

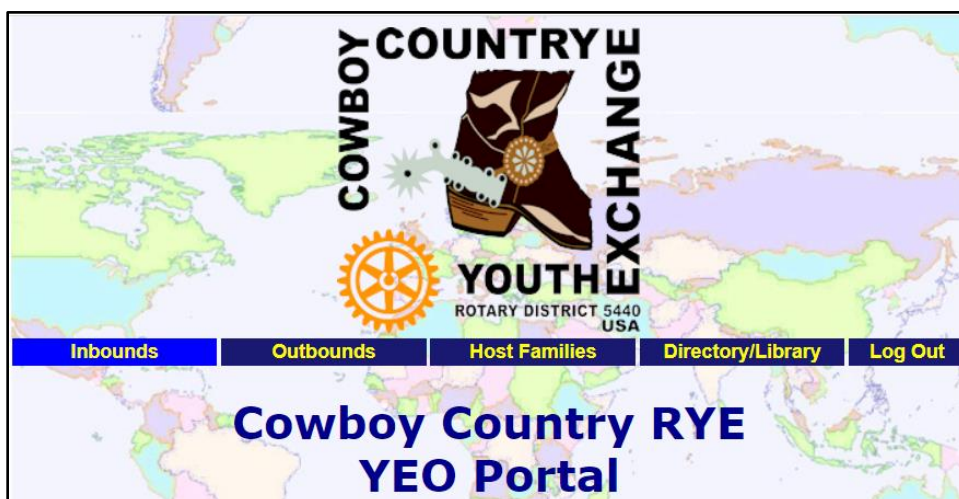
COWBOY COUNTRY ROTARY YOUTH EXCHANGE
ROTARY INTERNATIONAL DISTRICT 5440
Long-Term Youth Exchange



YEAH Reporting Overview

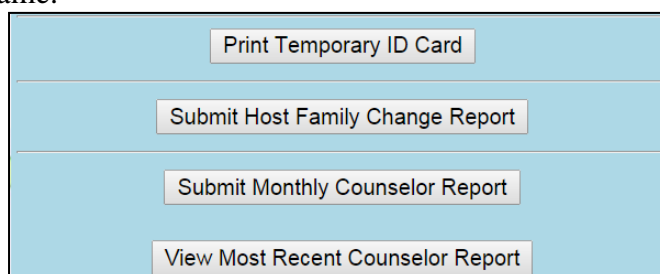
Approved volunteers can access the YEAH portal at <http://yehub.net/CBY-portal> or by accessing the Rotary YEO Portal app. The app is recommended and you can install that app on Windows based computers.

There is a menu at the top where you can select from Inbounds, Outbounds, Host Families and Directory/Library.



Inbound Student reports

For each student there are a series of buttons on the bottom of the screen. The buttons that appear will change depending on what is needed at the time (e.g., after you confirm the student's arrival that button won't appear again). All routine report requirements can be fulfilled using these buttons. Below is a screen shot of the inbound student buttons available after the arrival has been confirmed. If you are using the Rotary YEO Portal app the buttons will look slightly different but the functions are the same.



Confirm Arrival

- Must be entered within a week of arrival. Once it has been done the “arrival confirmation” button will no longer appear (doesn’t show on the above example).

ID Card

- The students should have an ID card that identifies their exchange program and current residence and contact information. You can provide an ID card for them with this option. Please be sure they have that card for the current host family immediately after they move. The YEAH system sends this to the student by email when the move is entered into YEAH but the students are not good at checking their email.

Host Family Change

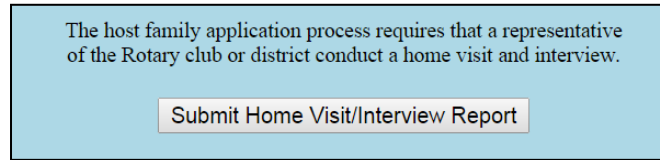
- Enter the host family move on the day they move or within a few days after. The family must be fully approved before the student can move in. See instructions on changing host families for full details on host family approval.

Monthly Counselor Report

- Must be entered for each month including the month the student arrives and the month they leave.
- This is based on calendar months and the date of the report is determined by the date of student contact that you enter in the report.
- Reports can be entered by the YEO or the Club Counselor (if they have YEAH access).
- The YEAH portal defaults the date to the date that you make the entry but you can change that to the appropriate date when the student was contacted.
- We must have at least one report for each month the student has been in the country.
- The YEAH system will send you an automated message if the report is overdue, with the subject line “Monthly Counselor Report overdue”.
- Club volunteers can see the reports that have been submitted in the Rotary YEO Portal app. In the online portal you can only see the most recently submitted report.
- If you have questions about missing reports please ask Dirk Miller
dirkdmiller@gmail.com

Host Family reports (you have to choose the appropriate Host Family)

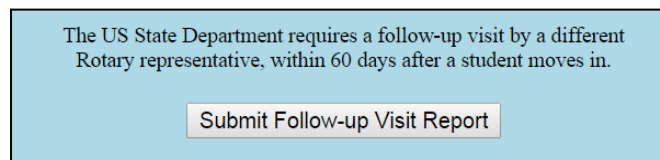
For each host family there will be a button on the bottom of the screen. The button that appears will change depending on what is needed at the time. All routine report requirements can be fulfilled using these buttons.



The host family application process requires that a representative of the Rotary club or district conduct a home visit and interview.

Submit Home Visit/Interview Report

- The YEAH portal will display the report that is required at the bottom of the information about the family. You can find this by selecting the host family from the list of families.
- There are 3 possibilities.
 - A button at the bottom that says “Host Family Interview/Home Visit Report”.
 - Once the initial report has been submitted the button will change to “Submit Follow-up Visit Report”.
 - If the follow-up report has been submitted there will not be a button at the bottom.
- The initial visit must be done before a student moves in.



The US State Department requires a follow-up visit by a different Rotary representative, within 60 days after a student moves in.

Submit Follow-up Visit Report

If you are receiving a message with the subject “URGENT: Host Family Follow-up Visit Overdue” you can correct that by submitting the second report.

- The visit must be done by someone different than the person who did the first visit. It can be anyone from your club. If they don't have access to the YEAH system the report can be entered by anyone with YEAH access.
- The follow-up visit must be done within 60 days of the student moving in, but can be done within one day, so you don't have to wait.