Completing the Annual Report for the Safe Environment Children’s Program
On the Diocesan Data Hub

All catechetical programs for children in the Diocese of Madison - both those in our Catholic schools and those in our parish RE programs - are required each year to present the lessons that are found in the "Circle of Grace" program. These age-appropriate lessons are aimed at helping young people better understand their dignity and worth as children of God and navigate some of the dangers our culture throws at them.

Immediately following the conclusion of the program at a given parish or school, the person responsible for that program should complete the Children’s Program Follow-up Report on the Diocesan Data Hub without delay so that the Office of Safe Environment can in turn fulfill its audit requirements. These instructions describe how to access that report.

The Diocesan Data Hub can be accessed via several paths.

From the diocesan website:
Or directly from this URL (Bookmark it for later use.)

Once at the Hub, navigate to the Children’s Program follow-up report.

This is the Diocesan Data Hub. Users login to access the functions available to them.

Normally, the first thing a user does after logging in is to select the organization (parish, school, etc.) which they deal with. The Hub can also be configured so that when a user logs in, they are automatically taken to their primary organization.

The drop-down menu presents the various functions for which this user has permission on this organization. To complete the follow-up report pertaining to the Safe Environment children’s program, click the “Safe Environment” menu item.
Then simply complete the online report by filling out the applicable fields and saving the changes.

 Immediately after the annual safe environment children’s program has been presented in a given parish or school, the person responsible for administering the program at that parish or school should complete this online report. This allows the diocesan Office of Safe Environment to fulfill its audit requirements.

After filling in the applicable fields, press the “Save Changes” button.

Thank you for your cooperation in this important work of helping our children remain safe in these challenging times!