



MEMORANDUM

To: Local Administrators

From: Leah Heffernan, Office of Child and Youth Protection

Re: Updates to Compliance Report

Date: January 18, 2024

As you may have noticed, VIRTUS has made updates to the Compliance Report.

➤ **Now when you run a Compliance Report, you will see these additional fields included in your report:**

- BGC Type
- BGC Status

☰	↕ First Name	▲ Last Name	Role(s)	Site(s)	↕ Active	↕ BGC Type	↕ BGC Status	↕ Compliance	Details
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**PLEASE NOTE:** “BGC Type” represents only name-based background checks. The “BGC Type” column indicates the name of the company that was used to conduct the name-based background check. Since February 2020, the Diocese of Joliet has only used Selection.com to conduct name-based background checks. This new feature in the Compliance Report will also reflect name-based background checks conducted by companies (i.e., ChoicePoint, First Advantage, or Premier InfoSource) used before February 2020 **that have been entered into users’ VIRTUS accounts by local administrators**. Note that when you see one of these previously used name-based background check companies in the “BGC Type” column, you will not see anything in the “BGC Status” column. The “BGC Status” column will reflect “Approved” when a background check has been completed by Selection.com and will also continue to be reflected as “Approved” in a user’s VIRTUS account under their Background Check tab.



- **Once you run a Compliance Report, you will now see three dots to the left of the “First Name” column:**

### Compliance Report

Use this page to see user compliance status

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

Location:  Role:  Profile:

BGC  Bulletins  
 Documents  Training



<input type="checkbox"/>	⋮ First Name	Last Name	Role(s)	Site(s)	Active	BGC Type	BGC Status	Compliance	Details
<input type="checkbox"/>			Volunteer		Y	Selection	Approved		

When you click on the three dots, you will see a box which includes the choices of fields you can either select or de-select to be a part of your Compliance Report by clicking the box to the left of the respective field:

- First Name
- Last Name
- Email
- Role(s)
- Site(s)
- Active
- Training
- Training Exp.
- BGC Type
- BGC
- BGC Exp.
- BGC Status
- Compliance
- Details

Please note the following explanations of the fields:

- **First Name:** should reflect legal first name as it appears on driver’s license/State ID/passport
- **Last Name:** should reflect legal last name as it appears on driver’s license/State ID/passport



- **Email:** user’s email address; this is the address that will be used by VIRTUS and OPCY to send any information to the user
- **Role(s):** the user’s role(s) at their location
- **Site(s):** the location (i.e., parish, school, other agency) where the user is ministering/working/volunteering
- **Active:** indicates users who are currently ministering/working/volunteering at a Diocese of Joliet location
- **Training:** the most recent safe environment training created by VIRTUS that was completed
- **Training Exp.:** expiration date of the most recent safe environment training created by VIRTUS that was completed
- **BGC Type:** name of name-based background check vendor used to conduct name-based background check
- **BGC:** date of most recent name-based background check completed
- **BGC Exp.:** expiration date of most recent name-based background check completed
- **BGC Status:** “Approved” reflects that a Selection.com name-based background check has been completed and the user is “Approved” to work/volunteer (this is also reflected in a user’s VIRTUS account under their Background Check tab)
- **Compliance:** a **green +** indicates the user is compliant with diocesan safe environment requirements; a **red –** indicates a user is not compliant with diocesan safe environment requirements
- **Details:** if a user is not compliant, reflects what is missing under “Needs Attention”; also can show compliance requirements due to expire reflected in “Expires” field

- **Use the “Expires” field to determine if any users at your location will have a compliance requirement expired or expiring by following these steps:**
1. Select 30, 60, 90, 120, 180 days, or 1 year from the dropdown box
  2. Select “Show All, Show Expiring Only” or “Show Expired and Expiring”
  3. Click “Run Report”

### Compliance Report

Use this page to see user compliance status

First Name:	Last Name:	Compliant:	Active:	Expires:	
<input type="text"/>	<input type="text"/>	- Any -	Yes	30 days	
Location:	Role:	Profile:	Items:		
- All -	- All -	- All -	<input checked="" type="checkbox"/> BGC <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> BGC <input checked="" type="checkbox"/> Tr		
<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"/>	<input type="button" value="Inactivate"/>

- Select -

30 days

60 days

90 days

120 days

180 days


1 year



Compliant:  - Any -  Active:  Yes Expires:  30 days  Show All  Show Expiring Only  Show Expired and Expiring

Items

- BGC  Bu
- Documents  Training



We hope that you find these additions to the Compliance Report helpful. If you have any questions, please do not hesitate to contact us at [SafeEnvironment@dioceseofjoliet.org](mailto:SafeEnvironment@dioceseofjoliet.org).