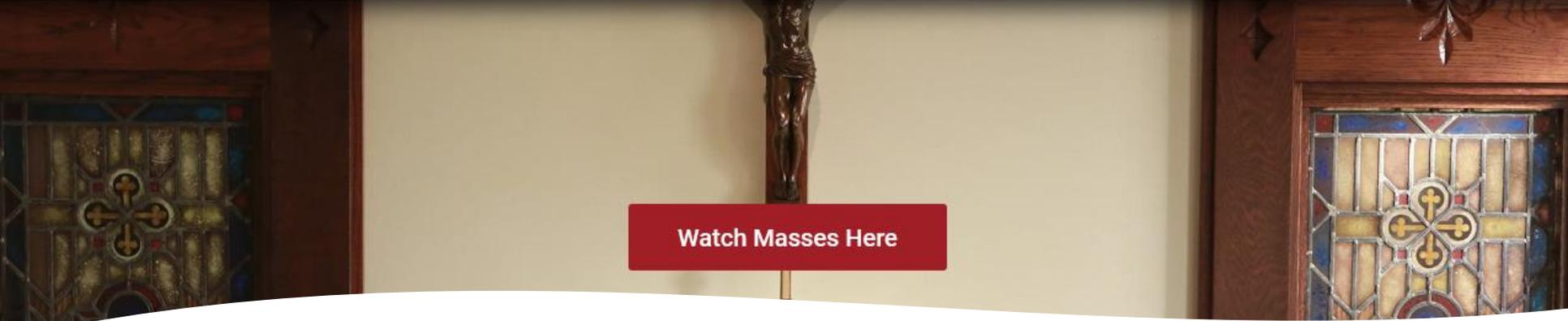


PARISH AND SCHOOL SAFE ENVIRONMENT COORDINATOR REVIEW OF TRAINING AND AUDIT REQUIREMENTS

Spring 2022

Webinar



Watch Masses Here

STARTING POINT: DIOCESAN WEBSITE

- Visual of Homepage for Diocesan Website: www.vermontcatholic.org
- Navigate to Ministries Tab on Taskbar and Go to Protecting Our Children: all information you need including links and documents related to Virtus and to Audit Reporting Requirements can be found here



🏠 PROTECTING OUR CHILDREN	CHARTER	POLICIES	EDUCATION PROGRAMS	HEALING AND SUPPORT	REPORTING ABUSE	SAFE ENVIRONMENTS AUDIT
---	-------------------------	--------------------------	------------------------------------	-------------------------------------	---------------------------------	---

Keeping Children Safe in the Diocese of Burlington

Child safety is a top priority for the Catholic Church

The Catholic Church of Vermont is dedicated to the safety and well-being of all children and vulnerable adults. The Church strives to uphold the dignity of all children and vulnerable adults and is committed to providing a safe environment for them in all Catholic schools, parishes, camps, events and faith-based programs. Under the guidance and direction of the United States Conference of Catholic Bishops and the Secretariat of Child and Youth Protection, the Diocese of Burlington works alongside other Dioceses and Eparchies in the nation to ensure that the Catholic Church in the United States adheres to a zero-tolerance policy when it comes to child abuse and neglect.

To learn more about the national efforts to prevent child abuse, read about the [Charter for the Protection of Children and Young People](#).

Promise to Protect, Pledge to Heal

Through our collective work throughout the country, Catholics strive to fulfill our sacred "Promise to Protect" the children entrusted to our care and our "Pledge to Heal" those who have experienced abuse by clerics or other Church personnel.

- Learn about what the Diocese of Burlington is doing to fulfill our "Promise to Protect" by visiting our [Policies Page](#).
- Learn about how the Diocese of Burlington is striving to fulfill our "Pledge to Heal" by visiting the [Healing and Support Page](#).



One Informed Individual Can Make a Difference

Child safety is everyone's responsibility. Everyone in the Catholic community has a vital role to play in safeguarding children from abuse. One person has the power to make a difference in a child's life by being informed about the signs of abuse and by knowing how to make a report to the proper authorities. The Catholic community is safer due to the thousands of adults throughout the Diocese who took the time to complete child safety training and submit a background check before serving youth in their ministries.

[Enroll in one of our Educational Programs.](#)

[Learn how to report abuse.](#)

Thank you for working alongside the Office of Safe Environment Programs to protect all children and vulnerable adults entrusted to our care.

Report misconduct by a bishop: Bishopreporting.ethicspoint.com

Protecting Our Children: Three Sections We'll Focus on



Protecting Our Children

 PROTECTING OUR CHILDREN	CHARTER	POLICIES	EDUCATION PROGRAMS	HEALING AND SUPPORT	REPORTING ABUSE	SAFE ENVIRONMENTS AUDIT
---	----------------	-----------------	---------------------------	----------------------------	------------------------	--------------------------------

Keeping Children Safe in the Diocese of Burlington

Child safety is a top priority for the Catholic Church



🏠 PROTECTING OUR CHILDREN	CHARTER	POLICIES	EDUCATION PROGRAMS	HEALING AND SUPPORT	REPORTING ABUSE	SAFE ENVIRONMENTS AUDIT
---	-------------------------	--------------------------	------------------------------------	-------------------------------------	---------------------------------	---

POLICIES

- Policies on Ethics and Integrity in Ministry
- Code of Conduct

Implementing Child Safety Policies in the Diocese of Burlington

Fulfilling Our Promise to Protect

The Diocese of Burlington developed the *Policies on Ethics and Integrity in Ministry* to serve as the cornerstone of our efforts to protect the vulnerable individuals entrusted to our care. The Office of Safe Environment Programs was established to enforce the implementation of these policies promulgated by the bishop for the purposes of preventing abuse and building a strong culture of safety throughout the Diocese.

[Read the Policies on Ethics and Integrity in Ministry.](#)

[Read the 2022 Letter of Promulgation for the Policies on Ethics and Integrity in Ministry.](#)

Policies Guide the Formation of Healthy Ministerial Relationships

The policies set clear standards that Church personnel (as defined in the policy) must follow to ensure that their behavior is moral and ethical as they interact with children and adults in their ministries. Those who serve in a ministerial role with the Church have a sacred obligation to ensure that their behavior is appropriate and that the relationships they form with children and adults are healthy, professional and safe. Relationships in ministry must be charitable at all times and absent of any intention to do harm or allow harm to occur. The policies help to guide the formation of relationships between Church personnel and those they serve, and they outline best practices for ensuring that these relationships are sincere, genuine and respectful.

Policies Follow Child Safety Best Practices

The policies extensively cover the diocesan child safety guidelines relating abuse prevention and proper procedures for reporting any incidents, allegations or concerns. To prevent abuse in our parishes and Catholic schools, the policies outline specific guidelines for working with minors to ensure that all interactions with Church personnel and youth are safe and in alignment with Church teaching about the dignity of the human person. The policies also include the background screening and safe environment training requirements all Church personnel must fulfill to work with minors in the diocese. To ensure an effective response to suspicions or known cases of child abuse or neglect, the policies provide the correct procedure for making a report to the proper authorities. Our policies demonstrate our commitment to follow Vermont law as it relates to defining and reporting child abuse and neglect.

The Codes of Conduct Define Specific Behavioral Standards

The *Policies on Ethics and Integrity in Ministry* also includes two Codes of Conduct. One Code of Conduct is intended for Church personnel who work with minors; the other Code of Conduct is intended for Church personnel who do not work with minors. The Codes of Conduct outline specific behavioral expectations that Church personnel must agree to follow while serving in their ministries.

[Code of Conduct for Church Personnel \(Work with Minors\)](#)

[Code of Conduct for Church Personnel \(DO NOT Work with Minors\)](#)

All Church personnel are asked to carefully review the *Policies on Ethics and Integrity in Ministry* and consider each standard in the Code of Conduct before engaging in their ministerial role(s) in service to the Diocese.

Applying Our Policies in Each Vermont Parish and Catholic School

To ensure all guidelines and policies are followed, each parish and Catholic school in the Diocese has a dedicated Safe Environment coordinator who focuses on implementing diocesan child safety policies and following the standards of the *Charter*. To learn who is the Safe Environment coordinator at your location, please contact your local [parish](#) or [Catholic school](#).

Education Programs

PROTECTING OUR CHILDREN

CHARTER

POLICIES

EDUCATION PROGRAMS

HEALING AND SUPPORT

REPORTING ABUSE

SAFE ENVIRONMENTS AUDIT

Preventing Child Abuse Through Targeted Training

Training Programs for Children and Adults

Virtus Login

Circle of Grace Login

Child abuse prevention training is essential for reducing the risk of harm to minors and protecting their fundamental rights. The USCCB's *Charter for the Protection of Children and Young People* mandates that Dioceses and Eparchies maintain Safe Environment Programs which offer training in the detection, prevention and reporting of child abuse and neglect. The Diocese of Burlington fulfills this *Charter* requirement by providing separate, age-appropriate training programs for children and adults to educate them in child abuse awareness:

1. Virtus Program for Adults:

Adult employees or volunteers who have direct contact with children or youth in the diocese are required to complete training annually through the Virtus program, in addition to fulfilling other Safe Environment Program requirements.

2. Circle of Grace Program for Children, by the Archdiocese of Omaha:

Children and youth in the Diocese must be trained annually in the Circle of Grace program, which is based in the Catholic tradition and fits into a traditional classroom learning model.

Please note: Parishes and Catholic schools may opt to use other programs promulgated by the Bishop for use during the current academic year. But the Circle of Grace program exists as the primary program used to train children and youth in our diocese.

- [Bishop Christopher J. Coyne's Letter of Promulgation on the use of these programs within the Diocese of Burlington.](#)
- [Frequently Asked Questions about Circle of Grace, the Virtus Program and the background check process](#)
- [Frequently Asked Questions about child and youth protection](#)
- [Review Board Members](#)
- [Stonebridge Auditors Letter of Compliance](#)

The Virtus Program

Virtus Login

The Diocese of Burlington uses Virtus programs to train adults in child safety curricula. The Virtus program is a child safety course designed to educate and train adults (clergy, religious, teachers, staff, volunteers, and parents) about the dangers of abuse, warning signs of abuse, ways to prevent abuse, methods of properly reporting suspicions of abuse, and responding to allegations of abuse. Virtus will automatically remind users to remain up-to-date with their training requirements. The program also offers a platform for parishes and Catholic schools affiliated with the Diocese of Burlington to have administrators run reports and check the status of users registered to their location at any time. Virtus training is completed online using a personal computer or other compatible device, and the training comes at **NO COST** to the user or their parish or Catholic school.

The program must be completed by adult employees and volunteers who work with minors in the diocese, including priests, deacons and seminarians; catechists, classroom aides and directors of religious education; Catholic school teachers, aides, administrators, sports coaches, volunteers and other staff; field trip and event chaperones; diocesan office staff; youth ministry leaders; camp counselors and more. New or updated courses will be required each year. Courses focus on the prevention of abuse and child safety. Users will have a different experience with the program based on whether they are a first-time user or a returning user.

- **First-time Users:** Click the "Virtus Login" button to access the Virtus login page. On the login page, follow the on-screen instructions in the **center of the page** and enter a new User ID and password, then click the "continue" button.
- **Returning Users:** Click the "Virtus Login" button to access the Virtus login page. Enter your existing username and password in the "Login for Existing Accounts" area in the **upper left**. If you do not remember your username or password, please click the red "Need login information" link.

- [Virtus Registration Instructions](#)
- [Breakdown of Safe Environment Requirements](#)

Spring 2022

The Circle of Grace Program

Circle of Grace Login

The Circle of Grace is a safe environment program for children and youth that is designed for use both in Catholic schools and in parish religious education programs. The program follows a traditional lesson plan format, and it fits in best to a classroom-style learning format. Developed by the Archdiocese of Omaha, the Circle of Grace is the fruit of collaboration among clergy, principals, teachers, school counselors, directors of religious education, catechists, youth ministers and mental health professionals. Sound in content and methodology, the program is designed for kindergarten through grade 12.

Circle of Grace's curriculum is steeped in the truths of the Catholic faith and provides a holistic approach to the safety, well-being and spiritual formation of children and youth. It was introduced in the Diocese of Burlington in the 2013-2014 academic and catechetical year, and it is used annually as the primary safe environment program for children and youth in the Diocese.

To view the curriculum designed for each grade, please visit the "Circle of Grace Login" page. The password can be acquired by contacting your local parish, Catholic school or the Office of Safe Environment Programs. Each year, parents and guardians may choose to opt their children out of the program. Parents and guardians are the primary educators of their children, and we respectfully acknowledge their choice to opt their children out of safe environment training. Please note that the opt-out procedure is tracked and documented entirely through your local parish or Catholic school.

Circle of Grace Copyright

All Circle of Grace materials are protected by copyright by the Archdiocese of Omaha and licensed for use in the Diocese of Burlington through March 2023. Duplication, distribution or sale of all or any part of the *Circle of Grace* program outside of parish or school use is not permitted. Permission for any other use must be obtained from the Diocese of Burlington prior to access. Electronic or print copies may not be offered for sale or distribution to any third party.

Access to the *Circle of Grace* materials online is provided exclusively for the benefit of the priests, deacons, administrators, directors of religious education, principals, educators, catechists, classroom aides and volunteers of the Diocese of Burlington. It may not be accessed for sale or distribution to any third party.

Circle of Grace Disclaimer

The Diocese of Burlington makes all reasonable efforts to ensure the quality and accuracy of materials on this web server. However, to the extent permitted by law, the Diocese of Burlington accepts no liability for any loss or damage resulting directly or indirectly from the use of these materials. By making use of material on this web server you accept these copyright and disclaimer provisions.



Audit Information



VIRTUS Resources

- [VIRTUS: Administration Instructions: Compliance Report](#)
- [VIRTUS: Local Safe Environment Administrator Guide 03-2022](#)
- [VIRTUS Review Powerpoint 2021](#)
- [VIRTUS: Online Registration Instructions 03-04-2022](#)

Additional Resources

- [Youth Training Teaching Guidelines for Remote / COVID-19](#)
- [VT Agency of Human Services: Reporting Abuse and Neglect](#)
- [Safe Environment Requirements/Policies Breakdown](#)
- [Promise to Protect 4-Language Poster](#)
- [Bishop Coyne's promulgation letter including a list of approved training programs](#)
- Please also see the Safe Environments Workshop video recording below for information on tracking data and compliance: *(video coming soon)*

VIRTUS Login Page

- Existing Account
- I Need Login Help
- First Time Registrant
- Help Desk Phone Number: 1-888-847-8870
- There is a 3-page document on the Diocesan website with instructions for this process
- Important reminder—annual requirement to complete training for all employees and volunteers

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.




Home About Us Services / Programs Resources Reporting Child Abuse Contact Information Help / FAQs

LOGIN FOR EXISTING ACCOUNTS

User ID:

Password:

[Need login information?](#)

I NEED LOGIN HELP

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

STOPit! Partnership



VIRTUS[®]
Excellence
Builds
Trust



VIRTUS[®] Online Training / Tracking Platform

Protecting God's Children[®] for Adults

Teaching Safety - Empowering God's Children[™]

Protecting All Children[™] for Adults

Pathways[™] for Religious Orders

Open Hearts



Many of us have experienced hurt and woundedness, yet we can choose whether or not to harden our hearts, or keep them open. [Read More](#)



Encouraging kids to read is important, but so is helping them to find great (and appropriate) books!

[Read More](#)



Are your car seats safe? Here are three questions to ask yourself to ensure the car seats of the children in your care are properly installed.

[Read More](#)

What is Your Opinion?
What is one way you can show an open heart?

By sending a card to someone in need.

By actively listening to a child who is trying to tell me a story or about their day.

Forgiving someone who hurt me in the past.

Praying or volunteering for those in need.

I'm not sure, or I haven't thought about it.

NEW HOME TAB FEATURE

- Once a user has logged in, this is the new landing page
- 8 boxes, each with a unique purpose
- Ease of navigation

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 **VIRTUS**[®] *Online*

[Home](#) [Library](#) [Facilitators](#) [Educators](#) [Services](#) [Resources](#) [Formacion](#) [Administration](#)

Home

Message Center

Current Training



You have no modules assigned

Training History



You have attended 1 session
You have completed 3 modules

Required Documents



Your documents are current

Informational Bulletins



[Read the bulletin](#)
[Read the facilitator bulletin](#)

Contacts



Your primary contact
[Click here for contacts](#)

My Info



Your primary location
Diocese of Burlington Offices (Burlington)
Your primary role
Employee of the diocese

Reporting Abuse



[Click here for reporting options](#)

KEY TABS A LOCAL SAFE ENVIRONMENT COORDINATOR WILL USE

- Administration Tab—for all your user research and report generation
- Educators Tab—for inputting information on youth training

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Training | Toolbox | Library | Facilitators | Educators | Services | Resources | Formacion | Administration

Training

[Update My Account](#) | [Logout](#)

Karen Maklad

Local Safe Environment Guide

Administration Tab

“Administration” tab to access User information

- New User Signups – indicates that the online training has been completed, in progress, or assigned or in person training scheduled attendance.
- Users – indicates the list of users within the coordinators location(s)
- User Search – Ability to search the entire database within the Diocese to search for an individual.

The screenshot shows the 'Administration' tab selected in a navigation menu. The main content area is titled 'VIRTUS Online Administration for Local Administrator'. It features a sidebar with categories: System Administration (New User Signups, Users, User Search), Training Administration (Training Bulletins, Online Training Modules, Live Training), Reports (Compliance Reports, User Reports, Training Reports, Background Checks, Required Documents, Location Report), Audit Center, Download Resources, and Contact the Helpdesk. The main content area includes a 'Quick Links' section with a list of reports and a 'User Search' section with a text input field and a 'Go' button. The text below the input field reads '(user id, first, last, email)'.

SEARCHING FOR USERS

- If you don't see the person initially come up but you think they had an account before, click the box next to Show Inactive Users and run the search again.
- Then you just need to make the person active again as a user which we'll cover in a few minutes

User Search

Enter a piece of information about the user:
(user id, first, last, email)

Show inactive users:

Search Results for: JONES

8 matches found.

Last Name	First Name	Middle Name	User ID	User Email	Status	Initial Training	Recent Training
<u>JONES</u>	AMY		Edam95	edsonandamy@yahoo.com	Active User	09/10/2019 1:05 PM	09/01/2021 7:52 AM
<u>Jones</u>	Aubrey	Teresa	ajones@vermontcatholic.org	ajones@vermontcatholic.org	Active User	02/04/2019 4:46 PM	02/04/2019 4:46 PM
<u>Jones</u>	Bethany		bethanygjones	Jonesbethany119@yahoo.com	Active User		
<u>Jones</u>	Clifford		cliffordjones	flwrjones.001@gmail.com	Active User	11/24/2021 4:06 PM	11/24/2021 4:06 PM
<u>Jones</u>	Sadie	Sudarsky	sadiejones	sadie.jones199@gmail.com	Active User		
<u>Jones</u>	Sarah	Louise	sares29	jjj623@hotmail.com	Active User	11/02/2019 10:38 AM	11/02/2019 10:38 AM
<u>Jones-Nagle</u>	Jessica	N	briandjes@hotmail.com	briandjes@hotmail.com	Inactive user	10/24/2019 9:50 AM	10/24/2019 9:50 AM
<u>welchJones</u>	Bobbiejo		welchb25@gmail.com	Welchb25@gmail.com	Active User	03/05/2020 9:46 PM	03/05/2020 9:46 PM

* Continuing training using printed materials
** Continuing training not required

POTENTIAL DUPLICATE ACCOUNTS

- Example of text you will see if there is a potential duplicate account.
- This is something to notify either the Office of Safe Environment Programs or the Office of Catholic Schools about. Only an Administrator can research this and resolve this.

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

NOTE: This is a potential duplicate account.
[\(Click here to see potential matches\)](#)

Individual User Information

- Tabs of information
 - General Information (shown here)
 - Background Checks
 - Training
- If you Edit any info, click Save or Process Registration at the bottom of the page.
- If you see the Caution box checked, there should be a note as to why.

Update My Account | Logout

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS[®]Online

Training | Toolbox | Library | Facilitators | Educators | Services | Resources | Formacion | Administration

Karen Maklad
Diocese of Burlington, VT

Administration

System Administration
New User Signups
Preregistered Users
Users
User Search
Roles
Profiles
Locations
Groups
Communication Center
Message Board
System Setup

Training Administration
Training Bulletins
Online Training Modules
Live Training

Reports
Compliance Reports
User Reports
Training Reports
Background Checks
Required Documents
Location Report

Audit Center

Download Resources

Updates Dec. 2021

Contact the Helpdesk

testregistration, registration

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

User ID: testrecordbvt
Password: *****
Salutation: Mr.
First Name: registration
Middle Name:
Last Name: _testregistration
Nickname:
Suffix: -- Please select if applicable --
Email: noaddress@virtus.org (Email account info)

Primary Location: All Saints Parish (Richford)

Roles:

Primary Role	Role	Location	Start	End
<input checked="" type="checkbox"/>	Volunteer at a parish or church	All Saints Parish (Richford)	11/03/2021	—

+ Add Role and Location

Showing 1 to 1 of 1 entries Show Inactive

End or delete role

Title or Function: test
This user's Local Coordinators: Show

Profile: Local Safe Environment Administrators (Click to show profile details)

Continuing Training: Required to complete continuing training per policy

Account status: Active

Service Began: 11/03/2021
Service Ended:
Last Login:

Language: English
External ID:
Group: -- Please select --
Contact w/ Minors?: No
Contact w/ Vulnerable Adults?: No
Supervisor or Manager?: No
Communication Options: Receive training bulletin reminders via email

Special User Options:
 This individual is a facilitator
 This individual has access to the educator tab
 This individual is a local administrator
The user's administrative rights are limited based on the options you choose below
 SELECT RIGHTS | SELECT LOCATIONS...
 CAUTION

Notes:
Private Notes (View only)

Save Save and Review Cancel

Local Safe Environment Guide

Add/Update Role and Location

To update Location and Role, click on [Add Role and Location](#) and select Role, Location and Start Date and [Save](#). To inactivate a Role/Location, 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.

Primary Location: All Saints Parish (Richford) 

Roles:

Primary Role 	Role 	Location 	Start 	End 	
	Volunteer at a parish or church	All Saints Parish (Richford)	Edit	—	

[+ Add Role and Location](#)

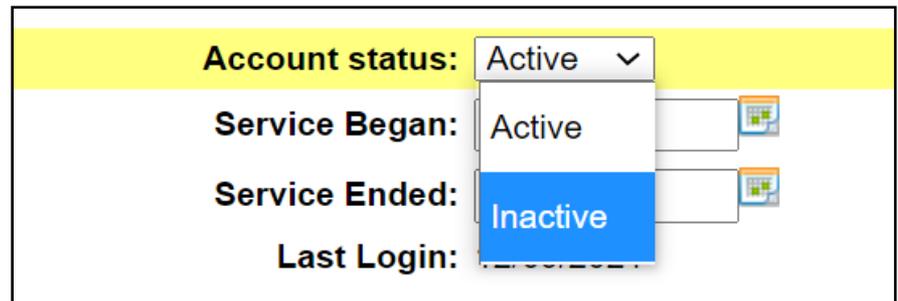
Showing 1 to 1 of 1 entries Show Inactive

 = End or delete role

Local Safe Environment Guide

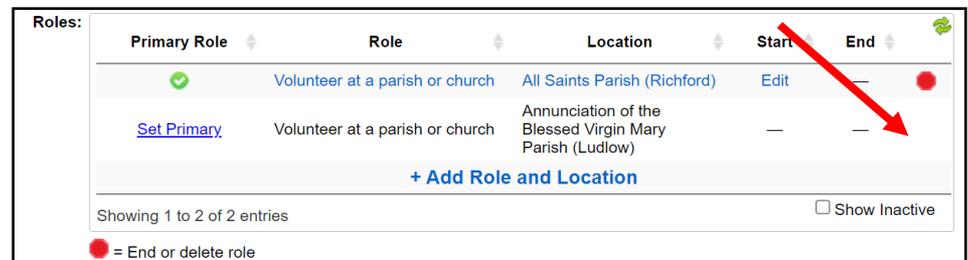
Activate or Inactivate an Account

If an account is inactive and needs to be reactivated, click on the **Account status** to reactivate. If a user is no longer active within the Diocese, fully inactivate by clicking the **Account status**.



A screenshot of a user profile form. The 'Account status' field is highlighted in yellow and has a dropdown menu open. The dropdown menu shows 'Active' (selected) and 'Inactive' (highlighted in blue). Below it, the 'Service Began' and 'Service Ended' fields are also highlighted in yellow and have dropdown menus open, both showing 'Active'. The 'Last Login' field is highlighted in yellow and is empty.

If the user is associated with another location, **click on the stop sign** from the Roles to inactivate instead of the **Account status**.



A screenshot of a 'Roles' table. The table has columns for 'Primary Role', 'Role', 'Location', 'Start', and 'End'. There are two rows of data. The first row has a green checkmark in the 'Primary Role' column, 'Volunteer at a parish or church' in the 'Role' column, 'All Saints Parish (Richford)' in the 'Location' column, 'Edit' in the 'Start' column, and a red stop sign in the 'End' column. The second row has a blue link 'Set Primary' in the 'Primary Role' column, 'Volunteer at a parish or church' in the 'Role' column, 'Annunciation of the Blessed Virgin Mary Parish (Ludlow)' in the 'Location' column, and dashes in the 'Start' and 'End' columns. A red arrow points to the red stop sign in the 'End' column of the first row. Below the table, there is a legend: a red stop sign followed by '= End or delete role'. There is also a '+ Add Role and Location' link and a 'Showing 1 to 2 of 2 entries' indicator. A 'Show Inactive' checkbox is also present.

Primary Role	Role	Location	Start	End
<input checked="" type="checkbox"/>	Volunteer at a parish or church	All Saints Parish (Richford)	Edit	
Set Primary	Volunteer at a parish or church	Annunciation of the Blessed Virgin Mary Parish (Ludlow)	—	—

+ Add Role and Location

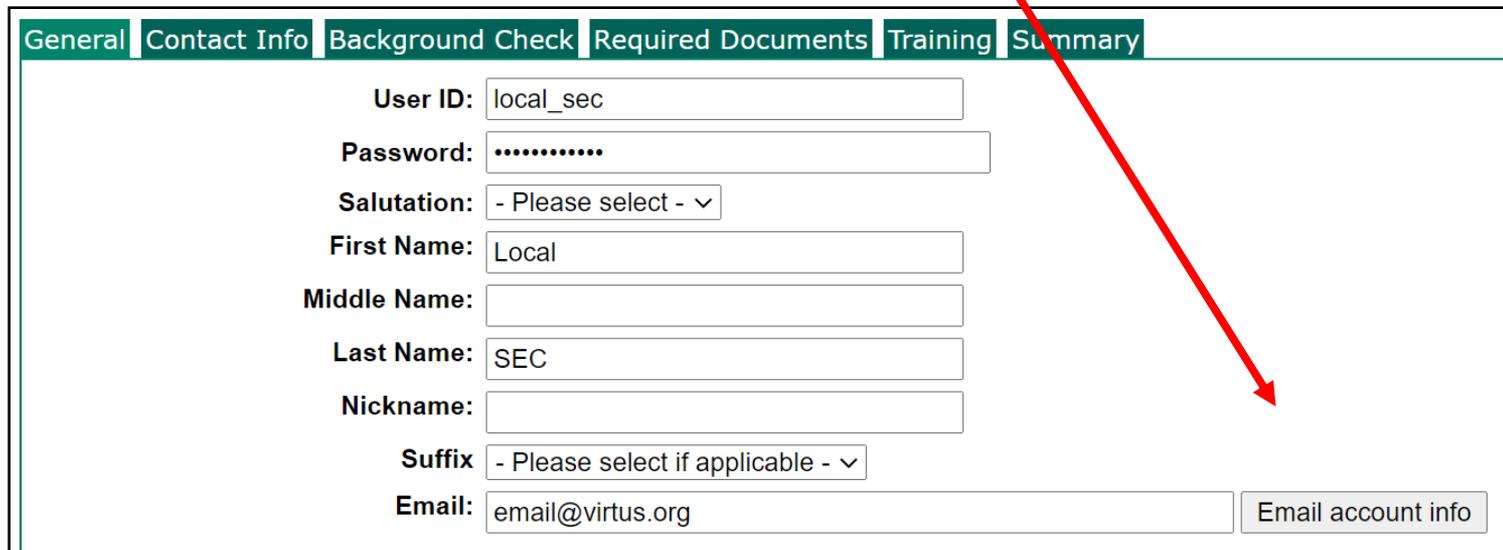
Showing 1 to 2 of 2 entries Show Inactive

= End or delete role

Local Safe Environment Guide

User Password Recovery

Verify email is updated and correct, then select “Email account info,” and ask the individual to retrieve the message from their email account and proceed accordingly to recover their password.



The screenshot shows a user profile form with the following fields and options:

- General** | **Contact Info** | **Background Check** | **Required Documents** | **Training** | **Summary**
- User ID:** local_sec
- Password:**
- Salutation:** - Please select - ▾
- First Name:** Local
- Middle Name:** [Empty]
- Last Name:** SEC
- Nickname:** [Empty]
- Suffix:** - Please select if applicable - ▾
- Email:** email@virtus.org
- Email account info** button

A red arrow points from the text above to the "Email account info" button.

Local Safe Environment Guide

Update Contact Information

Update Contact Information as needed.

General	Contact Info	Background Check	Required Documents	Training	Summary
Address:	<input type="text" value="111 Street"/>				
Address 2:	<input type="text"/>				
City, State, Zip:	<input type="text" value="Burlington"/>	<input type="text" value="VT - Vermont"/>	<input type="text" value="05482"/>		
Daytime Phone:	<input type="text" value="888-555-5555"/>				
Ext:	<input type="text"/>				
Fax:	<input type="text"/>				
Evening Phone:	<input type="text"/>				
Cell Phone	<input type="text"/>				
Pager:	<input type="text"/>				
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Local Safe Environment Guide

Background Check Tab

Background Check dates will appear within the **Background Check Tab**. A background check prompt feature is available if a user is in need to submit a background check.

There is now a difference between Process for Schools and Process for those at Diocesan Offices or in Parishes. School users will have Vermont record check results from VCIC entered for this check.

General	Contact Info	Background Check	Required Documents	Training	Summary		
Background Screening							
Date	Type & Provider	Name Submitted	Run By	Report Location	Comments	Complete	Status
12/07/2021	Parish Package Sterling2021	Local SEC				Yes	
10/09/2017	OSEP OSEP Background Check	Local SEC				Yes	
<input type="button" value="Force Background Check Prompt"/>							
Prompt History							
<input type="button" value="Prompted by"/>	<input type="button" value="Prompted on"/>						



Local Safe Environment Guide

Required Document Tab

The Required Documents dates that are electronically acknowledged will appear within the **Required Documents Tab**, and the ability exists to Prompt a document for a user to log in and acknowledge.

The **Code of Conduct must be completed annually**, with training. The **Policies on Ethics and Integrity in Ministry** are completed **every five years with the background check**.

General	Contact Info	Background Check	Required Documents	Training	Summary
Required Documents					
Document		Date Acknowledged	Recorded By	Comments	
Policies on Ethics and Integrity in Ministry		04/21/2021	User via prompt		
Code of Conduct		04/21/2021	User via prompt		
<input type="button" value="Force Required Document Prompt"/>					
Prompt History					
Prompted by		Prompted on			

Local Safe Environment Guide

Training Tab

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

This is an **Annual Requirement** for all users in our Diocese.

General	Contact Info	Background Check	Required Documents	Training	Summary
Approval Date: 01/14/2019					
TRAINING RECORDS					
Training	Location	Assigned	Started	Completed	
Child Sexual Abuse Awareness Module 1.0	Online	12/08/21			
Keeping the Promise Alive 3.0	Online	01/09/20	01/09/20	01/09/20	
Protecting God's Children® Online Awareness Session 3.0	Online	08/26/19	08/26/19	08/26/19	
Add this user to an upcoming LIVE session					
Add this user to a past LIVE session					
Assign ONLINE training to this user					

Local Safe Environment Guide

Summary Tab

To review a summary of the compliance items, please click on the **Summary Tab**.

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

General	Contact Info	Background Check	Required Documents
General Information			
CAUTION			
Primary Location	All Saints Parish(Richford)		

General	Contact Info	Background Check	Required Documents	Training	Summary
General Information					
Primary Location	Rice Memorial High School(Burlington)				
Locations and Roles	Rice Memorial High School (Burlington) • Volunteer at a parish or church ✓				
Profile	User				
Most Recent Training					
				Training	Date
				Protecting God's Children® Online Awareness Session 3.0	10/30/2021
Most Recent Completed Background Check					
		Background Check	Date		
		Sterling2021 - Parish Package	11/18/2021		
Most Recent Required Document					
				Document	Date
				Policies on Ethics and Integrity in Ministry	10/30/2021

Local Safe Environment Guide

Assign a Training Module

There is limited need for you to have to assign training for users. Once a user has completed their first training, if they remain active within our Diocese, their next training is automatically assigned near the anniversary date of their previous training.

If the user has not yet completed training already assigned, you should remind them of this requirement.

If you do need to assign training, contact the Office of Safe Environment Programs to identify the best training to assign.

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

Approval Date: 01/14/2019

TRAINING RECORDS

Training	Location	Assigned	Started	Completed
Child Sexual Abuse Awareness Module 1.0	Online	12/08/21		
Keeping the Promise Alive 3.0	Online	01/09/20	01/09/20	01/09/20 
Protecting God's Children® Online Awareness Session 3.0	Online	08/26/19	08/26/19	08/26/19 

[Add this user to an upcoming LIVE session](#)

[Add this user to a past LIVE session](#)

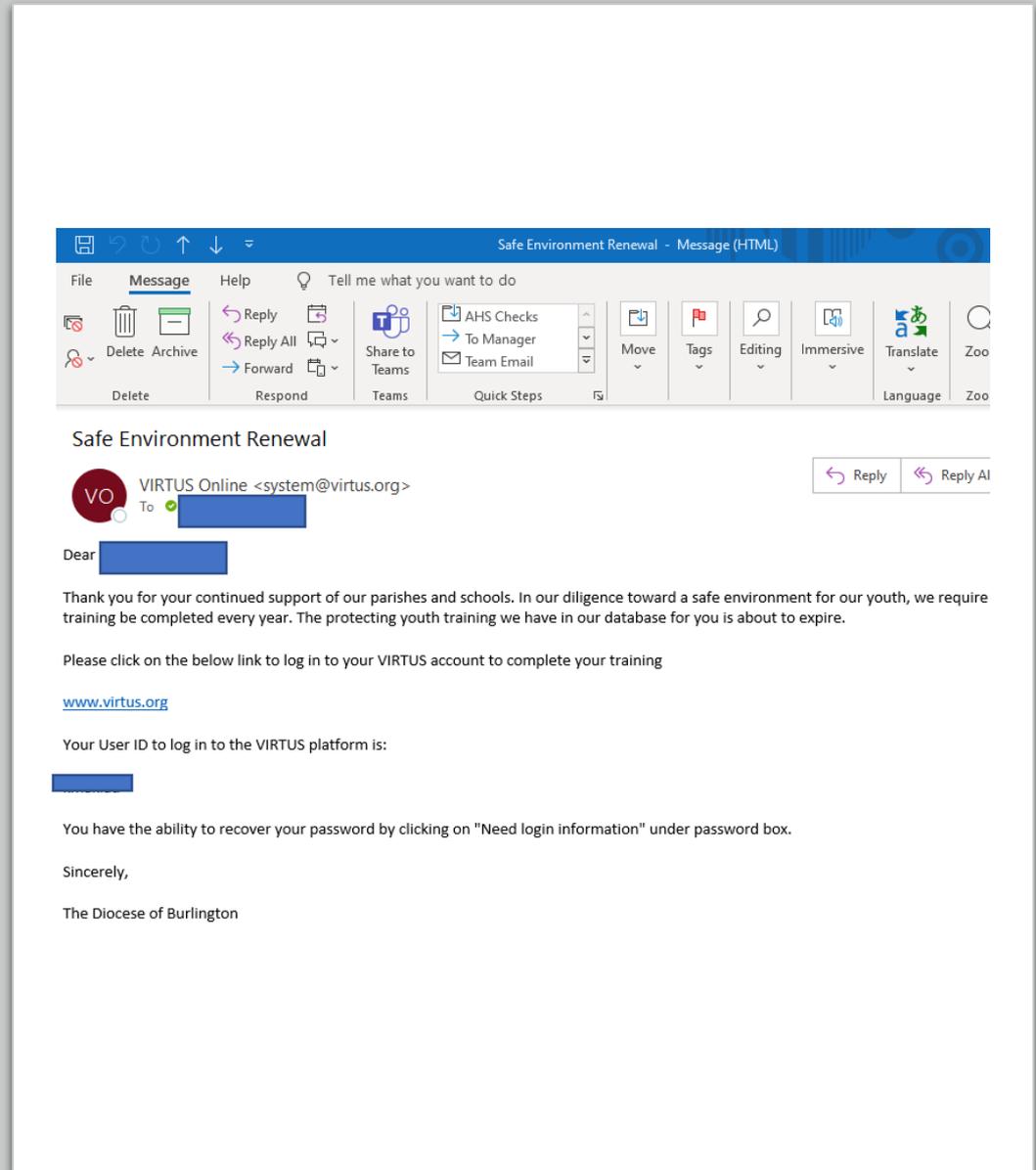
[Assign ONLINE training to this user](#)



Assign ONLINE training to this user

Annual Training Reminder

- Training is required annually
- Virtus auto-generates an email to each active user with a reminder to complete an updated training lesson (see example)
- System gives user a few weeks to complete this
- Remind users that the email may have gone to their spam folder



Local Safe Environment Guide

New Master Report

The New Master Report – 2021 is essential for auditing compliance and combining all the most important details into one easy to read report.

This report is accessible within the **Quick Links**.

Quick Links

- Live training report
- Calendar of Scheduled Training
- Training bulletin report
- Compliance Audit—Chart C/D Combo
- Compliance Audit—Required Documents
- Activity Report by Location
- Activity Report by User
- Renewal Report
- Master Report—Local level, Report to screen (previous version)
- **New Master Report (2021)**

Local Safe Environment Guide

New Master Report Fields

This report allows administrators to filter user requirements revealing only the most recent dates of completion.

A list of **User Fields** are available to select when building the needed report.

The screenshot displays a configuration window for a report. It is divided into two main sections: 'Filters' and 'User Fields'.

Filters: This section contains a dropdown menu labeled 'Location:'. The dropdown is open, showing two options: '-- All Locations --' (highlighted in blue) and 'Blessed Sacrament (Denver)'.

User Fields: This section contains a list of fields, each with a checkbox. The checked fields are: Last, First, Login ID, Email, Primary Location, and All Roles. The unchecked fields are: Middle, Nickname, Salutation, Account Status, Primary Location ID, All Locations (select to find users in secondary s...), Roles in primary location only (select to limit rol...), Profile, Position/Title, and Continuing Training Status.

Local Safe Environment Guide

New Master Report Fields

This report also offers you the flexibility of combining or listing requirements separately. Choose filters to build the needed report, and the filters will remain checked until changed.

Background Checks

Combine all selected background check types into one column - You must select the items below to combine

- Fastrax: Manually entered (inactive)
- ICORI: ICORI (Massachusetts) (inactive)
- OSEP Background Check: OSEP
- Out of State: Out of State (inactive)
- Pre-Fastrax: Background Check (inactive)
- Selection: Fastrax
- Sterling2021: Parish Package
- VCIC: VCIC (inactive)
- VT Agency of Human Service: Adults (inactive)
- VT Agency of Human Service: Children (inactive)
- VT Agency of Human Service: VT Drivers License (inactive)
- VT Drivers License: VT Drivers License (inactive)

[I want to show another background check grouping](#)

Required Documents

Combine all selected document types into one column - You must select the items below to combine

- Code of Conduct
- Policies on Ethics and Integrity in Ministry

Training

Combine all selected training types into one column - You must select the items below to combine

Live

- Protecting God's Children for Adults
- Protecting God's Children for Facilitators
- Protecting God's Children for Parents
- Sex Abuse Prevention

Online

- Bullying/Cyberbullying
- Child Sexual Abuse Awareness Module 1.0
- Child Sexual Abuse Awareness Module 1.0 (Spanish)
- Keeping the Promise Alive 3.0
- Keeping the Promise Alive 3.0 (Spanish)
- Protecting God's Children® Online Awareness Session 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 3.0
- Sexual Harassment - Módulo de Capacitación en Línea Sobre Acoso Sexual 1.0 (Español)
- Sexual Harassment Online Training Module 1.0
- Teaching Boundaries and Safety Online Module 2.0
- Teaching Boundaries and Safety Online Module 2.0 (Spanish)
- The Safe Environment Awareness Program for International Priests™

Local Safe Environment Guide

New Master Report Fields

In addition to filtering locations and/or roles, the new master report can filter users who are currently active, active and pending, or reveal all users active and inactive for a location. This is very helpful as an end of year report for locations.

Bulletins

- Protecting God's Children for Adults
- 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 from: to:
- Show all users*

Local Safe Environment Guide

Master Report Results

Running the Master Report will provide the needed fields to view dates of compliance and assignments. **Plan to run such a report at least quarterly.**

Master Report							
Run by: Local SEC							
Run on: 12/09/2021							
Run for: Locations: All Saints Parish Roles: All Roles							
	Last	First	Login ID	Primary Location	Training	Background Check	Document
1	_SEC	Local	local_sec	All Saints Parish (Richford)	01/09/2020	12/07/2021	12/08/2021

Master Report								
Run by: Local_SEC								
Run on: 12/09/2021								
Run for: Locations: All Saints Parish Roles: All Roles								
	Last	First	Login ID	Primary Location	Child Sexual Abuse Awareness Module 1.0	Keeping the Promise Alive 3.0	Protecting God's Children® Online Awareness Session 3.0	Background Check
1	_SEC	Local	local_sec	All Saints Parish (Richford)	Assigned	01/09/2020	08/26/2019	12/07/2021
2	_testregistration	registration	testrecordbvt	All Saints Parish (Richford)			12/30/2020	

NEW COMPLIANCE REPORT FOR COORDINATORS TO PRINT FOR LOCATION(S) YOU ARE RESPONSIBLE FOR

- Report will identify those who are compliant, meaning training, background check and important documents have all been completed
 - You can run a report of only those that are non-compliant and see what they are missing

Compliance Report

Use this page to see user compliance status

First Name:	<input type="text"/>	Last Name:	<input type="text"/>	Compliant:	<input type="text" value="- Any -"/>	Active:	<input type="text" value="Yes"/>
Location:	<input type="text" value="- All -"/>	Role:	<input type="text" value="- All -"/>	Profile:	<input type="text" value="- All -"/>		
<input type="button" value="Run Report"/>	<input type="button" value="Reset"/>	<input type="button" value="Cancel"/>	<input type="button" value="Export"/>	<input type="button" value="Update"/>			

Local Safe Environment Guide

Compliance Audit – Chart C/D (FYI Only)

No Longer Using Google Forms once accessed from Diocesan website. The Diocese will be using C/D Report within VIRTUS that assists with:

- completing the Audit C/D report for Information on Adults within your parish/school community
- gathers and totals Role data for specific line items on the annual audit, specifically training and background checks
- report Role totals regarding the # of complete and # of not complete items for the audit period selected
- **This is not something you will have to run.** We will run it from the Diocesan Offices.

Compliance Audit - Chart C/D

There two different methods for running this report:

1. [Include users who were active at ANY TIME during the audit period](#)

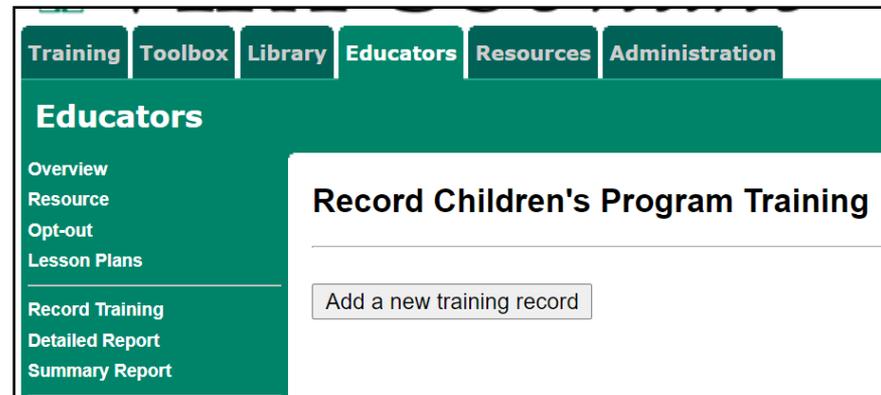
Educators Tab (NEW Access)

Record Children's Program Training

Rather than the Google Form used in the past for the Audit Report on Youth Programs, you will now record a few pieces of information in VIRTUS and the Diocese can run the reports it needs for the audit.

Record Children's Program Training within the Educators Tab

- Click on Record training
- Click on 'Add a new training record'
- Using the Drop Down Menus, choose your location and the training program used at your location
- Choose the Audit period



Educators Tab

Record Children's Program Training

Creates a record with pertinent information related to the session taught for the audit period.

You can create multiple training records.

Training records are accessible within a Detailed Report.

Record Children's Program Training

Program name:

Where the training occurred:

Report Year:

Number of children trained:

Number of children opted out: (optional - enter 0 for none)

Number of children absent: (optional - enter 0 for none)

Total number of children:

Comments:

Children's Program Training Records

From: To:

Location:

Age/grade of children:

Lesson number:

Program	Location	School Type	Date Trained	Trained By	Age / Grade	Lesson	Trained	Opt Out	Absent	Total	Notes	Edit
Circle of Grace	All Saints Parish, Richford	Religious Education	12/07/2021	Test Record	K - 2nd	1	20	1	2	23		
Circle of Grace	All Saints Parish, Richford	Religious Education	12/04/2021	Local SEC	K - 2nd		30	2	3	35		
							50	3	5	58		

Contact Information

John Pfeifer

Manager of Safe Environment Programs

(802) 658-6110 ext. 1219

jpfeifer@vermontcatholic.org

Othella Brown-Clardy

Administrative Assistant

Human Resources & Safe Environments

(802) 658-6110 ext. 1218

obrown-clardy@vermontcatholic.org

Karen Maklad (*for Catholic Schools only*)

Administrative Assistant

Office of Catholic Schools

(802) 658-6110 ext. 1200

kmaklad@vermontcatholic.org

VIRTUS Helpdesk

(888) 847-8870

helpdesk@virtus.org