

SAFE ENVIRONMENT QUESTIONS AND ANSWERS

BACKGROUND SCREENING

Who has to receive the background screening this year?

New volunteers and employees and those whose three years are up who have regular contact with minors are to complete the background screening process. **Any adult attending an overnight event must complete the background screening prior to the event.**

What is the name of the background screening company and who is our contact?

Fox and Sprader Enterprises, LLC Risk Management Solutions
Tammy Lorusso
504-831-1157, ext. 115
www.rmsnola.com

Who pays for the background screening?

Some parishes and schools are paying for the screening and others are asking the volunteers to pay for their own (\$14 every three years). The parish/school/organization pays for employees.

If you ask them to pay \$15 every three years it will cover the background screening and almost cover the Austin Computing fee also.

How often do we submit background screenings?

Every three years we ask a volunteer/employee to sign an authorization form and the parish/school/organizations resubmit their names for a background screening.

Do the scouts have to complete the background screening for the Archdiocese?

Yes, all leaders and assistant leaders and anyone having regular contact with minors and/or attending any overnight trip **must** complete the screening prior to the trip.

If a parent attends meetings, but sits in the back of the room and does not interact with the youth, they do not have to be screened. **Remember** that no adult can be asked to be alone with any child or group of children unless they have completed the background screening.

What are we checking in the background screening?

Sex Offender Registry, Social Security Number Verification, Parish to Parish Courthouse, National Criminal File Search

We will never do a credit check or an employment history check.

What happens if someone does not want to give their SSN or authorization for a background screening?

If they do not give us the authorization or the SSN, they cannot work with minors either as an employee or volunteer in the Archdiocese of New Orleans.

Are the priests and deacons required to have background screenings?

Yes. The priests are screened through the Office of Priest Personnel and the deacons through the Office of the Permanent Diaconate.

SAFE ENVIRONMENT TRAINING

What is the name of the training company we use?

We are using the training materials from Praesidium, Inc.

[Praesidium, Inc.](#)

Who has to receive the adult Safe Environment training?

Any adult, volunteer or employee, having regular contact with minors or one who goes on any overnight event with minors **must** receive the training.

Who provides the training?

The Safe Environment Office schedules the trainings at the parishes or schools. If you would like to schedule training for you site, please send an e-mail to srmwheelahan@archdiocese-no.org or call Sr. Mary Ellen at 504-861-6278.

We have persons trained by Praesidium to offer the training. The certificates being returned to you must have the Archdiocese of New Orleans and Praesidium on them with the signature of one of the following persons:

Deacon Terry & Dottie Manieri	Kristin Callahan
John Smested	Shannon Murphy
Kathy Monjure	Sr. Kathy Farrelly
Bro. Jerry Meegan	Mary Widmann
Sr. Carmelita Centanni	Sara Janbone
Maruchi Paloma	Sr. Mary Ellen Wheelahan

How long does the training last?

It usually takes about an hour to an hour and 15 minutes.

How often do you have to receive the training?

Volunteers and Employees receive the training this year and then it is every three years after that.

Where can I find a list of training sites and times?

The revised list is on the Safe Environment webpage.
[Revised Adult Training Schedule](#)

What lessons do we use for the children and youth?

Pre K	use the Archdiocese of New Orleans material from last year
K – 5 th Grades	Praesidium materials can be found on the Safe Environment webpage K - 5 training materials
Grade 6	use the Archdiocese of New Orleans material on the SE webpage Grade 6 training materials
Grades 7 – 12	Praesidium materials can be found on the SE webpage Grades 7 - 12 training materials

PLEASE DO NOT make copies of the journal for each student. Give the material to the teacher leading the group to use it for group discussion.

Use the three segments of the youth DVD for Grades 7 – 12. If you would like to purchase a copy for \$25, contact Sr. Mary Ellen, srmwheelahan@archdiocese-no.org. There are copies available for you to borrow through the SE office and the CYO office.

AUSTIN COMPUTING

Who is to complete the application on Austin Computing?

All adults having regular contact with minors and those accompanying minors on any overnight event must complete the application on Austin Computing.

How does a parish or school begin working on Austin Computing?

1. Contact Sr. Mary Ellen for the parish/school login information.
2. Go to the Austin Computing Login Page for the Archdiocese of New Orleans:
<http://www.eappsdb.com/no>
3. Complete your own individual application first. You have to create your own login information. The access code is **safety**.

[Instructions for Applicants](#)

The directions can be confusing. The best suggestion is to just get onto the site and complete all parts of your own application. Make sure you save the information at the end of each section. Then you can go to the parish/school site and see how the program works. You just need at least one applicant so you can work with the system.

Who can assist parishes/schools in getting set up on Austin Computing?

Sr. Mary Ellen can come to your site to help you get it started, please feel free to contact her at 504-861-6278.

How can this program help you at the parish/school level?

This program will allow our volunteer and employee information to be shared within the Archdiocesan system. We will be able check on completion of Safe Environment requirements and the application process for persons who are involved at more than one site. When someone moves to a new parish/school, the new site can gain access to the employee or volunteer information on Austin Computing.

Who is responsible for the required fee for Austin Computing?

The charge is \$0.75 for the year you enter the information and \$0.45 each following year to store it. The parish/school can pay this fee or you can include it in the fee you charge for the background screening for your volunteers.

When someone leaves your site, make sure you have them remove your parish/school from their list of ministry sites so you will not continue to be charged for them. You can also clear this at your end.

With three new programs, when will we be required to have everything set up and parish/school administrator reports completed?

Our goal is to still try and teach the Safe Environment lessons in the schools in October, Respect Life Month. Hold on to your Administrator Report Forms until January so we can get as many of the adults trained and on Austin Computing as possible.

Where do I sent the completed Administrator Reporting Forms?

Sr. Mary Ellen Wheelahan, O. Carm.
Safe Environment Coordinator
7887 Walmsley Avenue
New Orleans, LA 70125