

JUNE SEC NEWSLETTER

Virginia Out of the Office:

June 5-7
June 10
June 20

Stonebridge Audit Compliance:

- I have sent out emails in regards to the locations I have received spreadsheets from. Items in yellow need addressed immediately. Please make sure I am getting Part 1, Part 2, Active sheet, Inactive sheet if you people on it.
- If you have revisions, corrections to the audit sheets you sent in please get to me by June 14th.
- Spreadsheets were due April 12, 2019 (training, background checks, list of employees and volunteers and Evaluation) List should not be printed from VIRTUS. Please use the spreadsheets I provided.
- I am still missing these locations:
 - St Mary – Centerville
 - Sacred Heart – Dav
 - Holy Family – Ft Madison
 - Grand Mound
 - St Patrick – Iowa City
 - St. Wenceslaus – Iowa City
 - Holy Trinity – Keota
 - Lone Tree/Nichols/Hills
 - Mechanicsville
 - Newton
 - Riverside/Richmond/Wellman
 - Victor
 - West Liberty
- Empowering God’s Children Curr K-12 was to be recorded by April 1, 2019. These are the locations I am missing:
 - Victor
- Make sure spreadsheets are completed before sending and all required areas are completed.
- If I don’t get revised numbers from you and I see that no action has taken place by June 14th, I will enter the data that I have in VIRTUS as I found it. If there is non-compliance this will show against your location.

Compliance:

- If someone was active 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.
- 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.

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:

- The Power to Protect 1.0 videos are removed from the Educators tab. We will start using the Power to Protect 2.0 videos in the fall when we start Lesson 2 of Empowering God’s Children (EGC).
- When you are looking at accounts please check the notes as I might have left you a note there of what is missing or needs to be done, when it is done you can remove that note.
- 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

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not being recorded properly and people were either assigned training or not assigned training based on the wrong roles.

- 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. Then close, and when you get to the General Tab go down and hit save.
- 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.
- Do not put what a person does in the Notes, this needs to go in the Roles area.
- When a person registers as a new person they will be asked to provide their Date of Birth, reason is we have some people that are in the system as a minor and then stay active as adult but the system has to be changed manually to allow them to have a background check. So with them providing their DOB this helps the system know they are no longer a minor. This is kept confidential and I can not see that information.
- 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.
- You do not need to add roles to Priests, Deacons, Seminarians, Candidates for Ordination, by their title they are approved to cover all areas. Ex: Fr. Trevino would just be listed as Priest, not sacramental prep, employee, etc.

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>

New Resources:

New App called YOLO to be aware of: https://protectyoungeyes.com/content/yolo-anonymous-questions-app-review/?mc_cid=33a10c4906&mc_eid=f22f8159a8

USCCB: <http://www.usccb.org/about/communications/bishops-resources/index.cfm>