



DIOCESE OF BOISE
Human Resources
Child, Youth and Adult Protection

MEMORANDUM

DATE: January 28, 2014

TO: Pastors, Principals, SEW Trainers, DRE's, Youth Ministers, Parish/School staff

FROM: Bob Fontaine and Veronica Childers

SUBJECT: Changes to Background Checks and our process

Dear, Pastors, Principals, SEW Trainers, DRE's, Youth Ministers, Parish/School staff,

We are pleased to announce that the Office of Child, Youth and Adult Protection continues to respond to the requests to improve our Safe Environment program.

For several months you have heard us mention the following:

- The need to up- date the children's Safe Environment curriculum
- The need for renewal of background checks
- The continued revisions necessary to maintain the Adult Safe Environment training materials
- The ability to offer on-line recertification for adult Safe Environment Training

These issues have been partly driven from the evaluations gathered at workshops given throughout the diocese. In addition, we have received recommendations from the Annual 2012/2013 Audit of the Charter for the Protection of Children and Young People as mandated by the USCCB.

On December 17th, 2013, we conducted two on-site training sessions at the Nazareth Retreat Center with simultaneous webinar trainings for the Circle of Grace, our new K-12 Safe Environment Training curriculum. During the course of the day, over 80 leaders from our parishes and schools were trained. Certificates for those who attended will be forthcoming. We are pleased to announce that many of you have already begun to utilize the program and the feed-back has been very positive.

As mentioned above, our most recent audit recommended that we renew our background check process and the frequency in which background checks are renewed. With the K-12 curriculum now in place, it is time to begin working on these recommendations before our next audit.

We are pleased to announce that we will begin utilizing a new vendor to process our background checks. The company selected for this important task is CICS Employment Services, Inc. CICS

currently serves several dioceses in Region Twelve, including the Archdiocese of Portland and the Archdiocese of Seattle. This change will reduce the overall cost of background checks while aligning our diocese for better collaboration with the Archdiocese of Portland and other dioceses in our region.

An area of great importance has been to find a solution to data entry errors. We believe this will be achieved by offering automated services to those individuals responsible for collecting data at the parish and school locations. As we implement these changes, these services will help to track our employee and volunteer background check status including renewals. CICS has a secured server that, when set up, will allow each parish and school to submit its own background checks on the day of training directly from local sites. Along with this service, CICS will offer direct billing to each parish and school. By utilizing these services we will have quicker responds and turn-around time for our background checks. In addition, we will receive on-line status reports. By providing these services to our parishes and schools we expect to improve productivity and eliminating unnecessary errors.

CICS offers services at a reduced rate per background check. The base price for each background check will be \$13.00. However, there will be additional fees for those background checks that require “out of state” inquiries for accurate data reporting. Although some background checks will be well over the \$30.00 we are accustomed to paying, the majority of the background checks should be at the base price thus reducing the over-all out of pocket expense. A price list for the additional expenses will be forthcoming. This will help eliminate any surprises for those background checks that are over the base price.

In addition, the Background Check Form has also significantly changed. There is no longer a need to have a separate form for employees, another for volunteers and a third for clergy. We are now able to offer one Background Check Form for everyone, except for Catholic School and Day Care Employees. They will still have to obtain their background checks through the State Department of Education. **Please do not continue to use the old background check forms as they can no longer be accepted.** We ask that you discard the old background check forms and that you make sure all your trainers/staff are using only the New Background Check Forms. The New Background Check forms can be found as an attachment and will be up-loaded to the diocesan website.

During the next few months, all background checks will continue to be submitted to the Office of Child, Youth and Adult Protection, attention Veronica Childers. Please continue to fax the New Background Check forms to (208) 489-7475 and follow up by mailing the originals. Additional information will be forthcoming as we set up the secure server with pass code access and direct billing for each site as we finalize the order template. In conclusion, you will begin to see some of these benefits right away.

The following information still has to be reported to the diocese as the Safe Environment Training throughout the diocese takes place.

- ✓ Please continue to notify the diocese of upcoming training. It is necessary to continue tracking diocesan progress for audit purposes.

- ✓ Please Fax a copy of each Background Check form (utilizing the new forms), to include a copy of the Sexual Misconduct Policy Authorization Form and the Sign- In Roster of the attendees. Mail the original background check forms to the diocese as before. Remember that only the diocese should have copies of the background check forms.

Until the secure server is completely set up you will continue to be notified by the Office of Child, Youth and Adult Protection of the status for each background check as they are cleared. Once the secure server is set up each site will be able to track its own progress. We will continue to update you as we go forward with these changes.