

HOW TO READ THE **SUMMARY SCREEN** IN SHIELD TO TELL IF A PERSON IS CLEARED

IMA PERSON - Volunteer at Cardinal Shehan School, St. in Baltimore

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To Edit any section, click on the applicable tab above.

PERSONAL DATA

Name: Ima Person
Position: Volunteer
Address: 21033 My Street Ave
City: My Wotn
State/Zip: MD 20833
Phone: 410-123-9999
Email: myname@hotmail.com
Login-ID: mylogin
Gender: Female
DOB: 08-04-69

REGISTRATION & AFFILIATION

Registered: 10-28-14
Primary: Volunteer (Drivers with contact) at Cardinal Shehan School, St. in Baltimore

USER DATA

Status: Active
Admin: No
Compliant: Yes
Retrain: 10-28-19
Re-Screen: 10-28-19
Ref-Verified: 09-26-14

TRAINING

Course	Type	How	Started	Done	Retrain
706: Protect Children STAND (MD – Baltimore)	Adu	OL	10-28-14	10-28-14	10-28-19

SCREENING

Type	Sub'd	Dispo Date	Status	Re-Screen
BC	10-29-14	--	Eligible	10-28-19
DMV	10-29-14	--	Eligible	10-28-19

This a **Summary Screen** for a person who is CLEARED to VOLUNTEER and to DRIVE as well.

- USER DATA – “Ref-Verified:” the date is the date the LAST reference was logged in. IF IT SAYS “NO” all refs are not checked and they CANNOT volunteer
- TRAINING – “Done” shows the date they completed the training.
- SCREENING “Status” “Eligible” means that the Archdiocese has verified the Background Check feedback. If STATUS is still blank, they cannot volunteer yet.

CHECKING the status of the REFERENCES -- HOW TO READ THE APPLICATION INFORMATION tab

This is a volunteer whose references have been checked

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Last edited by:

Status: Active

Admin: No

Add Note

Date	Entered by	Notes	Edt	Del
10-28-14	Rose Long			

Volunteer References:

Reference Type	Reference Name	Address	DayTime Phone	Email	How long have you known this person?	What is your relationship with this person?	Date Verified	Notes	Action
Personal	Toni, Ref 1	111 Street Ave, NY NY 10000	1234567895	Ref1@gmail.com	5	Friend	09-26-14	--	
Family	Jodi, Ref2	516 Avenue Rd ,OH,43064	9876543214	Ref2@yahoo.com	15	Sister-in-	09-23-14	--	
Professional	Dennis,Ref 3	100 Road Lane ,Cornwall-on-Hudson,NY,12520	4569871236	Ref3@aol.com	5	Principal	09-21-14	--	

Question Info:

Question	Answer	Explanation
Have you ever had your volunteer services or employment terminated by any parish, school or institution?	No	
Have you been terminated from volunteer service or employment due to suspected child abuse?	No	
Have you ever been accused of physically, sexually or emotionally abusing a child?	No	

Add Note: You can add a note if a reference hasn't gotten back to you and if you need to receive a new reference

Date Verified: the date you got the reference back

Question Info: Any answer that is not "NO" must be referred to the Office of Child and Youth Protection before the person can volunteer