




Committee on the Protection of Children and Young People

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MEMORANDUM

To: All Bishops and Eparchs

From: Most Reverend Timothy L. Doherty + 
Bishop of Lafayette-in-Indiana

Subject: 2019 Audit Process and Workshop Information

Date: February 21, 2019

With the completion of the 2018 audits, it is time to begin preparations for the 2019 audits. To begin this process, the auditor StoneBridge Business Partners, needs updated contact information for the audit point person for your diocese/eparchy. Please **provide the name and contact information for your diocesan/eparchial audit point person** using the attached form and email it to Mr. Thom Englert of StoneBridge Business Partners at USCCBCharterAudits@StoneBridgeBP.com as soon as possible.

This is the final year in the three-year audit cycle of 2017 – 2019. Dioceses/eparchies that received an on-site audit in 2016 are scheduled for an onsite audit in 2019. If parish audits were included in your on-site audit in the past, they have been included in your current on-site audit. This can be confirmed with Mr. Thom Englert of StoneBridge. **Parish audits will only be conducted in diocese/eparchies that specifically request them, although it is highly recommended that all dioceses/eparchies have parish audits** (either by StoneBridge or through an internal process).

For those dioceses/eparchies having on-site audits in 2019, also please **advise Mr. Thom Englert, of StoneBridge Business Partners, of your first and second audit week choices.** Again, please use the attached form. As with the previous audit process, the audit schedule will be developed on a first come basis.

This year, a **90 minute Q&A webinar to review the audit process** will be held live on **Tuesday, May 7, 2019 from 11:00 am – 12:30 pm Eastern Time**. This webinar is geared for those who have gone through the audit process before, but would like a refresher. Participants viewing the live webinar will have the opportunity to ask questions. No registration is required for this webinar. Participants will simply need to visit this link to access the webinar on May 7th - <http://www.usccb.org/about/child-and-youth-protection/live-program.cfm>.

For anyone wanting an in-depth review of the audit process, there are several recorded videos of past webinars that can be viewed online. Detailed videos providing an in-depth review of the audit process, charts and instrument are available in the “Resource Toolbox” on the Child and Youth Protection online community, accessible here - http://usccb.site-ym.com/members/group_content_view.asp?group=103257&id=656883 (login required). The

“Audit Process Overview” and the following videos for all articles, chart A/B, chart C/D and parish audits walk through each question in the audit. Contact the Secretariat of Child and Youth Protection for assistance in locating these videos.

For any new child and youth protection staff who may be going through the audit process for the first time (or for those who have questions not answered in the webinar), please encourage them to contact Ms. Stephanie Wood from StoneBridge directly. She will be happy to answer any questions you may have regarding the audit.

If there are any questions, please do not hesitate to contact Deacon Bernie Nojadera at bnojadera@usccb.org or 202-541-5413.

Please share this memo with your review board, victim assistance coordinator, safe environment coordinator, head of communications and any other diocesan personnel as appropriate.

Attachments: 2017 – 2019 On-Site Audit Schedule
2019 Audit Contact Person and preference dates

2017 - 2019 On-Site Audit Schedule

Below is the updated 2017-2019 audit cycle as of January 9, 2019.

<u>Region</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
I	Boston Burlington Hartford Norwich Portland, ME Springfield, MA	Bridgeport Manchester Portland, ME Worcester	Fall River Portland, ME Providence
II	Albany Buffalo Rockville Centre Syracuse	Ogdensburg Rochester	New York Brooklyn
III	Allentown Pittsburgh Scranton Trenton Harrisburg Altoona-Johnstown	Camden Greensburg Metuchen Paterson Philadelphia	Erie Newark Altoona-Johnstown
IV	Arlington	Arlington Baltimore Wilmington Richmond	Arlington Military Services Washington Wheeling-Charleston St. Thomas, VI
V	Baton Rouge Shreveport Nashville	Covington Owensboro Memphis Biloxi New Orleans Lafayette, LA Lake Charles Louisville	Alexandria Birmingham Houma-Thibodaux Jackson Knoxville Lexington Mobile
VI	Cincinnati Detroit Gaylord Youngstown	Lansing Saginaw Steubenville Toledo	Cleveland Columbus Grand Rapids Marquette Kalamazoo

VII	Green Bay Joliet Springfield, IL Chicago	Belleville Indianapolis Lacrosse Superior Evansville	Fort Wayne/South Bend Gary Lafayette, IN Madison Milwaukee Peoria Rockford
VIII	Bismarck Duluth Sioux Falls	New Ulm St. Paul and Minneapolis Winona Crookston	Fargo Rapid City St. Cloud
IX	Davenport Jefferson City Omaha Sioux City	Dodge City Grand Island Kansas City, KS Salina Lincoln	Des Moines Dubuque Kansas City-St. Joseph Springfield-Cape Girardeau St. Louis Wichita
X	Austin Brownsville Dallas El Paso Ft. Worth San Angelo Personal Ordinariate of the Chair of St. Peter	Amarillo Corpus Christi Laredo Little Rock Oklahoma City Galveston-Houston	Beaumont Lubbock San Antonio Tyler Victoria Tulsa
XI	Monterey Orange Reno	Fresno Honolulu Los Angeles Sacramento San Bernardino San Francisco Santa Rosa	Las Vegas Oakland San Diego San Jose Stockton
XII	Helena Spokane	Anchorage Juneau Baker Boise Fairbanks Great Falls-Billings Seattle	Portland, OR Yakima
XIII	Cheyenne Denver Phoenix Salt Lake City	Colorado Springs Las Cruces Santa Fe Tucson	Gallup Pueblo
XIV	Charleston Charlotte St. Petersburg	Atlanta Orlando Raleigh	Miami Palm Beach Pensacola-Tallahassee

XV

Eparchy of Phoenix
Newton for Melkites
Parma for Byzantines
Pittsburgh for Byzantines
St. Nicholas Ukrainians
Chicago
St. Thomas the Apostle for
the Chaldeans, Detroit
Our Lady of Deliverance of
Newark for Syrians

Savannah
St. Augustine

Passaic for Byzantines
Our Lady of Nareg for
Armenian Catholics

Venice

Philadelphia Ukrainians
St. George in Canton for
Romanians
St. Maron of Brooklyn for
Maronites
St. Thomas of Chicago for
Syro-Malabars
Stamford for Ukrainians
St. Josaphat of Parma for
Ukrainians
Our Lady of Lebanon of LA
for Maronites

2019 Audit Contact Person and Preference Dates
(Information for StoneBridge Business Partners)

(Arch)Diocese/Eparchy: _____

Audit contact Person: _____

Job title: _____

Phone number: _____

Email address: _____

Mailing address (for compliance letter): _____

For **Onsite audits only**, please supply the date most convenient for your onsite audit:

1st Choice _____

2nd Choice _____

Also for **onsite audits only**, please indicate whether or not you will be electing parish audits this year: Yes _____ No _____

Please scan and email to usccbcharteraudits@stonebridgebp.com