# Instructions for Completing
# Grade Level Safe Environment Education Curriculum Verification

Each child enrolled in a religious education program at a parish or an archdiocesan Catholic school is required to be presented with at least one grade level safe environment lesson each year. Each parish and school is required to provide annual documentation verifying that the school or parish has provided lessons at each grade level for all students in grades K-12th grade during the time period of July 1st –June 30th. This documentation should be provided to your parish or school safe environment coordinator (or CMG Connect Site administrator) to enter into CMG Connect.

Please go to milwaukee.cmgconnect.org to log into your CMG Connect Account (You will need to have full site administrator access to access the Children's Data.)
*If you are not the site administrator for your parish or school, please contact your Designated On-Site Safe Environment Coordinator (SEC) to provide the lesson documentation for the SEC to enter into CMG Connect for your site. *
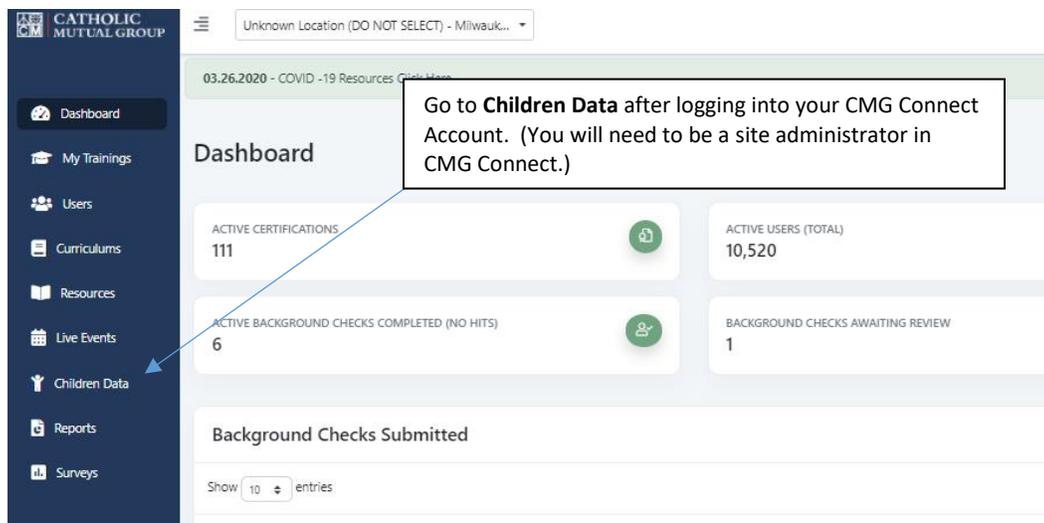
Once you have opened the Children's Data you will have options to add, search, export, or view a report of children's training data for your site.
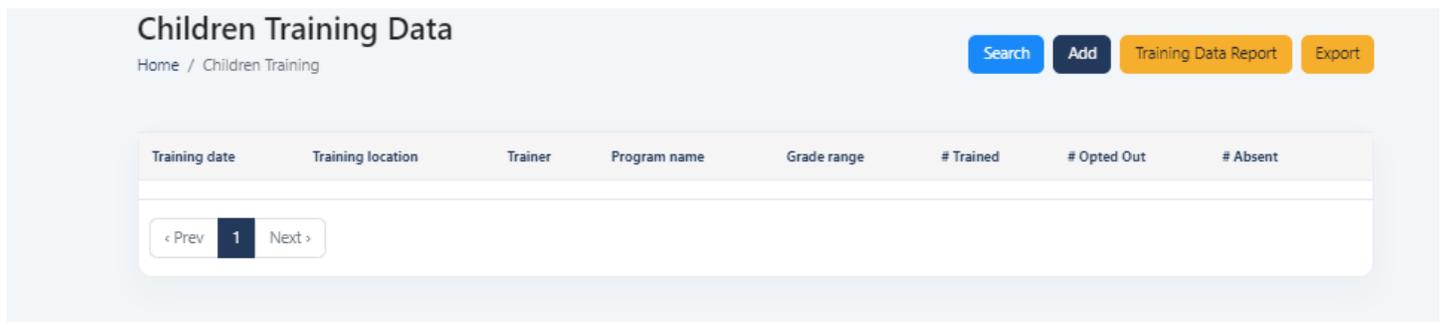

Currently the *Training Data Report* option under Children Training Data may not be helpful to specific sites especially if they are using multiple curriculums.

To Add Children's Training Data

Please Note: A worksheet is available for you to use or to provide to your catechists/teachers to complete when the safe environment lesson was taught and can be returned to the safe environment coordinator at the parish or school for entry into CMG Connect. The worksheet is available under *Resources* in CMG Connect.

Step 1: To record the completion of a grade level lesson taught for a specific grade or group of grades click on **Add**.
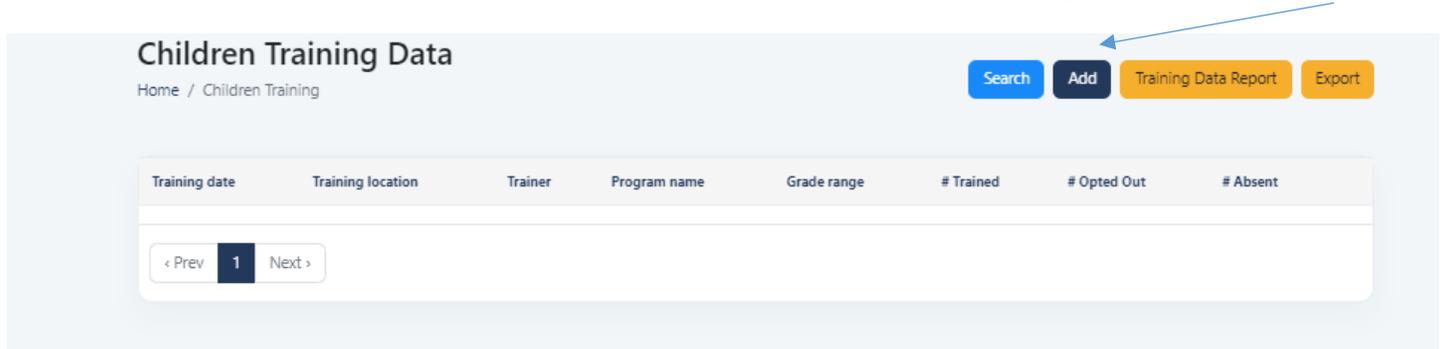
Step 2: Complete the asterisked fields in the Children Training Information.

Enter the date the lesson was presented to the students.

Multiple options are available under grade range which include not only individual grade levels and groupings of grade levels such as K-3rd, 4-6th, K-8th, 9th-12th, etc. Please choose the selection that covers the appropriate grade level/s to which the lesson was presented.

Enter the name of the curriculum that the lesson taught was from (ie: Circle of Grace, Youth Minister Developed, Other, etc.) *If you don't see the name of the curriculum you used use Other.*

Select your parish or school. If you are unsure of which site to select because your parish has combined faith formation programs with collaborating parishes, please select the site that is most appropriate for reporting. Do not make duplicate entries for each parish for the same children.

New Children Training
Home / Children Trainings List / New

Children Trainings List

Children Training information

Training Date *
12/10/2020

Grade range *
K

Program name *
Circle of Grace

# of Kids Trained *

# of Kids Opted Out *

# of Kids Absent *

Training Location *

Location Type *

Notes

Parish
School

Name of Trainer *

Save Training Data   Cancel

Enter the Name of the person that provided the lesson. (Ie: School Counselor, Betty Smith, Youth Minister, DRE, 7th Grade Catechist, Lesson taught at home by parents, etc.)

For Location Type, select the appropriate program that the training occurred.
Select **Parish** if the lesson was presented to students as part of your parish Religious Education, Faith Formation, Family Faith Formation, etc.
Select **School** if the lesson was presented students as part of an independent Catholic school, part of a Catholic school system, or a parish school.

New Children Training
Home / Children Trainings List / New

Children Trainings List

This will be the number of children that received the safe environment lesson that was provided for this grade level.

Children Training information

Training Date *
12/10/2020

Grade range *
K

Program name *
Circle of Grace

# of Kids Trained *

# of Kids Opted Out *

# of Kids Absent *

Training Location *
Immaculate Conception - St Mary - Burlingtor

Location Type *
Parish

Notes

Name of Trainer *
Mary Smith, Kindergarten Catechist & Betty Anderson, DRE

Save Training Data   Cancel

This will be the number of children in this grade range of your program that you have documentation on file from their parent/guardian that they are opting out of having the child receive the safe environment

This will be the number of children in this grade range of your program that were not taught the safe environment lesson either on this or a later date AND opt out documentation is not on file with the parish or school.

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***Please note that the Number of Kids Trained + the Number of Kids Opted Out + the Number of Kids Absent should equal the total number of children in your program in the selected grade range. ***

Step 3: Document in the free text Notes field details regarding the lesson.

Children Training information

Training Date *
12/10/2020

Grade range *
K

Program name *
Circle of Grace

# of Kids Trained *
25

# of Kids Opted Out *
1

# of Kids Absent *
0

Training Location *
Immaculate Conception - St Mary - Burlingtor

Location Type *
Parish

Notes

Name of Trainer *
Mary Smith, Kindergarten Catechist & Betty Anderson, DRE

Save Training Data   Cancel

In the Notes Section, you will enter which lesson was taught from the curriculum or if there were multiple dates that were used to teach multiple lessons. This is a free text field.

Examples:

Children Training information

Training Date *
12/10/2020

Grade range *
K

Program name *
Circle of Grace

# of Kids Trained *
25

# of Kids Opted Out *
1

# of Kids Absent *
0

Training Location *
Immaculate Conception - St Mary - Burlingtor

Location Type *
Parish

Notes

Name of Trainer *
Mary Smith, Kindergarten Catechist & Betty Anderson, DRE

Circle of Grace Kindergarten Lesson 2: The Stoplight -Feelings, Touch, and Secrets
Adapted Take Home lesson sent home via email with absent or virtual students and verification of the lesson being taught was received back from parents.
All documentation on file in parish office

Save Training Data   Cancel

Children Training information

Training Date *

01/08/2021

Grade range *

9-12

Program name *

Other

# of Kids Trained *	# of Kids Opted Out *	# of Kids Absent *
54	2	8

Training Location *

St Charles Borromeo - Burlington - BURLINGTI

Location Type *

Parish

Notes

The Burlington Police Department School resource Officers were brought into talk to the 9th through 12th grade faith formation students and parents about social media safety and the dangers of sexting. This training was provided in Spanish and English on the same day.
Students that were absent were provided with the handouts from the presentation.

Name of Trainer *

Local Law Enforcement

[Save Training Data] [Cancel]

Children Training information

Training Date *

12/10/2020

Grade range *

K

Program name *

Circle of Grace

# of Kids Trained *	# of Kids Opted Out *	# of Kids Absent *
25	1	0

Training Location *

Immaculate Conception - St Mary - Burlingtor

Location Type *

Parish

Notes

Circle of Grace Kindergarten Lesson 1-3 Taught on 12/10/2020 and 3/8/2021
Adapted Take Home lesson for kindergarten sent home via email with absent or virtual students and verification of the lessons being taught was received back from parents.
All documentation on file in parish office.

Name of Trainer *

Mary Smith, Kindergarten Catechist & Betty Anderson, DRE

[Save Training Data] [Cancel]

Step 4: The last step will be to save this entry.

To Export Children's Training Data

You will need to export your Children's Training Data to attach to your Annual Safe Environment Compliance Documentation.

You will select the Export option at the top of the Children Training Data screen.
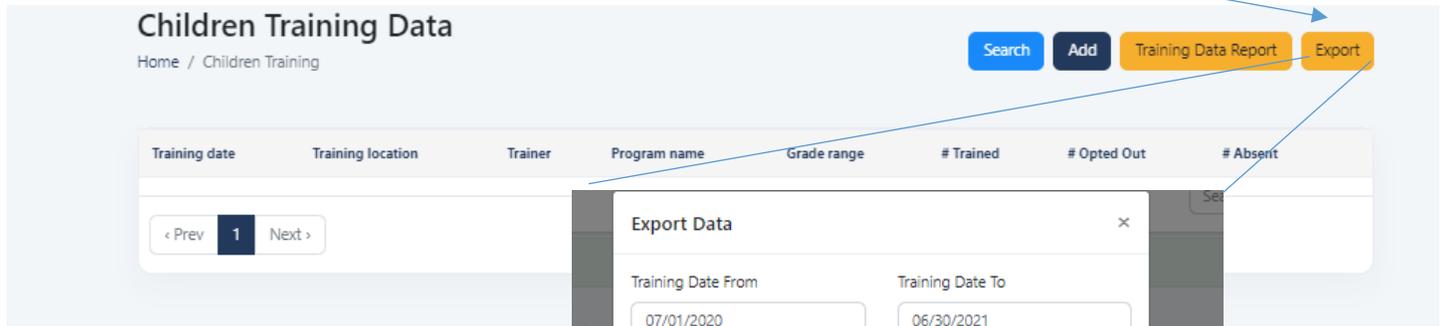
A box will pop up asking you to select a date range. To export data for the current audit year you will want to select 7/1/2020 to 6/30/2021. This will export into a CSV excel spreadsheet all of the children training data entries that are within that date range.

Select Export to create the CSV spreadsheet for you to print and attach to your annual compliance documentation. You would be able to use this report to pull your data for the Annual Safe Environment Compliance Documentation that is due on July 1st every year.

Please contact the Safe Environment Office for assistance at 414-769-3449 or nickolais@archmil.org.