

Sexual Harassment Training Instructions for Coordinators

Per Public Act 101-0221 which amended the Illinois Human Rights Act ("IHRA"), employers in Illinois are required to provide annual sexual harassment prevention training annually. For this purpose, The Diocese of Springfield in Illinois, beginning July 1, 2022, utilizes the Catholic Mutual Group (CMG) virtual platform. The following contains instructions on how to provide information to your employees, send reminds, and track your employees progress.

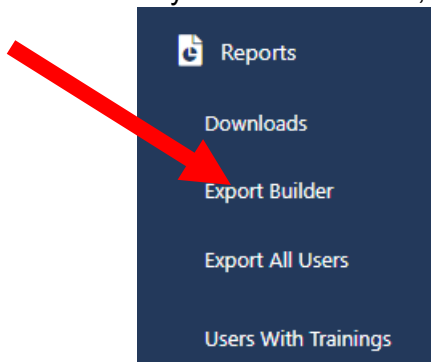
Information for Employees to Complete the Training

- Employees who have already registered with CMG may go to <https://springfield.il.cmgconnect.org>, sign in, click the "Sexual Harassment Training FOR EMPLOYEES ONLY" link, and complete the required training.
- Employees who had an account under the former Virtus website should be given [these](#) instructions the first time they complete the training.
- Employees who HAVE NOT registered with CMG and who NEVER had an account under the former Virtus website should be given [these](#) instructions the first time they complete the training.

How to See What Employees Have Completed the Training

To create a list of employees who have completed the Sexual Harassment Training, please follow the following steps:

1. In your CMG Account, choose "Reports" then "Export Builder" from the left sidebar:



- In "Export Builder" choose the information you want for your report. To see the basic information regarding the Sexual Harassment Training, under "Select Users Data", choose First Name and Last Name. Then, Under "Select Users Curriculums", choose A. Sexual Harassment and the Church – Diocese of Springfield in Illinois (EN)

Build Report

Select Users Data

Include Archived Users

<input checked="" type="checkbox"/> First Name	<input type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Last Name	<input type="checkbox"/> Maiden/Other Name
<input type="checkbox"/> Address 1	<input type="checkbox"/> Address 2	<input type="checkbox"/> City	<input type="checkbox"/> State
<input type="checkbox"/> ZipCode	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Username
<input type="checkbox"/> Diocese Name	<input type="checkbox"/> Site Name	<input type="checkbox"/> Last Login	<input type="checkbox"/> Site City
<input type="checkbox"/> Categories	<input type="checkbox"/> USCCB Role	<input type="checkbox"/> Certification Status	<input type="checkbox"/> Certification Date
<input type="checkbox"/> Certification Expire	<input type="checkbox"/> BG Provider	<input type="checkbox"/> BG Check type	<input type="checkbox"/> BG Check Date
<input type="checkbox"/> BG Check Expire	<input type="checkbox"/> MVR Check type	<input type="checkbox"/> MVR Check Date	<input type="checkbox"/> Date Of Birth
<input type="checkbox"/> Language	<input type="checkbox"/> Department	<input type="checkbox"/> Note	<input type="checkbox"/> Live Event Training Date
<input type="checkbox"/> Live Event Name	<input type="checkbox"/> Live Event Attendance	<input type="checkbox"/> Live Event Training Location	<input type="checkbox"/> Credit Check
<input type="checkbox"/> Professional Licensure			

Select Users Curriculums

<input type="checkbox"/> 1. Safe Environment (Safe Haven) - Springfield TEST GROUP ONLY (EN)	<input type="checkbox"/> A. Safe Environment Training (Priest/Deacon) - Diocese of Springfield in Illinois (EN)
<input type="checkbox"/> A. Background Check ONLY - Diocese of Springfield in Illinois (EN)	<input type="checkbox"/> A. Safe Environment Training (School Employees & Volunteer Coaches) - Diocese of Springfield in Illinois (EN)
<input type="checkbox"/> A. Vulnerable Adults eLearning (EN)	<input type="checkbox"/> A. Safe Environment Training (Seminarian/Deacon Candidate) - Diocese of Springfield in Illinois (EN)
<input type="checkbox"/> A. Safe Environment Training & Background Check - Diocese of Springfield in Illinois (EN)	<input checked="" type="checkbox"/> A. Sexual Harassment and the Church - Diocese of Springfield in Illinois (EN)

Select Users Imported Trainings

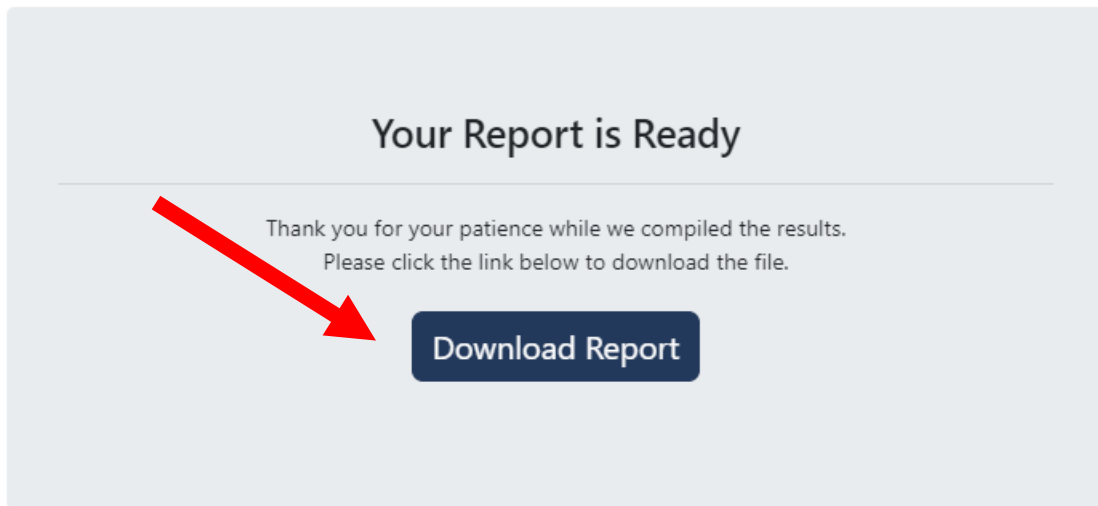
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N/A

Export

- The report will be sent to your email, or you may wait for it to be ready to download the report.



5. The report generated is an Excel spreadsheet where you can see the person's name and date they completed the training:

Erin	Danaher	8/12/2022
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The report will also tell you if someone has started and what percentage they have complete:

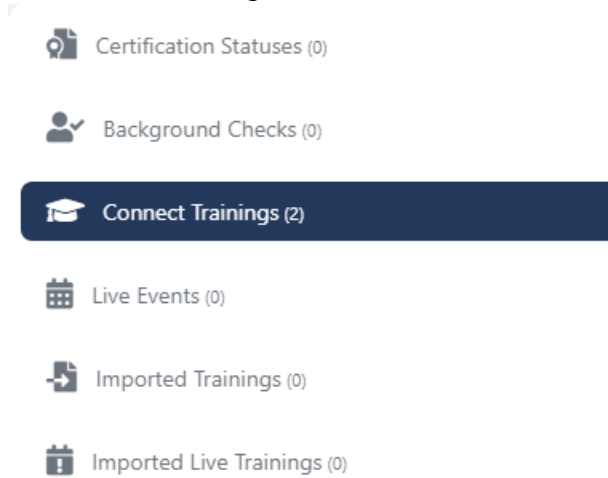
Erin	Danaher	0%
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If the last column is blank, they have not begun the training.

To Add Training for an Employee Who Already Met Training Requirements


Sometimes, an employee might have fulfilled the Sexual Harassment Training requirements through another company. Complete the following steps to add them in the CMG database:

1. Verify the training completed meets the Illinois State requirements.
2. In your CMG database, bring up the user's profile. In the User profile, select "Connect Trainings"



3. Click the plus sign next to CMG Connect Trainings:



CMG Connect Trainings +					
Curriculum Name	Date Completed	% Completed	Print	Created by	Options
A. Background Check ONLY - Diocese of Springfield in Illinois		0%			

1 training(s) started.

4. You can then choose the training and a completion date. Then click Create:

CMG Connect Training Activity ×

Completed Date




Select Curriculum

Created BY
 Erin Danaher

Close

complete:

5. The training will show up as

CMG Connect Trainings +					
Curriculum Name	Date Completed	% Completed	Print	Created by	Options
A. Sexual Harassment and the Church - Diocese of Springfield in Illinois	08/17/2022	100%		Erin Danaher	
A. Background Check ONLY - Diocese of Springfield in Illinois		0%			

2 training(s) started.

How to Send Reminders to Employees to Complete the Training

Unfortunately, the new CMG platform does not have the capability to send automatic email reminders when a person's Sexual Harassment training expires. This is due to the platform being within one database with the Safe Environment training.

All users with the Category of "Catholic School Employee", "Diocesan Employee", "Parish Employee", "Priest" or "Seminarian" will receive an email twice a year (Once in January, and once in July) with a reminder to complete the training and instructions with how to do so.