Safe Environment Updates
What’s New???

• Background screening dates have been integrated from CID to VIRTUS and are now found under VIRTUS “Background Check” tab.

• Volunteers will be directed to complete background screening online as part of the VIRTUS registration process. (beginning April 10)

• The Code of Conduct is now acknowledged during the VIRTUS registration process, no longer need to get in hard copy of Safe Environment Acknowledgement form.

• A 5 Year Background Check Renewal Email Reminder will be sent via VIRTUS two weeks before expiration of latest screen for volunteers, beginning mid April.
SCREENING ONE

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

VIRTUS® Online
REGISTRATION LINKS

www.richmonddiocese.org

Or

www.virtus.org
The Catholic Diocese of Richmond is committed to ensuring that diocesan institutions and ministries provide a safe and nurturing environment for children, young people and vulnerable individuals. The mission of the diocese Safe Environment Program is to create a safe environment incorporating the standards as outlined in the Charter for the Protection of Children and Young People.

Diocesan VIRTUS® Training Sessions (English) (Spanish)

10-YEAR REPORT ON THE CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE
Report says that “...there has been striking improvement in the Church’s response to and treatment of victims.”

Log directly onto the VIRTUS Site

www.virtus.org
1. LOG ONTO THE VIRTUS WEBSITE: www.virtus.org

Before or after attending an instructor-led (live) session, participant must register with VIRTUS Online.

Note: Preference is for the participant to register so that they can choose their unique id and password. An account can be created for a volunteer via HR office if necessary.
It is very important that a user create a VIRTUS account. Please encourage all participants to log on before or after to create an account.
2. COMPLETE REGISTRATION DEMOGRAPHIC PAGE:
Participants must provide **all** the information requested on the screen.
Includes: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth (required for background screening determination).

(Note, if volunteer does not have an email address, consider obtaining a free email account such as Gmail or Yahoo. If an email address can not be obtained enter: noaddress@virtus.org.)
DATE OF BIRTH field is required during VIRTUS registration to determine if background check will be conducted.
REMEMBER: Clicking the back button will result in registration being lost.
3. SELECT PRIMARY LOCATION:

The **PRIMARY** location is where an individual works or volunteers and should be selected by clicking the downward arrow and highlighting the location.

**Must** click **Continue** to proceed.

Note: If serving at multiple diocesan locations, will be prompted to select those additional locations in future screen(s).
4. SELECT ADDITIONAL LOCATION:

The selected location(s) are displayed on the screen.

Selecting **YES**, if there is a need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if list of locations is complete, select **NO**.
5. SELECT ROLE:
Select the role(s) that is served within the Diocese of Richmond and/or parish/school.

**All** roles that apply should be checked.

Click **Continue** to proceed.
6. ANSWER Employee or Volunteer?

**Must answer** the following two questions.

Then click **Continue** to proceed.

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

- Yes
- No

Are you Employed at one of our locations?

- Yes
- No

Continue
7. ACKNOWLEDGE CODE OF CONDUCT:

Participants must review the following and respond:

- Code of Conduct for the Diocese of Richmond (PDF)

To proceed, Confirm by clicking on: “I have downloaded, read, and understand the Code of Conduct for the Diocese of Richmond” and enter your full name and today’s date.

Click on Continue.
Diocese of Richmond, VA

Code of Conduct

I have downloaded, read, and understand the Code of Conduct for the Diocese of Richmond.

Please provide an electronic signature to confirm you have read the above documents and completed the Diocese of Richmond Code of Conduct:

Full Name (first, middle and last)*: ____________________________ (John D. Smith)

Today's Date*: ____________________________ (mm/dd/yyyy)

Continue
Code of Conduct

The purpose of the Code of Conduct is to provide a safe environment for the children, youth and vulnerable adults in the faith communities in the Diocese of Richmond. All Church personnel as well as volunteers routinely working with minors and vulnerable adults should attend a safe environment training session and complete the diocesan background screening process. Church, school personnel, and all volunteers who work with or routinely have access to minors and vulnerable adults must be aware of their own as well as others’ vulnerability when working alone with minors and vulnerable adults. For this reason, the Diocese of Richmond will utilize a team approach.

1. Monitor facilities during any parish, school or diocesan events, particularly any restroom facilities used by children and youth and any secluded areas.
2. Two unrelated adults for each unrelated child in parish, school, programs or parishes.
3. Programs for children will require at least two unrelated adults.
4. Any off-site events will require two unrelated adults.
5. Transportation of children should be in vehicles with at least two unrelated adults.
6. Overnight retreats at private, overnight retreat centers require at least two unrelated adults. Adults should not be in the rooms where there is sleeping, changing or eating.
7. Adults should not participate in overnight retreats as the volunteer. Adults should be in the role of support person and not in the role of leader or organizer.
9. In those rare events where children or vulnerable adults may be alone, a team approach will be utilized.

Diocesan Safe Environment Regulations

The Catholic Diocese of Richmond

Policies
Code of Conduct
Background Screening
Safe Environment Training
8. ANSWER ATTENDANCE QUESTION:

If you have not attended a VIRTUS Protecting God’s Children session, choice is NO.

Otherwise, choice is YES.
9. SELECT SESSION:

- If chose **NO** during the previous step, then presented with a list of upcoming **VIRTUS Protecting God’s Children** instructor-led sessions scheduled for the **Diocese of Richmond**.

- **When** the instructor-led session training is chosen, participant clicks the circle -- and then click **Complete Registration**.

- If chose **YES** during the previous step, presented with a list of all instructor-led **VIRTUS** sessions that have been already conducted in the **Diocese of Richmond**. To select session attended click the downward arrow and highlighting the session -- then click **Complete Registration**.
10. NEW SUBMIT BACKGROUND SCREENING:

A background check will be completed online via Screening One if only volunteer role has been checked in VIRTUS registration process and individual is not employed by a diocesan location. Volunteer is directed to complete a Screening One background check on a secure website.
BACKGROUND CHECK COMPLETED PREVIOUSLY?

• A question will be added to the registration process- “As a volunteer, have you completed the required background check for your parish/school with in the last 5 years?”

If the answer is yes, participant will then bypass background check link.

The location will need to follow up after the participant attends a VIRTUS session to be sure the background screening dates are added to the account.
Training Only Tab

• A profile will be added that can be used for Training Only.
• Location must communicate with our office to ensure that the account is listed as training only.
Only those individuals who have just selected “volunteer role” will be directed to online background check.

Employees and clergy complete background check during onboarding process.

HR will add employee and clergy screening dates to employee VIRTUS account.
New Integrated Background Check Process
The Screening One logo and information will appear on the screens. The following slides are “demo” slides.
Welcome!
Are you ready to begin the background check process?

Once you start, you will complete the following steps:

- Give consent to running your background check electronically
- Complete the necessary legal process
- Fill out the background questionnaire
- Submit your information

*Do not click the back button during this process. You will have the opportunity to edit the information you provide before submitting your questionnaire*
ELECTRONIC SIGNATURE CONSENT

As part of the selection process at TESTING ACCOUNT, the "Company," you will need to consent to a background check electronically. By typing your name and clicking in the box below, you are consenting to receive any communications (legally required or otherwise) and all changes to such communications electronically. In order to use the website, you must provide at your own expense an Internet connected device that is compatible with the minimum requirements outlined below. You also confirm that your device will meet these specifications and requirements and will permit you to access and retain the communications electronically each time you access and use the website.

System Requirements to Access Information

To receive and view an electronic copy of the Communications you must have the following equipment and software:

- A personal computer or other device which is capable of accessing the Internet. Your access to this page verifies that your system/device meets these requirements.
- An Internet web browser which is capable of supporting 128-bit SSL encrypted communications, JavaScript, and cookies. Your system or device must have 128-bit SSL encryption software. Your access to this page verifies that your browser and encryption software/device meet these requirements.

System Requirements to Retain Information

To retain a copy, you must either have a printer connected to your personal computer or other device or, alternatively, the ability to save a copy through use of printing service or software such as Adobe Acrobat®. If you would like to proceed using paper forms, please choose option 2 below.
CHOOSE ONE OF THE FOLLOWING OPTIONS:

**Option #1**

I, [Type full name], consent to transacting electronically, including receiving legally required notices electronically. I understand that TazWorks Support 2-5 uses computer technology to ensure that my signed documents are not altered after submission. I agree to allow TazWorks Support 2-5 to validate my signed documents in this way.

**Option #2**

I, [Type full name], do not wish to electronically sign my documents. Rather, I prefer to print out and sign paper versions of the documents and return them by mail or in person to TESTING ACCOUNT. I understand this may delay the selection process with TESTING ACCOUNT.
DISCLOSURE REGARDING BACKGROUND INVESTIGATION

TESTING ACCOUNT, the "Company," may obtain information about you from a third party consumer reporting agency for volunteer purposes. Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history (including income), or other background checks.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by TazWorks Support 2-5, Phone: 801-572-7401 / 888-111-1112, Fax: 888-577-7772 / 888-222-2221, 1192 E Draper Parkways, Beverly Hillss, CA 90210, http://www.tazworks.com. To the extent permitted by law, the Company may obtain consumer reports from any outside organization throughout the course of your volunteer work.

☐ I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and certify that I have read and understand this document.

[End of DISCLOSURE REGARDING BACKGROUND INVESTIGATION]
Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.
STATE AND CITY NOTICES

Please provide the following information.

I certify that I am an individual seeking prospective or continued volunteer work in -- Please Select -- ▼.

I certify that I am a resident of -- Please Select -- ▼.

Continue
ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled DISCLOSE REGARDING BACKGROUND INVESTIGATION, A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and the DISCLOSURE FOR INVESTIGATIVE CONSUMER REPORT and certify that I have read and understand those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my volunteer work, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by TazWorks Support 2:5, Phone: 801-572-7401 / 888-111-1112, Fax: 888-577-7772 / 888-222-2221, 1192 E Draper Parkways, Beverly Hills, CA 90210, http://www.tazworks.com and/or Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I understand that by checking the "I AGREE" box, typing my name and the last four digits of my Social Security Number or User ID, and clicking on the "SIGN ACKNOWLEDGMENT" button below, constitutes my electronic signature, dated as of when I click on the "SIGN ACKNOWLEDGMENT" button, and that by doing so:

- I am authorizing TazWorks Support 2:5 to conduct the background check(s) described above
- I am consenting to use electronic means to sign this form and have read and understand the above disclosure
- I acknowledge I may request a hard copy of this Disclosure and Authorization form after agreeing to the background check electronically by calling TazWorks Support 2:5 at Phone: 801-572-7401 / 888-111-1112, Fax: 888-577-7772 / 888-222-2221

I agree:

☐ I AGREE

Type Name: [ ] Type Last Four Digits of your Social Security Number/User ID: [ ]

Please note: the last four digits of your SSN or User ID may be required at a later time for verification purposes.

[End of ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK]
“Social” not required field
Application Summary

Please review your information for accuracy. If you would like to make changes, please click "Edit" next to an item. When you are finished, click the "Submit" button.

Applicant: REGISTRATION L. TESTAGHJ  
(111-11-1111, 01/01/1972)
Current Address:  
111 TEST RD  
JENKS, OK 74037

Search Summary for Volunteer Only Package

Application Notes

Cancel Submit ➔
Volunteer prints authorization and confirmation
Volunteer will receive confirmation email once background screening is submitted.
Volunteer Screening Fee Change

VOLUNTEER Background Check-Screening One Nationwide Search ($3.75)

**NEW**- Due to new legal requirements, if a possible charge is found on National Search a county verification will take place. The charge for this is $10.50 and will appear on your invoice.
Volunteer Background Check Results

- Location still has access to log into Screening One to view Background Checks that have been completed and processed.
- Location can continue to process using current model.
- Contact HR regarding blue flags.
- Notify HR if background check is incorrectly charged to your location due to individual choosing incorrect location during registration process.
EMPLOYEE BACKGROUND CHECKS
Parish & Pastoral Center Employees (excluding Preschool, Daycare, Clergy)

<table>
<thead>
<tr>
<th>Point of Hire</th>
<th>ABCD</th>
<th>XYZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Protective Services $10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow instructions / mail to CPS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Screening One Employee $19.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit to HR with a check to CDR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Re-Screen Every 5 Years</th>
<th>ABCD</th>
<th>XYZ</th>
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<tbody>
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<td>Child Protective Services $10.00</td>
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</tr>
</tbody>
</table>
School Employees (excluding Before/After Care, Preschool, Daycare and Summer Camp)

<table>
<thead>
<tr>
<th>Point of Hire</th>
<th>Cost</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Protective Services</td>
<td>$10.00</td>
<td>Follow instructions and mail to CPS</td>
</tr>
<tr>
<td>Fingerprint Cards (3)/SP-24</td>
<td>$25.00</td>
<td>Submit to HR w/SP-24 &amp; check to CDR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Screening One Employee</td>
<td>$19.25</td>
<td>Submit to HR with a check to CDR</td>
</tr>
<tr>
<td>Child Protective Services</td>
<td>$10.00</td>
<td>Follow instructions and mail to CPS</td>
</tr>
</tbody>
</table>
## Before/After School, Preschool, Daycare and Summer Camp Employees*

### Point of Hire

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Protective Services</td>
<td>$10.00</td>
<td>Follow form instructions and mail directly CPS</td>
</tr>
<tr>
<td>Fingerprint Cards (3) + SP-24</td>
<td>$25.00</td>
<td>Submit to HR w/SP-24 &amp; check to CDR</td>
</tr>
</tbody>
</table>

### Re-Screen Every 3 Years

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Crim Rec Ex. SP-167</td>
<td>$20.00</td>
<td>Submit to HR with a check made CDR</td>
</tr>
<tr>
<td>Child Protective Services</td>
<td>$10.00</td>
<td>Follow instructions &amp; mail to CPS</td>
</tr>
</tbody>
</table>
Volunteers

<table>
<thead>
<tr>
<th>Initial</th>
<th>Re-Screen Every 5 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Screening One Volunteer $3.75</td>
<td>• Screening One Volunteer $3.75</td>
</tr>
<tr>
<td>Potential 10.50 County Search</td>
<td>Potential 10.50 County Search</td>
</tr>
</tbody>
</table>
Remember

The cost of the screening is billed directly to location.

Location may need to consider establishing a process of gathering fees if the location is requiring volunteer to pay for their screening.
BACKGROUND CHECK EMAIL REMINDER

• Still in development, hoping to be in place mid April.
• Email from VIRTUS to volunteer about two weeks prior to 5 year renewal- “time to renew background check”.
• Volunteer will then log into VIRTUS and click a GREEN BOX that states begin background check.
• Volunteer then clicks on a link and is prompted to complete the background check.
BACKGROUND SCREEN ONLY

• New Profile in VIRTUS
• For roles that do not require VIRTUS attendance (i.e. money counters)
• Paper screening form must indicate background check only (write on form)
• Screening done manually, copy sent to HR after inputted at location
Background Check Reports in VIRTUS

**Background Check Report**
Displays a list of users and a report of their background checks

**Background Check Report by Date, Location, Status**
Displays a list of users and a report of their background checks, filterable by background check date, user location, and background check status

**Background Check Counts by Role**
Displays the number of background checks of each type that have been run for users in each role
VERIFY ACCOUNT ACCURACY

“USER SEARCH” HELPFUL WHEN LOCATING AN ACCOUNT

ACCURATE EMAIL ADDRESS
Accurate role(s)

Primary Roles

- Employee
- Volunteer
- Deacon
- Priest
- Volunteer

Additional roles:

- Educator (teacher in Catholic Schools)
- Parent
VERIFY BACKGROUND CHECK DATES
USCCB CHARTER AUDIT in SEPTEMBER (Audit period July 1, 2016- June 30, 2017)

• Verify that VIRTUS database for volunteers and employees at your location is accurate.
• Check to be sure screenings are up to date.
• Is there a link in the bulletin or on parish/ school website to the Diocesan Safe Environment page?
• The signed Certification letter will be emailed in June and is due August 15, 2017.
• Know the reporting process.
• Publish the Reporting Number 877-887-9603?
APRIL is CHILD ABUSE PREVENTION MONTH

• Consider planting a blue pinwheel garden at your location
• Remember those who have been abused in the Prayers of the Faithful at Mass
• Offer Child Abuse Prevention Blessing prayer cards and blue ribbons
• Host a VIRTUS session during April at your location
F.A.Q.

• Can a volunteer complete screening using current process? Yes, the current process can be used, but a VIRTUS account **must** be created. Background screening dates will be added to the VIRTUS account, no longer in CID.

• What if the screening dates are missing on the VIRTUS background check tab? Please notify Katie Hoffmeister or Maryjane Fuller in HR for assistance.
F.A.Q.

• What if I find multiple VIRTUS accounts for a volunteer or employee? Contact HR to have accounts merged. VIRTUS is a “one time” training.

• What if employee or volunteer attended VIRTUS in another diocese? Contact VIRTUS at 888-847-8870.

• What is a suspended account? This means a user has not logged in for over 1 year. Please verify email address/contact information then contact HR to have account updated.
F.A.Q.

• What about Employee Background Check? These checks should be completed using the current process.

• Do I need to send copies of volunteer screens to HR? If an individual uses the new integrated process then copies do not need to be sent to HR. If a background check is completed using the “current process” copies do need to be sent so the dates can be added to the VIRTUS database.

• What if I can not find a VIRTUS session in my area? Please contact Maryjane Fuller or Katie Hoffmeister for assistance.
FINAL QUESTIONS
SAFE ENVIRONMENT
HR CONTACTS

• Maryjane Fuller
  • mfuller@richmonddiocese.org
• Katie Hoffmeister
  • khoffmeister@richmonddiocese.org
• Tina Tupper
  • ttupper@richmonddiocese.org
Thanks for all you do each day to protect God’s precious children!