

Important Safe Environment Updates

From Safe Environment <mail@flocknote.com>

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DIOCESE of
MADISON

OFFICE OF
SAFE ENVIRONMENT

Important Safe Environment Updates:

- The auto-assign function in Virtus is live for users who are out of 5-year compliance with their Safe Environment Requirements. Thank you for your patience with this as it has been rolled out.
- Users will no longer be "prompted" but "assigned" the requirements that are past 5 years. The requirements that need to be completed to be in compliance will be assigned in a user's "HOME" tab. They are not being "prompted" as they were previously, where requirements auto started upon Virtus login. The out of compliance requirements may be assigned one at a time- meaning that, for example, the training may be assigned first, and after that is complete, the documents will be assigned.



Home Parents My Diocese Administration

Home

Message Center

Required Documents



No Action Needed

Current Training



You have no modules assigned

Background Checks



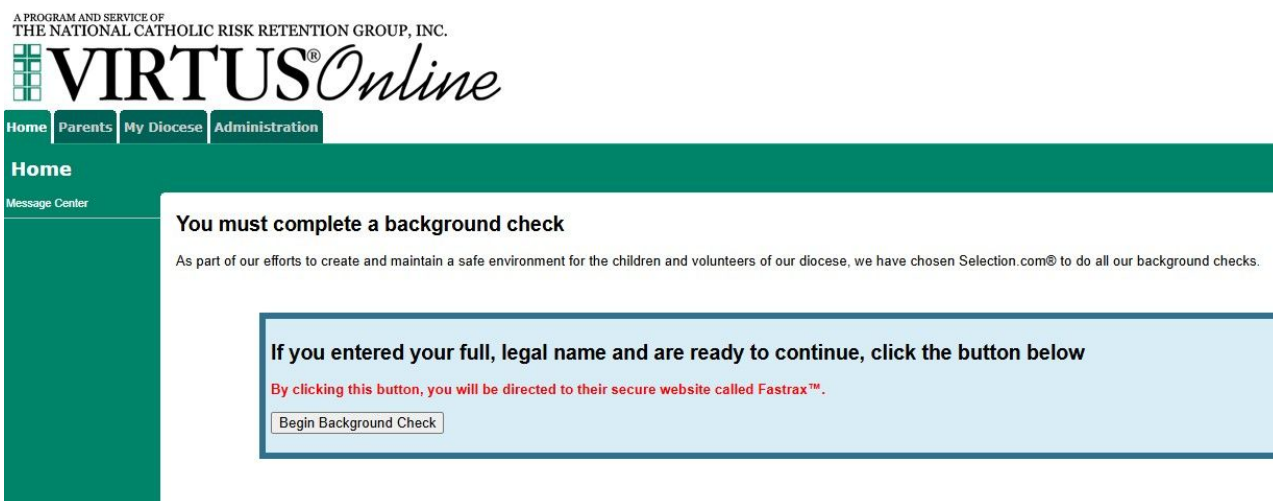
Your background check is current

Training History



You have not attended any sessions
You have not completed any modules

- The ability for local administrators to prompt background, docs, and assign training was originally removed when the Virtus auto assign went live. These options have been restored to Local Administrators on the off chance that Local Administrators would like to prompt these requirements manually. We were assured by Virtus that prompting requirements even if already assigned by the system would not cause the user to have to complete the requirements multiple times or cause any other issues.
- A quick reminder that once Virtus displays the following screen, the background check has started, even though the user has not yet clicked on the "begin background check" button. Exiting out of Virtus at this point will lock the background check and the user will not be able to complete. You, as the Local Administrator, will then need to reach out to the Office of Safe Environment to unlock the background and have it re-prompted for the user.



- Users will continue to be prompted automatically for their requirements - background, training, and required docs - 30 days prior to them falling out of compliance.
- The best place to monitor if users are in compliance is the Compliance Report. You will have to reach out to any user who is not responding to the Virtus assignments/emails and ask them to complete the requirements.
- Continue to keep your user lists up to date by inactivating individuals who are no longer at your parish.
- We have a large number of users who do not have email addresses in Virtus. This is now a requirement when signing up for a Virtus account. However, if a current user does not have an email account, they will not be notified by Virtus that they were prompted for these requirements. Please reach out to these users to update their email address and to also let them know that they were assigned any requirements that were past the 5-year requirement.

- There is a 6-month grace period from effective date of July 1 to be in full compliance with the 5-year renewal requirements (January 1, 2026).
- Just as a reminder, the following are required to complete the Safe Environment Requirements in Virtus, per the Bishop's promulgated policy: *The Safe Environment requirements apply to all clerics (bishops, priests, and deacons) incardinated in the Diocese of Madison; to all diocesan clerics not incardinated in the Diocese of Madison but serving in any capacity here; to all seminarians and deacon candidates affiliated with the Diocese of Madison; and to religious and lay men and women employed by, **stably volunteering with, or having any contact with minors in the Diocese of Madison, its parishes, schools, institutions, offices, or programs.***

Thank you again for everything that you do to ensure we are protecting God's children.

If you have any questions, please feel free to reach out to the Office of Safe Environment at OSE@madisondiocese.org.



Sent by Emilia Blake

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