



PARISH SELF-ASSESSMENT GUIDE /USCCB AUDIT

Date: _____

Location Name (Parish/School/Institution): _____

Identify **Local Administrator** for the parish/school: _____

If there is not a **Local Administrator**, please consider appointing someone:

Name: _____ Email: _____ Phone: _____

The following are items that the parish **Local Administrator** needs to have on file:

- VIRTUS® Sign-In sheets for any sessions held at the parish.
- Fingerprint background checks for **all employees** and for **volunteers** who work with children (to be kept in a locked file cabinet with limited access – **Confidential**)
- Repeat Background checks for **all employees** and for **volunteers** who work with children, whose fingerprint record is five (5) years old is to be completed through Selection.com (accessed from an individual's VIRTUS® account). Selection.com runs quarterly updates and results are electronically stored on the Fastrax database.
- Acknowledgement forms for **all employees & volunteers** who work with children:
 - Policy for the Safety of Children in Matters of Sexual Abuse, Revised 2016*
 - Standards of Conduct For Ministry, Revised 2016*
<https://www.dioceseofcleveland.org/offices/parish-life/child-protection/resources>
- The Local Administrator needs access to VIRTUS® online records:
 - To record all background checks and required documents on individual accounts.
 - To verify that all are current with online training bulletins (minimum of 24 required).
 - To maintain and keep current the **Location's** database.
- File containing bulletin blurbs about the importance of communicating all concerns.
- Poster: Victim Assistance Poster to display on campus to alert all on how to report abuse.
<https://www.dioceseofcleveland.org/offices/parish-life/child-protection/resources>
Select poster in English or Spanish, per County, for hotline numbers.

Contact for questions or concerns:

Sharon Minson (216) 696-6525 x1157 sminson@dioceseofcleveland.org, or

Debbie Morris (216) 696-6525 x1158 dmorris@dioceseofcleveland.org