

SEXUAL MISCONDUCT VERIFICATION SYSTEM (SMVS) USER GUIDE

October 2020



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INTRODUCTION

The Oregon Department of Education (ODE) has created the Sexual Misconduct Verification System (SMVS) application to allow education providers to search for individuals that they intend to hire as school employees or bring on as contractors, agents, or volunteers so that they can verify whether those individuals have either an ongoing investigation related to conduct that may constitute sexual conduct or a substantiated report of sexual conduct with ODE.

The application is housed behind ODE's District website, which means that all users of the system must have an account in ODE's Central Login system with proper permissions to access the application.

GAINING ACCESS TO SMVS

All users associated with public institutions (*i.e.*, school districts, education service districts, charter schools, etc.) need to request access to SMVS through their local District Security Administrator (DSA). To locate your local DSA, please use the following website: <https://district.ode.state.or.us/apps/login/searchSA.aspx>.

Individuals associated with private schools and third-party vendors who need access to SMVS will need to request access to the system from ODE. To request access to the system, please send your request for access to ode.reportsexualmisconduct@state.or.us.

HOW TO LOG ON TO SMVS

Go to the [ODE District website](#) and log on to the system using the QUICK LOGIN feature.

The screenshot shows the ODE District website interface. At the top left is the ODE logo with the tagline "Oregon achieves... together!". To the right is a "District Home" link. Below the logo is a navigation bar with "Data Enterprise", "News", "Training", and "Help". The main content area is titled "Welcome to the ODE District Web Site" and contains a "QUICK LOGIN" form. The form includes fields for "User Name:" and "Password:", a "LOGIN" button, and a "Remember this device" checkbox. A red circle highlights the "QUICK LOGIN" form. Below the form are sections for "Recent News..." and "Upcoming Events...".

On initial log in, click the Application List link on the right sidebar:



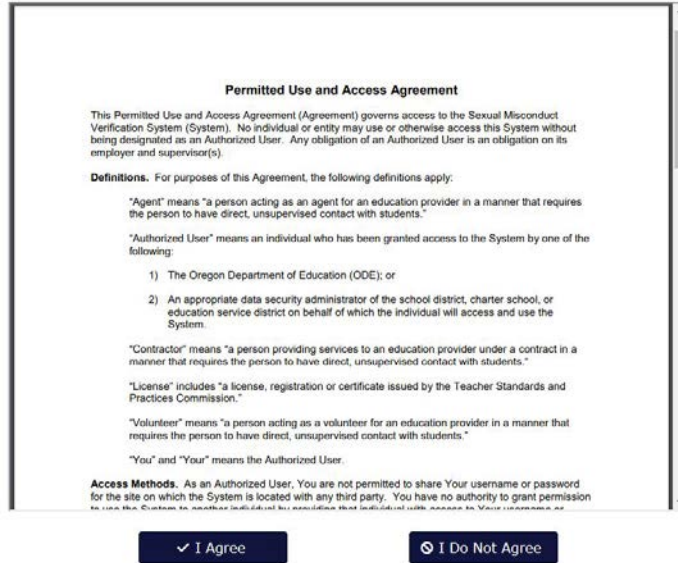
You will then see the Applications menu, which will display the applications to which you have been granted access on the ODE District site. Click on the application called “Sexual Misconduct Verification System – [your School/District Name here].”

Applications

You have been granted access to the items displayed in this list. To access an application, select it from the list.

- [Sexual Misconduct Verification System - Oregon Department of Education](#)
- [Web Security - Oregon Department of Education](#)

That will bring you into the verification system. What you will first see upon entering the system is a Permitted Use and Access Agreement. This agreement explains who is authorized to use the system and the permitted uses of the system.



Permitted Use and Access Agreement

This Permitted Use and Access Agreement (Agreement) governs access to the Sexual Misconduct Verification System (System). No individual or entity may use or otherwise access this System without being designated as an Authorized User. Any obligation of an Authorized User is an obligation on its employer and supervisor(s).

Definitions. For purposes of this Agreement, the following definitions apply:

"Agent" means "a person acting as an agent for an education provider in a manner that requires the person to have direct, unsupervised contact with students."

"Authorized User" means an individual who has been granted access to the System by one of the following:

- 1) The Oregon Department of Education (ODE); or
- 2) An appropriate data security administrator of the school district, charter school, or education service district on behalf of which the individual will access and use the System.

"Contractor" means "a person providing services to an education provider under a contract in a manner that requires the person to have direct, unsupervised contact with students."

"License" includes "a license, registration or certificate issued by the Teacher Standards and Practices Commission."

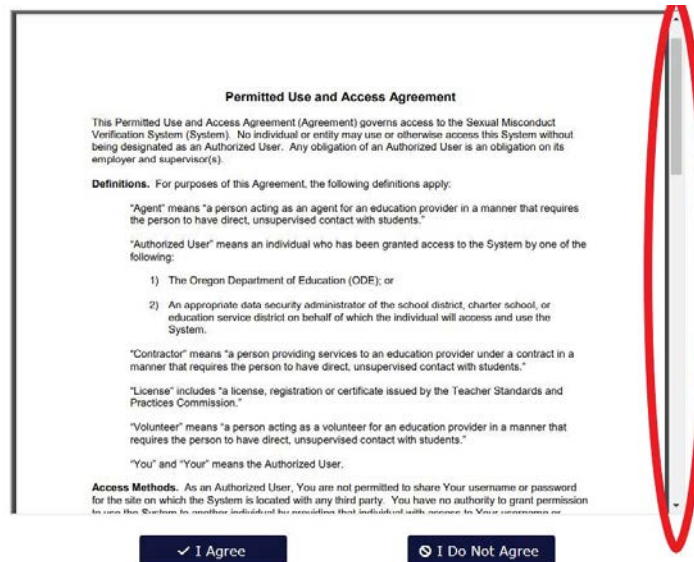
"Volunteer" means "a person acting as a volunteer for an education provider in a manner that requires the person to have direct, unsupervised contact with students."

"You" and "Your" means the Authorized User.

Access Methods. As an Authorized User, You are not permitted to share Your username or password for the site on which the System is located with any third party. You have no authority to grant permission to use the System to another individual or to facilitate that individual with access to Your username or password.

I Agree I Do Not Agree

Please review the agreement. To the right of the agreement, there is a scroll bar that will allow you to navigate within the two-page agreement.



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"Contractor" means "a person providing services to an education provider under a contract in a manner that requires the person to have direct, unsupervised contact with students."

"License" includes "a license, registration or certificate issued by the Teacher Standards and Practices Commission."

"Volunteer" means "a person acting as a volunteer for an education provider in a manner that requires the person to have direct, unsupervised contact with students."

"You" and "Your" means the Authorized User.

Access Methods. As an Authorized User, You are not permitted to share Your username or password for the site on which the System is located with any third party. You have no authority to grant permission to use the System to another individual or to facilitate that individual with access to Your username or password.

I Agree I Do Not Agree

You can also download or print the agreement. To access the menu that will allow you to download or print, move your cursor to the top of the agreement and a drop down will appear with options to download or print the agreement.



When that drop down menu is activated, you also can adjust the font size of the agreement. If you need to adjust the font size, click on the plus or minus symbols on the bottom right of the agreement to make the font larger or smaller.

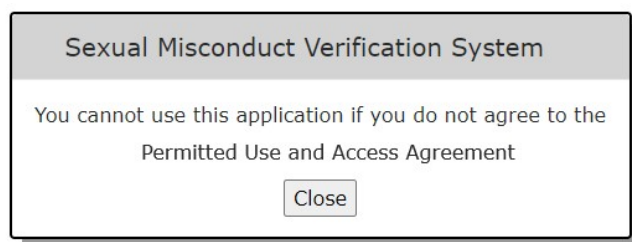


The Permitted Use and Access Agreement will appear at each login. Each time you access the system, you must agree to the terms of the Permitted Use and Access Agreement before entering the system. At the bottom of the agreement, you will see the following buttons:



After reviewing the agreement, click “I Agree” to proceed into the system.

If you click “I Do Not Agree,” you will receive the following message and will not be allowed to enter the system. Pressing the “Close” button on this screen will return you to the Permitted Use and Access Agreement.



THE SMVS SEARCH SCREEN

Upon clicking the "I Agree" button, you will enter the SMVS system and be brought to the main search screen:

The "TSPC License #" search field and corresponding result column are not yet active. Please continue to use [TSPC's verification process](#) to check for verification information for any licensed individuals.

[User Guide](#)

* First Name

Middle Name



* Last Name

Date of Birth Month Day Year

SSN (Last 4)

TSPC License #

Legend

-  Indicates an education agency has an ongoing investigation relating to conduct that may constitute sexual conduct for that individual.
-  Indicates an education agency has a substantiated report of sexual conduct for that individual.

SEARCH SCREEN BANNER

At the top of the search screen, you will see a banner that contains important information of which you should be aware. This information will be updated to notify you of changes to the system or other important information. Please always check the banner for new information upon entering the system.

The "TSPC License #" search field and corresponding result column are not yet active. Please continue to use [TSPC's verification process](#) to check for verification information for any licensed individuals.

[User Guide](#)

* First Name

Middle Name

* Last Name

USER GUIDE

Just below the banner on the far right side of the search screen, there is a link to this SMVS User Guide, which contains helpful information about how to use the system and troubleshooting tips.

The "TSPC License #" search field and corresponding result column are not yet active. Please continue to use [TSPC's verification process](#) to check for verification information for any licensed individuals.

[User Guide](#)

* First Name

Middle Name



* Last Name

Date of Birth Month Day Year

SSN (Last 4)

TSPC License #

Legend

-  Indicates an education agency has an ongoing investigation relating to conduct that may constitute sexual conduct for that individual.
-  Indicates an education agency has a substantiated report of sexual conduct for that individual.

LEGEND

The search screen also contains a legend that will help you to interpret your search results.

The "TSPC License #" search field and corresponding result column are not yet active. Please continue to use [TSPC's verification process](#) to check for verification information for any licensed individuals.

[User Guide](#)

* First Name

Middle Name



* Last Name

Date of Birth Month Day Year

SSN (Last 4)



TSPC License #

Legend

-  Indicates an education agency has an ongoing investigation relating to conduct that may constitute sexual conduct for that individual.
-  Indicates an education agency has a substantiated report of sexual conduct for that individual.

The legend contains a description of each status that you may encounter in the system and also visual indicators that will help you to quickly identify an individual’s status in the system.

Legend

	Indicates an education agency has an ongoing investigation relating to conduct that may constitute sexual conduct for that individual.
	Indicates an education agency has a substantiated report of sexual conduct for that individual.

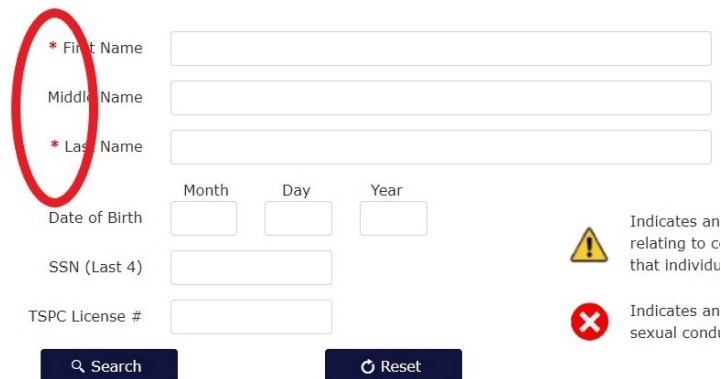
The legend uses the term “an education agency” in describing the results. ODE has built the system anticipating that it will eventually house both ODE and TSPC’s information. For that reason, the system refers to “education agency” in the legend, rather than just ODE. Please note that the system does not contain TSPC data at this time. ODE will send out communication and update the banner on the system search window to alert you once TSPC’s data is added to the system. Until you receive notification that you can use this system to search for TSPC verification information, please continue to use TSPC’s verification process to check for verification information about any licensed school employees, contractors, agents, or volunteers, as until that time, this system will not return results for any licensed individuals.

SEARCHING FOR INDIVIDUALS USING THE SMVS SYSTEM

The SMVS system uses a fuzzy matching algorithm designed to return as many potential matches as possible. That matching system sorts the search results so that the best matches appear closer to the top of the returned results.

REQUIRED SEARCH FIELDS

On the search screen, the fields marked with red asterisks (First Name and Last Name) indicate required fields.



The screenshot shows a search form with the following fields:

- * First Name (text input)
- Middle Name (text input)
- * Last Name (text input)
- Date of Birth (Month, Day, Year dropdowns)
- SSN (Last 4) (text input)
- TSPC License # (text input)

At the bottom are "Search" and "Reset" buttons. A legend on the right side of the form shows a yellow warning triangle icon and a red X icon, both with descriptions.

In order to search for an individual in the system, you must enter at least two characters into each of the required fields or you will get the following error message:

The screenshot shows a search form with the following fields and error messages:

- * First Name:** Input field contains 'H'. Error message: "The field First Name must be a string with a minimum length of 2 and a maximum length of 50."
- Middle Name:** Empty input field.
- * Last Name:** Input field contains 'P'. Error message: "The field Last Name must be a string with a minimum length of 2 and a maximum length of 50."
- Date of Birth:** Fields for Month, Day, and Year.

Additional text in the image includes "User Guide" in the top right and "Legend" at the bottom right.

Once you have entered the minimum required information (a portion of each of the first and last names that is at least two characters), you can press the search button to bring up results.

NOTE: While you do not have to fill out the entire first or last name, or enter information into any of the remaining fields (Middle Name, Date of Birth, or Last 4 SSN), entering more information will result in the best matches appearing closest to the top. The more precise the information that you enter, the better and more useful your search results will be.

OTHER SEARCH FIELDS

The remaining search fields are optional fields. You can leave them blank and still run a search as long as the required fields contain at least the minimum required characters to perform a search. However, the more information you are able to enter into your search, the better your returned search results will be in the system.

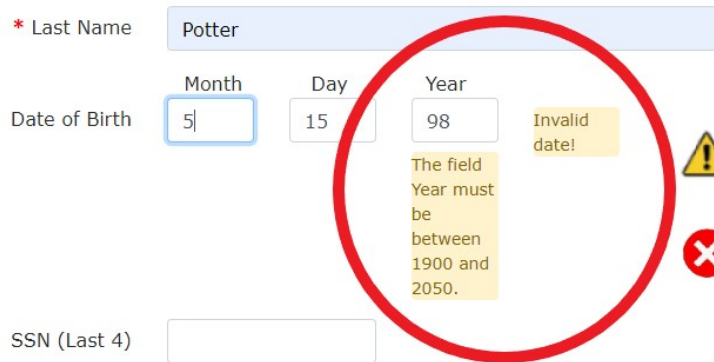
Middle Name search field

The middle name field does not contain a required minimum number of characters. If you choose to enter information into the middle name field, you can enter a single initial, a few characters of a middle name, or the full middle name of an individual.

Date of Birth search field

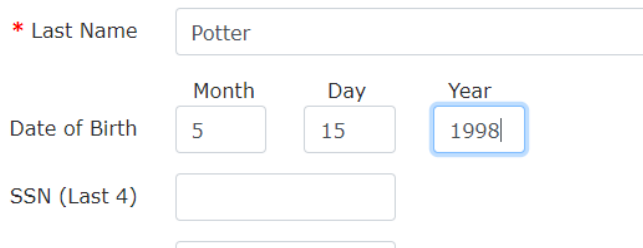
To enter information into the Date of Birth field, enter the individual's date of birth in numerical form. Enter the month using numbers 1-12. For example, for a birthday occurring in February, you can enter either 2 or 02 into the Month field. The Day field can be filled with any

number between 1 and 31. The Year field requires you to enter a four-digit year, for example: 1998. If you enter a two-digit year, you will get the following warning:



A screenshot of a web form. The 'Last Name' field contains 'Potter'. The 'Date of Birth' section has three input fields: 'Month' with '5', 'Day' with '15', and 'Year' with '98'. A yellow error message box is overlaid on the 'Year' field, stating 'Invalid date! The field Year must be between 1900 and 2050.' To the right of the error message are two icons: a yellow warning triangle and a red 'X' in a circle. A large red circle highlights the error message and the 'Year' field.

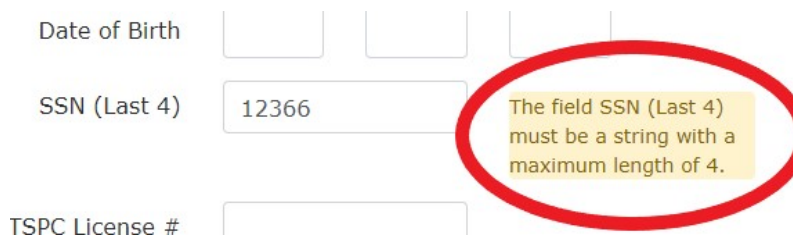
For example, for a person with a date of birth of May 15, 1998, you would enter the following into the date of birth field:



A screenshot of a web form. The 'Last Name' field contains 'Potter'. The 'Date of Birth' section has three input fields: 'Month' with '5', 'Day' with '15', and 'Year' with '1998'. The 'Year' field is highlighted with a blue border. The 'SSN (Last 4)' field is empty.

SSN (Last 4) search field

If you have an individual's Social Security Number (SSN), you can include the last four digits of the SSN into your search, if desired. If you enter more than four numbers in this field, the following error message will appear:



A screenshot of a web form. The 'Date of Birth' section has three empty input fields. The 'SSN (Last 4)' field contains '12366'. A yellow error message box is overlaid on the 'SSN (Last 4)' field, stating 'The field SSN (Last 4) must be a string with a maximum length of 4.' To the right of the error message is a red 'X' in a circle. A large red circle highlights the error message and the 'SSN (Last 4)' field.

TSPC License # search field

The search screen also contains a field for an individual's TSPC License #.

A screenshot of a search form. The fields include: * Last Name (text input), Date of Birth (Month, Day, Year dropdowns), SSN (Last 4) (text input), and TSPC License # (text input). The TSPC License # field is circled in red. Below the form are 'Search' and 'Reset' buttons. To the right, there is a legend with a yellow warning triangle icon labeled 'Indic relat that' and a red 'X' icon labeled 'Indic sexu'.

ODE has built its system to allow it to house both ODE and TSPC's verification information. But, the system does not contain TSPC's data yet. Even though there is a TSPC License # search field and there will be a corresponding TSPC License # column in the search results field, you are not able to search for licensed individuals in the SMVS system at this time. ODE will send out communication and update the banner on the system search window to alert you once TSPC's data is added to the system. Until you receive notification that you can use this system to search for TSPC verification information, please continue to use TSPC's verification process to check for verification information about any licensed school employees, contractors, agents, or volunteers, as until that time, this system will not return results for any licensed individuals.

PROCESSING YOUR SEARCH REQUEST

Once you have entered the pertinent information into the search screen, press the search button to process your search request:



The "TSPC License #" search field and corresponding result column are not yet active. Please continue to use [TSPC's verification process](#) to check for verification information for any licensed individuals.

[User Guide](#)

A screenshot of a search form with the following fields: * First Name (Harry), Middle Name (empty), * Last Name (Potter), Date of Birth (Month, Day, Year dropdowns), SSN (Last 4) (empty), and TSPC License # (empty). The Search button is circled in red. Below the form are 'Search' and 'Reset' buttons. To the right, there is a legend with a yellow warning triangle icon labeled 'Indicates an education agency has an ongoing investigation relating to conduct that may constitute sexual conduct for that individual.' and a red 'X' icon labeled 'Indicates an education agency has a substantiated report of sexual conduct for that individual.'

Pressing the reset button will allow you to clear the information that you have entered into the system and begin a new search:


Date of Birth: Month Day Year
 SSN (Last 4):
 TSPC License #:





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SEARCH RESULTS

After pressing the search button, your search results will appear below the main search screen.

TSPC License #

 Indicates an education agency has a substantiated report of sexual conduct for that individual.


Last Name	First Name	Middle Name	Date of Birth	Last 4 of SSN	TSPC License #	Status
Potter	Harry	J	05/15/1998	0123		 Substantiated
Potter	Harry	J	05/15/1998	0123		 Ongoing
Potter	Ginny		06/25/2001	4567		 Substantiated
Smith	Harry		05/15/1998	0123		 Ongoing



UNDERSTANDING YOUR SEARCH RESULTS

At the top of the results screen, you will see result columns that correspond to the search fields available on the search screen. The best matches to the search you entered will appear closest to the top of the results screen. The system will display any information ODE has related to the

individual in the various result columns, regardless of whether you entered information into the corresponding search fields.

TSPC License #

 Indicates an education agency has a substantiated report of sexual conduct for that individual.


Last Name	First Name	Middle Name	Date of Birth	Last 4 of SSN	TSPC License #	Status
Potter	Harry	J	05/15/1998	0123		 Substantiated
Potter	Harry	J	05/15/1998	0123		 Ongoing





Please use the information provided in the results screen to confirm whether any of the individuals listed in the results screen is a match for the person that you are searching for in the system by comparing the information that you have about the individual you are searching for to the identifiers provided in the various result columns on the results screen.

ODE may not be held liable for a user's failure to properly identify the person whom they are seeking to verify in the system.

TSPC License # results column

TSPC License #

 Indicates an education agency has a substantiated report of sexual conduct for that individual.

Last Name	First Name	Middle Name	Date of Birth	Last 4 of SSN	TSPC License #	Status
Potter	Harry	J	05/15/1998	0123		 Substantiated
Potter	Harry	J	05/15/1998	0123		 Ongoing
Potter	Ginny		06/25/2001	4567		 Substantiated
Smith	Harry		05/15/1998	0123		 Ongoing


As explained above, ODE has built its system to allow it to house both ODE and TSPC's verification information. But, the system does not contain TSPC's data yet. Even though there is a TSPC License # search field and a corresponding TSPC License # result column, you will not see any individuals with TSPC license numbers in your results, because no data from TSPC is currently in the system. You are not able to search for licensed individuals in the SMVS system





at this time. ODE will send out communication and update the banner on the system search window to alert you once TSPC’s data is added to the system. Until you receive notification that you can use this system to search for TSPC verification information, please continue to use TSPC’s verification process to check for verification information about any licensed school employees, contractors, agents, or volunteers, as until that time, this system will not return results for any licensed individuals.

Status results column

If you have found a match for the individual you are searching for in the system (by using sufficient identifiers to ensure an accurate match), the individual’s status may be found by looking in the “Status” column on the far right of the results screen. This column will contain a visual indicator and words that identify the results for the particular individual. A description of what those results mean can be found in the legend, which appears on the right side of the screen above your results.

TSPC License #

 Indicates an education agency has a substantiated report of sexual conduct for that individual.


Last Name	First Name	Middle Name	Date of Birth	Last 4 of SSN	TSPC License #	Status
Potter	Harry	J	05/15/1998	0123		 Substantiated
Potter	Harry	J	05/15/1998	0123		 Ongoing
Potter	Ginny		06/25/2001	4567		 Substantiated
Smith	Harry		05/15/1998	0123		 Ongoing





Multiple reports for the same individual

If ODE has multiple reports of possible sexual misconduct for the same individual, all reports will appear on the results screen as separate entries. Those entries will be sorted so that any

substantiated reports appear above reports for which there is an ongoing investigation.

TSPC License #

 Indicates an education agency has a substantiated report of sexual conduct for that individual.

Last Name	First Name	Middle Name	Date of Birth	Last 4 of SSN	TSPC License #	Status
Potter	Harry	J	05/15/1998	0123		 Substantiated
Potter	Harry	J	05/15/1998	0123		 Ongoing
Potter	Ginny		06/25/2001	4567		 Substantiated
Smith	Harry		05/15/1998	0123		 Ongoing

INTERPRETING YOUR SEARCH RESULTS

TYPES OF RESULTS RETURNED

The SMVS system only contains information on those individuals for whom ODE has either an ongoing investigation related to conduct that may constitute sexual conduct or a substantiated report of sexual conduct.

The system does not contain information about individuals about whom a report of sexual misconduct was made if ODE has not yet opened an investigation based on that report.

The system also does not contain information about individuals about whom a report of sexual misconduct was made if ODE has determined that it does not have jurisdiction to open an investigation based on the report.

For individuals who have an open investigation, once the investigation has concluded and ODE's final determination has been issued, the individual's status will be updated to reflect the individual's current status based on that report of possible sexual misconduct. If the report was found to be substantiated, the individual's status for that report would be changed to "Substantiated." If, however, ODE found either that the report could not be substantiated or that the report was not a report of sexual conduct, the individual will no longer have a status that is reported in the system and would not be found in the system (unless the individual had additional report(s) where there is either an ongoing investigation or the report has been found to be a substantiated report).

TROUBLESHOOTING TIPS

My search results contain a lot of individuals I did not search for in the system

The SMVS system uses fuzzy matching, which means that it uses the search terms you have entered and finds the best matches in the system. The system will always return the best matches, even if there is not a 100% match in the system.

My search results do not contain the name I searched for in the system

ODE does not have a record of every school employee, contractor, agent, or volunteer that is or will be employed by or provide services to the various education providers throughout the state now or in the future. Because the ODE system has to manage an unknown set of individuals, the only individuals who are entered into the SMVS system are individuals for whom ODE has an ongoing investigation related to conduct that may constitute sexual conduct or a substantiated report of sexual conduct. For that reason, there will be times when your search will not result in a match for the name you have searched for in the system.

To ensure that your result is correct, please review your search to ensure that the information you entered into the search fields was entered correctly.

You can also try to broaden your search, by searching using only the first few letters of the individual's first and last names.

If you have tried those things and still have not found an individual in the system with the name you are searching for, it means that ODE does not have any individuals with ongoing investigations or substantiated reports in the system that match the information you have provided at the time of your search.

Why do my search results not include the date of birth and/or last 4 SSN for the individual I searched for in the system?

You may get a result returned that does not include a date of birth, does not include a last 4 SSN, or does not include either a date of birth or a last 4 SSN. This can happen if ODE has not reached the point in the investigation where it has been able to obtain this information about an individual about whom a report was made. If you receive a result for a name you have searched and need further identifiers to confirm that an individual in the system is the correct individual, please contact us at ode.reportsexualmisconduct@state.or.us or by calling the hotline (503) 947-4227.

What do I do if the individual I am searching for has more than one name?

If the person you are searching for in the system has had more than one name, a separate search will be needed for each name that the individual has used to ensure that the individual does not appear in the system. Use other identifiers to help confirm the individual in the system.

What do I do if I have other questions about the system or the verification process?

If you have other questions or need further assistance, please reach out to a member of the ODE team at ode.reportsexualmisconduct@state.or.us or by calling the hotline (503) 947-4227.