

ARCHDIOCESE
OF
SAINT PAUL &
MINNEAPOLIS

OFFICE OF THE ARCHBISHOP

January 24, 2017

Dear Clergy, Parish and Catholic School Employees, Chancery Staff, and Volunteers,

As we begin the new year, I am writing to both thank you for all that you do in service of the Church and to ask for your continued support of our safe environment initiatives. In a recent letter appropriately issued on the Feast of the Holy Innocents, Pope Francis challenged us to find “new courage” that “generates processes capable of acknowledging the reality that many of our children are experiencing today, and working to ensure them the bare minimum needed so that their dignity as God’s children will not only be respected but, above all, defended.”

To protect and defend that dignity, our Archdiocese is committed to the *Charter for the Protection of Children and Young People*, issued by the United States Conference of Catholic Bishops, and its mandate that each diocese have clear standards of conduct, safe environment training programs, and background evaluations for all persons in positions of trust with regard to our most vulnerable brothers and sisters. The Archdiocese has accordingly enacted policies to address sexual abuse and to promote safe environments not only for our children and youth but also for our vulnerable adults.

Throughout this Archdiocese, all clergy, parish and Catholic school employees and chancery staff, as well as volunteers who have either regular or unsupervised interaction with minors or vulnerable adults, must complete the “Essential 3” requirements. The Essential 3 consists of signing a *Code of Conduct*, completing safe environment training, which consists of Code of Conduct, Mandatory Reporting, and VIRTUS training, and undergoing a background check. (All information you provide for a background check will be kept confidential by your parish or Catholic school, as well as by the Archdiocese).

Our responsibility to create and maintain safe environments is not a one-time obligation; it is an ongoing commitment. When it comes to promoting the safety of children, youth and vulnerable adults, we must strive for continued improvement. To that end, the Archdiocese requires that the Essential 3 requirements be renewed every three years. This enhanced Essential 3 re-credentialing process consists of signing a revised *Code of Conduct*, completing safe environment retraining, and satisfying a background recheck.

Whenever the time comes for you to complete the Enhanced Essential 3 requirements, you will be contacted by the Archdiocese, your supervisor or your Safe Environment Site Coordinator and provided with instructions for completing this re-credentialing. I appreciate your cooperation in this process. Together, we can work to protect God’s children and the most vulnerable among us. Thank you for your shared commitment to the achievement of this goal.

Sincerely in Christ,

Most Reverend Bernard A. Hebda
Archbishop of Saint Paul and Minneapolis



DATE: January 17, 2017

Re: Enhanced Essential 3 for Current Employees and Volunteers

Dear employee or volunteer,

You are being asked to complete safe environment re-credentialing prior to 5/1/2017. You will do this via the www.virtus.org website. Please do not create a new account as attendance at a VIRTUS session generated an account for you. If you need assistance with your log in user name and password please contact us!!!

A key to our commitment to promoting safe environments in our parishes, Catholic schools and communities is for all persons in positions of trust in regard to minors and vulnerable adults to fulfill the Enhanced Essential 3 requirements (EE3). The EE3 relates to 1) the Code of Conduct, 2) safe environment training and 3) background checks, with re-credentialing required every three years. Your involvement at your parish or Catholic school as an employee or volunteer who interacts with children, youth or vulnerable adults warrants compliance with the Archdiocese's Safe Environment requirements.

Please use "The Guide for Current Employees and Volunteers" to assist you in this process. Once you log in to your account, you will have access to the background recheck, re-training video, and Code of Conduct within the Toolbox tab.

Here is what is asked specifically of you (only do the checked items):

- Complete training for Code of Conduct as well as read and sign the Code of Conduct.
- Complete the online background recheck as required by your parish or Catholic school.
- Renew your safe environment training by viewing the Keeping the Promise Alive training video. The video lasts approximately 30 minutes and involves 5 questions at the end of the video.
- Complete the "Reporting Suspected Child Abuse" training module.

If you have any questions, please contact Tammie Hanson at 952-447-2491 or thanson@stmichael-pl.org.

Your participation in the Enhanced Essential 3 will make our local Church a safer environment for all. Thanks for doing all that you can to protect God's children, particularly the most vulnerable among us!

Sincerely,

Tammie Hanson
Safe Environment Coordinator
St. Michael Catholic Church
16311 Duluth Ave SE
Prior Lake, MN 55372

Guide for Re-Credentialing Clergy, Employees, and Volunteers

If you previously attended a VIRTUS session, please do not create a new account; you MUST log in using your existing account. Go to www.virtus.org. Please see the guide below that should assist you in accessing your VIRTUS account:



Home About Us Services / Programs

LOGIN FOR EXISTING ACCOUNTS

Username:

Password:

Need login information?

FIRST-TIME REGISTRANT

Your parish or school should have provided your user ID along with a temporary password. If you know your user ID and password, enter it here.

If you don't remember your user ID and/or password, click this link and see "password reset" and "username recovery" below.

PASSWORD RESET

If you have forgotten your password, but know the username or email address associated with this account, please enter it below.

Username or email address

Access assistance by clicking "Need login information?" If you remember your user ID, enter it here. Or enter the email address that you used when you set up your VIRTUS account.

USERNAME RECOVERY

If you have forgotten the username and email address associated with your account, please complete the form below to attempt to retrieve your username.

First name

Last name

City

Zip code

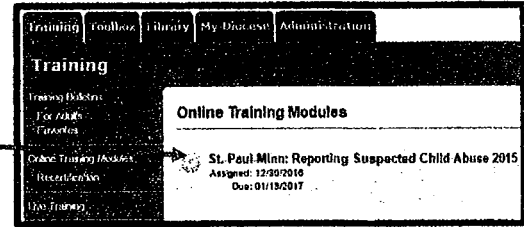
If you don't remember your user ID or email address, trying using this form. If this still doesn't work, please contact your parish or school safe environment coordinator. **Do not click "First-Time Registrant" as this will prompt you to create a new, and duplicated, account.**

If the steps above do not give you access to your account, please contact your local safe environment coordinator. **Do not click "First-Time Registrant" as this will prompt you to create a new, and duplicated, account that will take weeks to fix.**

“Reporting Suspected Child Abuse” Training

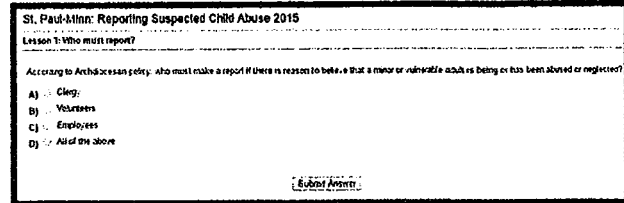
1

If you have not previously completed the “Reporting Suspected Child Abuse” training module, you will be prompted to complete upon your log-in. Please click into the training and view the steps below. *If you already completed the training Module, you will either complete the Code or can proceed to your Toolbox (page 4).*



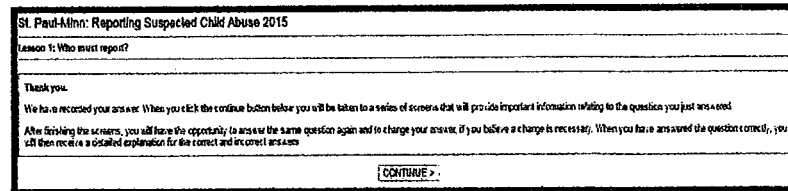
2

The training is divided into 5 lessons. You will be asked content questions. For each question, select the answer you view as correct. Then click “Submit Answer.”



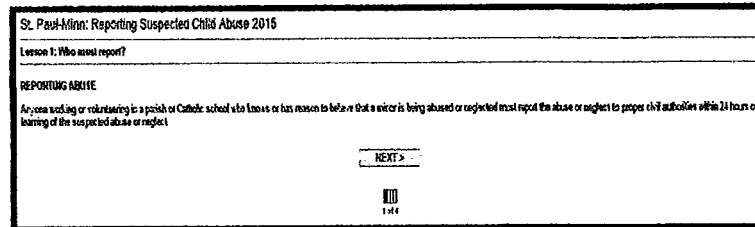
3

You will then see a screen that says “Thank you. We have recorded your answer...” Please click on the Continue button at the bottom of the screen.



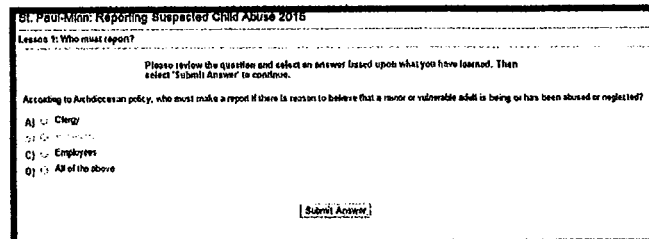
4

Next you’ll click through several screens of content that pertain to reporting suspected abuse. Please read through each screen, then click the “Next” button. When you reach the last screen of content, there will be a “Continue” button.



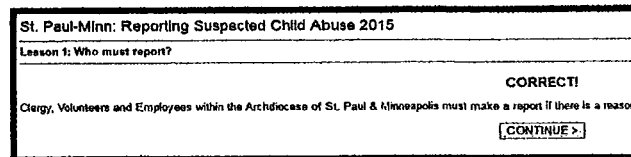
5

After reviewing the content, you will be asked to review the question and answer from the **beginning of the lesson**. Please select the answer that you view as correct having read the content. An incorrect answer will require you to resubmit an answer until you correctly answer the question.



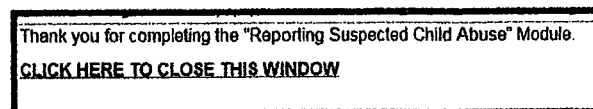
6

When you answer correctly, you’ll proceed to a screen that says “Correct!” in green font. Then select “Continue” at the bottom to proceed to the next lesson of the training.



7

After proceeding through the 5 lessons, you will see a screen: “Thank you for completing the ‘Reporting Suspected Child Abuse’ Module. Click here to close this window.” Please click the link to close the window.

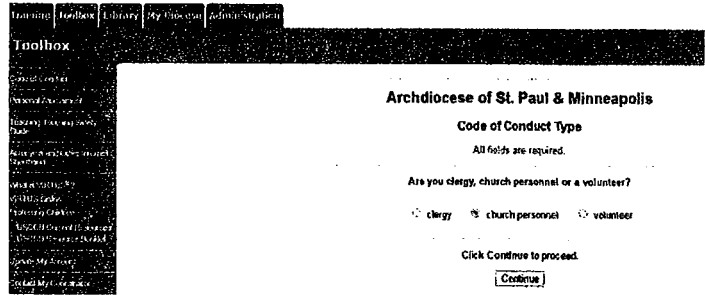




Code of Conduct Training and Signing

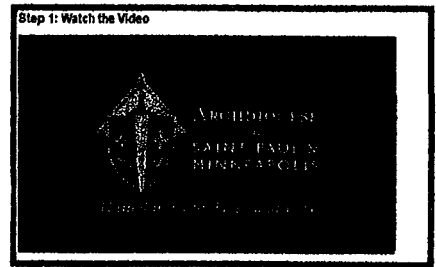
1

If you have not previously completed the Code of Conduct, please click into the Code of Conduct. If you have already completed this Code of Conduct and training, proceed to page 4. Select your primary role, then click "Continue" at the bottom of the page.



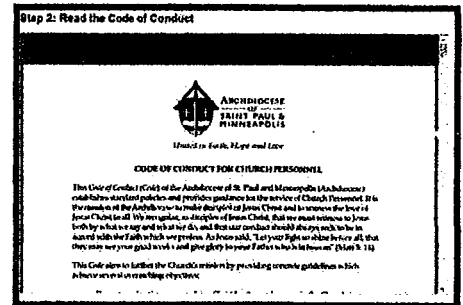
2

Watch the 22-minute video on Code of Conduct Training. Once you are done watching the video, click "Continue" at the bottom of the screen.



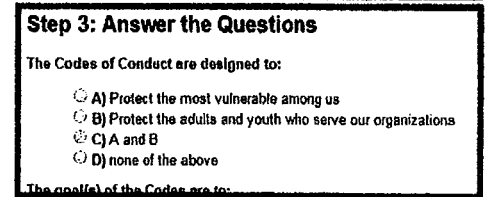
3

Read the appropriate Code of Conduct for your role. Then click "Continue" at the bottom of the page.



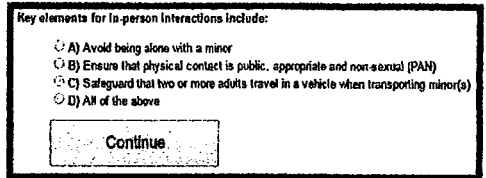
4

Answer the 6 questions that pertain to the Code of Conduct and training.



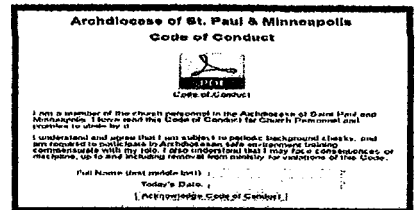
5

After answering the 6 questions, click "Continue" at the bottom of the screen. You will then have a chance to review the answers. Once done, click "Continue" at the bottom of the page.



6

Then sign and date acknowledgement of the Code of Conduct. Click the gray box to "Acknowledge Code of Conduct" to complete the Code of Conduct. You should be taken back to your Toolbox. Proceed to the next page of this guide.



- Toolbox My Diocese
- Toolbox**
- Mandatory Reporting Training PowerPoint
- Mandatory Reporting Training Quiz
- Background Check
- Code of Conduct
- Keeping the Promise Alive
- Instructor-led Training
- Teaching Touching Safety Guide
- Acronyms and Other Internet Shorthand
- What is VIRTUS®?
- VIRTUS Online
- Protecting Children
- USCCB Current Resources
- USCCB Resource Booklet
- Update My Account
- Contact My Coordinator

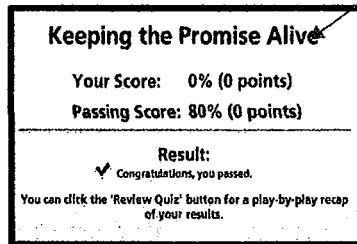
Before completing anything else in your account, please go to **"Update my Account"** at the bottom of your Toolbox (see the left side of this page for reference, the link is at the bottom). Make sure that the contact information is correct. Also ensure role and locations are correct. Your primary location should be your **primary place of employment or volunteering**. This is not necessarily your place of worship. The primary location will receive the background check results. Follow steps 1 – 3 noting that they are not in order from top to bottom of this page.

3

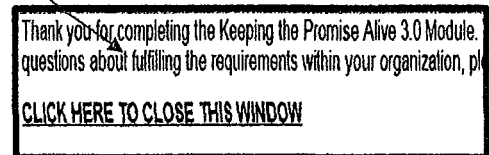
Link to access the background check/recheck. **Please update your location under "Update my Account" prior to submitting a background check** (pages 5 – 6 of this guide).

2

Link to access the online video for safe environment retraining: *Keeping the Promise Alive*. The video requires approximately 30 minutes. Please be sure to answer the questions as part of the video. Depending on which version of the video you watch, you will see one of the 2 screens below upon completion.



OR



If you see this screen, you may exit out of the window as you have completed the retraining video.

This shows you completed KPA. **There is a glitch that your score will show 0%, but that is OK.** As long as the Result indicates a green check mark and "Congratulations, you passed" you can then exit out of the video.

1

Please make sure to update your account information **prior to submitting a background check**. The primary location should be your **primary place of employment or volunteering**. This is not necessarily your place of worship. The primary location will receive the background check results.

ONCE YOU ACCESS THE BACKGROUND CHECK:

Missing User Data

You are required to have the following information associated with your user record. Please review this information and make any necessary corrections.

Primary Location (Please select your primary location of employment or volunteer responsibilities. This location will pay for and receive the results of your background check.):

Please select -

Address: _____

City: _____

State:

Zip: _____

Confirm your primary place of employment or volunteering. Also confirm your primary address of residence.

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese?

If you are uncertain whether you have completed a background check, please contact your parish or Catholic school Safe Environment Coordinator proceeding.

yes no

If you need to complete a recheck, answer yes. If you need to complete an initial check, or are going from being a volunteer to an employee, please answer no.

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese within the past three (3) years?

yes no

Answering **yes** will end the background check process as you are only required to complete a check every 3 years. If you are being asked by your parish/school to complete a recheck, please answer no.

If you answered "Yes" above, please indicate the location where you had a background check (by selecting that location from the dropdown list)

Please select -

You must contact staff at the new location where you will be serving to complete a form for sharing a background check report dated not more than three years ago.

Use this box **only** if you have completed a background check within the previous 3 years.

Are you clergy, church personnel or a volunteer?

priest deacon church personnel volunteer

Select your role. If you are a trustee, Parish Council, Finance Council, or other volunteer leader, please indicate "Church Personnel" so you will receive correct Code in next step.

As clergy, employee and/or volunteer, have you been told that you will drive on behalf of the parish/Catholic school part of your responsibilities? If unsure, please contact your supervisor or site coordinator

yes no

Saying yes will prompt a DMV check. If you drive on behalf of the parish/school, you will need to indicate "yes." If you are not sure, please contact your parish or Catholic school.

As clergy, employee, and/or volunteer, have you been directed to handle \$250 or more as a part of your responsibilities?

yes no

Saying yes will prompt a credit check. Please only indicate yes if you actually handle > \$250 or more as part of your job or volunteer responsibility. \$250 in money includes cash, checks, currency, and coin. You will later be able to print a PDF "Summary of Your Rights under the Fair Credit Reporting Act" to retain for your records.

Click Continue to proceed.

Please only indicate yes to the questions above if you will be directly responsible for driving or handling > \$250 on behalf of your parish or Catholic School.

Archdiocese of St. Paul & Minneapolis

Summary of Rights Under the Fair Credit Reporting Act

As church personnel and/or volunteer, please print and complete this form and provide to your employer or supervisor, or the parish or school Safe Environment Coordinator where you will be serving.



Summary of Rights Under the Fair Credit Reporting Act

I have downloaded and read the Summary of Rights Under the Fair Credit Reporting Act.

Please print or save a copy of the "Summary of Rights Under the Fair Credit Reporting Act." Acknowledge that you have downloaded and read the Rights.



Archdiocese of St. Paul & Minneapolis

Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization

Read and consent to the background check at the bottom of this screen. Please note that a "soft credit report" (one that does not affect your credit score) will **only be conducted if you indicated "yes" to handling > \$250 earlier in process.**

Archdiocese of St. Paul & Minneapolis

Previous Employer Background Release and Teacher Discipline Inquiry Verification

Complete the Previous Employer Background Release **only if you are a new employee at a parish/Catholic school.**

Complete the TDIS form **only if you are a new teacher at a Catholic school.**

Otherwise, click the gray box at the bottom to continue (below).

I have downloaded and read the Release and Teacher Search forms if required and will provide to my employer

Archdiocese of St. Paul & Minneapolis

Misconduct Questions

Answers to all questions are required.

Please answer **YES** or **NO** to the following questions:

Answer the Misconduct Questions.

If you answer "yes" to any questions, provide a brief description, continue with the process, then contact your local Safe Environment Coordinator. Clergy or Archdiocese Central Staff should contact Director of Ministerial Standards and Safe Environment.

Begin McDowell Agency Background Check

Click the "Begin McDowell Agency Background Check" where you will then be directed to enter your Social Security Number.

THE MCDOWELL AGENCY, INC.
THE VIRTUS SCREENING

The following information will be used only by the Background Screener.

Please enter the following information:

Social Security Number

111-11-1111

Submit

Enter your Social Security Number (SSN) and hit "Submit." If you have an SSN, it is **required to run the background check.** If you do not have a SSN, enter 111-11-1111 then select submit. The page takes a moment to load. You will then be directed to the main VIRTUS page. The background check process is now complete.

Your participation in the Enhanced Essential 3 will make our local Church a safe environment for all. Thank you for doing all that you can to protect God's children, particularly the most vulnerable among us! If you require the background check results to be sent to another parish or Catholic school, please complete the form Background Check Report Sharing Pre-Service Applicant Release through your parish or Catholic school. Contact your local parish or Catholic School Safe Environment Coordinator with any questions that you may encounter.

Please print, fill out, sign & return to our parish office



THE MCDOWELL AGENCY, INC.
INVESTIGATION & PRE-EMPLOYMENT SCREENING

St. Michael Catholic Church

16311 Duluth Ave SE
Prior Lake, MN 55372

123B.03 and the Minnesota Predatory Offender Registry INFORMED CONSENT

The following named individual has made application for employment or volunteer service with an organization, St. Michael Catholic Parish, which utilizes The McDowell Agency to run criminal background checks

Last Name of Applicant (please print): _____

First Name (please print) : _____

Middle (full)(please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ Sex (M or F): _____
Month/Day/Year

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to The McDowell Agency and to St. Michael Catholic Church pursuant to Minnesota State Statute 123B.03 for the purpose of employment or volunteer service at the organization named above which utilizes the services of The McDowell Agency.

This release is valid for one year from the date of my signature.

Signature of Applicant _____ Date _____

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to The McDowell Agency and to St. Michael Catholic Church any information contained about me in the **Minnesota Predatory Offender Registry**, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and The McDowell Agency and the St. Michael Catholic Church from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This release is valid for one year from the date of my signature.

Signature of Applicant _____ Date _____