

Q2 2016 Compliance Report:

Dear Coordinator,

First, a word of thanks to everyone for submitting their 2015/2016 Children's Program Reports... **THANK YOU!**

- ***NOTE:*** Please remember to ***schedule your 2016/2017 Safe Environment Week presentations of "Valuing God's Gifts in Ourselves and Others" so they occur between November 13 and 19, 2016***, then immediately following conclusion of your program, please provide your report(s) to OSE. ***If your parish or school schedule does not allow for the presentations during the prescribed timeframe, please make your written request, including reason for delay and proposed date(s) before November 13, 2016, addressed to OSE Director, Cheryl Splinter, at ose@straphael.org.***
- The following link will take you to the already available [Children's Curriculum for Safe Environment Program Report Form](#) for 2016/2017. Once complete, you may send your report to OSE via any of the following methods:
 - i. US Mail at the address below
 - ii. FAX at the fax number below (you may wish to confirm receipt by telephone), or
 - iii. Email to ose@straphael.org

Next, a few reminders:

1. **OSE has a new facsimile number: 608-440-2810**
2. OSE has a **new mailing address**. Please update your records. We have not moved, but due to the reconstruction and repurposing of the Bishop O'Connor Center mail will now be routed to a **Suite** in our building (instead of a PO Box) and a new **Zip Code**:

**Office of Safe Environment
702 South High Point Road
Suite 225
Madison, WI 53719**

*Then, the reason for this message! I have attached your **2nd Quarter Compliance Report: "Your Parish 4.28.16 ComplianceDetailsRpt.pdf"**. This report is provided for your reference, review, **and written response**; please review thoroughly and provide updates at your earliest convenience. Even if nothing has changed, your response is crucial to the accuracy of OSE Data!*

Please note the following:

- a. Please review the attached report and respond in writing with all updates (see item d. below).

- b. OSE has removed the “w/o Youth – Parent” Category from your Compliance Report because it has not been used for a number of years; look for Parents’ names in the “w/o Youth – Volunteer” section of your Compliance Report.
- i. While reviewing your report, please also confirm that none of the individuals under “w/o Youth” Categories are working with children.
 - ii. If any “w/o Youth” individuals are working with children or have become employed, please email or telephone OSE to learn what elements are required to bring their profile(s) into compliance.
 - iii. When completing authorization forms, if someone’s volunteer role does not involve working with or around children, please clearly specify “w/o Youth” on the volunteer activity line of the form.
 - iv. Please also remember that all employees require full compliance whether or not they work with children.
- c. Inactive records do not appear on this report; any items deactivated before or received by OSE on or after the date of this report will not appear.
- d. Please closely review your report and respond regarding any updates to:
- people who are no longer employed or volunteering at your parish/school for any reason
 - people who have been or have become employed or who have been or have begun volunteering at your parish/school but who do not appear on this report; (**NOTE: no individual is eligible to begin any kind of work with children until their background check has cleared**) please provide any of the applicable via US Mail:
 - i. VIRTUS®: Protecting God’s Children for Adults™
 - ii. Background Check
 - iii. Statement of Receipt and Agreement
 - people who have changed roles (**NOTE: transition from a volunteer role to an employee role requires a new [Employee Background Check Authorization Form](#)**)
 - people whose records are incomplete due to missing one or more of the following (reference the in the “**In Process**” section on your Compliance Report); please provide any of the applicable via US Mail:
 - i. VIRTUS®: Protecting God’s Children for Adults™
 - ii. Background Check
 - iii. Statement of Receipt and Agreement

Finally and most importantly, OSE is here to support you; please feel free to call or email for assistance with anything related to Office of Safe Environment.

I look forward to your response.

Sincerely,

Kimberley Coonts

"If God brings you to it, he will bring you through it."

Administrative Assistant
Office of Safe Environment
Diocese of Madison
608.821.3133



The information contained in this e-mail message and any attachments may be proprietary and is intended only for the confidential use of the designated recipient named above. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution or copying of this message is strictly prohibited. If you have received this communication in error please notify us immediately at the e-mail address listed above.