

2016 COMPLIANCE AUDIT - CHART C/D

Diocese/Eparchy: _____
Bishop/Eparch: _____
Audit Period: 7/1/2015 - 6/30/2016
Auditor(s): _____
Responsible Personnel: _____

INSTRUCTIONS: Appropriate diocesan/eparchial personnel are to complete Parts I, II, III, and IV below for the audit period ending 6/30/16. Do not leave any blank cells, and do not alter the format of the document.

PART I: **Double Click** on the Chart below and complete using numbers only, no narration. Definitions are listed below. The Total Required to Comply column contains a formula. Please only insert numbers in the total trained/not trained and total backgrounds completed/remaining columns. Two “check” columns have been inserted for your convenience.

Category	Total Required to Comply	Total Opt Outs	Total Trained	Total not trained	Total Backgrounds Completed	Total Backgrounds Remaining	*Check for training	**Check for Backgrounds
Children/Youth	0				N/A	N/A	0	N/A
Priests	0	N/A					0	0
Deacons	0	N/A					0	0
Candidates for Ordination	0	N/A					0	0
Educators	0	N/A					0	0
Employees	0	N/A					0	0
Volunteers	0	N/A					0	0

*The total trained plus the total not trained should equal the total required to comply. If there are any differences noted in the “check” column for training, please explain below in Part II.

**The total backgrounds completed plus the total backgrounds remaining should equal the total required to comply. If there are any differences noted in the “check” column for background checks, please explain below in Part II.

Definitions:

- **Children/Youth** – Total required to comply should include all students (through high school) currently enrolled in diocesan/eparchial schools and religious education classes. Total trained/not trained should include only those trained/not trained between 7/1/15 and 6/30/16.
- **Priests/Deacons** – Total required to comply should include only religious order or diocesan priests/deacons in active or supply ministry (including “retired” clerics who continue to celebrate occasional sacraments). Be sure to include diocesan priests/deacons who are living outside of the diocese, and exclude those priests/deacons living in the diocese who are incardinated elsewhere.
- **Candidates for Ordination** – All seminarians and candidates for the permanent diaconate.
- **Educators** – salaried teachers, principals, and administrators in diocesan/eparchial and parish schools.
- **Employees** – paid persons (other than priests/deacons or educators) who are employed by and work directly for the diocese/eparchy or parishes/schools such as central office/chancery/pastoral center personnel, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc. This number should reflect the total number of active employees as of June 30, 2016, how many of them were trained (in the current audit period or prior audit periods), and how many had background evaluations (in the current audit period or prior audit periods). If an employee is not required to complete the training due to not having contact with children, they are not to be included in the total required to comply figure.
- **Volunteers** – unpaid persons who assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc. This number should reflect the total number of active volunteers as of June 30, 2016, how many of them were trained (in the current audit period or prior audit periods), and how many had background evaluations (in the current audit period or prior audit periods). If a volunteer is not required to complete the training due to not having contact with children, they are not to be included in the total required to comply figure.

PART II: Use the space below to explain any gaps between the total numbers and the numbers remaining to be trained/background checks, and how the diocese/eparchy is planning on closing those gaps:

Category/ Please explain gaps from Chart above	Name of training program(s)	Self-generated or commercially available?	Background check agency/ agencies used	Frequency of training and background check renewal (in years)	Method of collecting data*
Children/Youth:			N/A	N/A	
Priests:				Training renewal period: Background check renewal period:	
Deacons:				Training renewal period: Background check renewal period:	
Candidates for Ordination:				Training renewal period: Background check renewal period:	
Educators:				Training renewal period: Background check renewal period:	
Employees:				Training renewal period: Background check renewal period:	

Volunteers:				Training renewal period:	
				Background check renewal period:	

*** Please explain how your numbers are compiled for each category, such as parish records, central database, diocesan directory, etc.** Note: Rows expand as information is typed in. To add rows to this table, place cursor in an empty cell, click on Table (in toolbar at top of screen), click on Insert, and then click on either “rows above” or “rows below.”

PART III: As set out in the memo to All Bishops, dated March 31, 2006, from Bishop Gregory M. Aymond, Chair, Bishop’s Committee for the Protection of Children and Young People, the following questions will be verified by the Auditor(s) in order for a diocese/eparchy to be considered compliant.

Question		Response
1	What curricula and materials are maintained by the diocese/eparchy to verify that safe environment programs exist for each of the various groups set forth in Article 12?	
2	Has the sitting bishop signed promulgation letter approving all safe environment programs used in the diocese/eparchy?	
3	Does the diocese/eparchy have a publicly available calendar of training scheduled through December 31, 2016?	
4	What documentation does the diocese/eparchy require from each pastor that the parish has received the required safe environment program curricula and materials and has implemented them?	
5	How does the diocese/eparchy determine that parishes are following safe environment policies and procedures (parish audits, visitations, etc.)?	
6	Does the diocese/eparchy visit each parish to conduct an assessment/audit? If yes, how often?	
7	Does the diocese/eparchy allow parents to opt their children out of safe environment training?	

8	How does the diocese/eparchy document that parents have opted their children out of training?	
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9	Does the diocese/eparchy offer safe environment training materials to parents who have opted their children out?	
10	How does the diocese document that materials were provided to these parents?	
11	If parents refuse to sign any documentation stating that they have opted their children out of training, how does the parish/school/diocese/eparchy maintain a record of this?	
12	Does the diocese/eparchy employ screening and evaluation techniques in deciding the fitness of candidates for ordination (seminarian or candidate for the permanent diaconate)?	
13	Does the diocese/eparchy have policies and/or procedures for obtaining necessary suitability information about priests or deacons who are visiting from other dioceses/religious orders?	

PART IV: FOR INFORMATIONAL PURPOSES ONLY - RESPONSES DO NOT AFFECT COMPLIANCE.

To better understand the screening and training of International Priests, the Secretariat of Child and Young Protection is requesting the following information regarding international priests. For purposes of this report, international priests are defined as those priests who were born and completed their priestly formation in a country other than the United States. We recognize that these numbers may change frequently, so please provide this information to the best of your ability.

Question		Response
1	Does your diocese/eparchy have international priests serving in parishes, schools and diocesan/eparchial agencies? If yes, please list the <u>number of priests from each country</u> that serve in the diocese/eparchy.	
2	What background screening method does the diocese/eparchy use for incoming international priests?	
3	Have the international priests been provided safe environment training in their native tongue?	