DIOCESE OF
FORT WAYNE-SOUTH BEND
SAFE ENVIRONMENT PROGRAM

Instructions for use with FORM 1
Background Evaluation & Safe Environment Training Report
July 1, 2022 - June 30, 2023

1. For the audit year, July 1, 2022 – June 30, 2023, the Diocesan Safe Environment Database (CMG Connect) will be used for all data collection from parishes and schools for the final report to the USCCB for its audit on *The Charter for the Protection of Children and Young People*.

2. Parish or school safe environment coordinators are to complete the CMG Connect database created for their parish/school according to the directions on pages 11-12 of the Background check Procedure.

3. Each parish/school CMG Connect database must include all active educators, employees, and volunteers for 2022-23. Then the coordinator should complete FORM 1. Review FORM 1 and the data in CMG Connect database with the pastor (and principal, if applicable) so that he is aware of the parish's status. Ask for his signature. Send FORM 1 to the diocesan Safe Environment Program staff.

4. Do not misrepresent the data. There must be a completed background check on file for every active employee, educator and volunteer before a date is recorded in the CMG Connect database. The employee/volunteer/educator must have completed ALL parts of the safe environment training to have a date recorded.

5. Once received at the Safe Environment Program, the staff will download a copy of your CMG Connect database to Excel. The data will be analyzed as follows:

   a. Sort the Excel sheet according to Audit Category, i.e. Educators (schools only), Parish/School Employees and Volunteers.

   b. Count the total number of Parish/School Employees who are listed. For each active employee, there must be a current date for the background check. If the date is current, the employee will be counted as "having a background check". If the date not current, the employee will be counted as "NOT having a background check." The staff may spot check at the Barada website as needed.

   c. If the active employee has training noted, the employee will be counted as having "completed Safe Environment Training." If the employee does not have either CMG training or the previous training program requirements met, the employee will be counted as having "NOT completed Safe Environment Training."

d. The same procedure will be used to count educators (for schools only) and volunteers.

e. The Diocesan Business Office will furnish a list of all persons paid by the parish/school to the safe environment program.   All persons on this list must appear as "approved" in the CMG Connect database. If the parish/school paid a person and that person is not listed as active in CMG, the person will be added to the parish/school list and counted as "not having a BC" and "not completed training."

f. The final numbers for a parish/school will include numbers of educators (for schools only), employees, and volunteers. For each group, it will be divided into those with a background check and those without, and those with safe environment training and those without.

g. If a parish or school has many employees/educators/volunteers without background checks or training, the diocesan SEC **may** send a notice to the parish/school coordinator to inquire about the issue and give time for revision. Due to time constraints in preparing the final audit numbers, this may not be possible.

h. The numbers collected from each parish/school will be added to form the diocesan totals for number of educators, employees and volunteers. The diocesan SEC will add in his numbers for priests, deacons, candidates for ordination, substitute teachers, head principals and chancery employees. For every person included in a category, there will be totals for those with/without background checks and those with/without training.

i. Individual totals for each parish/school will be reported to the Vicar General and the Bishop.

6. Please contact the diocesan SE staff with any questions prior to sending FORM 1.

7. Thank you!