Completing the Annual Safe Environment Compliance Report Workshop

Archdiocese of Milwaukee

Safe Environment Office

2023

What Annual Safe Environment Reports Need to be Completed?

ARCHDIOCESE of MILWAUKEE

Annual Safe Environment Reports

- An **Annual Safe Environment documentation report** is completed each year by each parish and/or school documenting for the Archdiocese of Milwaukee that our parishes and schools are compliant with and adhering to the USCCB Charter for the Protection of Children and Young People.

- This information is compiled into the Archdiocesan report that is provided to the USCCB.

- Each parish and/or school is **expected and required** to remain compliant with the Archdiocese of Milwaukee safe environment program.

Annual Safe Environment Compliance Documentation Report

OR

Annual Safe Environment Compliance Documentation Report

This report provides numerical data and anecdotal evidence that confirms that a parish is complying with the Archdiocese of Milwaukee Safe Environment Programs.

- Is REQUIRED to be completed by every parish and school in the Archdiocese of Milwaukee.

- Due on July 1st every year

- Covers the audit period of July 1st – June 30th of the previous year.

- Report template available from the Archdiocese of Milwaukee Safe Environment Office

- Any questions on how to complete the report would be directed to the Archdiocese of Milwaukee Safe Environment Program Manager

- Once completed is sent via email, fax, or US Mail to the Archdiocese of Milwaukee Safe Environment Office

- Must be signed by the:
  - Safe Environment Coordinator,
  - Pastor/Parish Director/Parish Administrator or Principal
  - Parish Trustee (At least one) or Supervising Pastor/President of School Board

Annual Safe Environment Children Training Verification for Religious Education Programs and Schools

- Entered directly into CMG Connect under Children Data for **each grade level with children enrolled in K - 12th Grade** in the parish religious education program or the school.

- Must be **entered by July 1st**

- A **print-out summary** of the data for the parish and/or school should be included with the Annual Safe Environment Compliance Documentation

CMG Connect Website: Milwaukee.cmgconnect.org
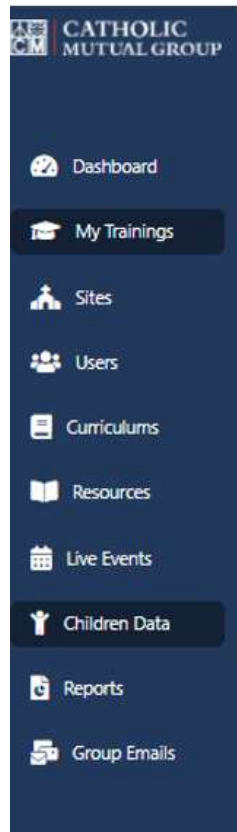
CMG Connect Website: Milwaukee.cmgconnect.org

Help?!?!? How do I enter the Children Data?

- https://www.archmil.org/offices/safeguarding/coordinators/Documenting-Grade-Level-Curriculum-Instruction.htm
- Step-by-Step Instructions on how to enter the Children Data is available on the Safe Environment Office website
- A recording of the Webinar on Entering Children's Data in CMG Connect for Safe Environment Coordinators

What information is Needed?

Each entry in Children Data reports:

- The date or dates of instruction.

- The curriculum taught.

- Who taught the lesson.

- Identifies the location of the training ie: school or parish(religious education) and physical location for collaborating sites.

- The numbers of children trained, opted out, or absent.

- Notes: Theme of lesson, title of lesson taught, how the lesson was taught, additional information

CMG Connect Website: Milwaukee.cmgconnect.org

Annual Safe Environment Compliance Documentation Report

Annual Safe Environment Children Data *(Formerly known as the Annual Safe Environment Verification Report for <u>Religious Education Program </u>Safe Environment Lesson Instruction)*

K-12th Grades in Religious Education should be included in the Training Data Report.

Parish/School _____ City_____

Safe Environment Coordinator_____

Pastor, Parish Director, Administrator_____

Audit Period 7/1/2020 to 6/30/2021

DO NOT ALTER THE FORMAT OF THIS DOCUMENT. ANSWER THE QUESTIONS AS WRITTEN. USE THE TABLE ON PAGE 2 TO PROVIDE NARRATIVE EXPLANATIONS.

Provide the number of persons in each category. To the extent possible, if persons belong in more than one category, count them in their primary category (e.g. educators who are also parents should be counted as educators).

These should NOT be cumulative numbers. The numbers should reflect the total number of individuals who are active as of June 30, 2021 – how many of them have Safe Environment Education, have background checks and signed Codes of Ethical Standards.

Please note that all three pages of this documentation <u>must be completed</u> and all necessary signatures must be present on this documentation to be compliant.

<u>Children and Youth</u> – include **all** students enrolled in the school and/or parish religious education programs;

<u>Educators</u> – salaried teachers in diocesan and parish schools (include principals and administrators);

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<u>Volunteers/Others</u> – non-paid persons who assist the parish and/or school such as catechists, youth ministers, coaches, playground assistants, classroom help, etc.

For Office Use Only:_____ Date Received by Archdiocese of Milwaukee Safe Environment Office

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Annual Safe Environment Compliance Documentation for a <u>parish without a school</u>

Children Training Data
Home / Children Training

[Search] [Add] [Training Data Report] [Export]

Training date	Training location	Trainer	Program name	Grade range	# Trained	# Opted Out	# Absent	
04/16/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	1	29	0	0	
04/16/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	4	37	0	1	
04/14/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	5	44	0	0	
04/14/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	2	42	0	3	
04/12/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	K	34	0	1	
04/12/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	3	36	1	8	
02/15/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	6	43	0	0	
02/15/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	8	31	0	0	
02/12/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	7	39	0	0	
09/14/2020	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	Pre-K	34	0	0	

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Annual Safe Environment Compliance Documentation Report

Annual Safe Environment Children Data *(Formerly known as the Annual Safe Environment Verification Report for Safe Environment Lesson Instruction)*

Any K-12th Grades in the school should be included in the Training Data Report.

Annual Safe Environment Compliance Documentation for a <u>parish with a school</u>

Training date	Training location	Trainer	Program name	Grade range	# Trained	# Opted Out	# Absent	
06/01/2021	Holy Apostles - NEW BERLIN, WI	Officer Fus - NBPD and Nanette Motschall, Middle School Religion Teacher	Other	8	31	0	0	⌄
04/30/2021	Holy Apostles - NEW BERLIN, WI	Teresa Tobin, Mission Manager: Child and Family Discipleship	Circle of Grace	K-6	85	0	0	⌄
04/23/2021	Holy Apostles - NEW BERLIN, WI	4th grade classroom teachers (Daemmrich and Schwieso)	Circle of Grace	4	31	0	0	⌄
04/22/2021	Holy Apostles - NEW BERLIN, WI	Officer Fus - NBPD	Other	5	35	0	0	⌄
04/22/2021	Holy Apostles - NEW BERLIN, WI	1st Grade Classroom Teachers (Bergan & Bennett)	Other	1	36	0	0	⌄
04/15/2021	Holy Apostles - NEW BERLIN, WI	4K classroom teachers (Borgh, O'Brien, and Magnor)	Other	Pre-K	45	0	0	⌄
10/16/2020	Holy Apostles - NEW BERLIN, WI	Shannon Rogaczewski, 3K Teacher	Other	Pre-K	12	0	0	⌄
04/30/0021	Holy Apostles - NEW BERLIN, WI	2nd grade classroom teachers (Banton and Cobb)	Other	2	39	0	0	⌄
04/14/0021	Holy Apostles - NEW BERLIN, WI	Nanette Motschall, Middle School Religion Teacher	Circle of Grace	6	35	0	0	⌄
04/14/0021	Holy Apostles - NEW BERLIN, WI	Nanette Motschall, Middle School Religion Teacher	Circle of Grace	7	34	0	0	⌄
03/16/0021	Holy Apostles - NEW BERLIN, WI	Officer Fus - NBPD	Other	3	39	0	0	⌄

Annual Safe Environment Compliance Documentation Report

Annual Safe Environment Children Data *(Formerly known as the Annual Safe Environment Verification Report for Safe Environment Lesson Instruction)*

K-12th Grades in Religious Education AND the school are included in the screen print.

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN THE PARISH AND/OR SCHOOL

Parish/School _____ City _____

Safe Environment Coordinator _____

Pastor, Parish Director, Administrator _____

Audit Period 7/1/2020 to 6/30/2021

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Volunteers/Others – non-paid persons who assist the parish and/or school such as catechists, youth ministers, coaches, playground assistants, classroom help, etc.

For Office Use Only: _____ Date Received by Archdiocese of Milwaukee Safe Environment Office

Children Training Data
Home / Children Training

Search | Add | Training Data Report | Export

Training date	Training location	Trainer	Program name	Grade range	# Trained	# Opted Out	# Absent	
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04/16/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	4	37	0	1	⌄
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02/12/2021	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	7	39	0	0	⌄
09/14/2020	St Dominic - Brookfield - BROOKFIELD, WI	Wendy Weinfurter	Other	Pre-K	34	0	0	⌄

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Annual Safe Environment Compliance Documentation for an <u>independent</u> <u>school</u>

How Do I Complete the Annual Compliance Documentation for Ensuring a Safe Environment in the Parish and/or School?

(also known as the Annual Safe Environment Compliance Report)

The Annual Safe Environment Compliance Documentation Report

This is the report that we will be walking through today!

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN THE PARISH AND/OR SCHOOL

Parish/School _____ City_____

Safe Environment Coordinator_____

Pastor, Parish Director, Administrator_____

Audit Period 7/1/2021 to 6/30/2022

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<u>**Children and Youth**</u> – include **all** students enrolled in the school and/or parish religious education programs;

<u>**Educators**</u> – salaried teachers in diocesan and parish schools (include principals and administrators);

<u>**Parish/School Employees**</u> – paid persons (other than priests/deacons or teachers) who are employed by and work directly for parishes/schools such as parish ministers, school support staff, rectory personnel, etc.

<u>**Volunteers/Others –**</u> non-paid persons who assist the parish and/or school such as catechists, youth ministers, coaches, playground assistants, classroom help, etc.

For Office Use Only: _____Date Received by Archdiocese of Milwaukee Safe Environment Office

The Annual Safe Environment Compliance Documentation Report

If you are an Independent School such as a school that has multiple parishes that support it, you will fill out this report form instead.

The forms are almost identical with the exception of the removal of language that is more specific to a parish. After we have gone through the report for parishes with or without schools. I will point out the few minor differences on the reports.

ARCHDIOCESE OF MILWAUKEE COMPLIANCE DOCUMENTATION FOR ENSURING A SAFE ENVIRONMENT IN INDEPENDENT SCHOOLS AND HIGH SCHOOLS

School _____ City_____

Safe Environment Coordinator_____

Principal _____

Audit Period 7/1/2021 to 6/30/2022

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Children and Youth – include **all** students enrolled;

Educators – salaried teachers in diocesan and parish schools (include principals and administrators);

School Employees – paid persons (other than priests/deacons or teachers) who are employed by and work directly for schools such as parish ministers, school support staff, rectory personnel, etc.

Volunteers/Others – non-paid persons who assist the parish and/or school such as coaches, playground assistants, classroom help, etc.

For Office Use Only: _____Date Received by Archdiocese of Milwaukee Safe Environment Office

Page 1

Parish/School _____ City_____

Safe Environment Coordinator_____

Pastor, Parish Director, Administrator_____

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Page 2

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Children and Youth*		****			*********	*********	*********	*********
Educators		****						
Parish/School Employees		****						
Volunteers/Others		****						

*The number trained under children and youth should reflect those who have/have not received safe environment curriculum during the audit period. If a child/youth was absent on the day of the lesson but it was sent home or given on another date count them as trained.

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.
Children and Youth:
Educators:
Parish/School Employees:
Volunteers/Others:

Please include a separate page if additional space is needed for providing any explanations.

		Yes No	Explanation
1	Does the parish and/or school have curriculum and materials to verify that safe environment programs exist? **If no, provide explanation.**		

Page 3

		Yes No	Explanation
2	For those parents who choose not to have their child participate in the diocesan safe environment training: a) Does the parish and/or school have documentation of the signed parental declination? b) Does the parish and/or school have documentation that the safe environment training materials have been offered to parents? c) If parents refuse to sign any form, has a record been maintained by the parish and/or school? **If no, provide explanation.**		
3	Has the parish and/or school provided Safe Environment Educational material (newsletters, handouts, etc) to parents? **If yes, please explain how they are distributed.** **If no, please explain.**		
4	Has the parish and/or school provided Safe Environment Educational material (newsletters, handouts, etc) to the community at large? **If yes, please explain how they are distributed.** **If no, please explain.**		
5	Has the pastor given at least one homily addressing the issue of Safe Environment? **If not, please explain.**		
6	Was the Safe Environment Week Proclamation announced to the parish either at Mass or in the Bulletin?		
7	Briefly describe how the parish/school observed Safe Environment Week this year? (You can include a separate sheet of paper with a description, if needed.)		

Page 4

		Yes No	Explanation
8	Have all Background Checks Awaiting Review been cleared on your site's CMG Connect account? **(If not, please explain.)**		
9	Does the parish have a religious education program or school? If so, please complete the following questions. a) What grade levels are enrolled in the school and/or parish religious education program? b) Has the children's data been entered into CMG Connect* for all grade levels with enrolled students receiving instruction of Safe Environment Lessons? **(Please print out the children's data report from CMG Connect for your parish and/or school and attach with this report.)** *Please note that all curriculum verification data is to be entered into CMG Connect under children data for both parishes and school.		

I certify that the information reported is accurate to the best of my ability. **NOTE: All signatures are required.**

Signature of Safe Environment Coordinator _____ Date _____

Signature of Pastor, Parish Director or Parish Administrator _____ Date _____

Signature of Parish Trustee _____ Date _____

Contact Information for Person Completing this Documentation:

Name _____ Phone Number _____ Email _____

Notes: _____

The Annual Safe Environment Compliance Documentation Report- Page 1

Enter the name of your parish (or parishes if completing for multiple collaborating parishes) and/or school.

For Example...
St. John the Evangelist Parish

Or

St. Mary (Immaculate Conception), St. Joseph Parish, & St. Charles Borromeo

Enter the city (or cities)

For Example...
Milwaukee
            Or
Burlington & Lyons

Fill in the name of your parish's on site safe environment coordinator and the pastor, parish director, or administrator.

Enter the last two digits of last year and the last two digits of this current year (*These have been auto-filled in for you in the template.*)
For Example...
7/1/2021 to 6/30/2022

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN THE PARISH AND/OR SCHOOL

Parish/School _____ City_____

Safe Environment Coordinator_____

Pastor, Parish Director, Administrator_____

Audit Period 7/1/2021 to 6/30/2022

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The Annual Safe Environment Compliance Documentation Report- Page 1

Instructions on how to complete the report are on the front page of the report to aid you in filling out the following pages.

Definitions for the categories of people that you are providing numerical data on page 2 of this report for completion of training, criminal background checks, and signing of the Code of Ethical Standards.

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN THE PARISH AND/OR SCHOOL

Parish/School _____ City _____

Safe Environment Coordinator _____

Pastor, Parish Director, Administrator _____

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The Annual Safe Environment Compliance Documentation Report- Page 2

We are going to walk through each section of this page line by line.

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN THE PARISH AND/OR SCHOOL

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*					*********	*********	*********	*********
Educators		****						
Parish/School Employees		****						
Volunteers/Others		****						

*The number trained under children and youth should reflect those who have/have not received safe environment curriculum during the audit period.
If a child/youth was absent on the day of the lesson but it was sent home or given on another date count them as trained.

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.
Children and Youth:
Educators:
Parish/School Employees:
Volunteers/Others:

Please include a separate page if additional space is needed for providing any explanations.

		Yes No	Explanation
1	Does the parish and/or school have curriculum and materials to verify that safe environment programs exist? **If no, provide explanation.**		

The Annual Safe Environment Compliance Documentation Report- Page 2

First we are going to look at the Children and Youth box.

Please Note!!!

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN THE PARISH AND/OR SCHOOL

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Children and Youth*					*****	*****	*****	*****
Educators		*****						
Parish/School Employees		*****						
Volunteers/Others		*****						

*The number trained under children and youth should reflect those who have/have not received safe environment curriculum during the audit period. If the child/youth was absent on the day of the lesson but it was sent home or given on another date, count them as trained. OPT OUTs are not absent and a letter must be on file from the parent/guardian.

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.

Children and Youth:*	
Educators:	
Parish/School Employees:	
Volunteers/Others:	

Use a separate row for each category requiring an explanation. Rows expand as information is typed in.

		Yes/No	Explanation
1.	Does the parish and/or school have the curriculum and materials to verify that safe environment programs exist? **If no, provide explanation.**		

The Annual Safe Environment Compliance Documentation Report- Where to Look for Records!

You can use the following ways to pull information from CMG Connect for your site….

1. Using your *User List – Search- Search by USCCB role*

2. Using the *Reports -Export Builder* feature which will allow you to export user data for your site using selected criteria

3. Using the *Curriculums -View – Completed Users*

The Annual Safe Environment Compliance Documentation Report- Page 2

This line is where you are going to document the numerical data for students in your parish religious education programs and school that you provided the required grade level safe environment curriculum lesson.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	5			*****	*****	*****	*****

This is the **total number of children and youth enrolled** in your parish's religious education program and school in grades K-12th grade.

For Example…
If your parish religious education program and school has a combined total of 100 students enrolled in K4-12th grade, you would enter the number 100 in this box.

This is the **number of children and youth whose parents chose to opt-out** of them receiving the grade level safe environment curriculum lesson.

For Example…
You had 5 children's parents opt-out of safe environment lessons for their children.
The opt-out documentation should be on file at the parish.

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The Annual Safe Environment Compliance Documentation Report- Page 2

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Children and Youth*	100	5	95		*****	*****	*****	*****

100-5=
95 children and youth that should have received the grade level safe environment curriculum for your parish and school

This is the **number of children and youth that received the grade level safe environment curriculum lesson** in your parish's religious education program and school in grades K-12th grade.

For Example…
Your catechists and teachers should have some way of keeping track that each of those remaining 95 children and youth were either provided the lesson on the scheduled day in class OR made arrangements to make up the lesson with any children absent on that day the lessons were taught. If so, you would enter 95 into the Number Trained box.

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NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	5	95	0	*****	*****	*****	*****

100-5-95 =
0 children and youth that **did not** receive the grade level safe environment curriculum for your parish and school

This is the **number of children and youth that <u>did not</u> receive the grade level safe environment curriculum lesson** in your parish's religious education program and school in grades K4-12th grade.

<u>For Example…</u>
If your number of opt-outs and your number trained equal your total number of children and youth. You would put the number zero (0) in the number remaining to be trained.

Now what if your numbers don't balance…

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NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	5	90	5	*****	*****	*****	*****

100-5-90 =
5 children and youth that **did not** receive the grade level safe environment curriculum for your parish and school

This Number Remaining to be Trained is the **number of children and youth that did not receive the grade level safe environment curriculum lesson** in your parish's religious education program and school in grades K-12th grade.

For Example…
If your number of opt-outs and your number trained do not equal your total number of children and youth. You would put the difference in the number remaining to be trained box. If you have 100 students, but only 95 were opt-outs or trained, than you would have 5 students that were remaining to be trained.

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NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	5	90	5	*****	*****	*****	*****

Anytime you have a number other than zero (0) in the Number Remaining to be Trained box. **You must document why there is a difference.**

For Example…
You have 5 students in second grade that were absent and your catechist did not send the materials home for the students.
In the proper space below, you would type "5 Second grade students were not provided the lesson due to being absent. The lesson will be emailed to the parents of those students to be completed."

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.

Children and Youth:*	
Educators:	
Parish/School Employees:	
Volunteers/Others:	

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NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*					*****	*****	*****	*****
Educators		*****						
Parish/School Employees		*****						
Volunteers/Others		*****						

Next we are going to look at Educators.

STOP If your parish does not have a parish school, than you would not complete the educator boxes!

Remember the definition on the front page of the report.

Educators – salaried teachers in diocesan and parish schools (include principals and administrators);

Parish/School Employees – paid persons (other than priests/deacons or teachers) who are employed by and work directly for parishes/schools such as parish ministers, school support staff, rectory personnel, etc.

Volunteers/Others – non-paid persons who assist the diocese (including parishes and schools) such as catechists, youth ministers, coaches, playground assistants, classroom help, etc.

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This line is where you are going to document the total number of Educators in your parish school that were employed for this current school year from last August through this June.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*					*****	*****	*****	*****
Educators	10	*****	10					

This is the **total number of principals, administrators, and salaried teachers** in your parish's school.
<u>For Example…</u>
If you parish school has one principal and 9 teachers than you would enter a 10 in this box.

This is the **number of Educators that have met the Safe Environment requirement of attending a Safe Environment Education Training Session. This should have been done prior to an employee starting their employment. This number should equal the total number of educators.**

Every employee of a parish or school in the Archdiocese of Milwaukee must be safe environment certified as a condition of their employment. Safe Environment Certification means that the individual has:
attended an in-person Safe Environment Education Training Session in the Archdiocese of Milwaukee or an alternative has been reviewed and approved by the Archdiocese of Milwaukee Safe Environment Office, has passed a criminal background check in the past 5 years, and has signed the Code of Ethical Standards.

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If you have no school, please fill in all zeros in the Educators row.

For Example….

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	0	*****	0	0	0	0	0	0
School Employees		*****						
Volunteers/Others		*****						

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10-10= 0
The Number Remaining to be trained should be zero (0).

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*					*****	*****	*****	*****
Educators	10	*****	10	0				

But what if the Total Number of Educators and the Number Trained do NOT equal zero?

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10-9= 1
The Number Remaining to be trained would then be one (1).

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*					*****	*****	*****	*****
Educators	10	*****	9	1				

If the Total Number of Educators and the Number Trained does not equal zero, than you will need to document why one educator at your site did not complete a safe environment education training.   This is documented in the table below.

<u>For Example…</u>

Due to COVID-19, 1 Educator had to begin employment prior to attending a safe environment session. She is scheduled to attend a session on July 15th.

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.
Children and Youth:*
Educators:
Parish/School Employees:
Volunteers/Others:

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NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*					*****	*****	*****	*****
Educators	10	*****	9	1				

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.
Children and Youth:*
Educators:
Parish/School Employees:
Volunteers/Others:

Please Note: If you have a number other than zero for Number Remaining to be Trained AND you do not put an explanation below, it may be considered an area of concern by the Safe Environment Office for a Vicar Report, trigger an official on-site save environment parish visit to audit compliance, and/or it may be brought to the attention of other archdiocesan offices or leadership as part of any pattern of non-compliance.

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Next, you will need to document that you have on file completed criminal background checks for each of those Educators.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10			
School Employees		*****						
Volunteers/Others		*****						

Since each Educator should have had a criminal background check conducted prior to beginning employment and should have be completed background checks every 5 years subsequently, the Number of Backgrounds Completed should match the Total Number of Educators.

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NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10			
School Employees		*****						
Volunteers/Others		*****						

Please check to make sure that you have documentation on either CMG Connect OR on-site at the parish/school that you have a background checks on file. Parish/School audits can occur from Human Resources, Safe Environment, DPI, School CHOICE Program , etc.

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Please Note:

If your parish school participates in any of the The Private School Choice Programs (Choice), including the Milwaukee Parental Choice Program (MPCP), the Racine Parental Choice Program (RPCP) and the Wisconsin Parental Choice Program or statewide program (WPCP), than your school should have had a Choice Program Audit from DPI auditors that reviewed your criminal background checks.

The Choice Programs also require criminal background checks be conducted on EVERY employee OR person that receives a paycheck prior to the start of employment and every 5 years subsequently.

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NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0		
School Employees		*****						
Volunteers/Others		*****						

10-10= 0
The Number of Backgrounds Remaining should be zero (0).

But what if the Total Number of Educators and the Number of Background Checks Completed do NOT equal zero?

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10 - 9= 1
If the Number of Backgrounds Remaining is a number other than zero (0), a explanation must be provided in the table below.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	9	1		
School Employees		*****						
Volunteers/Others		*****						

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.

Children and Youth:*	
Educators:	
Parish/School Employees:	
Volunteers/Others:	

For Example…
One new hire's criminal background check was not back yet due to COVID-19 shutdowns. An online public record search was conducted and the new hire will not have any contact with minors until all certification requirements are completed.

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Next, you will need to document that you have on file a signed Code of Ethical Standards (also called the Code of Conduct or Code of Ethics) for each of those Educators.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	
Parish/School Employees		*****						
Volunteers/Others		*****						

Please check to make sure that you have documentation on either CMG Connect OR on-site at the parish/school that you have a signed Code of Ethical Standards on file.
These may be the signature portion of the last page of the Code of Ethical Standards OR an electronic signature as part of a completed curriculum in CMG Connect.
Parish/School audits can occur from Human Resources and Safe Environment offices.

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If you have a signed Code of Ethical Standards for each of the Total Number of Educators than you would put zero (0) in the Number of Code of Ethical Standards remaining to be signed and on file.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees		*****						
Volunteers/Others		*****						

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If you do not have a signed Code of Ethical Standards for each of the Total Number of Educators than you would put the difference in the Number of Code of Ethical Standards remaining to be signed and on file.

For Example…
Only 9 of your 10 Educators have signed the Code of Ethical Standards than 10-9=1.
You would enter 1 in the Number Remaining and enter an explanation for the gap in the table below.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	****
Educators	10	*****	10	0	9	1	9	1
Parish/School Employees		*****						
Volunteers/Others		*****						

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.

Children and Youth:*	
Educators:	
Parish/School Employees:	
Volunteers/Others:	

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Please Note: The Archdiocese of Milwaukee requires every employee, volunteer with contact with minors, and educator to have the criminal background check report conducted and the Code of Ethical Standards reviewed and signed every five (5) years subsequently after their initial safe environment Certification.

When you are entering an explanation for a gap into the table on page 2, please explain if this is a renewal or if you have no documentation that a criminal background check or signed code was ever on file.   This information is required for the USCCB's report from the Archdiocese that is completed by the Safe Environment Office.

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.
Children and Youth:*
Educators:
Parish/School Employees:
Volunteers/Others:

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Next we are going to look at Parish/School Employees.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****						
Volunteers/Others		*****						

STOP You do not enter your priest, pastor, associate pastor, or deacon on this report. All clergy are documented by the Archdiocese on the archdiocesan report.

Remember the definition on the front page of the report.

Educators – salaried teachers in diocesan and parish schools (include principals and administrators);

Parish/School Employees – paid persons (other than priests/deacons or teachers) who are employed by and work directly for parishes/schools such as parish ministers, school support staff, rectory personnel, etc.

Volunteers/Others – non-paid persons who assist the diocese (including parishes and schools) such as catechists, youth ministers, coaches, playground assistants, classroom help, etc.

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This line is where you are going to document the total number of Parish and School Employees that were employed for this current year from July 1st last year through June 30th this year.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10					
Volunteers/Others		*****						

This is the **total number of employees (including part-time and full-time)** in your parish and school.
Underline For Example…
If you parish and school has 10 employees, you would enter ten (10).

This is the **number of employees that have met the Safe Environment requirement of attending a Safe Environment Education Training Session. This should have been done prior to an employee starting their employment. This number should equal the total number of employees.**

Every employee of a parish or school in the Archdiocese of Milwaukee must be safe environment certified as a condition of their employment. Safe Environment Certification means that the individual has:
attended an in-person Safe Environment Education Training Session in the Archdiocese of Milwaukee or an alternative has been reviewed and approved by the Archdiocese of Milwaukee Safe Environment Office, has passed a criminal background check in the past 5 years, and has signed the Code of Ethical Standards.

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NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10	0				
Volunteers/Others		*****						

10-10= 0
The Number Remaining to be trained should be zero (0).

But what if the Total Number of Employees and the Number Trained do NOT equal zero?

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10-9= 1
The Number Remaining to be trained would then be one (1).

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	9	1				
Volunteers/Others		*****						

If the Total Number of Employees and the Number Trained does not equal zero, than you will need to document why one employee at your site did not complete a safe environment education training. This is documented in the table below.

For Example…

Due to COVID-19, 1 Employee had to begin employment prior to attending a safe environment session. He is scheduled to attend a session on July 15th.

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.
Children and Youth:*
Educators:
Parish/School Employees:
Volunteers/Others:

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NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	9	1	9	1	9	1
Volunteers/Others		*****						

Just a reminder: If you have a number other than zero for Number Remaining to be Trained AND you do not put an explanation below, it may be considered as a Safe Environment concern on a Vicar Report, trigger an official on-site save environment parish visit for compliance, and/or it may be brought to the attention to other archdiocesan offices or leadership as part of any pattern of non-compliance.

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Next, you will need to document that you have on file completed criminal background checks for each of those Employees.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10	0	10	0		
Volunteers/Others		*****						

Since each Employee should have had a criminal background check conducted prior to beginning employment and should have be completed background checks every 5 years subsequently, the Number of Backgrounds Completed should match the Total Number of Employees.

Any employee that you do not have a criminal background check on file would mean that you would have a number other than a zero (0) in the Number of Backgrounds Remaining and again an explanation would be needed in the table below.

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Next, you would enter the data for the Number of Code of Ethical Standards signed and on file for the Employees.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10	0	10	0	10	0
Volunteers/Others		*****						

*The number trained under children and youth should reflect those who have/have not received safe environment curriculum during the audit period. If the child/youth was absent on the day of the lesson but it was sent home or given on another date, count them as trained. OPT OUTs are not absent and a letter must be on file from the parent/guardian.

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.
Children and Youth:*
Educators:
Parish/School Employees:
Volunteers/Others:

Remember any gap in the total number and the numbers remaining must have an explanation in the table below.

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Next we are going to look at Parish/School Volunteers.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10	0	10	0	10	0
Volunteers/Others		*****						

STOP

You do not include a seminarian from St Francis de Sales Seminary that is completing a practicum or placement at your parish in your Total Number of Volunteers/Others. They are counted in the seminary reporting portion of the archdiocesan report.

Remember the definition on the front page of the report.

Educators – salaried teachers in diocesan and parish schools (include principals and administrators);

Parish/School Employees – paid persons (other than priests/deacons or teachers) who are employed by and work directly for parishes/schools such as parish ministers, school support staff, rectory personnel, etc.

Volunteers/Others – non-paid persons who assist the diocese (including parishes and schools) such as catechists, youth ministers, coaches, playground assistants, classroom help, etc.

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Educators – salaried teachers in diocesan and parish schools (include principals and administrators);

Parish/School Employees – paid persons (other than priests/deacons or teachers) who are employed by and work directly for parishes/schools such as parish ministers, school support staff, rectory personnel, etc.

Volunteers/Others – non-paid persons who assist the diocese (including parishes and schools) such as catechists, youth ministers, coaches, playground assistants, classroom help, etc.

- Your Total Number of Volunteers/Others is going to be the number of volunteers during the period of July 1st last year through June 30th this year that are ACTIVE or CURRENT volunteers that would be required to be safe environment certified because they have contact with minors.
- You do not need to include volunteers in ministries that do not have contact with minors or volunteers that were inactive during this period.
- Only count a volunteer once if they volunteer for multiple ministries.
- This is also where you would count someone that you are unsure which category they belong such as substitute teachers from a service, vendors, substitute catechists, a volunteer "on call" list, etc.

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This line is where you are going to document the total number of Parish and School Volunteers or Others that were active for this current year from July 1st last year through June 30th this year.

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10	0	10	0	10	0
Volunteers/Others	100	*****	100					

This is the **total number of volunteers or others** in your parish and school.
For Example…
If you parish and school has 100 volunteers, you would enter one hundred (100).

This is the **number of volunteers that have met the Safe Environment requirement of attending a Safe Environment Education Training Session. This should have been done prior to a volunteer starting any role that involved contact with minors. This number should equal the total number of volunteers/others.**

Every volunteer with contact with minors of a parish or school in the Archdiocese of Milwaukee must be safe environment certified before they are able to begin volunteering in that role. Safe Environment Certification means that the individual has:
attended an in-person Safe Environment Education Training Session in the Archdiocese of Milwaukee or an alternative has been reviewed and approved by the Archdiocese of Milwaukee Safe Environment Office, has passed a criminal background check in the past 5 years, and has signed the Code of Ethical Standards.

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Finish entering the data for the remaining portion of the table.
Remember to put an explanation in the table below if there are **any Numbers Remaining other than zero** (0).

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10	0	10	0	10	0
Volunteers/Others	100	*****	100	0	100	0	100	0

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.
Children and Youth:*
Educators:
Parish/School Employees:
Volunteers/Others:

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Double check your numbers to make sure your Training Numbers by making sure the
Total Number = Number Trained + Number Remaining

Double check your numbers to make sure your Background Check Numbers by making sure the
Total Number = Number Background Checks + Number Remaining

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10	0	10	0	10	0
Volunteers/Others	100	*****	100	0	100	0	100	0

Double check your numbers to make sure your Code of Ethical Standards Numbers by making sure the
Total Number = Number Codes Signed/On File + Number Remaining

The Annual Safe Environment Compliance Documentation Report- Page 2

The below examples are NOT correct!

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	90	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10		10	2	8	4
Volunteers/Others	100	*****	100	0				

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	90	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10		10	2	8	4
Volunteers/Others	100	*****			56	51	9	

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	350				*****	*****	*****	*****
Educators		*****						
Parish/School Employees	2	*****			2		2	
Volunteers/Others	900	*****	423		68			

The Annual Safe Environment Compliance Documentation Report- Page 2

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN THE PARISH AND/OR SCHOOL

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*****	*****	*****	*****
Educators	10	*****	10	0	10	0	10	0
Parish/School Employees	10	*****	10	0	10	0	10	0
Volunteers/Others	100	*****	100	0	100	0	10	0

*The number trained under children and youth should reflect those who have/have not received safe environment curriculum during the audit period. If the child/youth was absent on the day of the lesson but it was sent home or given on another date, count them as trained. OPT OUTs are not absent and a letter must be on file from the parent/guardian.

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.
Children and Youth:*
Educators:
Parish/School Employees:
Volunteers/Others:

Use a separate row for each category requiring an explanation. Rows expand as information is typed in.

		Yes/No	Explanation
1.	Does the parish and/or school have the curriculum and materials to verify that safe environment programs exist? **If no, provide explanation.**		

After the tables of data are completed, you will move to completing the next section of the report.

The Annual Safe Environment Compliance Documentation Report- Page 2

Question 1: Does the parish and/or school have the curriculum and materials to verify that safe environment programs exist?

- Does your parish and school have a copy of the safe environment lessons available on file or know how to access the lessons at the parish/school?
- If someone were to ask you for a copy of the safe environment lessons would you be able to provide them. If you have them accessible electronically that counts as yes.
- Is there information, flyers, notices, announcements, resources, posters, letters, etc. accessible at the parish/school from the archdiocesan Safe Environment Office and any relevant county specific programs?

If yes to all these questions, enter *Yes* in the box.

		Yes/No	Explanation
1.	Does the parish and/or school have the curriculum and materials to verify that safe environment programs exist? **If no, provide explanation.**	Yes	**If you answer yes, you do not need to enter an explanation in the Explanation box.**

The Annual Safe Environment Compliance Documentation Report- Page 2

Question 1: Does the parish and/or school have the curriculum and materials to verify that safe environment programs exist?

- Does your parish and school have a copy of the safe environment lessons available on site at the parish/school?
- If someone were to ask you for a copy of the safe environment lessons would you be able to provide them. If you have them accessible electronically that counts as yes.
- Is there information, flyers, notices, announcements, resources, posters, letters, etc. accessible at the parish/school from the archdiocesan Safe Environment Office and any relevant county specific programs?

If no to any or all these questions, enter *NO* in the box then provide an explanation in the Explanation box.

		Yes/No	Explanation
1.	Does the parish and/or school have the curriculum and materials to verify that safe environment programs exist? **If no, provide explanation.**	No	

The Annual Safe Environment Compliance Documentation Report- Page 3

Question 2: For those parents who choose not to have their child participate in the diocesan safe environment training (Opt-Out Documentation):
a) Does the parish and/or school have documentation of the signed parental declinations? *(Also called Opt-Outs)*
b) Does the parish and/or school have documentation that the safe environment training materials have been offered to parents?
c) If parents refuse to sign any form, has a record been maintained by the parish and/or school?
If no, provide explanation.

If yes to these questions, enter *Yes* in the box.

		Yes/No	Explanation
2.	For those parents who choose not to have their child participate in the diocesan safe environment training: a) Does the parish and/or school have documentation of the signed parental declination?	a) Yes	
	b) Does the parish and/or school have documentation that the safe environment training materials have been offered to parents? c) If parents refuse to sign any form, has a record been maintained by the parish and/or school? **If no, provide explanation.**	b) Yes c) Yes	
3.	Has the parish and/or school provided/made aware of safe		

The Annual Safe Environment Compliance Documentation Report- Page 3

Question 2: For those parents who choose not to have their child participate in the diocesan safe environment training (Opt-Out Documentation):
a) Does the parish and/or school have documentation of the signed parental declinations?
b) Does the parish and/or school have documentation that the safe environment training materials have been offered to parents?
c) If parents refuse to sign any form, has a record been maintained by the parish and/or school?
If no, provide explanation.

If no to any or all these questions, enter *NO* in the box then provide an explanation in the Explanation box.

		Yes/No	Explanation
2.	For those parents who choose not to have their child participate in the diocesan safe environment training: a) Does the parish and/or school have documentation of the signed parental declination?	a) Yes	a) Opt-Out Documentation on file in the parish office for religious education and in the school office for the school
	b) Does the parish and/or school have documentation that the safe environment training materials have been offered to parents? c) If parents refuse to sign any form, has a record been maintained by the parish and/or school? **If no, provide explanation.**	b) Yes c) No	b) Lessons were sent home for the parents to train their children if requested. c) No parents refused to provide documentation for the Opt-Out process.
3.	Has the parish and/or school provided/made aware of safe		

The Annual Safe Environment Compliance Documentation Report- Page 3

Question 3: **Has the parish and/or school provided/made aware of safe environment educational materials (newsletters, handouts, SGAF website, etc.) to parents and/or guardians?**
If yes, please explain how they are distributed.
If no, please explain.
- If you have them accessible electronically that counts as yes.
- Is there information, flyers, notices, announcements, resources, posters, letters, etc. on site at the parish/school from the archdiocesan Safe Environment Office and any relevant county specific programs?

If yes to all these questions, enter *Yes* in the box. If No enter *No* in the box

You will enter information for either a yes or no answer to this question in the explanation box.

		Yes/No	Explanation
3.	Has the parish and/or school provided/made aware of safe environment educational materials (newsletters, handouts, SGAF website, etc.) to parents and/or guardians? **If yes, please explain how they are distributed.** **If no, please explain.**	Yes or No	**If yes, please explain how they are distributed.** **If no, please explain.**

The Annual Safe Environment Compliance Documentation Report- Page 3

Question 4: **Has the parish and/or school provided/made aware of safe environment educational materials (newsletters, handouts, SGAF website, etc.) to the community at large? If yes, please explain how they are distributed. If no, please explain.**

- If you have them accessible electronically that counts as yes.
- Is there information on the Safe Environment program and requirements on the parish/school website?
- Is there a link to the archdiocesan Safe Environment Office on the parish and/or school website?
- Is there information, flyers, notices, announcements, resources, posters, letters, etc. on site at the parish/school from the archdiocesan Safe Environment Office and any relevant county specific programs?

If yes, enter *Yes* in the box. If No enter *No* in the box

You will enter information for either a yes or no answer to this question in the explanation box.

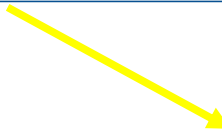|		Yes/No	Explanation
4.	Has the parish and/or school provided/made aware of safe environment educational materials (newsletters, handouts, SGAF website, etc.) to the community at large? **If yes, please explain how they are distributed. If no, please explain.**	Yes or No	**If yes, please explain how they are distributed. If no, please explain.**

The Annual Safe Environment Compliance Documentation Report- Page 3

Question 5:Has the pastor given at least one homily addressing the issue of Safe Environment? If not, please explain.

- Has any clergy (help out priest, associate pastor, or pastor) addressed from the pulpit any of the following issues of clergy abuse, safe environment programs, child abuse prevention, abuse prevention, mandatory reporting or other safe environment topics during this audit period?

If yes, enter *Yes* in the box. If No enter *No* in the box

You will enter an explanation only for no answer to this question in the explanation box.

		Yes/No	Explanation
5.	Has the pastor given at least one homily addressing the issue of Safe Environment? **If not, please explain.**		

The Annual Safe Environment Compliance Documentation Report- Page 3

Question 6: **Was the Safe Environment Week Proclamation announced to the parish either at Mass or in the Bulletin? If not, please explain.**

- Was the Safe Environment Week Proclamation announced from the pulpit, put in the parish bulletin, or otherwise made known to the parish?

You will enter an explanation only for no answer to this question in the explanation box. *Please answer honestly, you will not be penalized if you answer No.*

If yes, enter *Yes* in the box. If No enter *No* in the box

		Yes/No	Explanation
6.	Was the Safe Environment Week Proclamation announced to the parish either at Mass or in the Bulletin?	Yes	

The Annual Safe Environment Compliance Documentation Report- Page 3

Question 7: **Briefly describe how the parish/school observed Safe Environment Week this year? (You can include a separate sheet of paper with a description, if needed.)**

- Briefly list the activities or ways that the parish/school raised awareness about the safe environment program, curriculum, child abuse prevention, healthy relationships, etc.

You do not need to put yes or no, but you will need to include an explanation of activities.
For example: Read proclamation, included safe environment petitions at Masses that week, emailed resource sheet to school families, Human Concerns committee made blue pinwheels and displayed in front of church.

	Yes No	Explanation
7	Briefly describe how the parish/school observed Safe Environment Week this year? (You can include a separate sheet of paper with a description, if needed.)		Include a separate page if needed. *For example: See attached sheet.*

The Annual Safe Environment Compliance Documentation Report- Page 4

Question 8: **Have all Background Checks Awaiting Review been cleared on your site's CMG Connect account? If not, please explain.**

Your CMG Connect Site Admin can provide you with the number of Background Checks Awaiting Review on your site's Dashboard in CMG Connect. That number should be zero. If that number is not zero, your explanation should include a reason as to why background checks are not being cleared and users are not being certified.
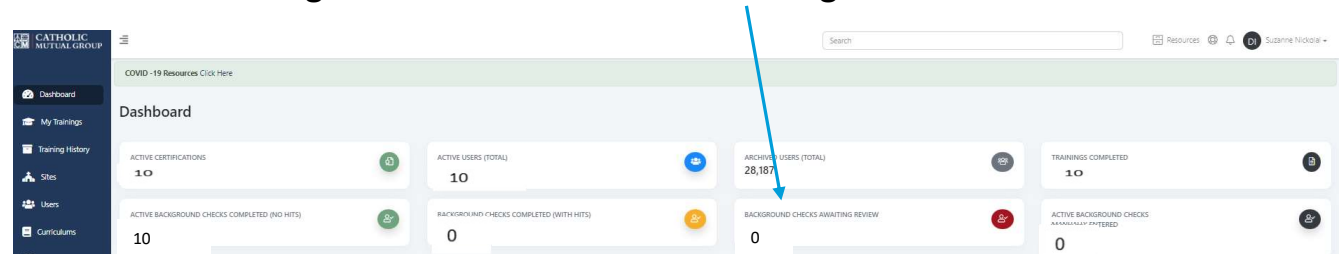
		Yes No	Explanation
8	Have all Background Checks Awaiting Review been cleared on your site's CMG Connect account? **If not, please explain.**	YES	

Please note: Site Admins should not be certifying a user unless all requirements of safe environment certification have been met. Please verify that an individual has attended a safe environment education training session AND completed all curriculums for safe environment certification PRIOR to certifying a user.

The Annual Safe Environment Compliance Documentation Report- Page 4

Question 8: **Have all Background Checks Awaiting Review been cleared on your site's CMG Connect account? If not, please explain.**

If that number is not zero, your explanation should include a reason as to why background checks are not being cleared and users are not being certified.
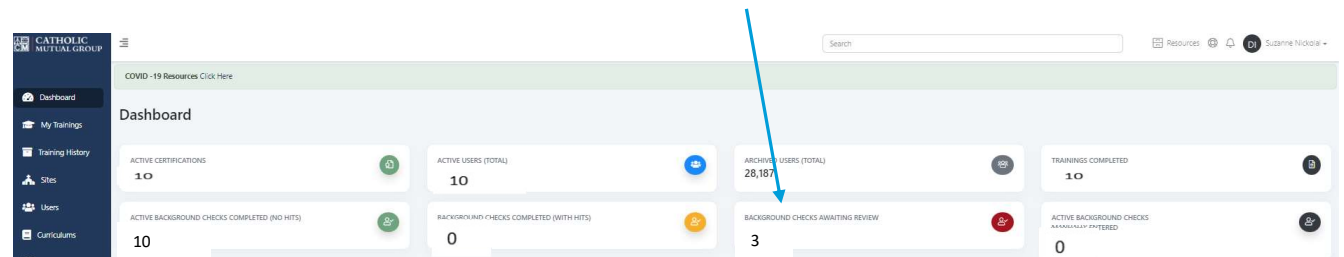
		Yes No	Explanation
8	Have all Background Checks Awaiting Review been cleared on your site's CMG Connect account? **If not, please explain.**	NO	3 new employees are still finishing their certification process and have not been reviewed as of the signing of this report

AGAIN Please note: Site Admins should not be certifying a user unless all requirements of safe environment certification have been met. Please verify that an individual has attended a safe environment education training session AND completed all curriculums for safe environment certification PRIOR to certifying a user/clearing a background check.

The Annual Safe Environment Compliance Documentation Report- Page 4

Question 9: **Does the parish have a religious education program or school? If so, please complete the following questions.**

> a) What grade levels are enrolled in the school and/or parish religious education program?
> b) Has the children's data been entered into CMG Connect* for all grade levels with enrolled students receiving instruction of Safe Environment Lessons?

(Please print out the children's data report from CMG Connect for your parish and/or school and attach with this report.)

Please note that all curriculum verification data is to be entered into CMG Connect under children data for both parishes and school.

If the parish does not have a school or religious education program, put NO and you do not need to answer a) or b) or enter an explanation. No additional documentation would be attached in this instance since there would be no children training data to attach. This is not common, but is possible.

	Yes No	Explanation
Does the parish have a religious education program or school? If so, please complete the following questions. a) What grade levels are enrolled in the school and/or parish religious education program? b) Has the children's data been entered into CMG Connect* for all grade levels with enrolled students receiving instruction of Safe Environment Lessons? (Please print out the children's data report from CMG Connect for your parish and/or school and attach with this report.) *Please note that all curriculum verification data is to be entered into CMG Connect under children data for both parishes and school.* 9	NO	

The Annual Safe Environment Compliance Documentation Report- Page 4

Question 9: **Does the parish have a religious education program or school? If so, please complete the following questions.**

a) What grade levels are enrolled in the school and/or parish religious education program?

b) Has the children's data been entered into CMG Connect* for all grade levels with enrolled students receiving instruction of Safe Environment Lessons?

(Please print out the children's data report from CMG Connect for your parish and/or school and attach with this report.)

Please note that all curriculum verification data is to be entered into CMG Connect under children data for both parishes and school.

If the parish does have a school or religious education program, put YES and you will need to answer a) or b) with an explanation. A print out from the Children Data in CMG Connect should be attached to this report when submitted.

	Yes No	Explanation
Does the parish have a religious education program or school? If so, please complete the following questions. a) What grade levels are enrolled in the school and/or parish religious education program? b) Has the children's data been entered into CMG Connect* for all grade levels with enrolled students receiving instruction of Safe Environment Lessons? **(Please print out the children's data report from CMG Connect for your parish and/or school and attach with this report.)** *Please note that all curriculum verification data is to be entered into CMG Connect under children data for both parishes and school.* 9	YES	Parish has a religious education program

The Annual Safe Environment Compliance Documentation Report- Page 4

	Yes No	Explanation
Does the parish have a religious education program or school? If so, please complete the following questions. a) What grade levels are enrolled in the school and/or parish religious education program? b) Has the children's data been entered into CMG Connect* for all grade levels with enrolled students receiving instruction of Safe Environment Lessons? **(Please print out the children's data report from CMG Connect for your parish and/or school and attach with this report.)** *Please note that all curriculum verification data is to be entered into CMG Connect under children data for both parishes and school.*	Yes a) Yes b) Yes	School and Religious Education Program a) School Grades K-8th Grade Religious Education Program K-11th Grade b) Children's Data Screen Print attached for all enrolled grades.
9		

Remember if you are reporting you have children enrolled in Grades K-8th in the school and K-11th in the Religious Education Program. We should see all grades accounted for in the Children Data entries in CMG Connect!

Children Data Documentation to Attach

Screen Print of Children Data in CMG Connect

Children Data –Training Data Report-

OR

The Annual Safe Environment Compliance Documentation Report- Page 4

The report should be printed and signed by each of the following:

I certify that the information reported is accurate to the best of my ability. **NOTE: All signatures are required.**

_____   _____
Signature of Safe Environment Coordinator   Date

_____   _____
Signature of Pastor, Parish Director or Parish Administrator   Date

(At least 1 parish trustee must sign the report.)

_____   _____
Signature of Parish Trustee   Date

Please Note: All three signatures are required. If you submit a report without the proper signatures, it is not considered complete.

The Annual Safe Environment Compliance Documentation Report- Page 4

By signing the report you are certifying that the information on this report is correct and as accurate as the documentation that you have on file and know to be correct.

I certify that the information reported is accurate to the best of my ability. **NOTE: All signatures are required.**

_____

Signature of Safe Environment Coordinator

_____

Signature of Pastor, Parish Director or Parish Administrator

_____

Signature of Parish Trustee

Please Note: This report is used during parish on site visits and if your parish is selected for an On-Site Charter Audit visit.

Do not submit a report knowingly incorrect or fraudulent.

The Annual Safe Environment Compliance Documentation Report- Page 4

Enter the contact information for the person that should be contacted if there are questions on the report and any note that you want us to know:

Contact Information for Person Completing this Documentation:

Name _____ Phone Number _____ Email _____

Notes: _____

This may include: Collaborating parishes, Combined religious education program information reported on another site's report, staff changeover, unavailable for contact during the summer, etc.

COMPLIANCE DOCUMENTATION FOR ENSURING A SAFE ENVIRONMENT IN INDEPENDENT SCHOOLS AND HIGH SCHOOLS –Page 1

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN
INDEPENDENT SCHOOLS AND HIGH SCHOOLS

School _____ City_____

Safe Environment Coordinator_____

Principal _____

Audit Period 7/1/2021 to 6/30/2022

DO NOT ALTER THE FORMAT OF THIS DOCUMENT. ANSWER THE QUESTIONS AS WRITTEN.
USE THE TABLE ON PAGE 2 TO PROVIDE NARRATIVE EXPLANATIONS.

Provide the number of persons in each category. To the extent possible, if persons belong in more than one category, count them in their primary category (e.g. educators who are also parents should be counted as educators).

These should NOT be cumulative numbers. The numbers should reflect the total number of individuals who are active as of June 30, 2022 – how many of them have Safe Environment Education, have background checks and signed Codes of Ethical Standards.

Children and Youth – include **all** students enrolled;

Educators – salaried teachers in diocesan and parish schools (include principals and administrators);

School Employees – paid persons (other than priests/deacons or teachers) who are employed by and work directly for schools such as parish ministers, school support staff, rectory personnel, etc.

Volunteers/Others – non-paid persons who assist the parish and/or school such as coaches, playground assistants, classroom help, etc.

For Office Use Only: _____ Date Received by Archdiocese of Milwaukee Safe Environment Office

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The Principal's name will be entered on the front page of the report instead of the Pastor/Parish Director/Parish Administrator.

The definitions on the first page use language more specific to a school.

COMPLIANCE DOCUMENTATION FOR ENSURING A SAFE ENVIRONMENT IN INDEPENDENT SCHOOLS AND HIGH SCHOOLS –Page 2

A school will have data for the Educator row to report.

Employees will only be employees of the school, not the parish employees. Parish employees would be reported on the parish's report.

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN
INDEPENDENT SCHOOLS AND HIGH SCHOOLS

NUMBERS ONLY – NO percentages and NO narrative	Total Number	Number of Opt-Outs	Number Trained	Number Remaining to be Trained	Number of Backgrounds Completed	Number of Backgrounds Remaining	Number of Code of Ethical Standards signed and on file	Number of Code of Ethical Standards remaining to be signed and on file
Children and Youth*	100	0	100	0	*********	*********	*********	*********
Educators	10	****	10	0	10	0	10	0
School Employees	10	****	10	0	10	0	10	0
Volunteers/Others	200	****	200	0	200	0	200	0

*The number trained under children and youth should reflect those who have/have not received safe environment curriculum during the audit period. If a child/youth was absent on the day of the lesson but it was sent home or given on another date count them as trained.

Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained, have backgrounds, or read and sign the Code of Ethical Standards and how the parish and/or school is planning on closing those gaps.

Children and Youth:	
Educators:	
School Employees:	
Volunteers/Others:	

Please include a separate page if additional space is needed for providing any explanations.

		Yes No	Explanation
1	Does the school have curriculum and materials to verify that safe environment programs exist? **If no, provide explanation.**		
2	For those parents who choose not to have their child participate in the diocesan safe environment training:		

Question 2 continues on the Page 3 but does not have a specific question on Page 2 to answer so the portion Yes/No box for Question 2 can be left blank on Page 2 since you will answer it on Page 3 instead.

COMPLIANCE DOCUMENTATION FOR ENSURING A SAFE ENVIRONMENT IN INDEPENDENT SCHOOLS AND HIGH SCHOOLS –Page 3

The report has 8 questions to answer instead of 9.

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN
INDEPENDENT SCHOOLS AND HIGH SCHOOLS

		Yes No	Explanation
	a) Does the school have documentation of the signed parental declination?	a) Yes	
	b) Does the school have documentation that the safe environment training materials have been offered to parents?	b) Yes	
	c) If parents refuse to sign any form, has a record been maintained by the school? **If no, provide explanation.**	c) Yes	c) Email attempts saved on site for no response from parents.
3	Has the school provided Safe Environment Educational material (newsletters, handouts, etc) to parents? **If yes, please explain how they are distributed. If no, please explain.**	Yes	Sent via weekly email to parents with other notifications, posted on school website, and information provided at back-to-school night and beginning of year paperwork
4	Has the school provided Safe Environment Educational material (newsletters, handouts, etc) to the community at large? **If yes, please explain how they are distributed. If no, please explain.**	Yes	Posted in the parish, Safe Environment information available on the website
5	Was the Safe Environment Week Proclamation made available to the school community?	No	An announcement of Safe Environment Week was sent out in place of the proclamation.
	Briefly describe how the school observed Safe Environment Week this year? (You can include a separate		Read proclamation, included safe environment petitions at Masses that week, emailed resource sheet to school families, Human Concerns committee made blue pinwheels and displayed in front of church.

COMPLIANCE DOCUMENTATION FOR ENSURING A SAFE ENVIRONMENT IN INDEPENDENT SCHOOLS AND HIGH SCHOOLS –Page 4

The 3rd signature will be the supervising priest or school president. If the school does not have either it would be an equivalent leader of the school that would sign.

The school principal will sign the report. It should be signed by the principal that was principal during the audit period, but if that is not possible the current principal should sign the report.

ARCHDIOCESE OF MILWAUKEE
COMPLIANCE DOCUMENTATION FOR ENSURING A
SAFE ENVIRONMENT IN
INDEPENDENT SCHOOLS AND HIGH SCHOOLS

		Yes No	Explanation
7	Have all Background Checks Awaiting Review been cleared on your site's CMG Connect account? **If not, please explain.**		
8	Has the children's data been entered into CMG Connect* for all grade levels with enrolled students receiving instruction of Safe Environment Lessons? **(Please print out the children's data report from CMG Connect for your parish and/or school and attach with this report.)** *Please note that all curriculum verification data is to be entered into CMG Connect under children data for both parishes and school.*		

I certify that the information reported is accurate to the best of my ability. **NOTE: All signatures are required.**

Signature of Safe Environment Coordinator _____ Date _____

Signature of Principal _____ Date _____

Signature of Supervising Priest OR President _____ Date _____
Contact Information for Person Completing this Documentation:

Name _____ Phone Number _____ Email _____

Notes: _____

What do I do with the completed report?

- Keep a copy or the original on-site at the parish.
- The report must be submitted to the Archdiocese of Milwaukee Safe Environment Office on or by July 1st.
- US Mail:
  Safe Environment Office
  Archdiocese of Milwaukee
  PO Box 070912
  Milwaukee, WI 53207

- Fax #: (414) 769-3408
  Attn: Safe Environment Office

- Email with PDF Attachment:
  NickolaiS@archmil.org
  or
  RiveraGarciaC@archmil.org

REMEMBER TO ATTACH YOUR CHILDREN DATA REPORT WHEN YOU SUBMIT YOUR REPORT.

Frequently Asked Questions!

Frequently Asked Questions?

- What if my parish doesn't submit a report?
  - A parish or school that does not submit a report is considered non-compliant with the Archdiocese of Milwaukee Safe Environment Program. If the report is not received Archbishop, the vicars general, and/or the Office for Schools are notified of the non-compliant status, and parish or school leadership will be contacted by archdiocesan leadership. Archbishop Listecki takes non-compliance by parishes and schools very seriously.

- What if I need extra time to complete the report?
  - If an extension is needed for the July 1st deadline, please email riveragarciac@archmil.org and request an extension. Typically, an additional 2 week grace period will be allowed.

- What if I have questions on the report?
  - You can contact the Safe Environment Office.
  - For questions on finding information on CMG Connect, email or call Cynthia at 414-769-3447 or riveragarciac@archmil.org.
  - For questions on how to complete the report, email or call Suzanne at 414-769-3449 or nickolais@archmil.org.

Frequently Asked Questions?

- If our parish or school does not complete a report, is there any notification or attempt to contact the parish or school?
    - The Safe Environment Office sends an email with the report to all site Safe Environment Coordinators, principals, pastors, parish directors, and parish administrators with the report template and instructions on when the report is due.
    - The template for the report is also available under *Resources* in CMG Connect and on the Safe Environment Office website under *Pastors, Principals, and Coordinators*
    - A reminder email will be sent in the middle of June to all safe environment coordinators reminding them to complete the report if it has not already been submitted.
    - If the report is not received by July 9th, the Safe Environment office will call or email the pastors or principals and safe environment coordinators to inform them that the report is delinquent.
    - The reports must be received by July 31st at the very latest to avoid being on the list of notifications to Archbishop Listecki of parishes or schools non-compliant with the Safe Environment Program.

Frequently Asked Questions?

- What if we need help entering our Children Data or don't have anyone with site admin access to CMG Connect ?
  - Email (riveragarciac@archmil.org) or call (414-769-3447) Cynthia in the Safe Environment Office for assistance.
- What if we have questions about how to complete the report because we are unsure how to report our Children Data due to special circumstances such as Covid-19?
  - Contact Suzanne Nickolai (nickolais@archmil.org) to discuss your parish's specific circumstances.
- What if the report submitted has errors or is incomplete?
  - If the report needs additional information or correction, we will contact the person listed on the bottom of page 4 to discuss what is needed.

Frequently Asked Questions?

- What if I submit my compliance report and forget to attach my children data or are missing children data entries?
  - The Safe Environment Office is able to view all Children Data entered for all sites in CMG Connect, and we can view any changes or updates to your site's Children Data. You will be contacted about the missing information.

- Will I be notified if you receive our report?
  - A reply email will be sent back to you notifying you that we have received the report.

Additional Questions or Site Specific Questions?

- Please email or call:

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