

Spring Audit Spreadsheets Explanation

All employees and volunteers need to be compliant with all the Safe Environment Requirements before the date of them starting employment or volunteer duties. According to diocesan policy, any individual in employment or volunteer ministry must remain compliant with all diocesan policies.

The audit period we are recording is July 1, 2019 to June 30, 2020.

I have made some changes to our spreadsheets, these are in PDF fillable format which means you can type right on the form, save as and then send to me in an attachment. All people need to be compliant as of June 30, 2020. These report sheets are due by completed by April 6th, 2020.

If you are unsure what a person is required to do to be compliant, please refer to the SE Requirements.

- Children's training "Empowering God's Children Lesson 2" is recorded in VIRTUS on the Educators. You no longer record the children training on the spreadsheet. This is training is required to be done by April 1st, 2020.
- Training Video Spreadsheet page 1: You will enter the information on the adult video training (Child Sexual Abuse Awareness 1.0, Protecting God's Children, Vulnerable Adults Module, etc.)
- Background/Credit Check Spreadsheet page 2: You will enter the information on the background check/credit checks.
- Children Curr "Empowering God's Children" page 3– this is new and different than what you report in VIRTUS for the children's training. These were questions we had to answer from Stonebridge on the last audit we submitted. We anticipate being asked these questions again since we have an "in-person audit" this year.
- List 1 and 2 spreadsheet page 4 and 5: You will record all your employees and volunteers here and answer the questions in the header. This should match what is currently in VIRTUS. I will be comparing the two and will ask you for more information if needed. If a person works/volunteers 1 day you have to count them in the audit BUT they could be already "inactive" in VIRTUS. If a person was active during the audit period they had to be compliant if they were not you have to record them as not compliant.
- The pastor or principal have to sign off on the sheets before they are submitted and accepted. This can be printed off, signed and then scanned and sent to me via email as an attachment if you have that option.

*Remember all volunteers with minors or vulnerable adults have to be compliant.

If a person has multiple roles and locations you need to communicate with other entities involved to see who will be counting them, this should be their primary location and primary role.

Minors: they might be in VIRTUS and they might not, if they are they need to be compliant with training, if they are not that is fine. If a minor is getting the "Empowering God's Children" training, they should be counted as a student not as an employee or volunteer. Training of children is done in the VIRTUS program as of August 2019 Lesson 2.