

## Explanation of Compliance Details Report

The Compliance Details Report is a report generated from the Safe Environment Database that reflects the compliance of a location (school, parish, or other) and the individuals at that location. By compliance we mean compliance with the Safe Environment Program which includes the Virtus® Training, the Fidelitec® Background Checks, and the Statement of Receipt and Agreement of the Diocesan Policy.

As you look at the report, the very first page has the report title (**Compliance Details Report – By Site**) at the top and the date of the report underneath the title. The **Report Date** shows when the report was run and reflects compliance up to that date. If there are training sessions scheduled or you recently sent in background check forms and statements of receipt and agreement, the report may not reflect that.

Underneath the Report Date, you see a row of column headings. The **Report Key** at the very bottom of the page shows what the abbreviations stand for, but I'll go into detail here. The headings are:

**Status:** This column shows the status of the individuals. They are either an Employee or a Volunteer. Any individual with an Inactive status will not show up on this report.

**Req. PGCF:** If an individual has a checked box in this column, they are required to be a Facilitator because of the position they hold at your location.

**PGCF:** If an individual has taken the Protecting God's Children for Facilitators training session, the date of their session will be in this column.

**PGCA:** If an individual has taken the Protecting God's Children for Adults training session (the Virtus Awareness session), the date of their session will be in this column.

**SRA:** If an individual has received the Diocesan Policy booklet and sent in their Statement of Receipt and Agreement, the date they signed the statement will be in this column.

**BCC:** If an individual had a background check run and they were cleared by the Diocese to perform their specified function, the date the background check was run will be in this column.

**DCC:** If an individual had a driver's check run and they were cleared by the Diocese to drive others, the date their driver's check was run will be in this column.

**CCC:** If an individual had a credit check run and they were cleared by the Diocese to handle accounts and finances, the date their credit check was run will be in this column.

Underneath the column headings you will see the **Site Name and Location** for which this report was run. Underneath the Site Name and Location you will see the **Profiles** and under each Profile, you will see the **Names of Individuals** that are listed under that Profile (For more info on the Profiles, see the Compliance Chart Based on Profiles). For each Individual, you can look across the column to see his/her data for the column headings Status, Req. PGCF, PGCF, PGCA, SRA, BCC, DCC, and CCC. **You will either need to change their profile to one that matches their completed compliance types or get them into compliance as soon as possible.**