



Code of Conduct - 2022

Context of Changes
Signature Requirements
Running reports in VIRTUS
Recording Code in VIRTUS
Options for Communicating to your Parish

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What?

- Code of Conduct 1.5 - Substantive Change from 2015 version
- Requires new signature
- Any who have only a signature on a version prior to June 27, 2022 are not considered Safe Environment compliant.
- Previous versions should no longer be used!
 - Change on website
 - Change in volunteer/employee packets



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Where can I find it?

- [Mission Support Website – Knowledge Base](https://missionsupport.archden.org/knowledgebase/2022-code-of-conduct/)
 - <https://missionsupport.archden.org/knowledgebase/2022-code-of-conduct/>



- [Site Administrator Resources - archden.org](https://archden.org/protection/site-administrator-resources/)
 - <https://archden.org/protection/site-administrator-resources/>



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Changes?

- History of changes on pg. 2 of 2022 Code of Conduct
- Pages 16-17, there are 6 disqualifying offenses that will prevent someone from being a Church Worker (paid employee or volunteer with minors) and an appeal process, when special circumstances might warrant an exception.
- Social Media policy on page 27 has been updated and expanded to include more specific language.



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Who? Where?

- All AOD Employees
 - In PayCom
 - Recorded in VIRTUS
 - *PayCom electronic signature can be manually entered into VIRTUS (instead of having employees sign in VIRTUS)*
- All Volunteers with Minors
 - Recorded in VIRTUS (electronic signature or manual entry)
 - Electronic signature valid throughout AOD; no hard copy
 - If hard copy signed, entity should keep hard copy
- New employees to PayCom or new self-registrants to VIRTUS will automatically sign the 2022 Code of Conduct



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Deadlines

- Employees – Please complete by August 15th as requested by the Office of People Support.
- Volunteers with minors – Please complete for active volunteers by August 15th, or if not possible, before their return to their work with minors.
- Extensions...



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2 Parts... Signature and Recording

How Signature obtained	How to record in VIRTUS
Hard Copy	Administrator enters manually and indicates parish signed at. Hard Copy must be retained
Electronically in VIRTUS by self registration or by assigned prompt	Automatically records. No hard copy or specific location indication needed.
Electronically only in PayCom	Administrator enters manually and indicates "PayCom". No hard copy needed



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Options for Getting Signatures

- Collect hard copy signatures – in person or through email/PayCom
 - Manual recording needed in VIRTUS
- Collect Electronic Signatures –
 - General (i.e. FlockNote) Communication followed by VIRTUS prompt.
 - Individual Customized Communication



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Using VIRTUS

- Running Reports – Who is still missing a Code?
 - Compliance Report
 - Confirming Code is assigned
- Recording a hard copy signature (or electronic PayCom signature)
- Instructing Volunteers on Electronic Signature
 - User Id/Password
 - Sending Communications



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Running a report of users

Administration Tab/
Compliance Report (Quick Links)

Click only “Documents” in Items box

Choose “No” in Compliant drop down

Filter by location or role as needed

Run Report

Work off screen or Export

Compliance Report

Use this page to see user compliance status

First Name: Last Name: Compliant: Active:

Location: Role: Profile:

BGC Bulletins
 Documents Training

<input type="checkbox"/>	First Name	Last Name	Role(s)	Site(s)	Active	Compliance	Details
<input type="checkbox"/>	Test	AOD Other	Employee	Archdiocese of Denver Other (Denver)	Y		Needs Attention • Refresher Training • Initial Live Training • BGC • COC
<input type="checkbox"/>	Betty	Baffo	Employee	Archdiocese of Denver Other (Denver)	Y		Needs Attention • BGC • COC
<input type="checkbox"/>	Maria Laura	Castra	Employee	Archdiocese of Denver	Y		Needs Attention



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Confirming CoC assignment

On Individual Record

"Required Documents" tab

"Remove Required Document Prompt" = Code is assigned

"Force Required Document Prompt" = Code is not assigned

AOD Other, Test
 General Contact Info Private Background Check Required Documents
Required Documents
 There are no document receipt records for this user.
 Record a document for this user
 Remove Required Document Prompt

AOD Other, Test
 General Contact Info Background Check Required Documents
Required Documents
 There are no document receipt records for this user.
 Record a document for this user
 Force Required Document Prompt

Complete list of Assigned

Administration

User Reports (left menu)

Users with an active Required Document prompt

Choose to run to screen or export list

Reports
 Compliance Reports
 User Reports
 Training reports
 Background Checks
 Required Documents
 Location Report
 AOD Administrator Documents

- **Users without Roles Report**
Displays a list of users that do not have roles associated with their
- **Users with No Required Documents**
Displays a list of users that do not have any required documents r
- **Users with an active Required Document prompt**
Displays a list of users who have an active document prompt
- **Users with No Background Check**
Disnplays a list of users that do not have and background checks r

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Recording Code of Conduct

Find User Record

"Required Documents" tab

"Record a document for this user"

If recording hard copy note location (parish/school) (remove name)

If recording PayCom electronic signature note "PayCom"

AOD Other, Test
 General Contact Info Private Background Check Required Documents
Required Documents
 There are no document receipt records for this user.
 Record a document for this user
 Remove Required Document Prompt

Add Document Record

Document Name: Code of Conduct
 Date: 7/17/22
 Recorded By: Blessed Sacrament
 Comments:
 Save Cancel Delete

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Communicating to your parish/school

- Flockote – General Announcement
 - Then “Email account info”
- Email to individual users
- [Site Administrator Resources - archden.org](http://archden.org) for sample messaging.
- Mail Merge options with Master Report – contact OMAAP



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How do I find user's id/password?

Administration

Users

Select User to view full record

User ID – visible/editable

Password – reset and save

Email – update!

“Email account info” – Option for sending password



Facilitator, Test

General | **Contact Info** | Background Check | Required Documents | Training | Summary

User ID:

Password:

Salutation:

First Name:

Middle Name:

Last Name:

Nickname:

Suffix:

Email:

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Templates/Resources

← Office of Minor and At-Risk Adult Protection

Site Administrator Resources

2022 Code of Conduct Roll Out Documents/Resources

Template Communications regarding Code of Conduct Re-signature

- Flocknote/General Parish Announcement – General instructions – To be followed up by administrator sending User ID information directly from VIRTUS platform
- Customized VIRTUS Log In Instructions – For individual emails which include log in credentials for each recipient.
- Guide to VIRTUS User Ids and Password
- History of Code of Conduct Changes



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Exceptions

- Clergy and Seminarians
 - Hard copy at AOD entities
- School Employees – TBD by OCS
 - PayCom
 - Hard copy documentation (potentially straight from PayCom)
 - Still need to record in VIRTUS



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