

Parish Self Audit Process and Instructions 2011-2012

The Erie Diocese will be undergoing an on-site audit for Child Protection Compliance in 2013. In preparation for this audit, we are asking all parishes to complete this self-audit process to determine if there are any areas of compliance with which you may need assistance. If the parish has need for help in any area of compliance, please do not hesitate to indicate this on the self-audit form.

The form must be completed on line (as the October count was). You can download a blank form if you would like a working copy, but please submit your information through the online form. Please remember to save a copy of this form to your computer before you email it to the diocese (click on File, Save As).

Here are a few simple instructions that will help in filling out the form:

1. Use the **TAB** key to navigate through the document. Use the space bar or your mouse to mark the Yes or No answers. Just type any answers in the boxes as you would normally type.
2. To put x's in the chart, use the **TAB** key to navigate between the rows and columns. You must type an "x" in the space that applies. Non-applicable (NA) refers to the fact that no program exists for that grade level.
3. Please do not include any Catholic school information on this form. Principals will receive a separate form designed for schools.
4. Save a copy of this form to your computer before you email it to the diocese (click on File, Save As)
5. Once you have completed and saved the form, click on the **Submit by Email** button. You will receive an email confirmation once your completed form has arrived at the diocese.
6. This due date for this completed form is March 30, 2012.

As always, if you have any questions or concerns, please contact Mrs. Karen Streett at kstreett@eriercd.org or 814-824-1222.