

VIRTUS Training Bulletin Policy



SCOPE

To keep Safe Environment warning signs, reporting protocols and other information fresh in our minds, training bulletins (hereafter bulletins) are required to be read and completed by employees of the Diocese, parishes and schools. Volunteers are strongly encouraged to read and complete the bulletins, but it is not required.

New bulletins are made available (i.e., posted) after the first Sunday of the month. Bulletins must be completed within 30 days of the posting date to remain compliant. Posting dates and Due dates are published in the Appendix (A) of this policy. In addition, VIRTUS will automatically send monthly courtesy e-mail reminders approximately 3-4 days following the posting date. If you don't receive a reminder, check your spam or junk e-mail folder - refer to Appendix (B) for more information.

Bulletins completed using an I-Pad or cell phone sometimes don't properly record the answer that is selected on the quiz at the end of the bulletin. If these devices are used, review your VIRTUS account to ensure completion has been properly recorded.

DEFINITIONS

"Employees" are defined as anyone who is in the Paycor system and receives a regular salary. Typical employee roles are: Pastor, Deacon, Director of Parish Life, Bookkeeper, Director of Religious Education, Maintenance, Music and/or Liturgy Director.

Individuals who are paid with a stipend are not considered employees. Some examples of this are: a musician who substitutes for playing for Mass on occasion, an assistant basketball coach who helps out with a school's basketball team, a person who helps out with maintenance items (e.g., shoveling snow) around a parish and/or school on occasion.

When running VIRTUS reports to verify employee compliance, the following roles will be used:

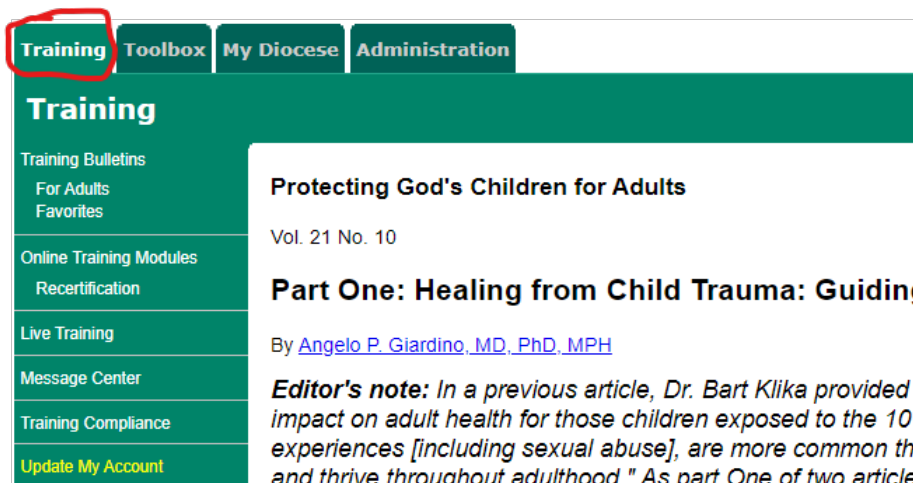
- Priest
- Deacon
- Director of Parish Life
- Educator – applies to Principals, Teachers

- Employee – applies to Bookkeepers, Office Professionals, Directors of Religious Education, Maintenance, Music and/or Liturgy Directors

PROCEDURE FOR READING AND COMPLETING A TRAINING BULLETIN

Access the training bulletin by following these directions:

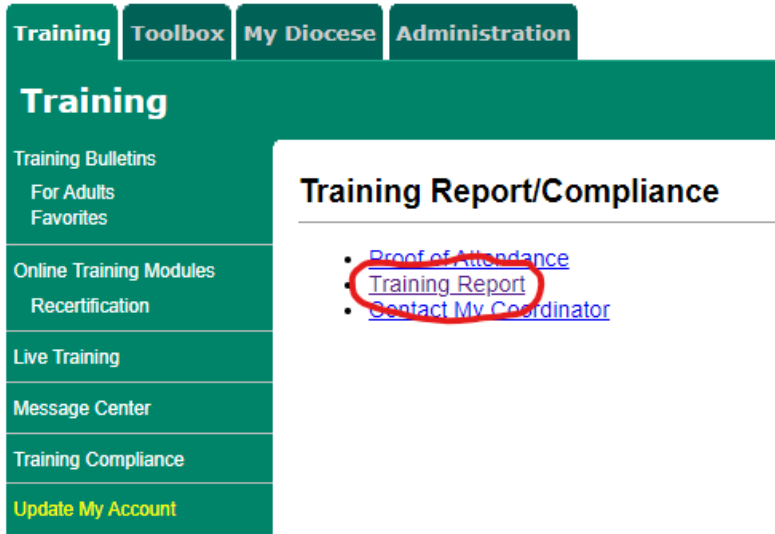
- Go to www.virtus.org
- Enter your User ID and password
 - if you forgot any of your login credentials, contact your Safe Environment Administrator or click on the following link - https://www.virtus.org/virtus/forgot_password.cfm
- Click on the green **Training** tab located in the ribbon towards the top of your screen



- Next, click on **Training Compliance**, found on the left menu bar



- Next, click on **Training Report**, found on the main center screen



- Under the **TRAINING BULLETINS** section, click on the phrase (**click here for details**). This opens your Training Bulletin Report and shows the bulletins you have completed and the bulletins that remain to be read (denoted by “Not Read”).

TRAINING BULLETINS

Type	Featured	Read	Missed
Protecting God's Children for Adults (click here for details)	27	0	27

- Click on the title of the bulletin you wish to read.

Training Bulletin Report

Protecting God's Children for Adults Bulletins

Bulletin	Featured	Read
Part One: Healing from Child Trauma: Guiding Principles and Frameworks from ACEs to HOPEs	10/02/2022	Not Read
Protecting Vulnerable Adults	09/04/2022	Not Read
Responding to the Crime of Child Sexual Abuse Materials	08/07/2022	Not Read

- Read the article, answer the question that follows, and click the box **Submit My Answer**. Once the correct answer is verified, the system will record completion of the bulletin.

1) Which of the following is NOT a sign that a vulnerable adult could be experiencing neglect or abuse?

- A) Close relationships with family and friends, and a consistently positive attitude.
- B) A fearful or anxious demeanor, or when the adult expresses worry, fear or anxiety regarding their care provider.
- C) Apparent disorientation or confusion and far-fetched stories to explain their situation and/or circumstances.
- D) Living conditions that are inadequate or consistently unclean is cause for concern.

Submit my answer

- Repeat this process for additional bulletins that need to be read.
- Before leaving the VIRTUS website, always remember to click the word **Logout** located in the upper right-hand corner of your VIRTUS account screen. This will ensure your connection is properly closed.

Update My Account | Logout

John Doe

Diocese of Saginaw, MI

COMPLIANCE

- To be in compliance, bulletins must be read and completed by the due date. The due date is based on a 30 day time period - refer to Appendix (A) to see the *2023 Posting Calendar*.
- Safe Environment Administrators monitor compliance on a quarterly basis - refer to Appendix (C) for the *Compliance Monitoring Process*.

RESOURCES

- VIRTUS login: <https://www.virtusonline.org/virtus/>
- Compliance Coordinator, Owen Deming (989) 797-6677 / odeming@diosag.org.

APPENDIX

A. 2023 POSTING CALENDAR

Bulletins are posted on the first Sunday of each month, and must be read and completed (questions answered correctly) within 30 days of the posting date.

2023	Posting Date	Due Date
January	January 1	January 31
February	February 5	March 7
March	March 5	April 4
April	April 2	May 2
May	May 7	June 6
June	June 4	July 4
July	July 2	August 1
August	August 6	September 5
September	September 3	October 3
October	October 1	October 31
November	November 5	December 5
December	December 3	January 2, 2024

Note: The VIRTUS Training Bulletin Policy will be updated each year with the upcoming year's Posting Calendar

B. TRAINING BULLETIN REMINDERS

To help ensure bulletin e-mail reminders are delivered properly to your Inbox (not spam or junk folders), add system@pub.virtus.org to your Address Book and/or Safe List.

C. COMPLIANCE MONITORING PROCESS

- A compliance report should be run on the dates below for the preceding quarter. This is a shared responsibility between the diocesan Office of Youth and Child Protection staff and the local Safe Environment Administrators.
 - April 15
 - July 15
 - October 15
 - January 15

- If an employee has missed 2 or more bulletins, then an e-mail is sent to the person informing them of their non-compliance and the requirement to read and complete the bulletins
- If an employee has missed 4 or more bulletins, another e-mail is sent to the person and their pastor / school administrator informing them of their non-compliance and the requirements to complete the bulletins
- If an employee has missed 6 or more bulletins, another e-mail is sent to the person and their pastor / school administrator informing them they must meet with their pastor / school administrator to develop a plan for reading and completing the missed bulletins. **If the agreed to number of bulletins are not read and completed by the due date(s) in the plan, the pastor / school administrator notifies the employee they are no longer eligible to report to work until they comply.**

Procedure for generating a Compliance Report

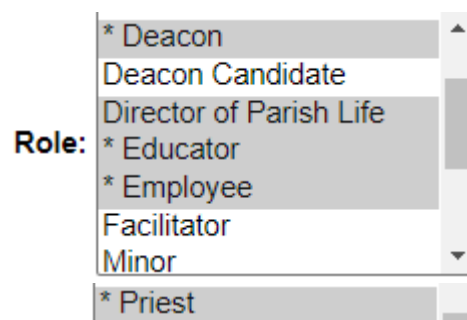
- Click on the green **Administration** tab located in the ribbon towards the top of your screen, then click on the **Compliance Reports** link located in the left menu bar.



- Next, click on **New Master Report (2022)**, found on the main center screen



- Filters
 - Choose the following filters
 - Location: click on your location
 - Role (hold down the Ctrl key, then click on the roles using your mouse):



- User Fields
 - Choose the following as a minimum (you can choose as many User Fields as you like)

User Fields

- Last
- First
- Middle
- Nickname

- Bulletins
 - Choose **Show only users who are currently active (including pending users)**

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

- Depending how you would like to view the data, click on **Run Report to Screen** (data is displayed on your computer screen) or **Export Report to CSV** (data is exported to an Excel spreadsheet).

Run Report to Screen

Export Report to CSV