



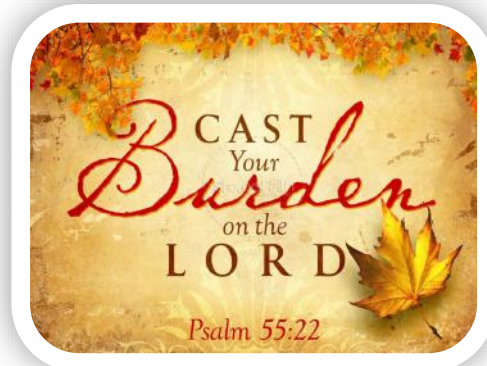
Archdiocese of Seattle

## SAFE ENVIRONMENT PROGRAM

Protecting the Young and Vulnerable

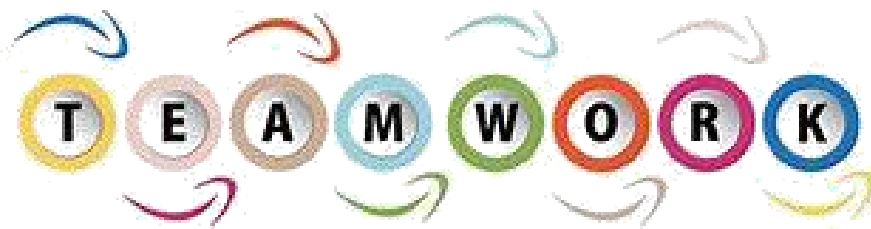
SEP Newsletter ~ October 2023

Fall is in the air!! Spice up your life with the Top Ten Finest Fall Tips from SEP!!



### *What Fall Tips are Inside this Issue?*

1. **Check Out the Revised SEP Website**
2. **Be Aware that SEP is Doing Location Compliance Reviews**
3. **Understand the Two Arms of SEP Training**
4. **Understand “Process User” Status in Virtus**
5. ***Breaking News: No More Printing of BGC Reports!***
6. **Be Aware of Account Clean-up in Trak-1**
7. **Understand the protocol for Minors**
8. **Help with Virtus Clean-Up - Featured Instruction**
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10. **SEP Newsletters now available on SEP Website**



For more information or questions please email [sep@seattlearch.org](mailto:sep@seattlearch.org) or call 206-274-3188



### **Fall Tip #1 ~ Check out the Revised SEP Website**

The SEP website has been fully revised and is chalk full of important and helpful information. Please check it out and save frequently-used documents and forms to your electronic file. You should only be using the 2023 version of SEP documents and forms so please “retire” ALL pre-2023 forms/documents in your possession and replace with the current versions on the website.

- **Local Coordinators** [click here](#) for the current Coordinator’s Handbook which has all current/revised protocols! This is a jewel of a document!! **Please read it!!**
- **Main page link** [For Parishes Safe Environment - Archdiocese of Seattle \(archseattle.org\)](https://www.archseattle.org/for-parishes-safe-environment)

Refer volunteers, employees, facilitators, faith formation staff, school staff and parents to their respective toolkits for information. This website is a great tool!!

### **Fall Tip #2 ~ Be Aware that SEP is Doing Location Compliance Reviews**

Thank you for all your good work with Safe Environment compliance last May!!

During the USCCB audit this year it was apparent that we still have a lot of active employees and volunteers in Virtus who are out of compliance with their Safe Environment requirements. In our ongoing efforts to get Virtus profiles updated and accurate, compliance review reports will be sent to each location over the coming months.



- Please watch for your report, which will be sent to the administrator/principal, the local SE coordinator and pastor.
- Be sure to research the list of users on the report: people who are active in Virtus for your location but are not current with one or more requirements.
- If they are not currently employed or volunteering in a role with children/vulnerable adults, please be sure to inactivate them.
- If they are actively employed or volunteering in a role with children/vulnerable adults they must complete the missing requirement(s) ASAP to avoid being suspended from service.

You guys are doing a great job overall!!

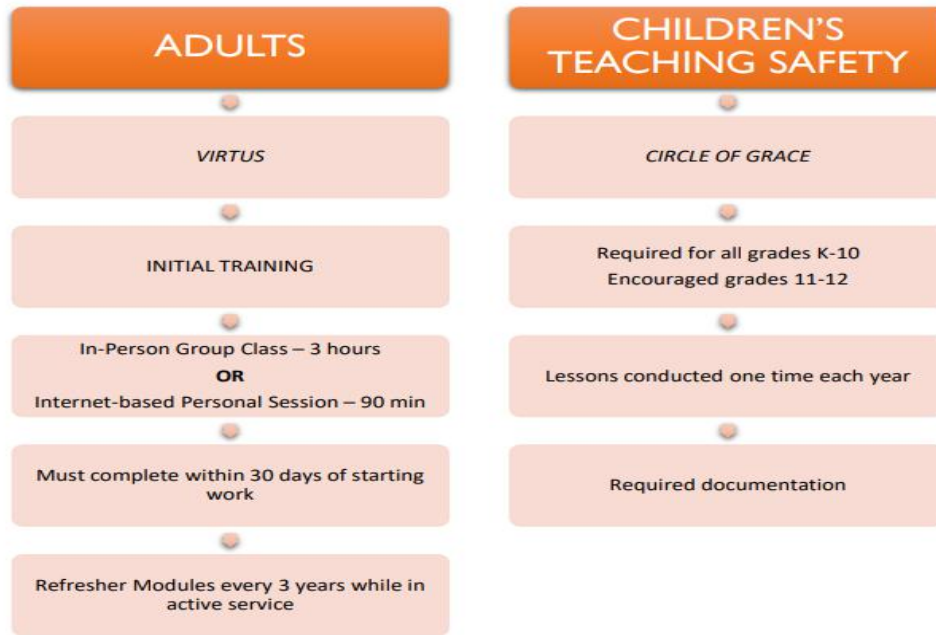
**Thank you** for your efforts. It’s an ongoing chore to be sure!!

**Please contact the Safe Environment Program if you have questions.**



Fall Tip #3 ~ Understand the Two Arms of SEP Training

Training – Two Arms

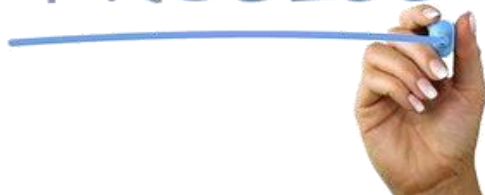


Fall Tip #4~ PROCESS USER Status in Virtus - Awaiting Approval

If you come across a user profile that is in PROCESS USER status, this means their profile is awaiting approval of *initial* training.

- **Never registered** for initial training - *need to register for in-person or online module*
- **Registered** for an old in-person class - *verify attendance with SEP office - if on roster then we'll approve the class, if not they'll need to re-register for initial training*
- **Assigned Online Awareness 4.0 but never completed it** - *ask them to complete it*
- **Completed Online Awareness but never got approved** - *contact SEP office to push through the completed training - it's an auto-approval but sometimes hits a glitch!*
- **Training not required** - *ushers, money counters and the like - notify SEP to push through*

APPROVAL  
PROCESS



Location administrators are notified by email when new profiles have been created. Review new profiles right away; monitor over the coming days for completion of initial training if they are subject to the requirement. Those with incomplete training - if it is required of them - should not be serving if they haven't completed initial training within 30 days of starting their work.



### **Fall Tip #5 ~ You May Stop Printing Background Check Reports!**

Archives & Records have made a definitive statement that locations no longer need to print paper copies of Safe Environment background checks, training records or documents sign-off, *with one exception....*

Paper copies of all documents related to *minors working with younger children or vulnerable adults* must be retained permanently.



All adults subject to the Archdiocese of Seattle Safe Environment requirements **MUST** have a profile in Virtus to track their compliance. Please contact the SEP office if you have questions!

***“So what about the audits...we’ve always had to have paper copies?”***

Parish Financial Services works with me to give the auditors admin access in Virtus so they can view the SEP records for the list of names they have been given. This streamlines the process and saves locations time and paper!!

**No more printing!!! Yay!!**

### **Fall Tip #6 ~ Be Aware of Account Clean-up Happening in Trak-1**



As part of our ongoing efforts with system updates and clean-up, we have a number of old sub-user logins through Trak-1 that are being inactivated.

If you find that you no longer have access and need it please contact the Safe Environment Program office. We want to be sure that access is based on the needs of each location while ensuring that access is only given to those managing Safe Environment compliance.

*If your location account uses an email from a staff member who is no longer employed we must update your Trak-1 account information in the system. Please call SEP ASAP to discuss.*





**Fall Tip #7 ~ Review the *Minors Working with Younger Children Protocol***

This past Spring we introduced a revised protocol for minors working with younger children. **The protocol is in effect for all minors working in any capacity with younger children**, whether volunteer or employed, even temporarily. This surpasses all previous protocols so please familiarize yourself with the protocol and the new forms. The new protocol and revised forms are posted on the SEP Website.

- **Background Checks** All minors age 16-17 (up until 18th b-day) must have a clear background check on file prior to starting work with younger children. A background check authorization form is required, and must be signed by the parent/guardian prior to submitting in Trak-1 as a manual background check application.
- **Code of Conduct Form** *All* minors working with younger children must have a Code of Professional Conduct form on file in the parish or school office prior to starting work. The form is provided to the parent/guardian who reviews the Code of Conduct with the youth. Parents then return the completed form to the SEC.

*ALL background check authorization forms have been revised for 2023 and replace all old forms.*





## Fall Tip #8 ~ Help with ongoing Virtus clean-up

As you know, we're on a mission to clean up our Virtus database and get it in better order! Throughout the year we'll provide some helpful and important instructions that should become an integral part of your ongoing compliance management. THANK YOU for your efforts at helping make our SEP Virtus database the best and most accurate database ever!!



### Featured Instruction: Background Check Reports

- Background Check errors happen for different reasons:  
Most common is *human error!* Once the application process is started in Virtus the system recognizes a 'background check in progress' and if the application is interrupted for any reason the system aborts the process and leaves an error in Virtus. The user will not be able to re-submit until we delete the error.

Sometimes it's a "duplicate" - Virtus will let you know that Trak-1 has a result on the user within the past 1065 days (our 3 yr renewal period).

- It's imperative that errors or incomplete background checks be verified in Trak-1 if there is no result in Virtus. If there is no report in Trak-1 then we need to delete the submission from the Virtus profile - otherwise it blocks the user from being able to re-submit their background check, which causes undue frustration! If there is a report in Trak-1 simply edit the submission in Virtus and record the results manually.
- A quick and easy way to determine outstanding background checks for your location is to run a Background Check Report in Virtus for all
  - Errors**
  - Incompletes**
  - Pendings**
- [Click here](#) for a helpful instruction on how to create a Background Check Report.
- Run the report once or twice a month to keep up on outstanding background checks. Make this part of your ongoing compliance management.
- An email to [sep@seattlearch.org](mailto:sep@seattlearch.org) with your errors will clear them from the system - provide the user name and the user ID. Turnaround time is pretty darn quick!!



*Contact the Safe Environment office if you have questions!!*



### Fall Tip #9 ~ Gentle Reminders!

We're all super-busy but please keep in mind a few important things:



- **Staff Changes** Please always email [sep@seattlearch.org](mailto:sep@seattlearch.org) if there are any changes in SEP local coordinator or PAA. The SEP communication contact list will be updated accordingly.
- **SEC Training** Do you have a new local coordinator who needs training, or an SEC who would like some refresher training? Please email [sep@seattlearch.org](mailto:sep@seattlearch.org) and get some training on the calendar!! Those who have had SEC training are much more confident in their role!
- **BGC reports** Trak-1 background check reports are confidential and contain sensitive information. Please do not email them unless you have encrypted email.

### Fall Tip #10 ~ SEP Newsletters now available on the SEP Website



SEP Newsletters are now being posted on the SEP Website in the Local Coordinator Toolkit in the “Other Resources” section. Please [click here](#) to access previous 2023 SEP Newsletters.



**Take advantage of having the information at your fingertips!!**





*Humpty Dumpty  
had a great fall -  
hope you do too!!*



THANK YOU!  
THANK YOU!  
THANK YOU!

*You guys are the best! Thank you  
for all you do to help make our Safe  
Environment Program one of the  
best in the US!*

