



Archdiocese of Seattle Safe Environment Program

Guide to Creating a Master Report by Location

This report should be created every couple of months.

The Master Report is a tool to assist you with monitoring Safe Environment Program compliance for all active employees and volunteers at your location. It is an “at-a-glance” report that helps you review each individual and the status of their SEP requirements without having to go back and forth between individual profiles.

1. On your Administration Tab click “Master Report”. (See the red box in the figure below.)

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
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 - Required Documents
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- Resources
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VIRTUS Online Administration

Main Reports

- Master Report
- Compliance Report
- Compliance Audit—Chart C/D Combo
- Renewal Report

Quick Actions

- Approve users
- Schedule a session

Other Reports

- Activity Report by Location
- Activity Report by User
- Background Check Report
- Calendar of Scheduled Training
- Compliance Audit—Required Documents
- Live Training Report
- Training Bulletin Report

User Search

Enter a piece of information about the user:

(user id, first, last, email)

Show inactive users:

2. This will open a new page to set the parameters of your report.
3. Set your filters: *(See example in the figure below.)*
 - Choose your location in the Location filter. If you are responsible for more than one location, plan to create a separate report for each location.
 - At a minimum choose “Volunteer” and “Employee (Parish/Parochial)”. Hold down the “ctrl” key at the lower left of your keyboard to highlight multiple entries. *Locations are not responsible for priests, deacons, seminarians or candidates for ordination.*
 - Profile: choose “User”.
 - Continuing Training: choose “Required: Per policy”.

Master Report

Filters

Location:

- All Saints Catholic Church (Puyallup)
- All Saints School - Puyallup (Puyallup)
- Archbishop Brunett Retreat Faith Formation Center at the Palisades (Federal Way)
- Archdiocese Seattle Seminarian (Seattle)
- Archdiocese of Seattle - Pastoral Care (Seattle)
- Associated Catholic Cemeteries (SEATTLE)

Role:

- Facilitator
- Faith Formation/Youth Ministry Volunteer
- Parent Volunteer
- * Priest
- Seminarian
- * Volunteer

Profile:

- Administrator
- Default
- Due for the PLACT Sports as Ministry Training
- Reviewer
- User

Continuing Training:

- Required: Printed
- Childrens Program Only
- Completed: Access
- Completed: No Access
- Suspended
- Required: Per policy

- Not Required
- Required: Bulletins
- Required: Printed
- Childrens Program Only
- Completed: Access
- Completed: No Access

If you have ushers or money counters who are not required to do training or sign policies, then be sure to also add the “Not Required” option.

4. Select the User Fields. The fields checked below are sufficient, but feel free to add more if you wish. However, if you have too many fields it will bog down your report.
- Last name/First name identifies each individual.
 - Email and daytime phone provide contact information.
 - Position/Title is the user's description of what they do in the parish/school.

User Fields

- Last
- First
- Middle
- Nickname
- Salutation
- Login ID
- Email
- Account Status
- Primary Location
- Primary Location ID
- All Locations [\(select to find users in secondary sites\)](#)
- Roles in primary location only [\(select to limit roles to only those in the user's primary location\)](#)
- Roles Linked to Location
- All Roles
- Profile
- Language
- Position/Title
- Facilitator Tab
- Educator Tab
- Continuing Training Status
- Contact with minors
- Contact with vulnerable adults
- Address
- Address 2
- City
- State
- ZIP
- Daytime Phone
- Evening Phone

5. Select the Background Checks Fields. Check all the boxes as indicated below.

- The first box (with blue lettering) will ensure that you only have one column indicating the most recent background check date.
- We pull both employee and volunteer results from our old vendor, CICS, and our new vendor Trak-1.

Background Checks

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

- CICS: Employee
- CICS: Volunteer
- Trak1: Credit Report Only
- Trak1: Education Verification Only
- Trak1: Employee Package
- Trak1: Employee Package + Credit
- Trak1: Employee Package + Education Verification
- Trak1: Employee Package + Education Verification + Credit
- Trak1: Integration Test Package
- Trak1: Volunteer Package

6. Select the Required Documents Fields. Check all the boxes as indicated below.

- The first box (with blue lettering) will ensure that you only have one column indicating the most recent date that a user signed off on the SEP personnel policies.
- We currently only have one set of policies in use.

Required Documents

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

- Backgroundcheck Questions
- Safe Environment Church Personnel Policies
- Coach Verification (inactive)
- Code of Conduct (inactive)
- Code of Professional Conduct for Church Personnel (inactive)
- Code of Professional Conduct for Church Personnel (inactive)
- Reporting Suspected Abuse or Neglect of Minors and Vulnerable Adults (inactive)
- Safe Environment Program Church Personnel Agreement (inactive)
- Sexual Abuse Sexual Misconduct Sexual Harassment Policy (inactive)

7. Select the Training Fields. Check all the boxes as indicated below.

- The first box (with blue lettering) will ensure that you only have one column indicating the most recent training date.
- We currently only have one Live class (*PGC for Adults*).
- We have used nine online training modules over the past years.

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

Online

- Annual Volunteer Safe Environment Online Training—2019
- Bullying/Cyberbullying
- Child Sexual Abuse Awareness Module 1.0
- Healthy Choices for Teens 1.0_Expanded with Safe Environment Information
- Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component
- Keeping the Promise Alive
- Keeping the Promise Alive 3.0
- Keeping the Promise Alive 3.0 (Spanish)
- Manteniendo Viva la Promesa
- Protecting All Children™ Online Awareness Session
- 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
- Safe Environment Awareness Program for International Priests
- Sexual Harassment - Módulo de Capacitación en Línea Sobre Acoso Sexual 1.0 (Español)
- Sexual Harassment Online Training Module 1.0
- Technology and Virtual Boundaries Awareness: Online Communication With Youth
- Technology and Virtual Boundaries Awareness: Online Communication With Youth (Spanish)
- Vulnerable Adults Training Module
- Vulnerable Adults Training Module (Spanish)
- Vulnerable Adults Training Module 2.0

8. Select the final Parameters. Check the circle only, as indicated below.

- We do not require users to read any bulletins, so leave the Bulletins box unchecked.
- We want the report to only include currently active users, even those waiting to sign up for a class or have a pending status in their profile.

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: (e.g. audit period)

Show facilitators only

Show local administrators only

Show only users who are inactive

Show all users (including inactive users)*

9. Click "Export Report to CSV".

10. On the next page, click the "Download the report" link as indicated in the red box below. *(Sorry for the poor screen shot!)*

Master Report

[Download the report](#)

[Return to the report menu](#)

11. Excel Spreadsheet

- An Excel spreadsheet will be created and it may initially look something like this. *Don't be alarmed! You simply have to open up (widen) the columns to see all the data!*

Last	First	Email	Position/Title	Daytime Phone	Training	Background Check	Document
[REDACTED]	[REDACTED]	[REDACTED]	Catechist	2.53E+09	8/30/2022	9/19/2021	9/27/2018
[REDACTED]	[REDACTED]	[REDACTED]	Youth mini	2.54E+09	7/27/2022	7/4/2022	7/4/2022
[REDACTED]	[REDACTED]	[REDACTED]	Faith Formation Teach		#####	#####	#####
[REDACTED]	[REDACTED]	[REDACTED]	CCD teacher		8/21/2018	8/14/2018	#####
[REDACTED]	[REDACTED]	[REDACTED]	@gmail.com		#####	10/4/2022	#####
[REDACTED]	[REDACTED]	[REDACTED]	Food Bank Volunteer,		#####	#####	#####
[REDACTED]	[REDACTED]	[REDACTED]	Volunteer	2.54E+09	#####	8/5/2019	8/5/2019
[REDACTED]	[REDACTED]	[REDACTED]	Food Bank	2.53E+09	10/8/2020	10/7/2020	#####
[REDACTED]	[REDACTED]	[REDACTED]	Grounds M253-344-78	10/7/2021	6/9/2021	6/9/2021	
[REDACTED]	[REDACTED]	[REDACTED]	Community	2.54E+09	2/11/2022	3/11/2022	2/27/2018

12. Adjust the columns to show all the information clearly.

- Sensitive information has been blocked out.
- The Position/Title helps determine if someone is subject to all three requirements or not.
- Documents – one time requirement only for those having contact with minors/vulnerable adults. A blank means the policies have never been signed.
- Background check and Training – must be current within the past 3 years from date of the Master Report.
- Highlight in yellow all non-compliant dates.

Last	First	Email	Position/Title	Daytime Phone	Training	Background Check	Document
[REDACTED]	[REDACTED]	[REDACTED]	Catechist	[REDACTED]	8/30/2022	9/19/2021	9/27/2018
[REDACTED]	[REDACTED]	[REDACTED]	Youth ministry	[REDACTED]	7/27/2022	7/4/2022	7/4/2022
[REDACTED]	[REDACTED]	[REDACTED]	Faith Formation Teacher		12/26/2017	10/13/2022	10/22/2016
[REDACTED]	[REDACTED]	[REDACTED]	CCD teacher		8/21/2018	8/14/2018	12/14/2017
[REDACTED]	[REDACTED]	[REDACTED]	Custodial, CYO		Blank on CSV	12/6/2017	3/7/2015
[REDACTED]	[REDACTED]	[REDACTED]	Marriage Mentor		5/10/2022	5/2/2022	5/1/2017
[REDACTED]	[REDACTED]	[REDACTED]	leader	[REDACTED]	Blank on CSV	Blank on CSV	10/26/2016
[REDACTED]	[REDACTED]	[REDACTED]	Vacation Bible School	[REDACTED]	6/16/2016	6/15/2016	6/15/2016
[REDACTED]	[REDACTED]	[REDACTED]			Blank on CSV	9/29/2009	Blank on CSV
[REDACTED]	[REDACTED]	[REDACTED]	volunteer jail chaplain		Blank on CSV	5/18/2011	Blank on CSV

- After highlighting all non-compliant dates, set to work on those users who are out of compliance.
- Determine if the user is still active or not. Often times they are no longer serving or employed at the location but their Virtus profile never got inactivated. You may want to call them to verify status.
- *Any profile listed as “active” in Virtus will show up in your Master report as an active user regardless of whether they truly are currently active or not!*
- The Position/Title helps determine if someone is subject to all three SEP requirements or not. If their role does not include contact with minors or vulnerable adults, they may not need to meet all requirements. Some parishes have stricter policy regarding the SEP requirements for volunteers.
- For those who are inactive, inactivate their profile in Virtus and cross their name off your Master Report. There is no further follow up needed.
- For those who are active:
 - Contact them by phone or email and let them know they are out of compliance for _____ SEP requirement(s).
 - Give them a couple of weeks to come into compliance.
 - After two weeks, follow up with them again. If they have come into compliance, great, they are good to go. If they have not come into compliance then send an email (so you have written documentation) and give them a few more days.
 - After a few more days, if they still have not come into compliance then speak with your administrator/pastor. Volunteers who have been given sufficient time/notification to become compliant and have not done so are subject to a suspension of their volunteer ministry until such time that they become compliant.
 - Update your Master Report with new dates as users come into compliance.
 - Save your Master Report with any notations as documentation of your follow up with compliance process.