SHIELD THE VULNERABLE

How to Run a Compliance Report

STV Dashboard – The Archdiocese of Baltimore

The Dashboard is a compliance management program that lets you generate reports and check the progress of your employees and volunteers.

Click on **Compliance: Train/Screen**

Reports

- Administrators
- Billing
- Compliance: Train/Screen
- Course Progress
- Locations
- Positions
- Retrain/Rescreen Users
- Screening (BC/FP)
- Users
- Volunteer Reference

Admin Tools

- Find User
- Add User
- Print Certificates
- Email

STV Dashboard | The Archdiocese of Baltimore

ℹ Important Note!

Shield the Vulnerable takes privacy and security very seriously. We are continuously working to reduce the risk associated with a data breach which could compromise our users' data. To this end, Shield the Vulnerable will no longer permanently store users' Social Security and Driver's License information. We will only store this information for users requiring background checks, and only until the background check process is completed successfully. In the event that a background check is not completed successfully, users can return to www.shieldthevulnerable.org to resubmit it, correcting any errors, or the Admin can resubmit the background check on a user's behalf.

We understand you may have questions about this change and we welcome the opportunity to discuss it with you further. Please feel free to send any questions you may have to admin@shieldthevulnerable.org or to call your client services representative at 800-652-9546.

Attendee Count: 09-17-13 to 01-13-15

Volunteer	9,315
Employee	4,380
Total	**13,695**

Attendees Registered in 2015 ▼ **Total: 734**

HOW TO RUN A COMPLIANCE REPORT

Step 1:

Click **List Compliance Across Locations**

Click **Check Locations**

Click **Next**

Step 2:

Click **Select User Type**

Click **Check All User Types**

***You can also select just one User Type**
Click **Next**

Step 3:

Click **Compliance Status by User**

Click **Compliant AND Non-Compliant**

Click **Todays Date**

STEP 1: SELECT REPORT & LOCATION	STEP 2: SELECT USER/POSITION	STEP 3: SELECT COMPLIANCE & DATE RANGE

Report: ● Adults
○ **Standard Report**
● **List Compliance Across Locations**
  ☑ Sch - Incarnation, School of the
○ **Quick Compliance Audit**
	User Status: ☑ Active ☐ Inactive
	● **Search User Type**
	  ☑ Check all user types or select:
	    ☑ Employee
	    ☑ Volunteer
	○ **Search User Positions**
		● **Compliance Status by User**
		  Search for users who must Train only or Train & Screen and are:
		  ☑ Compliant
		  ☑ Non Compliant
		○ **Compliance Status by Event**
		
		Show compliance status as of:
		● Today:01-13-15
		○ Different date
		▦ 01-13-15
		
		Show Report

All employees/volunteers registered at your location appear in your compliance report. This report allows you to see if the user has completed the training, submitted to a new background screening and/or submitted to a new driving records check, if necessary. This report also lists anyone that has registered under your location as a secondary site.

To save your report steps click the floppy disk icon to the right. You can generate a new report at a later time with the exact same settings.

02-24-15: Compliance Report Click ◯ to view user

421 Users ▲		Sts	Last Register △	Type △	Positions △	Locations △	Type △	City △	Train △	BG Chk △	F-Print △	DMV △	TO-DO △
USER						**USER LOCATION**			**REQUIRED COMPLIANCE EVENTS**				

Summary View Tab is the first page that appears when you open someone's profile. This is a summary of their account.

| Personal | Affiliation | Application Info | Admin Rights | Training | Screening | Summary View | ◄ Return to Report |

REGISTRATION & AFFILIATION

Registered: 09-24-14
Primary: Volunteer (Substantial contact w/children) at Incarnation, School of the School in Gambrills
Secondary: Volunteer (Substantial contact w/children) at Elizabeth Ann Seton, St. Parish in Crofton

USER DATA

Status:	Active
Admin:	No
Compliant:	Yes
Retrain:	09-24-19
Re-Screen:	09-24-19
Ref-Verified:	10-07-14

TRAINING

Course	Type	How	Started	Done	Retrain
706: Protect Children STAND (MD – Baltimore)	Adu	OL	09-24-14	09-24-14	09-24-19

SCREENING

Type	Sub'd	Dispo Date	Status	Re-Screen
BC	09-25-14	10-06-14	Eligible	09-24-19

Click **Personal Tab** for contact information.

Search Criteria for Compliance Report

Report	Rpt Type	Loc Type	Location	U-Status	U-Type	Comp Status	As Of
Adult	Across Locs	3	219	A	E,V	Comp,N-comp	08-20-14

Toolbox

Edit Report

Ima Testvolunteer - Volunteer at Louis, St. in Clarksville

Personal	Affiliation	Application Info	Admin Rights	Training	Screening	Summary View

Return to Report

Last edited by:

Status: Active
Admin: No

Add Note

Date	Entered by	Notes	Edt	Del

Name: Ima   Middle Na: Testvolunteer   **Email:** imatestvolunteer@gmail.com

Street: 12500 Clarksville Pike   **Phone:** 410 - 531 - 6040 **Ext:** 227

City: Clarksville   **LoginID:** stlouissample

State/Zip: MD ▼ 21029   **Passwd:** password   For ID & PW, use 5-20 letters or numbers, but NO SPACES

Gender: Female ▼ **DOB:** 08 - 25 - 1949 **Status:** Active ▼

Click **Affiliation Tab** for User Type, Location Type, Where Located, Location Name, Primary Position. Please note that some users may have multiple affiliations.

Personal	Affiliation	Application Info	Admin Rights	Training	Screening	Summary View	◀ Return to Search

Last edited by:

Status: Active

Admin: No

Add Note	Date	Entered by	Notes	Edt	Del

User Type	Location Type	Where Located	Location Name	Primary Position/Dept	Del
Volunteer ▼	School ▼	Gambrills ▼	Incarnation, School of the ▼	Substantial contact w/child ▼	✖

Primary Location?
◉

Volunteer ▼	Parish ▼	Crofton ▼	Elizabeth Ann Seton, St. ▼	Substantial contact w/child ▼	✖

○

Add Affiliation   **Clear**   **Update Change**

Click **Application Info Tab** to check references. Once all references have been contacted you'll need to click the "**Add**" button to input the date.

Question Info: It is the Screening Coordinators responsibility to make sure that your user has answered **NO** to all three questions. If they answered yes, you must contact the Office of Child & Youth Protection.

Personal	Affiliation	Application Info	Admin Rights	Training	Screening	Summary View	◀ Return to Search

Last edited by:

Status: Active
Admin: No

Add Note	Date	Entered by	Notes	Edt	Del

Volunteer References:

Reference Type	Reference Name	Address	DayTime Phone	Email	How long have you known this person?	What is your relationship with this person?	Date Verified	Notes	Action
Personal	MY,Mother	6575 Mink Hollow Rd,Highland,MD,20777	4105316040	mfaulstich@stlouisparish.org	15	mom	08-21-14	--	📝
Family	My,aunt	612 Woodbine Ave,Towson,MD,21204	4105316040		5	auntie Mam	08-21-14	dead	📝
Professional	my,lawyer	12500 Clarksville Pike Apt 5,Clarksville,MD,20777	4105316040	mmf825@aol.com	50	lawyer	--	--	Add

Question Info:

Question	Answer	Explanation
Have you ever had your volunteer services or employment terminated by any parish, school or institution?	No	
Have you been terminated from volunteer service or employment due to suspected child abuse?	No	
Have you ever been accused of physically, sexually or emotionally abusing a child?	No	

Admin Rights Tab. Only Screening Coordinators will have Admin Rights.

| Personal | Affiliation | Application Info | Admin Rights | Training | Screening | Summary View | ◄ Return to Report |

Last edited by:

				Date	Entered by	Notes	Edt	Del
Status: Active			Add Note					
Admin: No								

Click level to create role:
- ○ **Level 1**   View/Edit All screens & reports
- ○ **Level 2**   View/Edit All - Except Eval results
- ○ **Level 3**   View All - Except Eval results; No Edit rights
- ● **None**

Click **Training Tab** to see if the person has completed the required training or optional trainings. You do not need to print out the certificate.

Personal	Affiliation	Application Info	Admin Rights	Training	Screening	Summary View	◄ Return to Report

Last edited by:

Status: Active

Admin: No

Add Note	Date	Entered by	Notes	Edt	Del

Training Status: Trained

Course	Type	How	Started	Done	Cert	Com	Q&A	Survey	Edit
706: Protect Children STAND (MD – Baltimore)	Adu	OL	11-28-14	11-28-14	🎖	--	--	--	--
820: Eliminating Bullying	--	OL	12-01-14	12-01-14	🎖	--	--	--	--
826: Cyberspace: Risks and Solutions	--	OL	11-28-14	12-01-14	🎖	--	--	--	--

Click **Screening Tab to** see if the person's background screening has been cleared through the Office of Child & Youth Protection. You must make sure you see 'eligible' under Dispo Status.

**Volunteers that have not completed a new background screening thru Shield the Vulnerable will not show 'eligible'. They were cleared thru another source and it should be in their file.

Background Check (BC)

Req'd Type	Order Sub'd	Order Status	Report Ready	Dispo Date	Dispo Status	ESR Rpt	Check Insur	Post Action
BC	09-08-14	Completed	09-09-14	09-18-14	Eligible	🔍	=	Add
DMV	09-08-14	Completed	09-09-14	09-18-14	Eligible	🔍	Add	Add