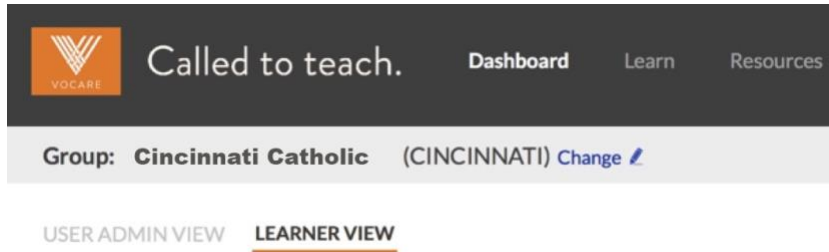


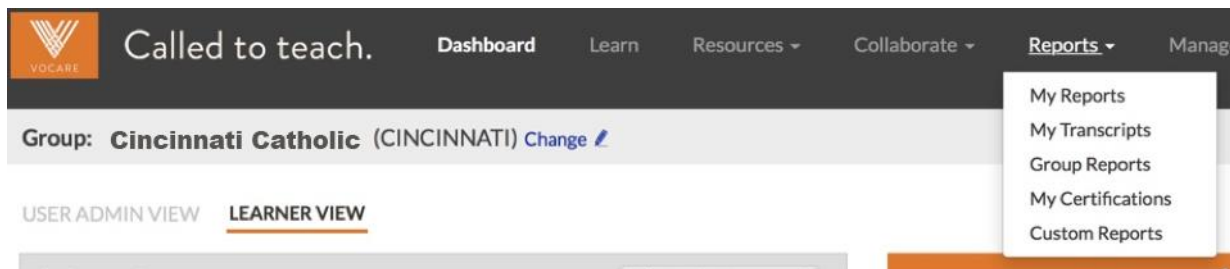
# VOCARE Administrators – DATA QUALITY CHECK

2019/2020 School Year

Step 1. Log into VOCARE. Ensure you are in the group you are checking.  
(fictitious school “Cincinnati Catholic” is used for example purposes)



Step 2. Reports → Custom Reports



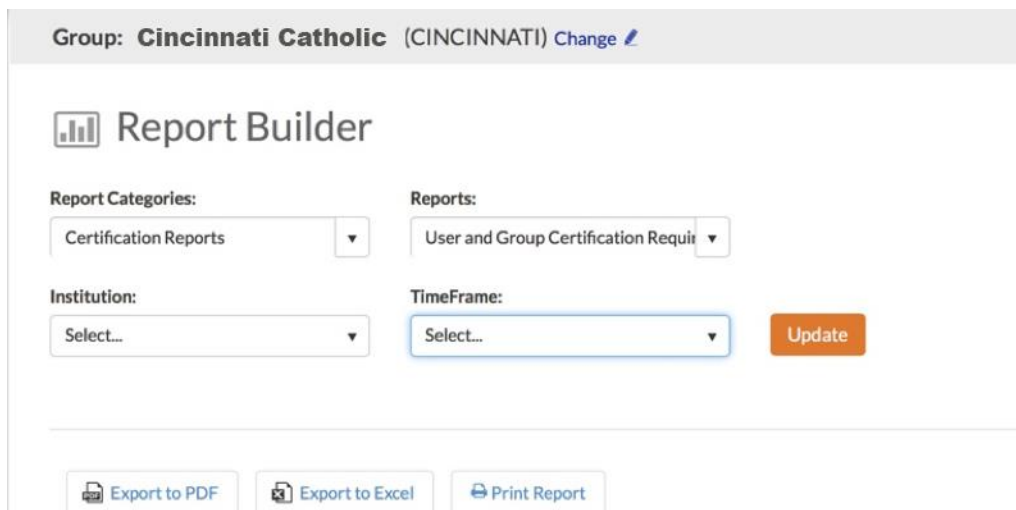
Step 3. Report Categories: Certification Reports

Reports: User and Group Certification Requirements

Click Update

If you want to export it to Excel (or send to the printer) – click the button

If you want to see last year, click the time frame down area.



This is a sample report for Cincinnati Catholic School.

	A	B	C	D	E	F
	Name	Total Hour	Institution	Total Hours Needed	TimeFrame Start Date	Groups
1		0	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) DRE
2		0	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) Elementary teacher
3		4	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) Elementary teacher
4		0	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) Principal
5		0	Cincinnati Catholic School (Cincinnati)	10	07/01/2018	Catholic Cincinnati School (Cincinnati) Elementary teacher
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 in the academic year you are looking at.

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.

NB – when the report is downloaded, the GROUPS list for each name continues on until finished. To get it to wrap to stay in the cell, highlight the column Groups and then click the icon Wrap Text – where the arrow is pointed. You can widen the column to make it easier to read as well.

## DATA QUALITY CHECKS

- ENSURE that all Teachers of Religion and Principals for schools OR Pastor, DRE's and Catechists are listed on your list.
  - a. 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. 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@catholiccincinnati.org](mailto:vocaresupport@catholiccincinnati.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. ADD a Missing Person to the List - Fill out the form Forms/Resources→Forms for Administrators→Vocare Access Form
  - b. DELETE an Extra Person – send an email to [vocaresupport@catholiccincinnati.org](mailto:vocaresupport@catholiccincinnati.org) with the following
    - i. SUBJECT LINE – DATA QUALITY – SCHOOL/PARISH NAME
    - ii. Your name and school/parish name
    - iii. People who need deleted – and if you know where they went (different school), etc – please add
  - 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 – FIRST YEAR TEACHER add, Elementary Teacher add
      - 3. Ted Brown – NOT a principal – remove; High School Teacher (teacher of religion) add