



Archdiocese of Seattle

Safe Environment Program

Guide to Processing New Virtus Profiles & Sync with ParishStaq

This guide should be followed for all new users by all locations.

This guide is intended to assist local SEP Coordinators in ensuring that accurate information is contained in all new Virtus profiles and that the new profiles are synced with the ParishStaq database promptly after they have been created. *Please note that ParishStaq migration is taking place in waves and this information is intended for use once your parish location has migrated to ParishStaq.*

The Archdiocese of Seattle uses the VIRTUS program along with the VIRTUS database to comply with the Safe Environment Program requirements. Upon hire or beginning volunteer work within the Archdiocese of Seattle, all employees; all volunteers having contact with minors or vulnerable adults; and all volunteers handling money will need to create a profile in VIRTUS *if they have not done so in the past*. The profile allows them to submit a background check, sign off on the Safe Environment Personnel Policies and register for an initial in-person training called *Protecting God's Children for Adults*.

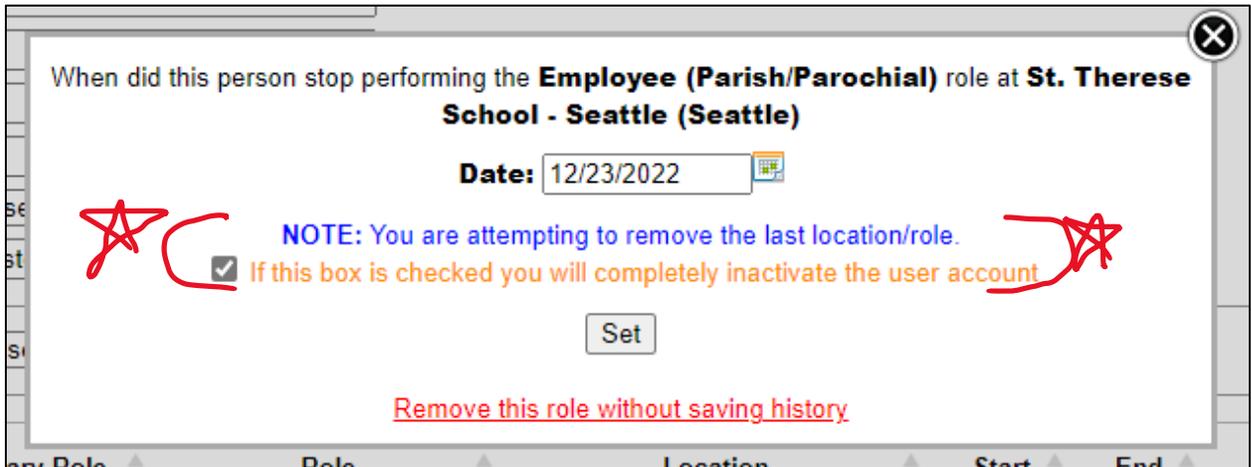
The new Virtus profiles must be reviewed for accuracy and then synced with the new parish data systems program ParishStaq. This will allow locations and their ministry leadership to easily view whether or not a particular person is current with their Safe Environment requirements. Details of SEP requirements will be maintained in Virtus. The information contained in ParishStaq will only indicate a “green” (totally current with requirements) or “red” (one or more requirements are not current). Locations and their ministry leaders will be responsible for reminding volunteers (and employees) to complete SEP requirements if they are not current.

For questions or concerns please contact the Archdiocesan Safe Environment Office at (206) 274-3188 or sep@seattlearch.org.

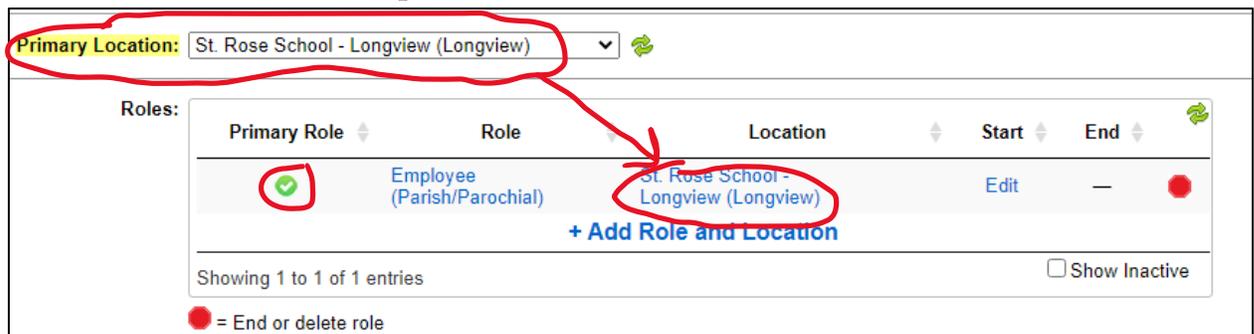
PROFILE REVIEW PROCESS:

1. The onus of creating a new profile is on each individual user (employee or volunteer).
2. Once a new profile is created, the local SEP coordinator will receive an email notification from Virtus.
3. Upon receiving the new profile notification from Virtus, please access the new profile and review the information for accuracy. The profile will remain “**in process**” until the initial training class has been approved, if applicable.
 - a. Verify that the **Email field** is populated. This ensures reminders will get to the user when sent.

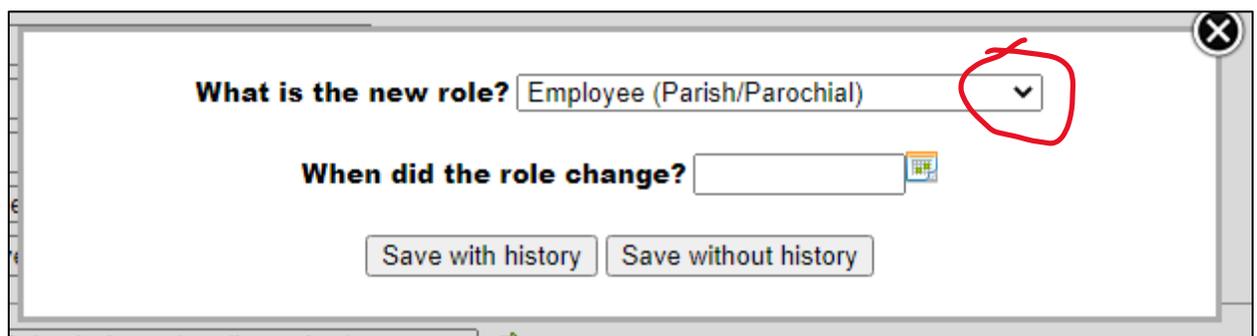
- b. Verify **location**, especially for discrepancy between parish and school if there is a school at your location. It is common for parent volunteers to choose the parish as their location and not the school.
- c. Please inactivate any/all inaccurate locations by clicking on the red stop sign  symbol. It will bring up a window like this:



- d. DO NOT use this prompt if there is only one location listed. Otherwise you will inactivate the profile.
- e. If the location is incorrect, add the correct location first, then go back and inactivate the incorrect location.
- f. Verify that the **Primary Location**  is the same in the two places.



- g. Verify **Primary Role**. If it is incorrect please update it. Click on the role itself (the blue letters) and it will bring up a new window. Click on the drop down arrow for the list of alternate choices. Choose the appropriate role. You may enter the date or not. Then click “Save with history”.



- 'Employee' OR 'Educator' is chosen as the primary role if the user is employed at your location.
- **EDUCATOR** is only used for covenanted Catholic School teachers, whether full time or part time. Please make changes for a user who is not a Catholic School teacher. "Educator" implies that the user is employed by the Catholic School. Do NOT assign as Employee.
- **EMPLOYEE(Parish/Parochial)** is used for all parish or school hired staff other than Educators. EXAMPLE: school teaching aide, school custodian, school librarian (unless a covenanted teacher), office assistant, parish faith formation director, maintenance staff, parish musician, administrative staff, etc.
- **Substitute teachers** are hired and managed through the Office of Catholic Schools sub-pool and should not be listed at the school location. If a teacher is *hired locally by the school* as a substitute teacher (not part of OCS sub pool) then the employee is considered an Employee for that location.
- **Clergy, Seminarians, Candidates for Ordination** are managed through the Office of Vicar for Clergy and should not have the parish location listed.
- **VOLUNTEER** is used for all non-employee users at a parish location. **FAITH FORMATION VOLUNTEER** indicates a volunteer in any faith formation capacity, including parents. **PARENT VOLUNTEER** indicates that the user is volunteering at the parish school. It may be that a person volunteers in both the parish and the school, in which case there would be an entry for each, with the Primary Role denoted with: 

h. Verify **Title or Function**. If it is incorrect please change. Examples listed below.

 = End or delete role

Title or Function:

Local Coordinators:

 = End or delete role

Title or Function:

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 = End or delete role

Title or Function:

 = End or delete role

Title or Function:

- i. Verify **Contact with Minors or Vulnerable Adults**. Use the drop down arrows to change the response. If the user's Title or Function indicates that their work puts them in contact with minors or vulnerable adults then the answers must be "Yes" for the first two questions.

Contact w/ Minors or Vunerable Adults?:	Yes	▼) *
Contact w/ Vulnerable Adults?:	Yes	▼	
Supervisor or Manager?:	No	▼	
Group:	-- Please select --		
Contact w/ Minors or Vunerable Adults?:	No	▼) *
Contact w/ Vulnerable Adults?:	No	▼	
Supervisor or Manager?:	No	▼	

- 4. Ensure that the **Background Check** is complete or pending. Ensure that the **Required Documents** have been signed off if applicable for the title or function. Ensure that the user has signed up for **Training Session** if applicable. (Remember, those who do not have contact with minors or vulnerable adults are not required to sign off on the policies or take the training – until such time as their position changes into work that puts them in contact with minors or vulnerable adults.)
 - a. Example of completed Background Check and Documents sign-off, but this user did not sign up for a class.

Background Check: Trak1: Employee Package - 04/06/20 - complete ★ (View background check info for this user...) (Record a background check for this user...) (Force background check prompt for this user...)
Required documents: Safe Environment Church Personnel Policies - 04/03/20 ★ (View required document info for this user...) (Record a required document for this user...) (Force document prompt for this user...)
Training session: This user did not provide session information during the registration process. (Make changes...)
Notes:

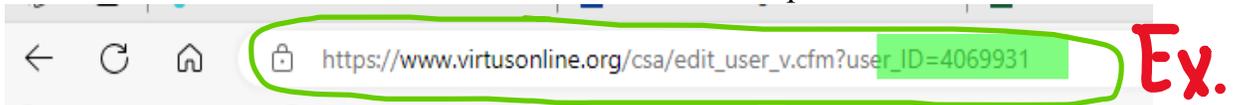
- b. Example of potential problem with the Background Check. Click on "View background check for this user" to determine the problem. Again, not registered for training.

Background Check: Trak1: Employee Package - 11/09/22 - incomplete Trak1: Employee Package - 09/12/22 - complete ★ → (View background check info for this user...) (Record a background check for this user...) (Force background check prompt for this user...)
Required documents: Safe Environment Church Personnel Policies - 05/05/22 (View required document info for this user...) (Record a required document for this user...) (Force document prompt for this user...)
Training session: This user did not provide session information during the registration process. (Make changes...)

- c. Example of profile that was “abandoned” in process of creating it. The user did not complete a Background Check, nor sign off on Required Documents or sign up for a Training Session. This user is fully out of compliance and should not be working until requirements are complete.

Background Check:	None View background check info for this user... Record a background check for this user... Force background check prompt for this user...
Required documents:	None View required document info for this user... Record a required document for this user... Force document prompt for this user...
Background questionnaire:	View background questionnaire answers for this user...
Training session:	This user did not provide session information during the registration process. (Make changes...)

- 5. Obtain the Virtus ID from the URL of the individual’s profile:



- 6. It is **IMPORTANT** that you *verify this number to the particular user prior to moving forward*. Access ParishStaq and enter the unique Virtus login ID into the parishioner’s ParishStaq profile.

- a. The Virtus ID field is under the Custom Fields section of each member’s profile.
- b. Once you have located the proper **EDIT PROFILE** click on the Edit Profile button.
- c. Scroll down to the very bottom, under Custom Fields to find the Virtus ID field:

Having this Virtus ID in the ParishStaq program will eventually allow for the integration of the two systems. This will result in ministry leaders being able to view whether a particular volunteer or employee is compliant with their Safe Environment Requirements from within ParishStaq.