

YEAH 201

Overview of the HUB

Agenda

- Review of the HUB features
- Exploring the HUB
- Criminal Records Check/Background Check
- Demo of the HUB and Portal
- Q & A

Features of the HUB

- Manage our program data: Students, Applicants, Host Families, & Volunteers
- Retain historical records for Inbounds, Outbounds, & Host Families
- Progress Indicators to provide status at a glance
- System-generated email and text messages
- Automated reminders and alerts: Overdue reports, Pending documents, Upcoming birthdays
- Student Arrivals & Departures
- Numerous useful reports

Features of the HUB (cont)

- The HUB has restricted access for District Administrators and select Volunteers within the District. You must be sent authorization from your District Compliance Officer in order to access the HUB

<https://yehub.net/W02.php>

- The HUB is a secure and encrypted site!

Log Into the HUB

- You log in to the HUB using the email on record with the HUB as your username; use the same password you set up for the portal
- If you do not have the email welcoming you to the Web Portal and/or HUB that includes a temporary password, you will need to request one from your Compliance Officer

Rotary D5020 Youth Exchange

Rotary Youth Exchange Administration Hub

Login ID:

Password: [Forgot Password?](#)

Login

Cancel



5.4.2.beta4



Allow pop-ups

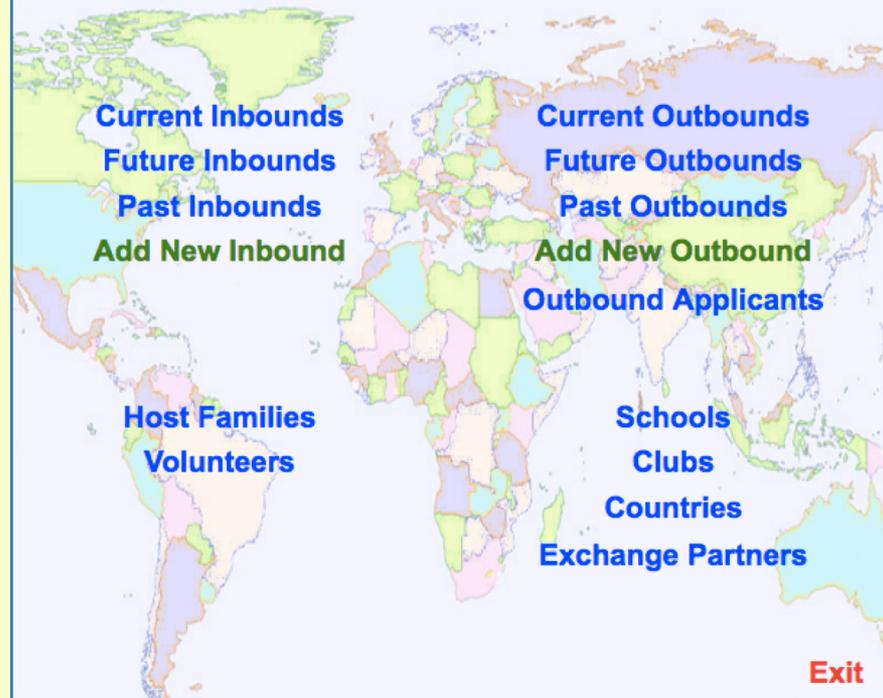
- This is a secure encrypted site
- All documents appear to your computer as pop-ups
- You must allow pop-ups for this site on your browser in settings to upload or view any documents.
- For Chrome:
 - On your computer, open Chrome.
 - Go to the page where pop-ups are blocked.
 - In the address bar, click Pop-up blocked . 
 - Select 'Always allow pop-ups from [site]'

Rotary D5020 Youth Exchange

Jayne's Program Alerts

YEO Information

Utilities



ROTARY
YEAH!
YOUTH EXCHANGE
ADMINISTRATION HUB

Lets Explore!

Administrator Options

Volunteers

	Volunteer Name	District	D Ofcr	HF?	Club	Status	Access	Appl Recd	Bkg Check	DOS Cert	NAYEN Cert	F
1	Adenau, Magdalene	5020	<input type="checkbox"/>	<input type="checkbox"/>	Port Townsend-Sunrise	Approved	HUB/WEB	08/19/2015	07/19/2016	08/28/2016	08/28/2015	A
2	Hubbard, Rita	5020	<input type="checkbox"/>	<input type="checkbox"/>	Port Townsend-Sunrise	Approved	WEB	11/16/2016	11/16/2016	12/29/2016	12/27/2016	A
3	Leeds, Nancy	5020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Port Townsend-Sunrise	Approved	WEB	07/14/2015	06/19/2016	08/16/2016	07/25/2012	A
4	Neu, Charlie	5020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Port Townsend-Sunrise	Approved	HUB/WEB	07/13/2015	10/18/2016	08/10/2016	01/10/2015	A
5	Neu, Jayne	5020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Port Townsend-Sunrise	Approved	HUB/WEB	07/20/2015	10/18/2016	08/01/2016	01/10/2015	A
6	Sherman, Stephanie	5020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Port Townsend-Sunrise	Approved		10/06/2014	08/22/2016	02/07/2017	10/08/2014	A
5	Von Volkli, Kelly	5020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Port Townsend-Sunrise	Approved	HUB/WEB	03/29/2017	03/29/2017	04/02/2017	03/12/2016	A

To view a record, click on the name. It will highlight, then select the detail tab (or double click on the name)

View 1 - 7 of 7

Detail Show All Volunteers Ext

Volunteer Record

Volunteer Options

Volunteer Detail | Documents | Notes/Alerts | Approval Process | System User Detail

Jayne Neu

Last Name: Suffix:

First Name:

Middle Name:

Nickname: Date of Birth:

Street Address:

City / St / Zip:

Home Phone:

Cell Phone:

Work Phone:

E-mail Address:

Title/Position:

District:

Club:

Club YEO?

Active?

DOS Exempt? Check this box only if this individual does not require State Dept training & testing

Include in Directory? Check this box to include person's name, title, phone, and email in the YEO Portal organizational directory

Non-Rotarian?

Key No. 7
DOS Person ID: 502000007
Sys User No: 77



Volunteer Options Tab

Volunteer Options

Messages
Send VOL Application Link by E-mail
Upload Document
Authorize for System Access
Resend System Authorization
Administrative Options

Documents Notes/Alerts **Approval Process** System User Detail

First Name: Jayne Suffix:
Middle Name:
Nickname: Jayne Date of Birth: 11/04,
Street Address: 5337 Landes Street
City / St / Zip: Port Townsend WA 98368
Home Phone: 360 385 0764
Cell Phone: 360 301 4101
Work Phone:
E-mail Address: neuimage@olypen.com
Title/Position: RYE D5020 Admin Coordinator
District: 5020
Club: Port Townsend-Sunrise
Club YEO?
Active?
DOS Exempt? Check this box only if this individual does not require State Dept training & testing
Include in Directory? Check this box to include person's name, title, phone, and email in the YEO Portal organizational directory
Non-Rotarian?

Key No. 7
DOS Person ID: 502000007
Sys User No: 77

Upload

Edit Save Exit

View or Upload a Document

Volunteer Detail | **Documents** | Notes/Alerts | Approval Process | System User Detail

Jayne Neu Key No. 7

No	Uploaded	Document Type	Mo/Yr	Comment	Uploaded By
1	09/30/2014	E-mail Message		Subject: Welcome to the Rotary Youth Exchange Web Portal; Attachment: YEO P	Mike Cloutier
2	10/03/2014	E-mail Message		Subject: Welcome to the Rotary Youth Exchange Web Portal and Rotary YEAH Da	Mike Cloutier
3	12/15/2014	Background Check			Mike Cloutier
4	07/20/2015	E-mail Message		Subject: Rotary Youth Exchange Volunteer Application	Jayne Neu
5	07/20/2015	E-mail Message		Subject: Thank you for your application; Attachment: Volunteer Training	
6	07/20/2015	E-mail Message		Subject: Request for a Personal Reference (Ref #1 Becky Fontaine)	
7	07/20/2015	E-mail Message		Subject: Request for a Personal Reference (Ref #2 Rusty Wire)	
8	07/20/2015	E-mail Message		Subject: Request for a Personal Reference (Ref #3 Scott Smith)	
9	07/20/2015	Volunteer Affidavit			
10	07/20/2015	Personal Reference		Referral from Scott Smith (reference #3)	
11	07/20/2015	Personal Reference		Referral from Rusty Wire (reference #2)	
12	07/20/2015	Personal Reference		Referral from Becky Fontaine (reference #1)	
13	09/14/2015	E-mail Message		Subject: Message from Rotary Youth Exchange; Attachment: Test.txt	Mike Cloutier
14	11/15/2015	E-mail Message		Subject: Background check renewal required	
15	11/18/2015	Background Check			Mike Cloutier
16	08/12/2016	NSOR			Charlie Neu
17	10/18/2016	E-mail Message		Subject: Background check renewal required	
18	10/18/2016	Background Check			Mike Cloutier
19	11/28/2016	E-mail Message		Subject: Rotary Youth Exchange Volunteer Application	

View Selected | Upload New | eBridge Link | Edit | Exit

Highlight selected document and choose either the “view selected” or “upload New” tab at the bottom of the screen – Remember these are viewed as “Pop-Ups” on your browser – you must allow pop-ups in order to view them

CRC/Background checks are uploaded by your Compliance Officer

Volunteer Options

Volunteer Detail | Documents | Notes/Alerts | **Approval Process** | System User Detail

Jayne Neu Status: **Approved**

Volunteer Application: Rec'd: 07/20/2015 Eval: Approved By: M. Cloutier Date: 07/21/2015

Background Check: **Upload** Rec'd: 10/18/2016 Eval: Approved By: M. Cloutier Date: 10/18/2016

Reference #1 Becky Fontaine Rec'd: 07/20/2015 Eval: Approved By: M. Cloutier Date: 07/21/2015

Reference #2 Rusty Wire Rec'd: 07/20/2015 Eval: Approved By: M. Cloutier Date: 07/21/2015

Reference #3 Scott Smith Rec'd: 07/20/2015 Eval: Approved By: M. Cloutier Date: 07/21/2015

Upload the Volunteer's Background Check

Training Summary

Course Name	Registered	Completed	Reqd
1 Secondary School Program Annual Renewal	06/16/2016	08/01/2016	<input checked="" type="checkbox"/>
2 NAYEN Youth Protection Awareness	07/20/2015	01/10/2015	<input checked="" type="checkbox"/>
3 NAYEN Youth Protection Certification	12/04/2015		<input type="checkbox"/>
4 NAYEN US Host Family Orientation			<input type="checkbox"/>
5 NAYEN Non-US Host Family Orientation		08/21/2016	<input type="checkbox"/>
6 NAYEN Non-US Volunteer Training			<input type="checkbox"/>

Test Results

Test Name	Date Time	Result	Score
1 Local Coordinator Training 2011-12 Acade	2011-09-21 13:20:14	Pass	96.67
2 Local Coordinator Training 2012-2013	2012-09-12 17:13:44	Pass	100.00
3 Local Coordinator Training 2013-2014	2013-09-01 11:49:33	Pass	96.67
4 Local Coordinator Training 2014-2015	2014-08-14 00:26:56	Pass	93.33
5 NAYEN Youth Protection Awareness	2015-01-10 11:38:05	Pass	100.00

DOS Training: 08/01/2016
 NAYEN Training: 01/10/2015
 Local Training: 03/23/2013

National Sex Offender Registry Check
 Completed: 08/11/2016

Details from DOS training file upload:
 Person ID: 502000007 Exempt? N

7

Last Training Dates

US Records Check

- All Volunteers and Host Family members who will be over the age of 18 during the exchange will be sent an email with a link to complete their request for criminal records/background check.
- Once completed and submitted, the results are reviewed by the Compliance officer prior to acceptance.

Canadian Records Check

- Clubs can establish a free club account with the Ministry of Justice (or send vol/HF to the RCMP)

<http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/crr020-enrol.pdf>

- Once you have an account you can access the CBC process from this online link:

<http://justice.gov.bc.ca/eCRC/>

- Forward the completed documents to your Compliance Officer

Host Family Records

Host Family Options

- Messages
- Send HF Application Link by E-mail
- View map in Browser
- Administrative Options
- Host Family Summary

Adopted Students: 4 Documents Photos Notes/Alerts **Approval Process**

Neu, Charlie & Jayne

Home Information

Street Address: 5337 Landes st
City / St / Zip: Port Townsend WA 98368 Country: USA
Home Phone: 360 385 0764
Active? District: 5020 Host Rotary Club: Port Townsend-Sunrise
School: Port Townsend High School

Mailing Address (if different)

Postal Address: _____
City / St / Zip: _____ Country: _____

Host Parent #1

Last Name: Neu First Name: Charlie Middle: _____ Suffix (Jr, III, etc.): _____
Cell Phone: 360 301 2356 Work Phone: _____
E-mail Address: candjne@gmail.com
If parent is a Rotarian, select the club: Port Townsend-Sunrise

Host Parent #2

Last Name: Neu First Name: Jayne Middle: Ruth Suffix (Jr, III, etc.): _____
Cell Phone: 360 301 4101 Work Phone: 800 745 7923
E-mail Address: neuimage@olypen.com
If parent is a Rotarian, select the club: Port Townsend-Sunrise

295 Status: **Approved** Edit Save Ext

Approval Process Tab

Host Family Options

Regenerate Documents
Replace References
Register family for NAYEN Training

Reference #1
Reference #2
Reference #3

Documents
Photos
Notes/Alerts
Approval Process

Neu, Charlie & Jayne

HF Application:	Rec'd: 05/28/2016	Eval: Approved	By: M. Cloutier	Date: 05/28/2016
Reference #1 Marianne Walters	Rec'd: 06/07/2016	Eval: Approved	By: M. Cloutier	Date: 06/07/2016
Reference #2 Patty Spencer	Rec'd: 05/28/2016	Eval: Approved	By: M. Cloutier	Date: 05/28/2016
Home Visit/Interview Report:	Rec'd: 05/29/2016	Eval: Approved	By: M. Cloutier	Date: 05/30/2016
Follow-up Visit Report:	Rec'd: MM/DD/CCYY	Eval:	By:	Date: MM/DD/CCYY
HF Orientation	Rec'd: 06/18/2016	Eval: Approved	By: M. Cloutier	Date: 06/18/2016

Host Family Members						
Full Name	Birth Date	Bkg Check	NSOR Check	At Home?	Status	Parent?
Neu, Charlie*	:	06/09/2016	06/09/2016	<input checked="" type="checkbox"/>	Approved	Host Parent
Neu, Jayne Ruth*	:	06/09/2016	06/09/2016	<input checked="" type="checkbox"/>	Approved	Host Parent

Upload Background Check

Edit Host Family Member

Add Host Family Member

Delete Host Family Member

Rearrange Host Family

* Host Family member is also in Volunteer file View HF Test Results

Local Training: 08/21/2016

Host Family Status: Approved

295

Submit Home Interview Report

Submit Follow-up Visit Report

Edit

Save

Ext

Individual HF Members Details

Host Family Detail	Hosted Students: 4	Documents	Photos	Notes/Alerts	Approval Process
<p>Neu, Charlie & Edit Host Family Member [X]</p>					
HF Application:	First Name	Jayne	2	Date:	05/28/2016
Reference #1 Marianne V	Middle Name	Ruth		Date:	06/07/2016
Reference #2 Patty Sper	Last Name	Neu		Date:	05/28/2016
Home Visit/Interview Rep	Suffix(Jr, III, etc.)			Date:	05/30/2016
Follow-up Visit Report:	Sex	F		Date:	MM/DD/CCYY
HF Orientation	Date of Birth			Date:	06/18/2016
	Email Address	neuimage@olypen.com			
	Host Family Position	Host Parent			
	Lives at Home?	<input checked="" type="checkbox"/>			
	Status	Approved			
	Last Background Check	06/09/2016			
	Last YPA Training	05/29/2016	Register for NAYEN Training		
	Last Submitted:	05/28/2016			
	Last NSOR Check	06/09/2016	Check Now		
		Associate Volunteer	Remove Association	View Volunteer	
		Cancel	eBridge Link	Save	
* Host Family member is a					
Local Training:	08				
Host Family Status:	Ap				
295	Submit Home Interview Report	Submit Follow-up Visit Report	Edit	Save	Exit

What Else Can You Do?

Rotary Youth Exchange Administration Hub via JWS

Inbound Student Options

Inbound Detail | Host Families | Contacts | Documents | Notes/Alerts | Travel Info | Processing

Garcia, Laura

D5020 Inbound from Brazil, 2014-15

Last Name(s) Suffix

First Name Middle Name(s)

Nickname Sex

E-mail Address 

Local Cell Phone 

Host District Becky Fontana, YE Chair

Host Club

Date of Birth Annual Age: 17 yrs 4 mos

Country of Birth

City of Birth

Citizenship

Home Country

Sponsor District

Sponsor Club

Exchange Partner

Insurance

Provider

Policy No.

ID No.

Schools

Current

Status: Active
ID No. 14007

W02 W02 RYE FL Inq 

Check Documentation on Students

- Application
- Insurance information
- Guarantee forms
- Immunizations
- Passport
- Photo
- Special Notes/ Alerts
- Confidential information only viewable by a few
- Flight information
- Contracts/ Agreements

Inbound Student Records

- Insurance information and Card
- Guarantee Forms can be uploaded by the Country Officer or the YEO, original is returned to the Country Officer and then onto the student.
- Cell phone numbers should be added by the YEO or CC when the student gets their phone. This should always be kept up to date.

Inbound Student Records (cont)

- Flight information: Student is asked to enter this prior to arrival – departure info is updated mid year when final plans have been made
- Student ID Cards: These are generated by YEAH and e-mailed to student with each family change.
- Student move: Club Counselor or YEO should report via the Web Portal or HUB the move within 24 hours
- Monthly report: Club Counselor and/ or the YEO, one from each is ok too. Enter the date and the person making the contact for each the HF and the student.

Reports From the HUB

- ***Assign New Host Family:*** Go to students file, go to Host Family tab and click on “Assign New Host Family” link on the bottom
- ***Counselor Report (required at least monthly):***
Student’s **Reporting Tab** - “Enter A Report” on the left side.
 - Reports can be filed numerous times in a month by anyone with access to the HUB or PORTAL. It is best to report something ‘minor’ before it becomes ‘major’.

Reports from the HUB (cont)

- ***Home interview Report:*** this can be done on the HUB or the Portal.
- ***Submit Follow-up Visit Report:*** Portal or HUB on the HF processing page
- ***Submit Host Family Change Report:***
- ***Confirm Student's arrival:*** Done either from the Portal or HUB
- ***End Student Exchange:*** Done automatically by the HUB based on departure flight information.

Confirm Inbound Arrival

This should be done on the Portal:

- Go to the student's page, at the bottom of the page you will see several options:
- Select Arrival Confirmation; you will be asked to confirm the first host family and to confirm the arrival date.
 - Be sure to change the arrival date to the actual date of arrival if logging this the next day.

UTILITIES TAB

Rotary D5020 Youth Exchange

Mike's Program Alerts

Jarvis, Carmen (HF Saltspring Island (Ganges))
SHP requires additional documentation

Upcoming Birthdays

Lederhiger, Irina (Current IB South Puget Sound/Olympia)
Birthday: Mon Sep 17 (16)

Long Term Exchanges

Short Term Exchanges

Utilities



Send E-mail Messages
Send Text Messages
Generate a Report
Export Data to Table
Send Program Links

Document Library
User Preferences
Record Subsets
Export Documents

Exit



Where can you find answers?

On the District Youth Exchange Website:

www.rye5020.org

