SEPT SEC NEWSLETTER

Office Closed:
September 2, 2019

Virginia Out of the Office or not available:
- September 4-6, 12, 17

Recordings of Webinars:
If you missed a webinar or just want to listen to it again please use the following links. The password is: SafeENV
https://www.davenportdiocese.org/safe-environment-videos

Upcoming Webinars lead by Virginia:
I have set up the following training webinars. These trainings are for yourself and your Safe Environment Person. They need be attending Session 1 and 2 and the Children's Safe Environment Training.

We will be reviewing the Diocesan requirements, Stonebridge audit results, polices, and procedures of the Safe Environment Program. Some topics covered will be: who is required to do Safe Environment, scenarios on how to handle certain situations, what do you do when someone wants to be an employee or volunteer at your location, using free resources to get more information, Empowering God's Children Curriculum and helpful tools for tracking for the next audit period. Do you know there is a policy and procedure if a parent or family member is on the sex offender registry? How do you handle this? Liability situations when someone uses your facilities. 3rd party businesses: what do you require from them to meet our Safe Environment Requirements. If you have questions prior to any of these sessions please submit them to trujillo@davenportdiocese.org and they will be addressed during the next webinar session. If you prefer to attend in person you are welcome to do so. Please send an email to Virginia to RSVP as such.
- **Safe Environment Requirements/Policies/Parameters: Option 3 on Sep 17, 2019 8:30 AM CDT at:** https://attendee.gotowebinar.com/register/6783957456214200834

This will be on managing the VIRTUS database, compliance, tracking and reports. How do you run reports? How do you know if someone is compliant in VIRTUS? What numbers do you report on the Stonebridge Audit? What if I have a person that is active in Sept. but no longer active for our location, what do I do? Questions and demonstrations will be reviewed during these sessions. If you have questions prior to any of these sessions please submit them to trujillo@davenportdiocese.org and they will be addressed during the next webinar session. If you prefer to attend in person you are welcome to do so. Please send an email to Virginia to RSVP as such.
- **Safe Environment Virtus Program Database: Option 3 on Sep 17, 2019 12:30 PM CDT at:** https://attendee.gotowebinar.com/register/8441662550109412866

Background checks:
- When I force a background check date, the link will appear on the person's toolbox tab, the person will now get an email letting them know they need to complete this. If they don't get one it could be because it went to spam/junk mail or their email in VIRTUS is not current.
- I have assigned the background check link to those roles I have listed on my Chancery report. If a person is due for a background check between July 1–Dec 30, I assigned them the link on July 19, 2019. I asked this to be completed by July 31st. This includes but not limited to: clergy, DRE's, host parents, etc.
- You should be running your report to see who is due at your location and you can send me an email with names so I can assign the link for them.

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VIRTUS:
- Run your reports to see who is on it, are they compliant, do they need to be made inactive.
- All people that are not in ministry should be made inactive by December 13, 2019.
- New Video will be assigned to every active person working or volunteering with minors and or vulnerable adults in VIRTUS as of Jan. 2, 2020. All are required to complete this training within 2 weeks after the assigned date from VIRTUS.
- Anyone that is due for a background check between July 1 2019 – Dec. 31, 2019: you can send me their name and I will force the date and link for them to complete the bgc.
- Anyone that is due for a background check between Jan 1 2020 – June 30, 2020: you can send me their name and I will force the date and link so they can get it done in Jan at the same time as the training video. This way they should be compliant by the time we work on audit.
- Audit 2020 – will be an onsite audit by the Stonebridge auditors. They will request a list of schools and parishes to have a site visit from them. Please make sure all people are compliant and registered as they should be in VIRTUS.
- I have seen an increase in others outside our diocese completing training and background checks but they are not functioning in our diocese. This new verbiage has been added to hopefully alert them they are in the wrong diocese. Please do not instruct people outside our diocese to do our program if they are not functioning in our diocese. Each diocese has their own requirements and policies.

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS®Online

If you are not working or volunteering in the Diocese of Davenport, please contact your local Diocese to receive the proper requirements
or **please click here** to select your diocesan/organization location.

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID: [   ]

Create a Password: [   ]

[Continue]

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 8 characters long.

Important note about selecting passwords