

# Safe Environment Program (SEP) Manager

## How safe are the most vulnerable in your diocese? Know for sure with SEP.

ParishSOFT's Safe Environment Program (SEP) Manager helps you protect those you serve by tracking your SEP data and broader-based background screening requirements such as education, certification, and training. Results are always current and available on your secure SEP site.

### Simplify safe environment

- Helps you protect children and vulnerable persons, church finances, and the integrity and reputation of the Church with accurate, consistent screening and training
- Tracks requirements for every individual with a paid or volunteer position in the diocese
- Handles multiple positions and organizations—one entry updates all instances of a requirement in the system
- Monitors clearances and due dates, documents the screening and training history of each person—having one record per person makes it easier to detect suspicious activity, for example, an individual moving from parish to parish
- Provides powerful reports, including expired or incomplete screenings, summaries by parish, and more

### Promote transparency, consistency

- Measures compliance consistently, providing standardized data management and audit processes for all parishes within your diocese, as the USCCB recommends<sup>1</sup>
- Reduces risk by managing all SEP screening information in a central database
- Accommodates any requirements and risk levels that your

diocesan policy dictates—you decide the requirements necessary for each staff or volunteer position

- When used with the ParishSOFT suite, creates screening requests automatically each time you assign a new position to an individual
- Protects and secures your data with login-based system privileges—only authorized personnel can view or update records for any given organization

### Streamline management

- Lets authorized personnel at parishes and schools look up people in the system, check SEP clearances, and make good decisions about staffing and volunteers
- Saves money—SEP results are shared instantly on the secure website, so you'll never have to wait for paper forms or pay for redundant screening
- Imports data from criminal record search and screening services, such as LexusNexus<sup>®</sup>
- Simplifies compliance audits and reporting to the USCCB

1. United States Conference of Catholic Bishops 2006 Annual Report on the Implementation of the Charter for the Protection of Children and Young People, p. 44. <http://www.usccb.org/ocyp/FinalAnnualReport.pdf>



### Complete Church Solution

*Safe Environment Program Manager is part of an integrated technology suite that connects dioceses with staff, parishioners and the communities they serve. ParishSOFT products help dioceses and their parishes manage organizations, people, finances and reporting from a single technology platform.*

Toll Free 866.930.4774 • Fax 734.205.1011

email: [info@parishsoft.com](mailto:info@parishsoft.com) • [www.ParishSOFT.com](http://www.ParishSOFT.com)

PUBM783-2010-FEB