

Safe Environment Audit Instructions for the audit period July 1, 2025 – June 30, 2026

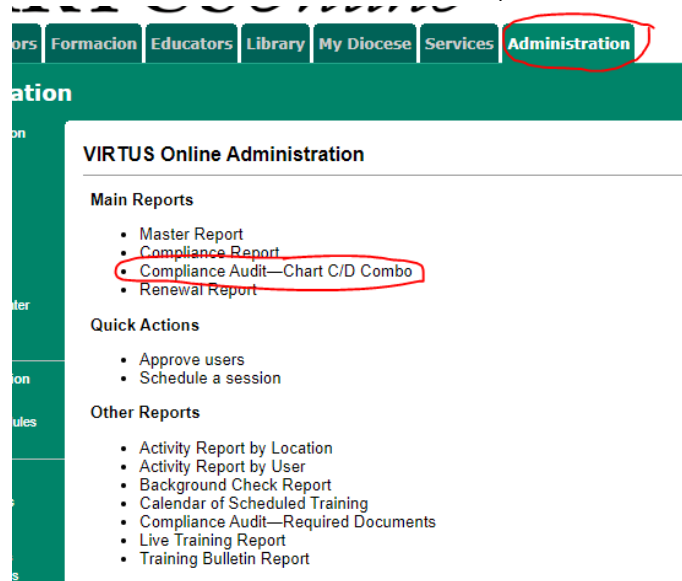
Thank you for all of your work during this audit period to ensure compliance within your location!

The following Virtus reports must be submitted with the completed and signed acknowledgment form by every location (Parish and School) to the Diocesan Safe Environment Office on or before **June 20, 2026**.

1. A Compliance Audit- Chart C/D Combo Report
2. A Compliance Report
3. A completed and signed Acknowledgement Form (with applicable attachments, see number 4 below)
4. All applicable attachments: **A.** Clergy Letters of Good Standing, **B.** Action Plan for people not trained or background checked on Chart CD Combo Report and **C.** If there was a discrepancy of 10% from children who were trained last year compared to this year what the discrepancy was due to

Instructions for accessing a Compliance Audit- Chart C/D Combo Report:

From the Administration Tab, Select **Compliance Audit-Chart C/D Combo**



Screen One: Choose the first option highlighted below.

Compliance Audit - Chart C/D

This is the current method for running this report as requested by the USCCB:

- **Include users who were active on June 30 of the current audit period**

This is the method that is currently defined on the audit materials produced by the USCCB and is the method used by the current auditors as of the 2018 audit period

Alternate Versions

- [Include users who were active at ANY TIME during the audit period](#)

This is the original method from the earliest audit reports.

- [Include users who were active on December 31 of the current audit period](#)

This is an alternate method that is not currently requested by the USCCB. This version should not be used for your USCCB audit submission.

Screen Two: The current report year will appear, from the drop down menus. Choose “Forever” for Training and “5 years” for Background Checks. Filter it by your location

Compliance Audit - Chart C/D (Active on June 30, 2025)

Report Year: Training is valid for: Background checks are valid for: [Filter by location](#)

Screen Three: Run and print this report. It includes all of the roles and Empowering God’s Children Program information for the filtered location.

Compliance Audit - Chart C/D (Active on June 30, 2025)

Report Year: Training is valid for: Background checks are valid for: [Filter by location](#)

Report Period: 07/01/2024 to 06/30/2025

Limited to:

Category	Total Required to Comply	Total Opt Outs	Total Trained	Total not trained	Total Backgrounds Completed	Total Backgrounds Remaining
Children/Youth		3	287		N/A	N/A
Priest	2	N/A	2	0	2	0
Deacon	5	N/A	5	0	5	0
Employee	31	N/A	31	0	31	0
Volunteer	240	N/A	240	0	240	0

Per the USCCB audit materials, these numbers reflect the total number of active individuals as of June 30, 2025

Instructions for accessing a Compliance Report:

From the Administration Tab, Select Compliance Report

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS[®]Online

Home Facilitators Formacion Educators Library My Diocese Services **Administration**

Administration

System Administration

- New User Signups
- Preregistered Users
- Users
- User Search
- Roles
- Profiles
- Locations
- Groups
- Communication Center
- Message Board
- System Setup

Training Administration

- Training Bulletins
- Online Training Modules
- Live Training

Reports

VIRTUS Online Administration

Main Reports

- Master Report
- Compliance Report**
- Compliance Audit—Chart C/D Combo
- Renewal Report

Quick Actions

- Approve users
- Schedule a session

Other Reports

- Activity Report by Location
- Activity Report by User
- Background Check Report

Choose your location, All Roles, All Profiles and Compliant (Any). Run the report then print it. An Excel document may work easier for locations with multiple pages. The Excel document can be accessed by choosing “Export” which will download the file. Either format will be accepted.

Compliance Report

Use this page to see user compliance status

First Name:	Last Name:	Compliant:	Active:	Expires:
		- Any -	Yes	30 days

Location:	Role:	Profile:	Items
AHS (Merrillville)	- All -	- All -	☒ BGC ☒ Bulletins
			☒ Documents ☒ Training

Rows: