CMGConnect

Catholic Diocese of Lexington— Safe Environment Program
Safe Environment Administration Guide

Welcome to CMG Connect!

This guide is your first step to preparing yourself as a resource for the individuals at your site(s) who will be completing training. Review this document when you are beginning your role as a new administrator and keep it on hand for when you have "how-to" questions about the system.

If you can't find the answer to your questions in this document, the CMG Connect team is ready to help you at cmgconnect@catholicmutual.org.

Access CMG Connect at your custom link:
https://Lexington.CMGConnect.org

CATHOLIC DIOCESE OF LEXINGTON

Note: Internet Explorer is **<u>NOT</u>** supported at this time.

Please use Google Chrome, Mozilla FireFox, Microsoft Edge, Apple Safari, or Brave.

CATHOLIC MUTUAL GROUP

Questions? Contact us at
cmgconnect@catholicmutual.org

Last Updated: 09/27/2022

General Information: Definitions

Defining a universal set of terms will help us to help you! Please familiarize yourself with the terms below as they will be used throughout the guide.

User: Any person who is accessing the CMG Connect training platform; an end-user refers to non-administrative individuals

Site: The location/school/parish/organization to which a user is affiliated. Users can only select one site as their primary location.

Curriculum: (*right*) Any individual module that appears under the Required Training or Optional Training Curriculum areas on a user's training Dashboard. Each curriculum is made up of different pages.

Curriculum page: (*right*) components of a training that make up a curriculum. Pages will reflect the progress of your training. If it is grayed, you do not have access to that page yet and need to complete the page before.

Please note that video training pages require watching the entire video before progressing to the next page. If you leave the training at any time during the video, it will restart.
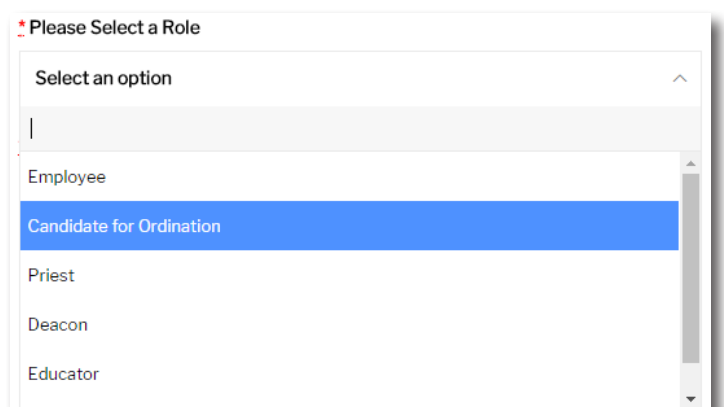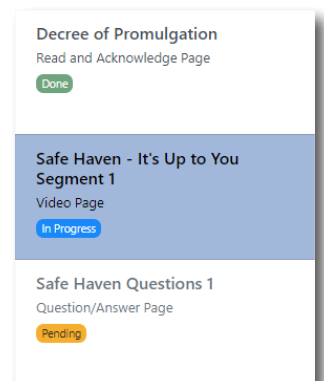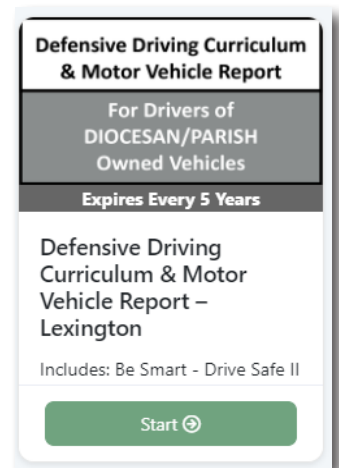
Certification (Status): *(below, left)* certification status signifies whether or not a user has completed the components required by your organization for Safe Environment compliance: training (online or live), acknowledgment of policies, and a current background check/screening.

USCCB Role: *(below, right)* Referred to simply as "Role" at account registration, users select from these 6 major categories: *Employee, Candidate for Ordination, Priest, Deacon, Educator, Volunteer*. These are used by the United States Conference of Catholic Bishops to define individuals who are Safe Environment certified.

MVR: Motor Vehicle Record; entered and viewed in the Background Check Status section of a user's account page.

# General Information: Certification Status Definitions

User has met all Safe Environment requirements for the Diocese.
(Training + Background Screening/Fingerprint)

☆ Yes

User has met all Safe Environment requirements for the Diocese, but is not permitted to drive

🚫🚗 Approved - No Driving

User is ONLY on the platform for Catholic Mutual driving requirements and has completed their training.
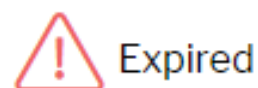*Has no contact with children and/or youth*

🚗 Approved Driver
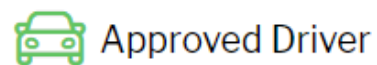
User is not 18 years of age.
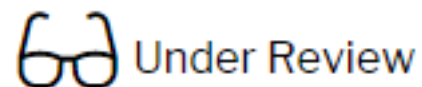
⚠️ Age Limitation

User is **NOT** approved to work with children and/or vulnerable adults.

⊗ No

User's training and/or background check is expired. *(Accuracy of dates will vary based on data entry by Diocese Admin).*

⚠️ Expired

User's profile is currently under review *(EX: User is missing training, background check had hits that are under review by the Diocese, etc.).*

👓 Under Review

User has completed Safe Environment training, but their location does NOT use CMG Connect for background checks.
Check Notes on the entry for more information.

ℹ️ Training Only
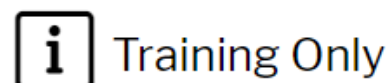
User has met all Safe Environment requirements for the diocese, but did not meet the driving/MVR requirements. Will need another MVR run.	Yes (MVR Incomplete)
User has **NOT** met safe environment or driving requirements.	No SE/No DD
User has completed the background check but has not finished the training.	BG Only
User has had an MVR and is not recommend to drive. This status does not mean safe environment requirements have been met.	Driver Not Recommended

General Information: Responsibilities

As a Safe Environment Coordinator for the Diocese you are responsible for key functions in the process of making sure a safe environment is being maintained for the safety of your children and young adults. Thank you for your willingness to accept this responsibility of managing training and certification for your site(s).

Safe Environment Coordinator Responsibilities

- Reviewing the users at your location or school for certification compliance.
- Searching the Diocese database for certification status before events for those individuals at other parishes/schools.
- Facilitate recertification as needed to maintain compliance.

Diocese Admin Responsibilities

- Review background check reports.
- Assign certification status (i.e., Yes, No, Limitations, Pending).

The Diocese requires safe environment certification and background check processing every 5 years. End-users will be notified via email (and system inbox) 60 days before expiration date for recertification.

Training requirements include: online *Safe Haven - It's Up to You*, Diocesan policy acknowledgment, and background check submission.

For technical assistance, please refer to the blue Support Tab at the bottom of your screen.

CONTACT INFORMATION

For questions specific to the requirements, policies, and/or guidelines of the Catholic Diocese of Lexington, please contact:

Karen Abby
kabbey@cdlex.org
859-253-1993 ext **1002**

For questions about your administrative account, contact:

Shannon Moles		**Kelsie Musil**
Loss Control Rep I	**- OR -**	Loss Control Rep Trainee
smoles@catholicmutual.org		kmusil@catholicmutual.org
800.228.6108 ext. 2397		800.228.6108 ext. 2370

For account access or technical questions, please direct end-users to submit a ticket via the ⑦ Support button on the website, or contact our customer support number: (833) 993-1667

CMG CONNECT SUPPORT HOURS:

Monday-Thursday
6:30AM – 5:00PM (CST)

Friday
6:30AM – 12:00PM (CST)

Our team will respond to support requests received outside of regular business hours as quickly as possible on the following business day.

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