

MAY SEC NEWSLETTER

Virginia Out of the Office:

May 2
May 14-17
May 20
May 27 – offices closed

Stonebridge Audit Compliance:

- Spreadsheets were due **April 12, 2019** (training, background checks, list of employees and volunteers and Evaluation) List should not be printed from VIRTUS.
- Empowering God's Children Curr K-12 should be completed and recorded by **April 1, 2019. If you have not recorded your training please do so ASAP. If you have absentees, you have to hold a makeup session.**
- Make sure spreadsheets are completed before sending and all required areas are completed.
- I am noticing that many locations do not have the roles updated, this slows down the process when I run reports because they are not listed properly. Please make sure you have the roles listed as follows.
 - Employee, Volunteer, Educator, Minor – 1st
 - Then you need to list what their actual function is: Ex: Employee, Janitor
 - Then you list who they are working with or NOT working with: Ex: Employee, Janitor, Employee working with minors, Employee NOT working with vulnerable adults
 - If you do not have it listed properly the numbers and reports won't be accurate
- If you have new people getting registered or completing past due compliance you will need to send me a new spreadsheet with the adjustments to your numbers. The Principal or Pastor don't need to resign but we need updated numbers by June 30th. I would set you cutoff day on compliant end of May since most schools and RE is done by then.
- I will be contacting you if I have any questions about the sheets.

People registering or updating information in VIRTUS:

- It is up to the parish/school SEC to update a person's role and make sure they meet our criteria.
- If someone is due for training, bgc, credit check, policies, etc. please make sure you let them know. The system does not automatically do this.
- Some people forget their user id and password. As SEC you can get this to them. Pull up their account and you will see the user id, you cannot see the password so please highlight and delete it. Put in a new password and go to bottom and hit Save. Then give the person the user id and password. It is case sensitive." They can always reset this password also it just takes a little longer.
- People need to not use tablet, phone, MAC, internet browser back button, Internet Explorer to complete the programs. They are also logging in and then getting out and this then messes up the system and they can't get back in. The system is set up now that a person cannot get in for 24 hours to avoid duplicates.
- People are also not getting or following instructions, they are signing their name and not scrolling to the bottom of the page to continue. If they are having problems you will need to set up times for them to get your help.

Compliance:

- If someone was active **anytime** between July 1 2018 and June 30 2019 they have to be compliant in all areas required of them. If they are not you need to report them and provide an explanation. This includes acknowledging the policies.
- Students that missed Empowering God's Children Curr and did not opt out have to be given a make-up session, if they still don't comply you need to count them as not compliant in VIRTUS.

MAY SEC NEWSLETTER

Scouts:

- Scout Leaders (chartered by a parish or school) are required to complete the proper SE Requirements.
- Scout Leaders that are not chartered but still want to take our Safe Environment Program can do so. I will need to know if this person is not affiliated with your location for other roles. I can change their profile to "Other-Do NOT count on Audit #'s" and this is a role option. They will show up on your list but you will NOT have to count them in your audit numbers to follow up on them for compliance.

VIRTUS:

- If you had a minor register in years past and they are no longer a minor, they need a background check. Please send me their name ahead of time so I can have VIRTUS change them in the system, otherwise they will not get the link. We are working to add the DOB for all those that register so the system will change that question and allow the link in a timely manner.
- Background check link: I have asked for an email to be sent to the person if I force their background check. I am waiting to have this turned on by VIRTUS. When I force a background check the person will be generated an email. If their email is not correct in VIRTUS or if it goes to Spam/Junk mail they will not.
- When removing roles from a person's account DO NOT use the Red X it does not truly remove the role from the record. You also have to go down and click on "Update roles/locations" for the removal to be complete.
- 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.
- We quit accepting DHS background checks in 2015 and I notice some are in the system as 2016, if this is the case they will need to do our bgc. They will not be compliant with a DHS background check after 2015.

ESR – background checks

- ESR did a new integration on April 5th and we noticed some things were not getting processed correctly. I am sorry about all the confusion about this. We think we have it fixed now so please let me know if you notice or hear something about the bgc process.
- New feature – if a person backs out of ESR and does not complete the bgc they will not be able to get back in for 24 hours or I reset the link for them. This is to help ensure we don't get duplicate checks.

What I learned at National Conference:

- Priests and Religious, Medicals abused cases low compared to family and friends
- Rick in the home are biggest risk of abuser
- 4 out of 5 are the parent
- 85% abuse are by people they know
- Ages 7-13 most abused
- 38% don't disclose information as a child, don't think they will be believed.
- How do we restore a form of intimacy: Transparency and Credibility in the Church
- Age 10 or under are viewing pornography and have cell phones.
- Behavioral issues is sometimes a sign of abuse.

Website:

Check this often as I put instructions, handbooks, etc. on this page. Updated instructions were uploaded in January 2019 so make sure you are using the correct ones.

<https://www.davenportdiocese.org/se-library>