

UPLOADING BACK GROUND CHECKS IN YEAH

FOR US CLUBS: WATCH

Your club should have an account set up with the Washington State Patrol WATCH. This is a free service for non-profit organizations such as Rotary. You can reach the site by clicking:

<https://fortress.wa.gov/wsp/watch/Home/Forms> Select the “User Application Form” be sure to select the Non-Profit box and provide your clubs 501(c)3 letter with your application. Each user in your club should have their own user information.

Once you have an account established you will need to log in at

<https://fortress.wa.gov/wsp/watch/Account/Login?ReturnUrl=%2fHome%2fPublicSearchRequest>

Enter your account number, user name, and password – they will require you to update your password approximately every 3 month.

Enter the volunteer or host family member’s information; you can enter multiple names at once. There is a link on this page to help with search instructions. (NOTE: No WATCH check can be accessed until you have a signed waiver from the volunteer or the host family member. The volunteer’s waiver is included in their volunteer application; they host family members each must sign a separate waiver that is emailed to them when they submit their family application for review. You must get this waiver form from the HF member BEFORE you run the WATCH check.)

Add to Search Request; you will see a blue box appear on the right side with your search request; select “SEARCH NOW”. You will be directed to click **WATCH INBOX**. At this stage you will see a list of names you have in your search criteria – YOU ARE NOT DONE! *Click on the Underlined Result to Display Report* , again you will see the name of your Candidate – YOU ARE NOT DONE! Select the underlined results again and you will view a full page Web Search Report on your candidate. PRINT PREVIEW – PRINT REPORT –You may have the ability to save this to your computer as a pdf, this is preferable. If not, you may have to print it out and re-scan it. This one page form is what must be uploaded onto the volunteer or HF profile page.

FOR CANADIAN CLUBS: BC MINISTRY OF JUSTICE CHECKS

If you don’t already have a free account set up with the Ministry you can fill out the form in this link:

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

Here you’ll find the application to enroll in the online service criminal records review program. The club fills it out, scans and emails. See email in lower left corner of pdf, it may take a week or two before you will be given the online link and access code. If you would like to contact the ministry by phone their number is: 1 (855) 587-0185 ext. 2

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

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

ALL CLUBS: HOW TO PROPERLY UPLOAD THE BACK GROUND CHECKS!

VOLUNTEER:

Authorized users for the YEAH HUB will have access to upload these documents. Go to your volunteers' profile and select "approval Process" tab. You will see a button that says "upload" next to the background check. Select that button and upload your pdf file you saved from WATCH or BC Ministry. Once you upload this document the date completed will appear as the date you uploaded the document – Select the status as "approved; declined; or pending.

Click on the NSOR Check button and you will be directed to the NSOR site (this is a US database only – Canada does not maintain a public accessible database). Once you complete this check you can enter the date that you ran the check. If you have any questions about your results, please contact the YEAH district office. (this is not required – but it is **good practice** to save the results as a pdf and upload them under the documents tab; select "other" as your document type and in the comments section write ="NSOR for xxxxx")

After you have successfully uploaded the background check you must also update the date of the NSOR check on the Approval Process tab – edit and change the date to the date completed. (This is actually a second place to change the date as the two are not integrated in the system)

The NSOR and the Background check must be completed annually.

HOST FAMILY MEMBERS:

Select your Host Family and go to the "Approval Process" tab. You will see a box mid-way down that says **HOST FAMILY MEMBERS**. Highlight the member you want to access – on the right side select the "Upload Background Check" box. Follow the instructions to upload the document – The date completed will appear as the date you uploaded the document – Select the status as "approved; declined; or pending.

Click on the NSOR Check button and you will be directed to the NSOR site (this is a US database only – Canada does not maintain a public accessible database). Once you complete this check you can enter the date that you ran the check. If you have any questions about your results, please contact the YEAH district office. (this is not required – but it is **good practice** to save the results as a pdf and upload them under the documents tab; select "other" as your document type and in the comments section write "NSOR for xxxxx")

All checks are good for 18 months or one program year for Host Families

If you are not comfortable uploading the documents or may not have the proper access in YEAH, please email the copies directly to the YEAH district office at yeah.neus@gmail.com and request they be uploaded on your behalf.