Diocese of Des Moines Local Safe Environment Coordinator Guide

*Log in to your VIRTUS account at **www.virtus.org** to review the functionalities of the VIRTUS Platform. To inquire about your specific access, communicate with your Diocese.*

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Frequently Asked Questions:

VIRTUS – September 2024

View and edit my own location(s) accounts for employees and volunteers who have registrations within VIRTUS Online:

Click on the Administration tab from the tabs at the top of the page:

a. **New User Signups** – indicates that the training has been completed and awaiting approval based on completed compliance requirements.

b. **Preregistered Users** – indicates who has registered for an upcoming training session.

c. **Users** – indicates the list of users within the coordinator's location(s).

d. **User Search** – search for an account

If the user is listed within your location(s), you will have the ability to edit information within the General Tab, such as User ID, Name, Email, Location and Role, and then select Save or Save and Review.

Primary Location should be selected within the highlighted box. To update Location and Role, click on Add Role and Location and select Role, Location and Start Date (if unknown, put the date you enter the update or default) and Save. To inactivate a Role/Location when multiple locations exist, click on the red stop sign to inactivate. The green check signifies the primary role. To edit, Click on the designated Role, Location or Date. To fully inactivate, click on the Account status. The ability exists to add additional locations/roles to the user's record by clicking on 'Add Role and Location'.

Primary Location: Dowling Catholic High School (West Des Moine ∨)

Roles:

Primary Role	Role	Location	Start	End	
✓	Volunteer	Dowling Catholic High School (West Des Moines)	12/29/2022	—	🔴
		+ Add Role and Location			

Showing 1 to 1 of 1 entries ☐ Show Inactive

🔴 = End or delete role

The abiliy exists to activate or inactivate accounts within your local users within the General Tab:

Account status: Active ∨

If more than one location exists, the system will provide the following message to take action as needed:

STOP

Safe Environment Coordinator is associated with a location you do not manage.

By inactivating this user's account, it will be inactivated at ALL locations.
Consider removing the locations you manage and leaving the user's account active.

[Remove the locations I manage and keep user active]

[Inactivate user]

Go back, I will remove locations manually

This user's other locations:

Corpus Christi Parish

Review an account to view dates of background check clearances, required documents, and training with the ability to assign online training:

To review an account's main profile page, first search for the user and click on the person's name to open up the profile. Once a user is selected, an "active" user will have all of the following tabs associated within the account.

General	Contact Info	Background Check	Required Documents	Training	Summary

Background Check information will appear with the **Background Check Tab.** A background check prompt feature is available if a user is in need of a background check.

Background Screening

Next required background check date: Unknown

Date	Type & Provider	Name Submitted	Run By	Report Location
09/19/2020	Diocese of Des Moines Employee Package ThirdDegree		REGISTRATION	Des Moines, IA

The Required Documents that are electronically acknowledged will appear within the **Required Documents Tab**, and the ability exists to Record a document for a user.

General	Contact Info	Background Check	Required Documents	Training	Summary

Required Documents

Document	Date Acknowledged	Recorded By	Comments
Code of Conduct	04/18/2024	System Admin	

The training information will appear within the **Training Tab**, and the ability exists to print the training certificate by clicking on the certificate icon.

General	Contact Info	Private	Background Check	Required Documents	Training	Summary

Approval Date: 12/30/2022

TRAINING RECORDS

Training	Location	Assigned	Started	Completed	
Protecting God's Children® Online Awareness Session 4.0_	Online	12/29/22	12/29/22	12/29/22	Edit

Add this user to an upcoming LIVE session

Add this user to a past LIVE session

Assign ONLINE training to this user

Assign ONLINE training to this user

To review a summary of the compliance items, please click on the **Summary Tab**. The Compliance Status will indicate whether an account is in or out of compliance, which will indicate the out of compliance item(s). It also indicates upcoming expiration dates.

| General | Contact Info | Private | Background Check | Required Documents | Training | Summary |

General Information

Primary Location	St. Anthony's - Des Moines Parish(Des Moines)
Locations and Roles	**St. Anthony's - Des Moines Parish (Des Moines)** • Volunteer ✔ • Volunteer Catechist/R.E. teacher
Profile	Parish, School or CYC Volunteers

Most Recent Training

Training	Date
Protecting God's Children Online Awareness Session 3.0 (Spanish)	09/20/2020

If you see a CAUTION notification on a users account, please contact the Diocesan Safe Environment Coordinator for additional information.

Last Name

Administrator ?

Special User Options: X CAUTION

Assist a User to Access their Account:

Click on the Administration Tab and click on Users, User Search, or User Search to locate a user's account:

User Search

Use this page to search for users.

First Name:	Last Name:	Email:
First Name	Last Name	Email

Login:	Database ID:
Login	Database ID

Location:	Role:	Active:
- All -	- All -	- All -

Search	Reset	Cancel	Rows: 250

Check to be sure an email address exists, and then click 'Email account info' to send an email the user that will provide their User ID and the ability to recover one's password:

Suffix - Please select if applicable -

Email: test@gmail.com   Email account info

The User will be led to rest their password:

PASSWORD RESET

If you have forgotten your password, but know the username or email address associated with this account, please enter it below.

Username or email address
[   ] GO

USERNAME RECOVERY

If you have forgotten the username and email address associated with your account, please complete the form below to attempt to retrieve your username.

First name
[   ]
Last name
[   ]
City
[   ]
Zip code
[   ]
GO

As an administrator, you do have the ability to update the User ID and reset the password within the General Tab of the User's account:

General	Contact Info	Private	Background Check	Required Documents	Training	Summary

User ID: Bob Smith
Password: ••••••••

If you need to reset the password for a user, enter a new password below and confirm the password.

You will need to communicate the new password to the user. This system will NOT send the new password to the user.

Please note: Even though the number of dots in the password box doesn't change, the password will reset. The number of dots you see in the password box does not reflect the number of characters in the password.

New Password: [   ]
Confirm Password: [   ]
Reset Password

Master Report

Reports available within the Administration Tab:

VIRTUS Online Administration

Main Reports

- Master Report
- Compliance Report
- Compliance Audit—Chart C/D Combo
- Renewal Report

Master Report combines all the most important details into one easy to read report:

Master Report

Filters

Location:
-- All Locations --
Shelby Co. Schools St. Michael Center (Harlan)

Role:
-- All Roles --
* Candidate for ordination
* Deacon
* Educator
* Employee (Diocesan/Eparchial)
* Employee (Parish/Parochial)
Facilitator

This report allows the ability to filter user requirements revealing only the most recent dates of completion. This report offers the flexibility of combining or listing requirements separately:

User Fields

- ☑ Last
- ☑ First
- ☐ Middle
- ☐ Nickname
- ☐ Salutation
- ☑ Login ID
- ☑ Email
- ☑ Account Status
- ☑ Primary Location
- ☐ Primary Location ID
- ☐ All Locations (select to find users in secondary sites)
- ☐ Roles in primary location only (select to limit roles to only t
- ☑ Roles Linked to Location
- ☐ All Roles

This report allows the ability to choose filters separately or combine into one column:

Background Checks

☑ **Combine all selected background check types into one column - You must select the**

☑ BSA Check: BSA
☑ Iowa Child Abuse Registry: Employee
☑ Iowa Child Abuse Registry: Volunteer
☑ ThirdDegree: Employee
☑ ThirdDegree: Employee:MVR
☑ ThirdDegree: Volunteer Check
☑ ThirdDegree: Volunteer Check:MVR
☑ USIS: Employee
☑ USIS: Volunteer

I want to show another background check grouping

Required Documents

☑ **Combine all selected document types into one column - You must select the items be**

☑ Receipt of Code of Conduct

I want to show initial training separate from continuing training

Training

☑ **Combine all selected training types into one column - You must select the items belo**

Live
☐ Mandatory Reporter Training
☑ Outside Diocese, non-VIRTUS training
☑ Protecting God's Children for Adults
☐ Protecting God's Children for Facilitators
☐ Protecting God's Children for Parents
☐ VIRTUS Coordinator Training

Online
☐ A Plan to Protect God's Children 4.0 Recertification Training
☐ A Plan to Protect God's Children 4.0 Recertification Training (Español)
☐ Anti-Harassment Online Training Module 2.0
☑ Protecting God's Children Online Awareness Session 3.0 (Spanish)
☑ Protecting God's Children Online Awareness Session 4.0
☑ Protecting God's Children Online Awareness Session 4.0 (Español)
☑ Protecting God's Children Online Awareness Session 4.0 (Spanish)
☑ Protecting God's Children Online Awareness Session 4.0 (Vietnamese Subtitles)
☑ Protecting God's Children® Online Awareness Session 2.0
☑ Protecting God's Children® Online Awareness Session 4.0 (Closed Captioning)
☑ Protecting God's Children® Online Awareness Session 4.0_
☑ Protecting God's Children Online Awareness Session 3.0
☐ Safe Environment Awareness Program for International Priests

The report can be run to screen, allowing the ability to drill into a user's account. Or, export the report to a CSV file with the ability to save to Excel with the abilty to Save Report to rerun at any time:

Users to Show

◉ Show only users who are currently active
○ Show only users who are currently active (including pending users)
○ Show only users who are currently pending
○ Show users who were active any time from: 07/01/2023 📅 to: 06/30/2024 📅
○ Show local administrators only
○ Show only users who are inactive
○ Show all users (including inactive users)*

Save Report (_Optional_)

Report Name [   ] (Save your report settings for re-running this report)

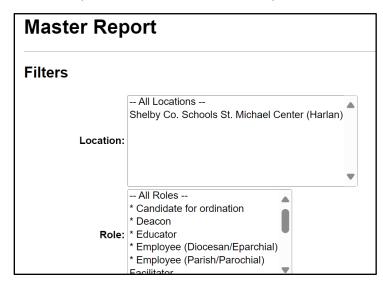[Run Report to Screen] [Export Report to CSV]

Compliance Report

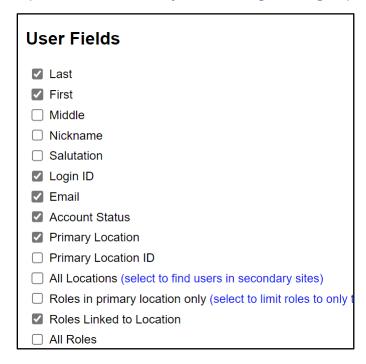Reports available within the Administration Tab:

VIRTUS Online Administration

Main Reports

- Master Report
- Compliance Report
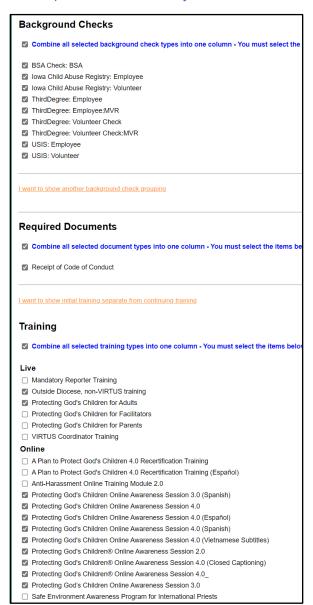- Compliance Audit—Chart C/D Combo
- Renewal Report

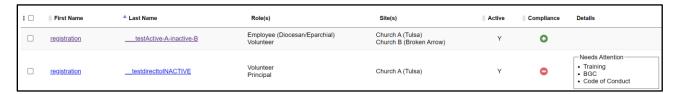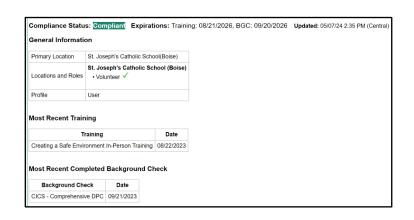The Compliance Report provides a quick overview of who is in or out of compliance, per diocesan requirements. your location from the dropdown menu. You can add additional filters or just select "Run Report" to view:

Compliance Report

Use this page to see user compliance status

First Name:	Last Name:	Compliant: Active: Expires:
		- Any - ✓ Yes ✓ 30 days ✓
		Show All ✓

Location:	Role:	Profile:	Items
- All - ✓	- All - ✓	- All - ✓	☑ BGC ☑ Bulletins
			☑ Documents ☑ Training

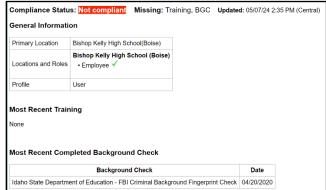| Run Report	Reset	Cancel	Export	Update

After running the report, those in compliance will have a green checkmark, and those not in compliance will have a red dash. For those not in compliance, the items they are missing will be indicated in the right hand column and are labeled "Needs Attention."

First Name	Last Name	Role(s)	Site(s)	Active	Compliance	Details
registration	testActive-A-inactive-B	Employee (Diocesan/Eparchial) Volunteer	Church A (Tulsa) Church B (Broken Arrow)	Y	➕	
registration	testdirecttoINACTIVE	Volunteer Principal	Church A (Tulsa)	Y	➖	Needs Attention • Training • BGC • Code of Conduct

Can drill in directly to an account to view Summary Tab:

Compliance Status: Compliant Expirations: Training: 08/21/2026, BGC: 09/20/2026 Updated: 05/07/24 2:35 PM (Central)

General Information

Primary Location	St. Joseph's Catholic School(Boise)
Locations and Roles	**St. Joseph's Catholic School (Boise)** • Volunteer ✓
Profile	User

Most Recent Training

Training	Date
Creating a Safe Environment In-Person Training	08/22/2023

Most Recent Completed Background Check

Background Check	Date
CICS - Comprehensive DPC	09/21/2023

Compliance Status: Not compliant Missing: Training, BGC Updated: 05/07/24 2:35 PM (Central)

General Information

Primary Location	Bishop Kelly High School(Boise)
Locations and Roles	**Bishop Kelly High School (Boise)** • Employee ✓
Profile	User

Most Recent Training

None

Most Recent Completed Background Check

Background Check	Date
Idaho State Department of Education - FBI Criminal Background Fingerprint Check	04/20/2020

C/D Report

Reports available within the Administration Tab:

VIRTUS Online Administration

Main Reports

- Master Report
- Compliance Report
- Compliance Audit—Chart C/D Combo
- Renewal Report

The C/D report assists in completing the Audit C/D report. It gathers and totals Role data for specific line items on the annual audit, such as training and background checks. It will report Role totals regarding the # of complete and # of not compete items for the audit period selected.

Compliance Audit - Chart C/D

This is the current method for running this report as requested by the USCCB:

- **Include users who were active on June 30 of the current audit period**

    This is the method that is currently defined on the audit materials produced by the USCCB and is the method used by the current auditors as of the 2018 audit period

Choose your report year, your location, and training and background check renewal parameters from the drop-down menus. Select the Run button.

Report Year: 2024 (7/1/2023 - 6/30/2024) ⌄ Training is valid for: Forever ⌄ Background checks are valid for: Forever ⌄ | Run | Filter by location

This report allows the ability to drill into the numbers presented to see the details of the users not trained or not background checked:
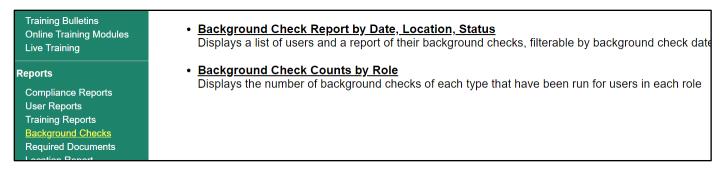
Category	Total Required to Comply	Total Opt Outs	Total Trained	Total not trained	Total Backgrounds Completed	Total Backgrounds Remaining
Children/Youth		1	208		N/A	N/A
Educator	38	N/A	38	0	38	0
Employee	53	N/A	53	0	53	0
Volunteer	172	N/A	172	0	172	0

Per the USCCB audit materials, these numbers reflect the total number of active individuals as of June 30, 2024
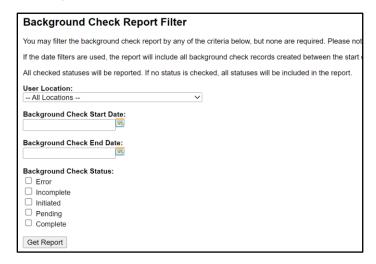
Renewal Report

Renewal Report, when available, provides a snapshot view of users that have received notification of a needed compliance item to complete.
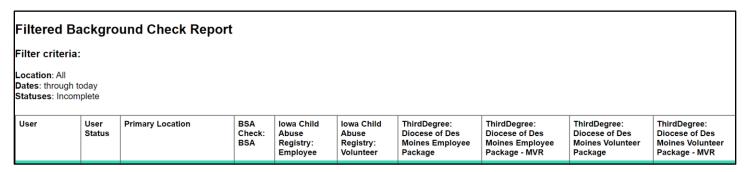
Background Check Reports

To review current background check submissions, click on Background Checks and then click on Background Check Report by Date, Location, Status to review statuses of background checks within a date range:

Training Bulletins Online Training Modules Live Training **Reports** Compliance Reports User Reports Training Reports Background Checks Required Documents Location Report	• **Background Check Report by Date, Location, Status** Displays a list of users and a report of their background checks, filterable by background check date • **Background Check Counts by Role** Displays the number of background checks of each type that have been run for users in each role

Filter by location, dates, and status to Get Report:

Background Check Report Filter

You may filter the background check report by any of the criteria below, but none are required. Please not

If the date filters are used, the report will include all background check records created between the start

All checked statuses will be reported. If no status is checked, all statuses will be included in the report.

User Location:
-- All Locations --

Background Check Start Date:

Background Check End Date:

Background Check Status:
☐ Error
☐ Incomplete
☐ Initiated
☐ Pending
☐ Complete

Get Report

The statuses will appear within the column, whether completed, pending or incomplete:

Filtered Background Check Report

Filter criteria:

Location: All
Dates: through today
Statuses: Incomplete

User	User Status	Primary Location	BSA Check: BSA	Iowa Child Abuse Registry: Employee	Iowa Child Abuse Registry: Volunteer	ThirdDegree: Diocese of Des Moines Employee Package	ThirdDegree: Diocese of Des Moines Employee Package - MVR	ThirdDegree: Diocese of Des Moines Volunteer Package	ThirdDegree: Diocese of Des Moines Volunteer Package - MVR

The ability also exists to log directly into the User's record by clicking on their name to review the Results:

Background Screening

Next required background check date: Unknown

Date	Type & Provider	Name Submitted	Run By	Report Location
09/19/2020	Diocese of Des Moines Employee Package ThirdDegree		REGISTRATION	Des Moines, IA