**Diocese of Joliet** 

Office of Child & Youth Protection



Blanchette Catholic Center 16555 Weber Rd. Crest Hill, Illinois 60403 www.diojoliet.org

## **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
  - DCC Status

BGC Status								
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: 🗌 🕴 First Name	Last Name	Role(s)	Site(s)	Active	BGC Type	BGC Status	Compliance	Details

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.

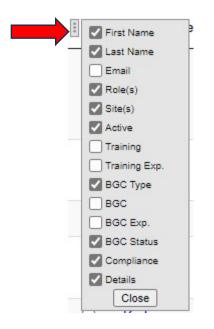
> Updates to Compliance Report January 18, 2024 Page 1 of 4



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

First Name:	Last Name:		Active: Expires:					
		- Any - 🗸	Yes  30 days Show Only Expiring					
Location:	Role: Profile							
- All - 🗸	- All -	BGU						
Run Report Reset	Cancel Export	Jpdate Inactivate	uments 🔽 Training					
					$\frown$	$\square$		
🕴 🗌 🖕 First Name 🔺 Last Name	Role(s)	Site(s)		Active	BGC Type	BGC Status	Compliance	

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:



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

Updates to Compliance Report January 18, 2024 Page 2 of 4

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- **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 namebased 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 Re	port							
Use this page to see us	er compliance statu	IS					$\mathbf{+}$	
First Name:			Last Name:			Compliant: Active: - Any -  Yes	Expires: 30 days	•
Location: - All -	~	Role: - All -	~	Profile: - All -	~	BGC B	- Select - 30 days 60 days	
Run Report	Reset	Cancel	Export	Update	Inactivate	Documents T	n 90 days - 120 days 180 days 1 year	

Updates to Compliance Report January 18, 2024 Page **3** of **4** 



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 <u>SafeEnvironment@dioceseofjoliet.org</u>.