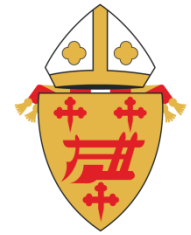
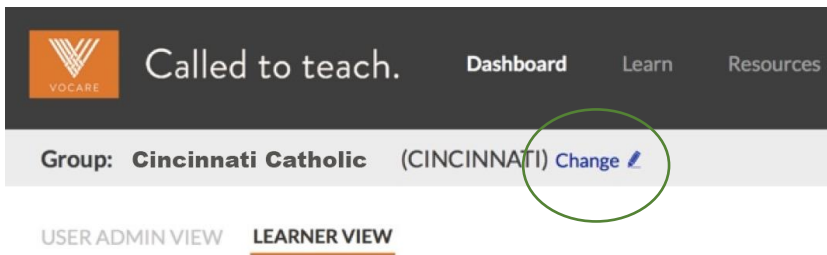


VOCARE Administrators – DATA QUALITY CHECK

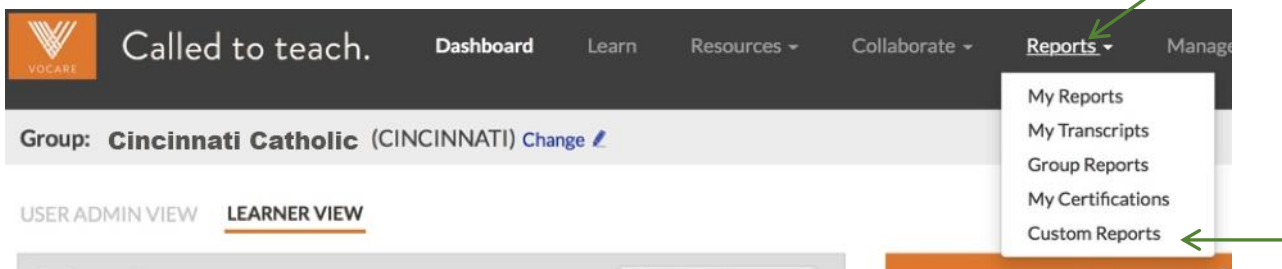


ARCHDIOCESE OF
CINCINNATI
VOCARE

Step 1. Log into VOCARE. Ensure you are in the group you are checking.



Step 2. Reports → Custom Reports



Step 3. Report Categories: Certification Reports

Reports: User and Group Certification Requirements

Institution: All

Time Frame: select current fiscal year

Click **Update**

If you want to export it to Excel, click the button. It is easier to read in Excel.

Group: **Cincinnati Catholic** (CINCINNATI) [Change](#)

Report Builder

Report Categories:

Reports:

Institution:

TimeFrame:

This is the report in Excel for Cincinnati Catholic School:

1	Name	Total Hour	Institution	Total Hours Needed	TimeFrame Start Date	Groups
2		0	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) DRE
3		0	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) Elementary teacher
4		4	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) Elementary teacher
5		0	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) Principal
6		0	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) Elementary teacher

First column, NAME, is a list of all the teachers/catechists in the system in your school or parish.
 TOTAL HOURS is all the credits completed for the academic year you are looking at – in this case 2018/2019.
 INSTITUTION – the group you are in – School or Parish
 TOTAL HOURS NEEDED – this will be 10 credits each year
 TIME FRAME START DATE – beginning of the fiscal year
 GROUPS – this lists ALL the different groups a person is in.

Note – when the report is exported to Excel, the GROUPS list for each name continues on until finished. To get it to wrap to stay in the cell, highlight the column Groups (click on the "F") and then click the icon 'Wrap Text' (where the arrow is pointed). You can also widen the column (by dragging the line between "F" and "G" to the right) to make it easier to read.

DATA QUALITY CHECKS

- ENSURE that all Teachers of Religion and Principals for schools OR Pastor, DRE's and Catechists are listed on your list.
 - *Teachers not teaching religion may be on the list as well but ALL teachers of religion **must** be on the list.
- ENSURE that all people on your list (that belong) also belong to the correct groups:
 - a. Archdiocese of Cincinnati – EVERYONE should be in this group. If you note someone is not – please email that correction
 - b. Parish/School – everyone should be in a parish or school or both
 - c. SCHOOLS –
 - i. Principals should be in the Principal Group;
 - ii. Elementary Teachers should be in either – 'Elementary Teacher' (if teacher of religion) OR 'Elementary Teacher – Non Religion'

- iii. High School Teachers should be in either 'High School Teacher' (if teacher of religion) OR 'High School Teacher – Non Religion' (if they do not teach religion).
- d. NEW TEACHERS to the Archdiocese of Cincinnati - this is their VERY FIRST YEAR teaching in the Archdiocese – regardless of grade – should also be in the NEW TEACHER group
- e. PARISHES
 - i. Catechetical Leaders should be in their parish group and the 'Catechetical Leader' Group
 - ii. All parish catechists – both elementary and high school – should be in the parish group
 - iii. Parish pastors and associate pastors should be in the parish group
- f. "Transfer XXXX" – these are groups that show this person was certified in the previous certification system. They do NOT need any credits in 2017/2018 or 2018/2019.
- g. Other Possible Groups
 - i. Pastor/Priests
 - ii. Vocare Administrator
 - iii. Hispanic Ministries
 - iv. Youth Ministry
 - v. others...

REPORTING DATA QUALITY CHECK

- If everything is **correct** – please send an email to vocaresupport@catholicaoc.org and include the following:
 - a. SUBJECT LINE – DATA QUALITY – SCHOOL/PARISH NAME
 - b. Your name and school / parish name
 - c. Sentence that says everything is accurate and complete
- If there are corrections
 - a. To ADD a Missing Person to the List – fill out a *Vocare Access Form*
Forms/Resources→Forms for Administrators→Vocare Access Form
 - b. DELETE an Extra Person – send an email to vocaresupport@catholicaoc.org with the following
 - i. SUBJECT LINE – DATA QUALITY – SCHOOL/PARISH NAME
 - ii. Your name and school/parish name
 - iii. People who need deleted
If you know where they went (different school, etc) – please add this info.
 - c. Group Corrections
 - i. SUBJECT LINE – DATA QUALITY – SCHOOL/PARISH NAME
 - ii. Your name and school/parish name
 - iii. Name of person – and group correction – examples
 - 1. Mary Smith – Add Archdiocese of Cincinnati
 - 2. Betty Smith – Add First Year Teacher, add Elementary Teacher
 - 3. Ted Brown – NOT a principal – remove from group; add High School Teacher (teacher of religion)

Thank You for your time and assistance!