Local Safe Environment Coordinator Training Guide

2019

Department of the Protection of the Faithful
Office of Child and Youth Protection

Archdiocese of Newark
Table of Contents

- The Charter for the Protection of Children and Young People
- Local Safe Environment Coordinator job description and role outline
- Safe Environment policies
- Safe Environment procedures
  - Background checks
- Safe Environment- Schools
- Annual Youth Protection Audit
- Safe Environment documents
The Charter for the Protection of Children and Young People

The Charter for the Protection of Children and Young People is a comprehensive set of procedures originally established by the USCCB in June 2002 for addressing allegations of sexual abuse of minors by Catholic clergy. The Charter also includes guidelines for reconciliation, healing, accountability, and prevention of future acts of abuse. It was revised in 2005, 2011, and 2018.

It can be accessed online at the OCYP website.
Local Safe Environment Coordinator Job Description.

- The Local Safe Environment Coordinator serves as the liaison for the Archdiocesan Office of Child and Youth Protection.
- They ensure safe environment compliance and maintain and verify all documents and rosters for their institution.
- They also serve as a communication hub to disseminate all Safe Environment-related information to all who serve the parish or school in a role that puts them in contact with minors, and publish all bulletin announcements, flyers and educational material as appropriate locally.
- They also reflect the compliance documents’ dates in the Virtus system, do the annual audit online, and keep the Virtus list up to date.
The Local Safe Environment Coordinator job has three parts.

- **Know the policies** – you are the ‘go to’ person for people who have questions about what they need to volunteer in ministry with minors. The LSEC should be familiar with the information outlined in the Charter for the Protection of Children and Young People.

- **Keep the paperwork** – have individual folders for each person required to meet the safe environment guidelines.

- **Do online recordkeeping:**
  - Maintain the Virtus database by ensuring it accurately represents the active employees and volunteers in the parish/school.
  - Complete the annual Youth Protection audit survey.
All LSEC’s must have access to the following sites. Access will be provided during initial LSEC training.

<table>
<thead>
<tr>
<th>Website</th>
<th>Web Address</th>
<th>Help Desk Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtus Online</td>
<td>virtusonline.org</td>
<td>1-888-847-8870 M-F 9AM-5PM EST</td>
</tr>
<tr>
<td>Sterling Volunteers</td>
<td>sterlingvolunteers.com</td>
<td>1-855-326-1860 M-F 8AM-8PM EST</td>
</tr>
<tr>
<td>Sterling Talent Solutions</td>
<td>sterlingbackcheck.com</td>
<td>1-855-326-1860 M-F 8AM-8PM EST</td>
</tr>
</tbody>
</table>
Make sure everyone in your parish/school is aware of your role.

- Make sure they know that you are the person to come to first with questions about Safe Environment policies (e.g. PGC certification, background checks).
- Make sure they know that you have the current forms (applications, Code of Conduct).
- Make sure they understand all employees and volunteers (in ministry with minors) are required to have a background check and recertify their PGC every 5 years.
All LSEC’s are required to complete PGC recertification online.

- Go to your Virtus training tab
- Look on the right side of the page for your bulletin status: “Click here to see your complete report”
- Click “Click here for details” to see which articles you need to read
- Click on the bulletin title, read it, and submit an answer to the question at the end.
- Take the annual recertification module every year, print and file your certificate.
Archdiocese of Newark
Office of Child and Youth Protection
Safe Environment Policies
The LSEC must have a clear understanding of all Archdiocesan Safe Environment policies.

All these people need ALL safe environment documentation

- All employees
- All ushers (exception: money collectors)
- All chaperones
- All volunteers who could have unaccompanied contact with children at any time (catechists, coaches, peer ministers, altar server coordinators, etc.)
- Anyone who could groom a minor and/or have time alone with them – your discretion (possibly using the ‘path test,’ or the ‘airplane exit row’ test)
These things must be done **before** committing to a new hire or volunteer.

**Step 1**
- The employee or volunteer completes an application and a Code of Conduct.
- The LSEC (or designated person) will run a background check.

**Step 2**
- An employee receives a conditional offer of employment, pending the outcome of their background check.
- A volunteer is accepted (but may not start) pending the outcome of their background check.
- Once the background check has cleared, LSEC sends the background check letter to the individual.

**Step 3**
- The new employee or volunteer has 30 days from the day they start to attend a PGC live class and provide their certificate to the LSEC.
- LSEC will enter the new employee/volunteer documentation in Virtus.
A Parish Employee needs all 4 items in their individual folder.

1. **Application** (2013 Employee or 2019 Employee) especially the last two pages. All pages must be complete, initialed and signed. *If an employee has an application prior to 2013, they only need to complete the last 2 pages of the 2013 application.*

2. 2012 or 2019 **Code of Conduct** (Page 23), either give them a printed copy to read, or the website where they can read it, print and sign the last page. The hardcopy must be hand signed, it cannot be electronically signed.

3. **PGC certificate** and any/all recertification certificates.

4. **Letter(s)** from parish saying they passed a background check from Sterling Talent Solutions (every 5 years). Must be signed by the pastor or LSEC.
A Volunteer in a parish (in ministry with minors) needs all 4 items in their individual folder.

1. Application (2012 volunteer) especially the last two pages. The LSEC may add a question at the end about whether they have lived in New York. This is needed to run the correct type of background check.

2. 2012 or 2019 Code of Conduct (Page 23), either give them a printed copy to read, or email the link to the website where they can read it, print and sign the last page. The hardcopy must be hand signed, it cannot be electronically signed. *New volunteers will also be asked to sign this electronically when they sign up for training in Virtus, but you must have the Archdiocesan hardcopy in your files.

3. PGC certificate and any recertification certificates.

4. Letter(s) from parish saying they passed background check from Sterling Volunteers (every 5 years) OR the NJ DOE Applicant Approval Employment History document saying they passed fingerprinting (done once) because they are currently teaching in a NJ school. If they are not an active teacher, they must have a Sterling Volunteers background check and letter.
Boy Scouts, Bereavement Facilitators, and 3rd Party contractors, have abbreviated requirements.

- Scout Unit– if your parish or school holds the Unit Charter:
  - Pastor or principal must have the current year copy of the charter on file (e.g. 2019 Charter).
  - The Unit Leader must provide a list of all active adult volunteers, and provide written assurance (on Unit letterhead) that they’ve all been background screened.
  - Registered adult leaders and adult volunteers must have PGC in addition to Youth Protection Training.

- Bereavement Facilitators or Separated/Divorced Support Facilitators require a volunteer application and a background check.

- 3rd party contractors in a parish (e.g. cleaning service, maintenance company, landscapers)
  - Get written assurance (on company letterhead) that their employees have been background screened.
  - PGC certification is not necessary.
Can Volunteers or Employees bring their documentation from one location to another?

<table>
<thead>
<tr>
<th></th>
<th>Employee-Parish or School A</th>
<th>Employee-Parish or School B</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Employee-Parish A</strong></td>
<td></td>
<td></td>
<td><strong>No:</strong></td>
</tr>
<tr>
<td><strong>Volunteer-Parish B</strong></td>
<td></td>
<td></td>
<td>Employees need all new documentation when they change locations.</td>
</tr>
<tr>
<td><strong>Volunteer-Parish A</strong></td>
<td></td>
<td></td>
<td><strong>Yes:</strong></td>
</tr>
<tr>
<td><strong>Volunteer-Parish B</strong></td>
<td></td>
<td></td>
<td>Volunteers can bring their documentation from one parish/school to another.</td>
</tr>
<tr>
<td><strong>School Employee-School A</strong></td>
<td></td>
<td></td>
<td><strong>No:</strong></td>
</tr>
<tr>
<td><strong>School Employee-School B</strong></td>
<td></td>
<td></td>
<td>All school employees must complete new documentation when moving and have their fingerprints correctly archived/ transferred to their new location.</td>
</tr>
</tbody>
</table>
Did you know?

- It is not necessary to print the background check report from Sterling Talent Solutions or Sterling Volunteers. LSEC is only required to keep a copy of the background check letter in each file.
- A screen print of an individual's training history in Virtus is not acceptable proof of PGC attendance. The individual’s signed PGC certificates must be in the file.
Local Safe Environment Coordinator Procedures
The LSEC will use 3 websites to manage employees and volunteers: Virtus Online; Sterling Talent Solutions; and Sterling Volunteers.

Virtus is the starting point for PGC. LSEC will use this as their main database to manage volunteers and employees.

Sterling Volunteers is the website used to run volunteer background checks.

Sterling Talent Solutions is the website used to run employee background checks.
Administration Tab
How to run a Compliance Report
Compliance Report details
Updating the parish/school list
Updating individual records
Virtus is our database tool and will allow you to manage your employee and volunteer records.

- Virtus is the first stop for employees and volunteers to register for PGC.
- It allows volunteers to run their own background check (only the first time they log in, after that the LSEC must run it)
- Employees and volunteers can opt in for online recertification.
- LSEC can print and sign training certificates.
Virtus Online – Administration Tab. All LSEC’s will have this tab.

**VIRTUS Online Administration**

<table>
<thead>
<tr>
<th>Quick Links</th>
<th>Session Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Approve users</td>
<td>Upcoming PGC-A sessions 48</td>
</tr>
<tr>
<td>• Schedule a session</td>
<td>Sessions completed in 2019 229</td>
</tr>
<tr>
<td>• Live training report</td>
<td>Sessions completed in 2018 433</td>
</tr>
<tr>
<td>• Calendar of Scheduled Training</td>
<td>Sessions completed in 2017 438</td>
</tr>
<tr>
<td>• Rankings</td>
<td>Sessions completed in 2016 507</td>
</tr>
<tr>
<td>• Training bulletin report</td>
<td>Sessions completed in 2015 423</td>
</tr>
<tr>
<td>• Compliance Audit—Chart C/D Combo</td>
<td>Sessions completed in 2014 443</td>
</tr>
<tr>
<td>• Compliance Audit—Required Documents</td>
<td>Sessions completed in 2013 631</td>
</tr>
<tr>
<td>• Master Report—Local level, Report to screen</td>
<td>Sessions completed in 2012 411</td>
</tr>
<tr>
<td>• Master Report—Downloadable Spreadsheet</td>
<td>Sessions completed in 2011 422</td>
</tr>
<tr>
<td>• New Master Report (updated for 2019)</td>
<td>Sessions completed in 2010 436</td>
</tr>
</tbody>
</table>

**System Administration**

- New User Signups
- Pro-Registered Users
- Users
- User Search
- Roles
- Profiles
- Locations
- Groups
- Communication Center
- Message Board
- System Setup

**Training Administration**

- Training Bulletins
- Online Training Modules
- Live Training

**Reports**

- Compliance Reports
- User Reports
- Training Reports
- Background Checks
- Required Documents
- Location Report

**Administration**

Elizabeth DeMott
Archdiocese of Newark, NJ
You see your parish/school specific Virtus lists in the Administration Tab, by clicking “Users.”
You can search *all* records in the Archdiocese in the Administration Tab, by clicking “User Search.”
Remember to select the “Show Inactive users” box to capture everyone.
Compliance reports can help you see who needs recertification and background rechecking, **if** the data is in Virtus.
To run a Master Report: First, select your filters: Location (Your specific location), Role (All Roles), Profile (All Profiles).
Next, select your User Fields: Last (Name); First (Name); Account Status, and Primary Location and Caution Flag should always be checked.

<table>
<thead>
<tr>
<th>User Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Last</td>
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<tr>
<td>✔ First</td>
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<tr>
<td>☐ Middle</td>
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<tr>
<td>☐ Salutation</td>
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<tr>
<td>☐ Login ID</td>
</tr>
<tr>
<td>☐ Email</td>
</tr>
<tr>
<td>✔ Account Status</td>
</tr>
<tr>
<td>✔ Primary Location</td>
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<tr>
<td>☐ Primary Location ID</td>
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<tr>
<td>☐ All Locations (select to find users in secondary sites)</td>
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<tr>
<td>✔ Roles</td>
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<td>☐ Profile</td>
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<td>☐ Position</td>
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<tr>
<td>☐ Continuing Training Status</td>
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<tr>
<td>☐ Address</td>
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<tr>
<td>☐ City</td>
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<td>☐ State</td>
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<tr>
<td>☐ ZIP</td>
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<tr>
<td>☐ Daytime Phone</td>
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<td>☐ Evening Phone</td>
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<td>☐ Group</td>
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<td>☐ Approval Date</td>
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<td>☐ Registration Date</td>
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<tr>
<td>☐ Inactive Date</td>
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<tr>
<td>☐ User Notes</td>
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<tr>
<td>☐ Database ID</td>
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<tr>
<td>☐ External ID</td>
</tr>
<tr>
<td>☐ Date of Birth</td>
</tr>
<tr>
<td>☐ Last 4 of SSN</td>
</tr>
<tr>
<td>✔ Caution Flag</td>
</tr>
</tbody>
</table>

LSEC can select any of the fields listed if you need additional information (email address, telephone).

Account Status will indicate if user is Active or Inactive.

The Caution Flag will provide information regarding issues that need to be recognized by the OCYP.
Next, select your Background Checks filter: Sterling Volunteers/Sterling Backcheck Level 2DB Check and 3 db check will automatically be checked. For schools, select MorphoTrust: Fingerprint Check.
Next, select your Required Documents filter: 2012 or 2019 Code of Conduct; 2012 Volunteer Application; 2013 Employee Application.

**Required Documents**

- [ ] Combine all selected document types into one column - You must select the items below to combine

- [x] 2012 Code of Conduct
- [x] 2012 Volunteer Application
- [x] 2013 Employee Application
- [x] 2019 Code of Conduct
- [ ] Disclosure and Authorization form
- [ ] Praesidium (Religious Clergy Only)
- [ ] Code of Conduct (inactive)
- [ ] Employee Application (inactive)
- [ ] Volunteer Application (inactive)

Employees or volunteers starting on or after January 1, 2019 will complete the 2019 Code of Conduct.

New **school** employees starting after June 1, 2018 will complete the 2018 “Pass the Trash” Employment Application.

New employees starting after September 2019 will complete the new September 2019 Employee Application.
Next, select Training Filters: Live: PGC, KPA, Vulnerable Adults; Online (All five modules) and Bulletins (the monthly articles)

Live Class Options (Good for 5 years)
- PGC (3 hours)
- Keeping the Promise Alive (90 minutes)
- Vulnerable Adults (90 minutes)
- Each class has a certificate

Online Recertification (Every year)
- Every month: read the bulletin and answer question
- Every year: complete the online module (45 minutes)
- Online module has a certificate
Final step is to select your report period. Select “Show only users who are currently active”. Then, choose how to run the report.

- **Run Report to Screen** – not recommended for printing. Good option if you are just quickly reviewing the report but not taking action.
- **Export Report to CSV** – report can be saved in Excel and is easier to review and work with the data.

*If you need to include inactive users consider running a report with a date range going back just long enough. Running a report for all users can generate a very large report because it goes back to your organization’s start date.*
The Master Compliance Report will look like this if you run report to screen.
The Master Compliance Report will look like this if you Export Report to CSV.
Remember to **enter the dates** from your files for the Code of Conduct, application and background check so you can see them here.

### Background checks:
- If volunteer runs it at integration, the date will automatically populate.
- If LSEC runs the background check, the date must be manually entered.
- Application dates will be manually entered by the LSEC.
- If a field is blank, the LSEC has not entered the date.

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<thead>
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<tbody>
<tr>
<td></td>
<td>09/04/2019</td>
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<tr>
<td>09/28/2016</td>
<td>02/05/2016</td>
<td>02/05/2016</td>
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<tr>
<td>07/25/2018</td>
<td>03/07/2017</td>
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<td>02/10/2014</td>
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<td>10/08/2015</td>
<td>10/01/2015</td>
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<td>10/01/2015</td>
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</tbody>
</table>
A note regarding the Virtus Volunteer Code of Conduct...

Volunteers are given an option to electronically sign a Volunteer Code of Conduct from Virtus. The Archdiocese does not accept this form. Employees and Volunteers must read and sign the Archdiocese Code of Conduct. The date they sign this document is the date that will be entered in Virtus by the LSEC.
The next section shows the training dates, whether they have opted in for online recertification, and how they’re doing at keeping up.

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<tbody>
<tr>
<td>10/17/2016</td>
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<td>NA</td>
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<td>08/01/2019</td>
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<td>09/24/2016</td>
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<tr>
<td>12/07/2016</td>
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<tr>
<td>04/06/2013</td>
<td>09/07/2018</td>
<td>07/28/2016</td>
<td>07/27/2016</td>
<td>04/28/2017</td>
<td>04/08/2019</td>
<td>45</td>
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<tr>
<td>07/27/2016</td>
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<tr>
<td>09/17/2018</td>
<td>11/12/2014</td>
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<tr>
<td>09/29/2018</td>
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<td>NA</td>
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</tr>
</tbody>
</table>

This person recertified by taking a live class.

This person is recertifying online and is up to date with both the annual module and the monthly bulletins.
Check to see if people are soon to be, or have been, suspended (when they are 18 articles behind or more).

- Identify and contact people who are suspended or close to being suspended
  - Run a Training Report / Training bulletin report and a Training Report / Online Training Report (for the annual modules)
  - They get two chances.
  - If they really want to do it online, contact the OCYP. We will reset the articles to 12 and contact them.
  - If they get suspended again, they are no longer eligible for online recertification.
  - If they would rather go to class, let the OCYP know and we will enroll them.
For the Virtus lists, it’s important to get down to only those people who are **active** in your parish/school.

- Get lists of current people from the ministry heads, coaches, Scout Units, etc.
- Active people are the only ones who should be on your Virtus lists and in your Active Files (others can be filed elsewhere)

**Virtus List Management:**
- Duplicates: Email the names of any duplicates on your list to the OCYP, and we will delete them or merge them
- For any individuals who are Pending/Awaiting Approval, email the names to the OCYP for resolution
- Change status from Active to Inactive
What is the difference between Awaiting Approval (also shows as Pending) and User (also shows as Active)?

- Awaiting Approval (Pending on your Compliance Reports) means that they enrolled in Virtus, but never had their enrollment approved because:
  - They didn’t show up for the class
  - The sign in sheet never made it to the Archdiocese
  - The class hasn’t happened yet
  - They walked in to class and enrolled later, and didn’t let us know they had done that

- Once they get approved, their status changes to Active User (Active on your Compliance Reports)
People who are **inactive** in your parish are handled differently from those who are **no longer there/unknown to you or who have died**.

- Parishes only: Attending Mass but are not volunteering at this point: Change the status (in the yellow area) to **Inactive** – but ONLY if yours is the only location in their record. If it isn’t, just remove your parish.

- No longer at your parish/school or you do not know who they are: Change their location to “**Z-Location Unknown/Left Archdiocese**” – but ONLY if yours is the only location in their record. If it isn’t, just remove your parish/school.

- Have died: Change their location to “**Z-Deceased**”

- Has retired: Change their location to “**Z-Retired**”
If the person took Protecting God’s Children in another diocese, they are handled differently.

- Each diocese has its own Virtus system – the OCYP does not have access to other dioceses (Metuchen, Paterson, etc.)
- The OCYP can do the following:
  - Have the PGC record transferred to Newark (email a copy of the PGC certificate to the OCYP).
  - If they still volunteer in the other diocese, the OCYP will have the PGC record duplicated in Newark.
  - Email the name and copy of the certificate to the OCYP so we can resolve.
If there are people missing from your list, contact the OCYP, and if we don’t find them, then you can add them.

- The OCYP will let you know if we find them, and if not:
  - Go to Administration tab
  - Click Users / Add New User
  - Enter their name, email if you have it, parish or school, “Basic User,” volunteer or employee, you can skip the next page, then pick the session that’s on the certificate you have (if the session’s not listed, stop and let us know).
  - Fax the certificate to the OCYP – 973-497-4001
Some things to remember when managing your Virtus list:

- Send the OCYP the lists of names of those missing from your Virtus report before you add them. We may find them elsewhere and it will save you time and effort.
- If a name is incorrect or misspelled, correct it and save the record.
- If you need a certificate, print it from their Training tab by clicking the little certificate icon next to the word “Approved.” You can sign and file it.
After running a Compliance Report, the next step is to add the dates of the documents in your files.

- Enter the dates in the Background Check and Required Documents tabs in that user’s record (see next slides for example).

- Once a month, the LSEC will run a Compliance Report / New Master Report (for 2019) to check progress and identify individuals who may need a updated background check or PGC recertification.
Here’s how to add data in the tabs. Select the “Background Check” tab then “Record a background check for this User”.

[Image of a background check record for Clark, Karen]
Those who did their background check themselves through Integration (when they first signed up in Virtus) will have it already entered in Virtus.

By selecting “Click for Report” you can access the person’s report from Sterling.
If a background check was not run at the time of Integration, the LSEC will run one. If b/g check was “clear” enter the date in the individual’s record.
Next, you can update the Required Documents, by clicking “Record a Document for this User”
Then, select the document you want to add.
Then, put in the date, who entered it, and save the record.

![Add Document Record Form]

- **Document Name:** 2012 Volunteer Application
- **Date:** 04/15/2018
- **Recorded By:** Jane Smith

Save | Cancel
Background Checks

- Introduction to Sterling websites
- Navigating Sterling Volunteers
- Navigating Sterling Talent Solutions
- Good Deed codes
- Types of checks
Sterling Talent Solutions is the parent company of Sterling Volunteers but they have separate websites for running background checks.

Welcome to ScreeningDirect™

FREQUENTLY ASKED QUESTIONS

Q: How can I find my account username or password?

Q: Can you send me my account username and password via email?

Q: Do I have to use your secure site login page?

Q: Will you ever ask for my password?

Q: How do I best protect my password?

Q: How can I avoid legitimate Sterling Talent Solutions® email from going into my spam folder?

Q: What are the system requirements for the ScreeningDirect™ applications?

Run employee background checks on this site.
Effective June 2019, Verified Volunteers is now called Sterling Volunteers.
Some parishes and schools have never applied for a background check ID from Sterling – do it now!

- There is a packet that was to be filled out. Send an email to rcan@sterlingvolunteers.com and ask for the packet.
- Once you apply, you will receive your ID in a “Welcome” email.
- Training videos and information are on the OCYP website (LSEC Corner).
- The cost is $22 for a Level 3 check and $9 for a Level 2 check, UNLESS they lived in a county that charges for access (e.g., the counties around NYC in New York-$95 per name).
- Do a Level 3 (Complete) check unless they have lived in NY, or if the volunteer doesn’t have a SSN, then do a Level 2 check (Advanced).
- The parish/school will receive a monthly invoice from the OCYP for the background check charges.
All volunteers and employees subject to background screening must be screened every 5 years (*this doesn’t apply to fingerprinting in the schools*).

- Run a Virtus Background Check Report to see who needs a background check at the beginning of each calendar year or school / catechetical year (*assuming the dates are in Virtus*)
- Make sure you have an application on file and that all pages are filled out and initialed where indicated.
- Procedure is in the Sterling Volunteers and Sterling users guides. Videos are available on the OCYP website.
The Sterling Volunteers dashboard is user friendly and easy to navigate.
Origin of Integration on Sterling Volunteers means the individual ran their own background check when they registered in Virtus the first time.

➢ On Virtus they have to have indicated:
  ➢ They are a volunteer
  ➢ they answer NO to “have you taken PGC?”
  ➢ they answer NO to “…Boy Scout or Cub Scout…”
  ➢ they answer NO to “…teacher in NJ....”

➢ Then, how they answer:
  ➢ Have you lived in NY?
  ➢ Determines which level they get when they take the link to SV

➢ “NO Order Placed” on your dashboard means they didn’t complete the link and you must run it yourself.
What is the difference between “Update Clear” and “Update pd. Expired”? 

SV will run a check on someone’s background (50 state national criminal file only) every month for the first year. After that, you will see “Update pd. Expired”. 
The LSEC has to handle those who have “No Order Placed”

3 people have “No Order Placed”
You do this under **Manage My Volunteers**, and click the Yellow Oval to just see those people.
You can either resend them an invitation, order the check yourself, or Remove the Row.
Many of you have people to review – mark them Eligible if they have come back Clear.

4 people are Pending Review
Most people will be marked Eligible automatically if they come back clear; if not, you need to do it.

Go to Review Background Checks and see if you have any to review.
Click on the person’s name to view their background check – Note the “Consider”

If report comes back CONSIDER, have pastor or principal call: Karen Clark for a Volunteer (973)497-4254 Deacon John McKenna for an Employee (973)497-4125 IMMEDIATELY!
Click on the name and click Review and then mark as Eligible (only if status is Clear).
Delete those who have open invitations, who have done it, or resend the invitation. Delete No Order Placed people.
How to send an invitation to a volunteer. Go to Communications, “Send Invitation”
Click the type of background check the volunteer will complete.

**Advanced Criminal Locator Search: Level 2**
**Complete Criminal Locator Search: Level 3**
Next, fill in their email and a brief message to send.

Note: It is indicated “Client Pays All”... This is not always the case. The volunteer will have the opportunity to contribute to the cost of the check...but that doesn’t mean they will!
The LSEC can complete a background check by selecting “Order Background Checks”.

![Background Check Screen](image.png)
Select the type of background check you would like to run.

Note: For a step-by-step process, please refer to the Sterling Volunteers User Manual located on the OCYP website.
We do not use Good Deed Codes in Virtus.

### Background Screening

<table>
<thead>
<tr>
<th>Date</th>
<th>Type &amp; Provider</th>
<th>Name Submitted</th>
<th>Run By</th>
<th>Report Location</th>
<th>Comments</th>
<th>Complete</th>
<th>Status</th>
<th>Edit</th>
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</thead>
<tbody>
<tr>
<td>12/10/2015</td>
<td>Level 3 db check</td>
<td>Karen Clark</td>
<td>Yolanda Milczarski</td>
<td>HR</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
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<td>12/04/2014</td>
<td>Level 3 db check</td>
<td>Karen Clark</td>
<td>Karen Clark</td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05/11/2009</td>
<td>Criminal Background Check</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
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<tr>
<td>04/21/2009</td>
<td>Criminal Background Check</td>
<td>Karen Clark</td>
<td>Human Resources</td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Record a background check for this user**

**Force Background Check Prompt**
The Sterling Talent Solutions dashboard is easy to navigate.

To run an employee b/g check, enter their Social Security number here.
After entering the Social Security number, next step is to select the Job Position. If the employee wants a copy, check that box.

Fields with Asterisks must be completed.

Once the Job Position is selected, Sterling will automatically assign the correct background check level.
Final step involves entering the applicant address (only the fields with an asterisk are required)
Training resources are available on the Sterling Talent Solutions website.

Click Help in the upper right hand corner.

Instruction guides are posted here.
Reminder: an employee may not start until the background check has come back clear! No exceptions!
Final steps

- Review the background check report.
- If clear, type the letter and have the pastor or LSEC sign it.
- Send a copy of the letter to the new employee and place a copy in their file.
- Employee will be re-screened in 5 years.
## Annual Youth Protection Audit

### Archdiocese of Newark Child and Youth Protection

#### Compliance Audit of Safe Environment Programs

<table>
<thead>
<tr>
<th>Parish</th>
<th>Safe Environment Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Please select parish from the list-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Safe Environment Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Please select school from the list-</td>
<td>-</td>
</tr>
</tbody>
</table>

For assistance please contact Karen Clark at (973) 497-4254 or clarkkar@rcan.org
Annual Youth Protection Audit link is posted on the LSEC Corner of the OCYP website and is accessible starting November 1.

Audit is open - due date was December 1st - [http://youthprotection.rcan.org/](http://youthprotection.rcan.org/)
The audit asks for numbers, not names, and only asks about training and background screening.

- The LSEC must know:
  - The number of total employees (not clergy – hover over the word employees to see what is needed)
  - The number of total educators, if a school
  - The number of volunteers
  - For each of the above, the number trained in Protecting God’s Children and background screened.

- Don’t count anyone under 18, and there’s no need to count any volunteers that don’t have contact with minors.
How to complete the annual Youth Protection Audit.

Select parish or school from drop down list

Select Next
How to complete the annual Youth Protection Audit.

LSEC will complete each field (LSEC name, parish phone, etc.)

Provide the total number of employees and volunteers who have been PGC trained and background checked (screened)
How to complete the annual Youth Protection Audit.

Input the number of employees and volunteers who have not been trained/screened and when they will be complete. Input any volunteers who are not required to be trained/screened.

Click “Save”
A pastor or principal *must sign the piece of paper with the numbers on it, for our USCCB* audit.

- Click Print to Mail on the last page.
- Have Pastor or Principal sign and date it.
- Mail, fax or scan and email to the OCYP. Our fax is 973-497-4001.
- Annual Audit is due *December 1*, Empowering God’s Children is due *April 15*.

*United States Conference of Catholic Bishops*
Audit websites:

- [http://youthprotection.rcan.org/](http://youthprotection.rcan.org/) (DUE DECEMBER 1)
- [http://youthprotection.rcan.org/mainschool.aspx](http://youthprotection.rcan.org/mainschool.aspx) (DUE APRIL 15)
Local Safe Environment Coordinator Policies - Schools
The NJ DOE Office of Student Protection has all the information regarding fingerprint requirements.
Many schools are not doing the NJ DOE process correctly. Individuals employed at a school must have fingerprints on file at the correct location.

If:

You have never worked for a school, a bus contractor, or a vendor, or
You were fingerprinted by Office of Student Protection before March 2003, and are changing school districts, bus contractors or vendors, or
You were originally fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, or
You were previously disqualified by Office of Student Protection and have had your criminal record expunged...

Then you are a new applicant.

If:

You were fingerprinted and approved by Office of Student Protection after February 2003, and are changing school districts or vendors or
You are a school bus driver renewing your "S" endorsement and were fingerprinted and approved after February 2003 ...

Then you are an archive applicant.

If:

You were fingerprinted and approved by Office of Student Protection after March 2003, and
You were fingerprinted for a substitute or bus driver position, and
You have been employed in a substitute position continuously by a school or vendor since the first year your criminal history approval was issued, and you can provide a Verification of Employment memo ...

Then you are a transfer applicant.

Changing school districts? Follow the archive applicant procedures. Cost is $29.75.

Substitute teacher or a teacher in multiple locations? Follow the transfer applicant procedures. Cost is $6.00.
Every school employee must have a fingerprint document in their employee file.

The Applicant Approval Employment History can be accessed using this link:

https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history
A School Employee needs all 4 items in their individual folder.

1. **Application** (2013 employee or 2018 employee if they were hired after 6/1/2018) especially the last two pages. All pages must be complete, initialed and signed. *If an employee has an application prior to 2013, they only need to complete the last 2 pages of the 2013 application.*

2. 2012 or 2019 **Code of Conduct** (Page 23), either give them a printed copy to read, or the website where they can read it, print and sign the last page. The hardcopy must be hand signed, it cannot be electronically signed.

3. **PGC certificate** and any recertification certificates.

4. NJ DOE Applicant Approval Employment History document saying they passed fingerprinting (done once) because they are currently teaching in a NJ school. The History must be correctly archived to their current school location. This can be done on the NJ DOE website.
A Volunteer (School) needs all 4 items in their individual folder.

1. **Application** (2012 volunteer) *especially* the last two pages. The LSEC may add a question at the end about whether they have lived in New York. This is needed to run the correct type of background check.

2. 2012 or 2019 **Code of Conduct** (Page 23), either give them a printed copy to read, *or* email the link to the website where they can read it, print and sign the last page. The hardcopy must be hand signed, it cannot be electronically signed. *New volunteers will also be asked to sign this electronically when they sign up for training in Virtus, but you must have the Archdiocesan hardcopy in your files.*

3. **PGC certificate** and any recertification certificates.

4. **Letter(s)** from school saying they passed background check from Sterling Volunteers (every 5 years) OR the NJ DOE Applicant Approval Employment History document saying they passed fingerprinting (done once) because they are currently teaching in a NJ school. If they are not an active teacher, they **must** have a Sterling Volunteers background check and letter.
All employees and volunteers (in ministry with minors) must complete re-training in child sexual abuse awareness every 5 years.

**Live Class Options**
(Good for 5 years)
- PGC (3 hours)
- Keeping the Promise Alive (90 minutes)
- Vulnerable Adults (90 minutes)
- Each class has a certificate

**Online Recertification**
(Every year)
- Every month: read the bulletin and answer question
- Every year: complete the online module (45 minutes)
- Online module has a certificate
# Department of the Protection of the Faithful
## Office of Child and Youth Protection Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Clark</td>
<td>Director, Protection of the Faithful</td>
<td>973-497-4254</td>
<td><a href="mailto:Karen.clark@rcan.org">Karen.clark@rcan.org</a></td>
</tr>
<tr>
<td>Larry Boland</td>
<td>Coordinator, Safe Environment</td>
<td>973-497-4012</td>
<td><a href="mailto:Lawrence.boland@rcan.org">Lawrence.boland@rcan.org</a></td>
</tr>
<tr>
<td>AnnMarie Caliguire</td>
<td>Safe Environment Compliance Officer</td>
<td>973-497-4568</td>
<td><a href="mailto:Annmarie.Caliguire@rcan.org">Annmarie.Caliguire@rcan.org</a></td>
</tr>
<tr>
<td>Elizabeth DeMott</td>
<td>Safe Environment Compliance Officer</td>
<td>973-497-4565</td>
<td><a href="mailto:Elizabeth.deMott@rcan.org">Elizabeth.deMott@rcan.org</a></td>
</tr>
</tbody>
</table>

Questions? Contact the OCYP- we are here to help!
Appendix- Sample Documents

- 2012 Volunteer Application
- 2013 Employee Application
- 2018 “Pass the Trash” Application
- 2019 Code of Conduct
- Background check letter
All Volunteers will complete the 2012 Volunteer application.

Make sure application is signed, dated and initialed.

Volunteer must provide an Emergency Contact.

There are 3 questions regarding Criminal History - these must be answered!
The declaration page must be initialed, signed and dated.

Initial all lines (checkmark is not valid)

LSEC will review and ensure all information is complete.
The last page must be initialed. This is required to allow a background check to be run. This is NOT a financial check.

**Can the Archdiocese obtain financial information about me?**

No. We are barred from any access to your financial information. In fact, if anyone accesses your credit report without your permission, that is a violation of law and you should notify the Federal Trade Commission immediately.
Employees who have an application prior to 2013, must complete the last 2 pages of the 2013 Employee application.

Correct application date is March 19, 2013.
Parish employees who start after September 2019 must complete the new September 2019 Application.

New Jersey State law now prohibits employers from requesting salary history from candidates. The salary history portion has been deleted from the revised application. Every Parish must insert your specific Parish name, logo and address. The RCAN logo and address must not appear on your application.
2018 “Pass the Trash” Application – for school employees hired on or after June 1, 2018.

Application for Employment

SCHOOL NAME
ADDRESS
PHONE AND FAX NUMBERS

Position Applying For: ___________________________ Date: ___________________________ Job Title: ___________________________

PERSONAL DATA
(please fill in)

Name: ___________________________ Last ___________ First ___________ Middle

Mailing Address: ___________________________ Street: ___________________________ City: ___________________________ Postal Code: ___________________________


E-mail Address: ___________________________

Are you available to work? Full-Time ☐ Part-Time ☐ If Part-Time, indicate: Morning ☐ Afternoon ☐ Evening ☐

How did you learn about us? Advertisements ☐ Website ☐ Relative ☐ Friend ☐ Other ☐ ___________________________

Are you lawfully authorized to work in the United States? Yes ☐ No ☐

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes ☐ No ☐

Have you ever been employed with us before? Yes ☐ No ☐ If yes, when? ___________________________

Do you have any relatives working here? Yes ☐ No ☐ If yes, relationship? ___________________________

Are you currently employed? Yes ☐ No ☐ May we contact your present employer? Yes ☐ No ☐

Date available for work: __/__/_________ What is your desired salary range? $ ___________

Date: ___________________________ Signature of Applicant

Applicant’s Acknowledgment – I hereby understand and acknowledge:

1. At-Will Employment: Unless I am applying for a Union position, any employment relationship with this organization is of an “at-will” nature, which means that the Employee may resign at any time for any reason and the Employer may discharge me at any time with or without cause. It is further understood that this “at-will” employment relationship may not be changed by any written document or by conduct unless such change is specifically stated in writing by an authorized executive of this organization.

2. Compliance With Church Policies: I must observe all the guidelines and policies relevant to the position for which I am applying, including, but not limited to, the Archdiocese of Newark’s Policies on Professional and Ministerial Conduct and the Harassment and Sexual Harassment Policy of the Employer. Among other things, this means that I must exhibit the highest Christian ethical standards and personal integrity, and conduct myself in a manner that is consistent with the discipline, norms and teachings of the Roman Catholic Church.

Date: ___________________________ Signature of Applicant
2019 Code of Conduct (in English and Spanish) can be accessed on the Child and Youth Protection website.

All employees and volunteers must read the Code of Conduct and sign page 23. The signed copy will be retained in the employee or volunteer file.
Each employee and volunteers (who have a background check) will receive a letter from the parish or school.

October 3, 2019

Sally Smith
123 Main Street
Any town, NJ 12345

Dear Sally Smith,

This letter is to inform you that the Sterling Talent Solutions/Sterling Volunteers background screening/re-screening that you authorized has been completed and no potentially adverse information was reported.

Please keep this letter for future evidence of the completion of your background screening.

Thank you for cooperating in this process.

Sincerely,

[signature of Pastor or LSEC]