



DIOCESE OF
FORT WAYNE-SOUTH BEND
SAFE ENVIRONMENT PROGRAM

**Instructions for use with FORM 1
Background Evaluation & Safe Environment Training
Report
July 1, 2017 - June 30, 2018**

**For use with
FORM 1
PARISH/SCHOOL WITH
SMARTSHEET**

1. For the audit year, July 1, 2017 – June 30, 2018, the Diocesan Safe Environment Database (Smartsheet) 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 smartsheet created for their parish/school according to the directions on pages 8-9 of the [Background Check Procedure](#).
3. Each parish/school Smartsheet must include all active employees and volunteers for 2017-18. Then the coordinator should complete FORM 1. Review FORM 1 and the data in Smartsheet 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 Coordinator (SEC), Cathie Cicchiello.
4. Do not misrepresent your data. There must be a completed background check on file for every active employee, educator and volunteer before a date is recorded in that column on Smartsheet. The employee/volunteer/educator must have completed ALL parts of the safe environment training to have a date recorded in that Smartsheet column.
5. Once received at the Safe Environment Program, Cathie will download a copy of your Smartsheet to Excel and save to her computer. Then she will do the following to her saved copy:
 - 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 as ACTIVE. For each active employee, there must be a current date for the background check. That is, the date must be within the past five years. If the date is current, the employee will be counted as "having a background check". If the date is older than five years, the employee will be counted as "NOT having a background check."



DIOCESE OF
FORT WAYNE-SOUTH BEND
SAFE ENVIRONMENT PROGRAM

- c. If the active employee has a date in the Training date column, the employee will be counted as having “completed Safe Environment Training.” If the employee does not have a date in the Training date column, 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 final numbers for a parish/school will include numbers of educators (for schools only), employees, and volunteers divided into those with a background check and those without, and those with safe environment training and those without.
 - f. If a parish or school has a large number of 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 or may not be possible.
 - g. 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 her 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.
 - h. Individual totals for each parish/school will be reported to the Vicar General and the Bishop.
6. Please contact the diocesan SEC with any questions prior to sending FORM 1.
 7. Thank you!

Cathie Cicchiello

260-422-4611 x3308

ccicchiello@diocesefwsb.org