

From: Safe Environment <mail@flocknote.com>
Sent: Friday, February 3, 2023 5:18 PM
To: Anna Delaney
Subject: February Review, Vulnerable Adult training, and more!

Office of Safe Environment Diocese of Madison

Local Administrator News



February - review time for your Safe Environment list!

Each spring we send a spreadsheet export from Virtus of your current employees and volunteers. Please take some time to review and send back this list so we can update your users in Virtus and be better prepared for our Diocesan SE audit.

Best Practice tips to review this are:

- Sort by Employees/Educators first and see if we're missing anyone. (Educators are Teachers in our Schools only-not Catechists)
- Send or share the list with different leaders in your ministries asking them to mark only those Active in their ministry.
- Mark as inactive all users that haven't been currently active in the



New Vulnerable Adult Video- We've activated a new Vulnerable Adult training video in Virtus, which is an add on to the normal requirements. This is recommended for those who minister to Disabled or Vulnerable adults.

Adding Vulnerable Adult training in Virtus

**Is your Safe Environment Summary in
your employee files?**

last year. (we can always bring them back!)

Thank you ahead of time as this helps for us to prove we've gotten parish feedback on all employees and volunteers and helps us to better express our efforts on our yearly Safe Environment Audit.

Virtus has a printable Summary tab listing the most recent date on the 3 components for Safe Environment requirements? Please click the link below to for directions to print these out.

Summary SE Requirement report

Tips for users signing up again as New Users

To save time, many of our Local Administrators just ask someone to sign up again as a new users. But sometimes the user gets an error and the system won't let them. Well, mystery solved! If the user enters in the same first name, last name and email the system will recognize that an account already exists.

If you want to bypass this catch in the system, please first remove the user's email and pop it in the notes, and save the record. Then, the users can create a duplicate account, and we are still able to identify the user based off of the notes which list their current email.



Sent by Anna Delaney

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