



The Diocese of Knoxville

# Safe Environment Program Retraining



**The Diocese of Knoxville**

**Deacon Sean Smith, Chancellor**

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# Some Retraining Goals

- To ensure people know what will be required of them **BEFORE** they can volunteer or work.
- To encourage parents/volunteers to be *prepared* to volunteer **BEFORE** they have an opportunity.
- To educate adults on how valuable PGC sessions are to them as parents.
- Stop using “VIRTUS” and start using “Safe Environment.”



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# Some Retraining Goals— Language

- Stop using “VIRTUS” and start using “Safe Environment.”
- Redefinition of Volunteer

A person other than personnel who will have contact with children or vulnerable adults with the approval of the Bishop, a pastor or another person exercising authority. Included within this category of volunteers are catechists, scout leaders, coaches, youth ministers, coordinators, interns, students, teachers, chaperones, drivers and others in similar capacities.



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# Safe Environment Components (according to Charter & norms)

- Passing a background check.
- Signing the DOK Sexual Misconduct Policy.
- Attending a *Protecting God's Children* session within 30 days of beginning.
- Educating children in the Catholic schools and in religious education.



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# Background Check

- Completed before employee/volunteer begins.
- Types
  - A limited background check
    - Sexual abuse and/or
    - Felony convictions
  - An expanded background check
    - Same as above plus
    - DMV (if appropriate)
    - Credit check (if appropriate)



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# Background Check

- Each parish has an account with *Mind Your Business*
- Employee/volunteer signs completed consent form; parish files it in employee/volunteer's file.
- Will need to be repeated at each new location.



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# “Failed” Background Check

- Fair Credit Reporting Act & related laws require
  - Applicant is given letter with name of background checking company
  - Summary of rights under the FCRA
  - Ability to correct inaccurate information





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# Sexual Misconduct Policy

- Can be downloaded from DOK website.
- Employee/volunteer reads on or before first day of work.
- Signs & returns Appendices D, F and H.
- File appendices in the individual's file with consent form.
- Will need to be repeated at each new location.



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# Procedure for Requesting a Background Check

- Go to [www.mybinc.com](http://www.mybinc.com)
- Enter your User ID and Password, then click on the Login button.



- Click on the Request tab.
- Please have your candidate's release and authorization form ready to enter the necessary information on the next page.



## Choose an Employee Package or a Volunteer Package

- Enter all the information necessary for each candidate.
- Under **Additional Information**, remember to fill the **Reference** area with “**Employee**” or “**Volunteer**” and the **Applying for** area with one of the positions listed below.

- Administrative Assistant
- Coach
- Volunteer
- Teacher
- Bookkeeper
- Position
- Position
- Position
- Position
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- Position
- Position
- Position
- Position

The screenshot shows the 'Applicant Information' section of a web application. The header includes the company logo and name: 'MIND YOUR BUSINESS, INC. Background Investigations and Information Services'. Below the header, there are navigation tabs: 'Welcome Client Representative', 'Applicant Information' (selected), and 'Enter Search Request Details'. The form contains several input fields for personal information, including Last Name, First, Middle, Current Address, City, State, Zip, Date of Birth, Social Security #, and Gender/Race. There is also a section for 'Alias(AKA)' with Last Name, First, and Middle fields. The 'Additional Information' section includes 'Requestor' (set to 'Client Representative'), 'Reference', and 'Applying For' fields. A 'Special Research Instructions' field is at the bottom. On the right side, there is a 'Select Searches to be Performed' panel with a list of search options, some of which are checked: Criminal Court Searches, Social Trace, Credit Report, and Education Verification. Other options include Motor Vehicle Records, Employment Verification, Professional License, Workers Compensation, DISMISSAL, Personal References, Applicant Status, and NetCheck.

- Click the Continue button.

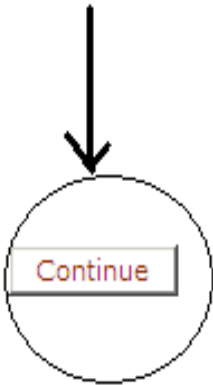
**Additional Information:**

Requestor	Reference	Applying For
<input type="text" value="Client Representative"/>	<input type="text"/>	<input type="text"/>

Special Research Instructions:

Other Information:

Fields with a "\*" Must be Completed



- DISMISSAL [?](#)
- Personal References
- Applicant Status [?](#)
- NetCheck
- Drug screening
- National Crim Offense
- FBI Sex Offender Data
- Volunteer Search [?](#)
- Global Report
- NY Borough Search
- CRD Search [?](#)
- FACIS [?](#)
- NC PACKAGE [?](#)
- Government Watchlist
- Adult Care Package [?](#)

To add your criminal searches, click on

**MIND YOUR BUSINESS, INC**  
Background Investigations and Information Services

Welcome Client Representative   Applicant Information   Enter Search Request Details   [Hel](#)

**Applicant:** DOE, JOHN M.      **SS#:** 123456789      **DOB:** 01/01/1955      **Reference:**  
**Address:** 12345, MAIN ST, NC 28792

**Go To:**   [Credit](#)   [Social Trace](#)   [Education](#)   [Other](#)

**Criminal Court Searches**

[+Add/Edit Jurisdictions](#)   [County Lookup](#)

No Criminal Court Searches have been requested yet

Please Save after each Individual Entry of the searches below by selecting the [ + Save Keyed Information and Add to Order ] Buttons

+ Add/Edit Jurisdiction button

- Under Search Type, order a **Felony and Misdemeanor**.
- Select your state, then either pick the county you wish to search *or* go all the way to the bottom of the drop down list to select a Statewide search.
- Continue listing as many Statewide searches that are necessary.


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 Background Investigations and Information Services

Applicant: DOE, JOHN M [Help](#)

Add Criminal Court Searches

[Add These Searches to the](#)

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	NC	STATEWIDE	<a href="#">Remove</a>
National Criminal Level	NA	NATIONAL	<a href="#">Remove</a>
			<a href="#">Remove</a>
			<a href="#">Remove</a>
			<a href="#">Remove</a>
			<a href="#">Remove</a>

Zip Code Lookup

Zip:

[Assign the County](#)

[Assign the Federal District](#)

Add Searches to Order

- Order a National Criminal Level and continue to order in the next row of drop down boxes.
- If you do not know the name of the county, enter the zip code.
- Click on Assign the County and the search will automatically be added for you.
- Once you are finished adding all of your criminal searches, click on the Add These Searches to Order button.

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Applicant: DOE, JOHN M [Help](#)

**Add Criminal Court Searches**

[Add These Searches to the Order](#)

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	NC	STATEWIDE	<a href="#">Remove</a>
National Criminal Level	NA	NATIONAL	<a href="#">Remove</a>
			<a href="#">Remove</a>
			<a href="#">Remove</a>
			<a href="#">Remove</a>
			<a href="#">Remove</a>

**Zip Code Lookup**

Zip:

[Assign the County](#)

[Assign the Federal District](#)



- Review all of your information for accuracy. If you have made an error in entering the candidate's information (name, date of birth, SSN, etc.), click on the Applicant Information tab
- Correct the error.
- Click Continue to get back to your Request Detail page.

**MIND YOUR BUSINESS, INC**  
Background Investigations and Information Services

Welcome Client Representative **Applicant Information** Enter Search Request Details [Help ?](#)

**Applicant:** DOE, JOHN M. **SSN:** 123456789 **DOB:** 01/01/1955 **Reference:**  
**Address:** 12345, MAIN ST, NC 28792

**Go To:** [Credit](#) [Social Trace](#) [Education](#) [Other](#)

**Criminal Court Searches**

[+Add/Edit Jurisdictions](#) [County Lookup](#)

Search Type	State	County/Jurisdiction	
Felony and Misdemeanor	NC	STATEWIDE	<a href="#">Re</a>
National Criminal Level	NA	NATIONAL	<a href="#">Re</a>

Please Save after each Individual Entry of the searches below by selecting the [ + Save Keyed Information and Add to Order ] Buttons

- Once you have entered all of your Request Detail Information, review your information for accuracy.
- Print this page for your records.
- Click on the Agree and Submit Order button.

#### Order Authorization and Submission

I certify that I have authorization from the individual listed above and that I am in compliance with all applicable laws pertaining to an "Investigative Consumer Report" as defined in the *Fair Credit Reporting Act (FCRA)* as amended.

Agree and Submit Order

Do Not Agree and Cancel Order

**ATTENTION: Please Click the "Agree and Submit Order" Button Above Only Once ... Multiple Clicks may Result in Duplicate Orders ... An Order May Take 1 to 2 Minutes to Process**

Fields with a "\*" Must be Completed

- When you submit the order, this screen will pop up. You can use this as a cover sheet to fax over the Release and Authorization form, to 828-698-9918 at Mind Your Business, if required.
- You can also print this page to retain in the Applicant's file along with the **original** Release and Authorization form.



The screenshot shows a web interface with a red header bar and a navigation menu containing 'HOME', 'MAIN', 'REQUEST', 'RESULTS', 'STATUS', and 'LOG OUT'. The main content area features a large blue 'Thank You.' heading, followed by a confirmation message: 'Your request has been submitted for the following:'. Below this, the following details are listed: Name: JOHN M DOE, Social Security: 123456789, Birthdate: 01/01/1955, Reference: (not provided), Auto-Generated Order #: 49047, and Searches Ordered: Criminal Court | Credit | Social Trace | Education Verification | Drug screening |. At the bottom, there is a footer with contact information: 'Thank you for placing your background request with Mind Your Business. To save time, please fax the release of authorization to 828-698-9918 along with a print out of this confirmation page. If you have any questions regarding your order please call 828-698-9900.'

HOME MAIN REQUEST RESULTS STATUS LOG OUT

## Thank You.

Your request has been submitted for the following:

**Name:** JOHN M DOE  
**Social Security:** 123456789  
**Birthdate:** 01/01/1955  
**Reference:** (not provided)  
**Auto-Generated Order #:** 49047  
**Searches Ordered:** Criminal Court | Credit | Social Trace |  
Education Verification | Drug screening |

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Thank you for placing your background request with Mind Your Business.  
To save time, please fax the release of authorization to 828-698-9918 along with a print out of this confirmation page.  
If you have any questions regarding your order please call 828-698-9900.



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# Possible Issues

- Background check flagged
  - Notice sent to Chancellor's office
  - Chancellor handles with pastor/principal
- Individual has not attended *PGC*
  - Must complete all three parts of Safe Environment Program, so will have to cease volunteering or working until complete



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# Possible Issues

- Parent wants to start volunteering in child's classroom immediately
  - Must complete first two steps at a minimum; cannot volunteer until completed.
  - If parent has not attended *PGC* within a month, must cease volunteering.



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# Possible Issues

- Has had safe environment training in another diocese.
  - Ask: Was it “VIRTUS” or “*Protecting God’s Children*”?
  - If yes,
    - Individual contacts coordinator in former diocese to have account transferred to DOK.
    - Provides you proof of training.
  - If no, must complete a *PGC* session.



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# Possible Issues

- Sets up a new (additional) account
  - Won't be approved if a duplicate.
  - Instead, get assistance from VIRTUS Help Desk.
- Don't be afraid to say no
  - We want a safe environment for our children/elderly.
  - Employees/volunteers must comply with (and remain in compliance with) all three components.
  - If not, cannot volunteer or work.



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# Other

- Promote compliance with Safe Environment components
  - To new school/RE parents in registration materials.
  - By appointing one person to manage compliance.
  - By using the term “Safe Environment,” not “VIRTUS” to describe program.
  - In bulletin announcements.





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# How to Retrieve Proof of Training

- Log into your account on [www.virtusonline.org](http://www.virtusonline.org).
- Choose the “Training” tab.
- On the green bar at the left, click on “Training Compliance.”
- Click on “Training Report.”



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# Final Thoughts

- Make each individual responsible for his/her compliance and VIRTUS account; don't take on yourself.
- Organize yourself in a way that makes administration easier
  - File on each individual.
  - System for following up on attendance at PGC session.
  - Prepared packages to give to new volunteers (include letter explaining what they must do).
  - Use spreadsheet as a tool to organize.