



**Knights of
Columbus®**

How to Interpret Safe Environment Program (SEP) Reports

from the **Office of Youth
Protection**

May 2024



Safe Environment Program (SEP) Reports

Safe Environment Member Status Report

- List of all members currently holding roles with Safe Environment Program (SEP) requirements
- Details compliance at the member level
- If an SEP role is not filled, it will not be on this report
- This is run daily from Tuesdays – Saturdays and posted in Officers Online

Safe Environment Participation Rate Report

- One row for each council
- List of SEP appointments at the council level
- There is a column for each of the four council roles that have SEP requirements:
- grand knight, program, family, and community directors
- There is a member number in each filled role and a zero if the role is unfilled
- Faith and life directors do NOT have SEP requirements at this time
- Council Status is A if active, S if suspended
- This is run on Tuesdays and posted in Officers Online

Safe Environment Council Compliance Report

- This report pulls together all the member level data, participation, and SEP requirements to detail compliance at the council level
- The Safe Environment Council Compliance Report runs on Wednesdays (or Thursdays if Monday was a holiday) and posted in Officers Online



*All of the Safe Environment Program Reports may be found in Officers Online under the Reports tab

*Members will be able to view these reports based on their level of access in Officers Online

Safe Environment Member Status Report

Country	Jurisdiction	District	Unit Type	Unit Number	Member Number	Role	Name	Email	Training Program Type	Training Program Start Date	Training Due By/ Compliance	Training Program Completion Date	Re-training Eligibility Date	Background Check Start Date	Background Check Due By/ Compliance	Background Check Completion Date	Re-screening Eligibility Date	Member Status
US	CT	06001	council	1	1234567	Community Director (514)	ROBERT A GOOSSENS	RGOOSENS@GMAIL.COM	Round 1 -	2023-09-22	Compliant	2023-11-06	2026-09-21	2023-06-24	Compliant	2023-08-08	2026-06-23	Compliant
US	CT	06001	council	1	2345678	Family Director (519)	MATTHEW C MCGRATH	MMCGRATH@GMAIL.COM	Legacy	2021-06-05	Compliant	2021-07-20	2024-06-04	2021-05-17	Compliant	2021-05-17	2024-04-01	Compliant
US	CT	06001	council	1	3456789	Grand Knight (501)	DANIEL P ISABEL	DPISABEL@GMAIL.COM	Legacy	2021-09-16	Compliant	2021-10-31	2024-09-15	n/a	n/a	n/a	n/a	Compliant
US	CT	06001	council	1	4567899	Program Director (511)	DREW M DILLINGHAM	DDILLINGHAM@GMAIL.COM	Round 1 -	2023-07-10	Compliant	2023-08-24	2026-07-09	n/a	n/a	n/a	n/a	Compliant



Safe Environment Member Status Report

- **Training Program Type** (column O):
 1. Legacy
The current, valid training completion was in the legacy system, Armatus
 2. Round 1
The current training assignment or completion are the two training modules in Academy
- **Training Program Start Date** (column P):
Date the current training was assigned
- **Training Due By/Compliance** (column Q):
 1. Date the current training is due
 2. “Compliant” if training is complete
 3. “Non-Compliant” if training was not completed by the due date
- **Training Program Completion Date** (column R):
Date the current training was completed or blank if not yet complete
- **Re-Training Eligibility Date** (column S):
Date the next phase of training will be assigned or blank if current training not yet complete
* If there is a date here, it is 45 days prior to when the current training will expire. Subsequent training is assigned 45 days prior to expiration giving members the ability to complete before the current training expires.



Safe Environment Member Status Report con't...

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US	CT	06001	council	1	4567899	Program Director (511)	DREW M DILLINGHAM	DDILLINGHAM@GMAIL.COM	Round 1 -	2023-07-10	Compliant	2023-08-24	2026-07-09	n/a	n/a	n/a	n/a	Compliant



Safe Environment Member Status Report con't...

- **Background Check (BGC) Start Date** (column T):
Date the current BGC was assigned
- **Background Check Due By/Compliance** (column U):
 1. Date the current BGC is due
 2. "Compliant" if BGC is complete
 3. "Non-Compliant" if BGC was not completed by the due date
 4. "n/a" if BGC is not required for the current role
- **Background Check Program Completion Date** (column V):
Date the current BGC was completed or blank if not yet complete
- **Re-Screening Eligibility Date** (column W):
Date the next BGC will be assigned if still applicable, or blank if current BGC not yet complete
*If there is a date here, it is 45 days prior to when the current background check will expire. A subsequent screening is assigned 45 days prior to expiration giving members the ability to complete before the current background check expires.
- **Member Status** (column X):
 1. "Compliant" if all assigned requirements are complete
 2. "Pending" if all assigned requirements are not yet complete, but the member is still within 45 days from the start date
 3. "Non-Compliant" if all assigned requirements were not completed within 45 days of assignment



Safe Environment Participation Report

Country	Jurisdiction	District #	Council #	Grand Knight (SEP)	Program Director (SEP)	Community Director (SEP)	Family Director (SEP)	Faith Director	Life Director	Council Status
US	CT	06001	1	3456789	4567899	1234567	2345678	9876543	8765432	A
US	CT	06001	65	3456789	4567899	1234567	2345678	9876543	8765432	A
US	CT	06001	8882	3456789	4567899	1234567	2345678	0	0	A
US	CT	06001	12523	3456789	4567899	1234567	2345678	9876543	0	A

- One row for each council
- List of SEP appointments at the council level
- There is a column for each of the four council roles that have SEP requirements:
grand knight, program, family, and community directors
- There is a member number in each filled role and a zero if the role is unfilled
- Submit forms 185 and 365 to fill all SEP roles
 - Each member must have a valid email address
 - The grand knight may also hold one of the SEP director roles, but the three SEP director roles must be held by three different members
- Faith and life directors do NOT have SEP requirements at this time
- Council Status is A if active, S if suspended
- This is run on Tuesdays and posted in Officers Online



Safe Environment Council Compliance Report

Country	Jurisdiction	District Number	Unit Type	Unit Number	Council Status	Circle Number	Circle Compliance	Audit Date (Date Report was run)	All SEP Roles Appointed	All SEP Roles Compliant	Maximum Roles Exceeded	Final Council Compliance
US	NY	31074	council	651	A		No Circle Assigned	2024-02-27	FIA Compliant	Compliant	Compliant	Compliant
US	NY	31015	council	6526	A		No Circle Assigned	2024-02-27	FIA Compliant	Compliant	Compliant	Compliant
US	NY	31012	council	6802	A	5612	Compliant	2024-02-27	FIA Compliant	Compliant	Compliant	Compliant

Circle Compliance (column H):

- 1. Compliant
 - ✓ there are at least 10 squires AND
 - ✓ there are enough counselors to meet the ratio of 1 counselor:10 squires with a minimum of 2 counselors AND
 - ✓ all counselors are compliant with training and BGC
- 2. Not Compliant
 - ✓ Counselors have missed training/BGC due dates and are non-compliant OR
 - ✓ There are not enough counselors to fulfill the ratio OR
 - ✓ There are not a minimum of 10 squires
- 3. Pending
 - ✓ One or more counselors are still within the 45-day grace period to complete their training/BGC
- 4. No Circle Assigned
 - ✓ Council does not sponsor a circle



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US	NY	31012	council	6802	A	5612	Compliant	2024-02-27	FIA Compliant	Compliant	Compliant	Compliant

- **All SEP Roles Appointed** (Column J):
 1. FIA Compliant – Faith in Action
 - ✓ all 4 roles (grand knight, program, family, and community director) were appointed on Tuesday when the Council Audit was run
 2. Not FIA Compliant
 - ✓ not all 4 roles appointed
- **All SEP Roles Compliant** (Column K):
 1. Compliant
 - ✓ the 4 appointees above are compliant with all assigned requirements; training/BGC
 2. Not Compliant
 - ✓ Members haven’t completed everything assigned
- **Maximum Roles Exceeded** (Column L):
 1. Not-Compliant
 - ✓ the same member is holding more than one director role
 2. All Roles Vacant
 - ✓ this council is listed in Member Management but won’t even be on the Member Status because there is no grand knight, program, family, or community director appointed
 3. Compliant
 - ✓ there are 4 different members holding roles or 3 and GK also holds 1 director role



Safe Environment Council Compliance Report con't...

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US	NY	31012	council	6802	A	5612	Compliant	2024-02-27	FIA Compliant	Compliant	Compliant	Compliant

■ **Final Council Compliance** (Column M):

1. Compliant – ALL requirements met

All SEP Roles Appointed	All SEP Roles Compliant	Maximum Roles Exceeded	Final Council Compliance
FIA Compliant	Compliant	Compliant	Compliant

2. Not Compliant – there are many different reasons, but at least one column will be Not Compliant

All SEP Roles Appointed	All SEP Roles Compliant	Maximum Roles Exceeded	Final Council Compliance
Not FIA Compliant	Not Compliant	All Roles Vacant	Not Compliant
Not FIA Compliant	Not Compliant	Compliant	Not Compliant
	Compliant	Not-Compliant	Not Compliant
Not FIA Compliant	Not Compliant	Not-Compliant	Not Compliant



Knights of Columbus Safe Environment Program

Office of Youth Protection

Member Helpline

203.800.4940 (p)

855.845.3502 (fax)

youthleader@kofc.org

Office of Youth Protection

203.752.4558 (p)

855.845.3502 (fax)

oyp@kofc.org



