



### MEMORANDUM

To: Local Administrators

From: Leah Heffernan, Office of Child and Youth Protection

Re: Updates and information: New website, Compliance Report, Summary tab

Date: July 11, 2023


The following is updated information for your work as local administrators.

1. The Office of Child and Youth Protection (OCYP) has a new website, <https://protect.diojoliet.org/>, which includes the following tabs:
  - Diocesan Review Board
  - Make a Report
  - Safe Environment Programs:
    - Information on VIRTUS and who needs a VIRTUS account
    - Link to register for a new VIRTUS account: [VIRTUS® Online \(virtusonline.org\)](http://virtusonline.org)
    - Link to VIRTUS online registration instructions for the Diocese of Joliet: [virtus-online-registration-instructions\\_diocese-of-joliet\\_3-14-2023 \(diojoliet.org\)](http://virtus-online-registration-instructions_diocese-of-joliet_3-14-2023(diojoliet.org))
    - Link to VIRTUS Helpdesk Support / FAQs: [VIRTUS® Online \(virtusonline.org\)](http://virtusonline.org), which includes assistance with:
      - User Names & Passwords / Trouble with entering existing accounts
      - Inactive / Suspended accounts
      - Registration / Preparing to attend
      - I moved / Need to transfer my account
      - Updating my existing account
    - Information on VIRTUS Child/Youth Training
    - Resources
    - Compliance Requirements Chart
  - Resources
  - Substantiated Allegations Against Clergy
  - Contact Us

- As was sent in a communication dated June 12, 2023, there is a new feature in the Compliance Report called “Expires.”
  - The “Expires” field allows local administrators to include in a compliance report the users who have compliance requirements expiring in 30, 60, 90, or 120 days. Any compliance requirements about to expire within the chosen time frame will be reflected under “Expires” in the “Details” column.


**Compliance Report**


Use this page to see user compliance status

First Name:  Last Name:  Compliant:  Active:  Expires:  

Location:  Role:  Profile:

BGC  30 days  
 Documents  60 days  
 90 days  120 days


<input type="checkbox"/>	First Name	Last Name	Role(s)	Site(s)	Active	Compliance	Details
<input type="checkbox"/>	Leah	Test	Educator	Blanchette Catholic Center (Crest Hill)	Y		Needs Attention • Training • Bulletins • SHPT • Standards • Policy • CANTS22 • Faith's Law • BGC Expires • MRT (07/10/23)



- A VIRTUS user’s “Summary” tab now includes “Expirations,” which reflects upcoming compliance requirements that will expire and the date of expiration:

**Heffernan, Leah**

Compliance Status: **Compliant** Expirations: SHPT: 11/07/2023, MRT: 03/08/2024, CANTS22: 04/26/2024, Fingerprints: 11/05/2025



- Faith’s Law is a new state law that affects all school employees/independent contractors hired **on or after July 1, 2023** to work in schools with minors. The Catholic Schools Office has sent communications about Faith’s Law to pastors, principals, and (school) presidents. Because Faith’s Law is a check of an applicant’s background with previous employers, a new Background Check type called, “Illinois State Board of Education (ISBE): Faith’s Law compliance review completed” has been added to VIRTUS under the “Background Check” tab. Please speak with your principal and/or school president for additional information.
- Updated Compliance Requirements chart: <https://protect.diojoliet.org/documents/d/child-protection/compliance-requirements-july-11-2023-pdf>

If your pastor or principal does not have local administrator rights and they wish to have them, please ask that they contact our office at [SafeEnvironment@dioceseofjoliet.org](mailto:SafeEnvironment@dioceseofjoliet.org).

Please do not hesitate to contact us at [SafeEnvironment@dioceseofjoliet.org](mailto:SafeEnvironment@dioceseofjoliet.org) with any questions.