

INSTRUCTIONS FOR THE EXCEL SPREADSHEETS YOU RECEIVE FROM CSS

You should receive an updated Excel spreadsheet from Cheryl after every CORI/training submission to our agency. If not, please contact Cheryl at 508-674-4681.

This spreadsheet is sent to you to keep you informed of the status of all of your **current** employees and volunteers, per the records at CSS. If your records do not match those of CSS, please contact Debora at 508-674-4681.

The CSS CORI Department keeps two spreadsheets on every site. One is to record all employees and volunteers who have ever been involved with your site since we started keeping these records, and the other one is a list of only those employees or volunteers who are currently with your parish or school. The copy that is sent to you is the current list as we have it. Therefore, if there are people on your list who are no longer actively working or volunteering with your parish or school, we need to know. Likewise, if you have new employees or volunteers, we need to know that as well.

When you receive the sheet, you are required to do the following:

1. Review the list for accuracy of the names. If there are names on the list of people who are not with your parish or school, cross out the names and return a copy of the list to Cheryl Bedard or Debora Jones at CSS, indicating those names should be removed from your list. If it is just a few names (ten or less), you can also call or email that information to Debora Jones at djones@cssdioc.org. If someone on your list has changed their name (typically because of marriage), please also contact CSS so that our records are as up-to-date as possible.
2. Review the list to ensure that new volunteers or employees are on the list. If they are not, please make sure that you sent Lorraine Fernandes a copy of the CORI and training sign-in sheet for the volunteers and/or for new employees whom the DREs are allowed to train. If you have new school employees, please make sure they are referred to CSS for training and a CORI. **(Matt, please insert link to training page here.)**
3. For the current employees, check the "Date CORI cleared" column to confirm that the CORI is still valid. Each Diocesan employee must complete a CORI once every three years. Therefore, if an employee's CORI last cleared on 08/17/2009, the next CORI is due on 08/17/2012.
4. For current volunteers, check the "Date CORI cleared" column to confirm that the CORI is still valid. Each volunteer must have a CORI completed every 12 months. For example, if you have a volunteer who has a CORI that cleared on 07/12/09, the CORI will be due again on 07/12/10.
5. Check the Code of Conduct column for all volunteers and employees. If there is a "needs" in the column, or it is blank, you must either give us a copy of the signed Code of Conduct form or have the individual sign a new one and send us a copy of that form.
6. Check the "Date Attended Training" column on the far right. If it is blank or has a "needs" in that column, that means we do not have record of a training date. If this is the case, you can do one of three things. 1) you can submit a copy of the training sign-in sheet from the

date the person was trained so that we can enter the date into our database; 2) if you cannot find your records, you can call our office to see if we a hard copy; 3) you can have the person attend training again and make sure that the paperwork is filled out. Please note that the bottom line is that anyone who is actively working for you or volunteering for you **MUST** have this done, so if no records can be found, another training and CORI must be completed.

Please remember the following:

1. In order to be in compliance with the U.S.C.C.B. Charter, and to pass audit standards, you must keep this list current.
2. There are no exceptions to the requirement for CORIs or training. Anyone who requests an exception should be referred to our Diocesan Policies and Procedures for Abuse Prevention, which clearly has no exceptions listed.
3. CORIs cannot be faxed to us because the photos do not come through clearly. They must be mailed or personally delivered.
4. Corrections should be mailed to CSS at: 1600 Bay Street, Fall River, MA 02724, Attn: Cheryl Bedard. If you would like a confirmation that the documents have arrived, please let us know and we can call or email you.

We appreciate the ongoing efforts of all the parishes and schools to maintain compliance with the requirements of the Charter. This review process is designed to help both you and CSS save time overall, as it will result in a reduction in the amount of paperwork you need to look through, and it will make your site audit process go much more smoothly. We are here to help you, so if you have any questions about this process or any other from the Office for Child Protection, please contact Debora at 508-674-4681 or via email at: djones@cssdioc.org.

Thank you for your cooperation!