kids/>