

Diocese of Fall River
Office of Safe Environment (OSE)
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Guidelines for CORI Acknowledgement Forms/Code of Conduct/Training for Parishes
Per Massachusetts General Laws and the Charter for the Protection of Children and Young People

eAppsDB: (www.eappsdb.com) This database used by the Diocese of Fall River will organize all employees and volunteers for each eApps site. Individuals who are currently compliant with a CORI background check and Safe Environment Training will have an approved status. If an employee or volunteer is currently compliant (current background check/former APT/safe environment training) in the database, a CORI renewal is not required. **The first step in requesting a CORI Acknowledgement Form is to verify the current status of each applicant in eAppsDB.** The background check area in the eAppsDB database will have a current date, "Date Check," which will display the last time a CORI was completed. If a CORI/compliance is current, depending on the outlines below, a CORI renewal is not required. It is important that a CORI request is not duplicated. For example, if an individual wishes to volunteer in their Parish and is already compliant through employment, the site administrator only needs to add a volunteer status and the parish site into the database. The new volunteer site will be in addition to the "primary site" that is already listed. If any assistance is needed with eApps, please contact the Office of Safe Environment (OSE) using the above office information.

ALL DIOCESAN PERSONNEL (including Sub-Contractors) of a Parish:

- 1) **Every new adult employee** must complete a CORI Acknowledgement Form and provide a copy of a valid driver's license or valid government photo ID and a clear copy of the ID must accompany the CORI Acknowledgement Form. The Pastor/Administrator/DRE must sign the CORI Acknowledge Form and verify the ID presented. If the employee resides/resided outside of Massachusetts, a background check must be requested from the respective state(s). Contact the OSE for further instructions for out of state backgrounds.
- 2) **Every new adult employee** who has contact with minors must complete a safe environment training session. The new training is now available online at <https://fallriver.cmgconnect.org/>. The Abuse Prevention Training video will no longer be used. The employee must register and complete the online Safe Environment Training. Training is available in Spanish as well. The training includes:
 - a) Three segments of Safe Haven videos and questions;
 - b) Mandatory Reporting Guide and acknowledgement;
 - c) 2017 Code of Conduct;
 - d) Three Questions to be answered acknowledging the responsibilities of the Code of Conduct;
 - e) 51A Online Training referencing site which will lead the individual to mandated reporter training.After completion, the employee must download and print out the training certificates which will display their name, and the date of training. Please note that the name on the certificate must be consistent with the photo ID. A copy of this certificate must accompany the original CORI Acknowledgment Form and the copy of the photo ID, and all are to be forwarded to the OSE for CORI processing. A copy of these forms should be kept on site (Parish) in a secure cabinet for the duration of the employment position.
- 3) **Every existing adult employee** must renew a CORI and sign a Code of Conduct every three (3) years. A site administrator must confirm their Safe Environment Training is current prior to renewal. Employees who have contact with minors must renew their Safe Environment Training every six (6) years and an updated certificate must be presented. The site administrator must keep track of the renewal periods in eAppsDB. If necessary, and at the discretion of the OSE, the employee may have to take updated training in order to be compliant.

Please note: A paid employee that **only works seasonally** (summer camps) is not considered a permanent employee and per the Massachusetts Department of Health shall be CORI'd for each session of summer employment as it constitutes a break in employment/service.

ALL DIOCESAN VOLUNTEERS of a Parish:

- 1) **Every new adult volunteer** must complete a CORI Acknowledgement Form and provide a copy of a valid driver's license or valid government photo ID and a clear copy of the ID must accompany the CORI Acknowledgement Form. The Pastor/Administrator/DRE must sign the CORI Acknowledgement Form and verify the ID presented. If the volunteer resides/resided outside of Massachusetts, the applicant must be CORI'd in the respective state(s). Contact the OSE for further instructions for out of state backgrounds.
- 2) **Every new adult volunteer** who has contact with minors must complete a Safe Environment Training Session. The new training is available online at <https://fallriver.cmgconnect.org/>. The Abuse Prevention Training video will no longer be used. The volunteer must register and complete the online Safe Environment training. Training is available in Spanish as well. The training is as follows:
 - a) Three segments of Safe Haven videos and questions;
 - b) Mandatory Reporting Guide and acknowledgement;
 - c) 2017 Code of Conduct;
 - d) Three Questions to be answered acknowledging the responsibilities of the Code of Conduct;
 - e) 51A online Training referencing site which will lead individual to mandated reporter training.After completion, the volunteer must download and print out the training certificate which will display their name and the date of training. Please note that the name on the certificate must be consistent with the photo ID. A copy of this certificate must accompany the original CORI Acknowledgment Form and copy of the photo ID, and all are to be forwarded to the OSE for CORI processing. A copy of these forms should be kept on site (Parish) in a secure cabinet for the duration of the volunteer position.
- 3) **Every volunteer** each year must renew a CORI and sign a Code of Conduct. A site administrator must confirm their Safe Environment Training is current prior to renewal. Volunteers who have contact with minors must renew their Safe Environment training every six (6) years and an updated certificate must be presented. The site administrator must keep track of the renewal periods for volunteers in eAppsDB. If necessary, and at the discretion of the OSE, the volunteer may have to take updated training in order to be compliant.

Minors (under the age of 18): CORI's will no longer be processed on minors at this time. A minor who is an employee or a volunteer within a Parish and is in contact with children must be assigned to a CORI'd compliant adult in order to fulfill their obligations as an employee or volunteer. A minor will sign a Diocesan Youth Code of Conduct together with a parent/guardian signature each year they are employed or volunteer and the original will be forwarded to the Office of Safe Environment and a copy kept on site.

The Questionnaire for Volunteers Form will no longer be used. Please note that only the last six (6) digits of an applicant's social security is needed for the CORI Acknowledgement Form, not the full social security.

CORI request documents, once reviewed and verified thoroughly must be forwarded to the OSE via U.S. mail or through a secured email address. A Level 2 CORI check will be conducted by the OSE within a reasonable time frame. The information will be entered into eAppsDB.com as confirmation of the completion of the CORI check. From time to time revisions may be established by the OSE and updated accordingly.