

Home Visit and Interview Reports

All host families must have a first and second home visit report filed. The first home visit is completed during the vetting process. This can be done at anytime during the process after the family has submitted their Host Family Application.

Best Practice: New Family: Stop by the home and talk about what it means to be a host family, explain the vetting process to them, take a look around the home at the student's bedroom, their bathroom, the common areas of the home including the living room and the kitchen. Once the host family has submitted their application you can then enter your findings from your initial visit, there is no need to go back to the home to complete this. This form is completed online, there are no forms to print, scan and submit. This can be done either on the YEAH Portal or on the YEAH HUB.

Returning Families: A new home visit report must be submitted for the family each time they host a student. This alerts the system to "reset" the clock. A returning family will need to submit an updated Host Family Application for each program year they host. Make another stop by the home just to confirm that nothing has changed since the last time they hosted. Again, the visit report can then be submitted as soon as they complete their updated application.

This report can be completed by any vetted Rotarian, but is usually submitted by either the club YEO or the club Counselor.

So, let's take a look at the First Home Visit form:

Host Family Interview/Home Visit Report

This form is to be completed by a Youth Exchange Officer, Counselor, or other Rotarian, to document the initial interview and home visit to a potential host family.

Please complete the form in its entirety, then click the 'Submit' button once. Your report will be reviewed and become part of the permanent record of the host family.

Person
conducting
the home
visit can be
any vetted
Rotarian

Host Family Name: Neu, Charlie & Jayne
Address: 5337 Landes st
City/State/Zip: Port Townsend WA 98368
Home Phone: 360-385-0764
Host Parent #1 Cell: 360-301-2356
Host Parent #2 Cell: 360-301-4101
Host Parent #1 E-mail: candjne@gmail.com
Host Parent #2 E-mail: neuimage@olympen.com
Local High School: Port Townsend High School
Rotary Club: Port Townsend-Sunrise

Date of Visit: (e.g., 01-JAN-2014)
Your Name (Person Conducting the Visit):
Your Position:
Your Rotary Club:
Your E-mail Address:

Host Family Evaluation					
	Excellent	Good	Fair	Poor	No Basis
Family understanding of RYE program rules:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family lifestyle appropriateness for hosting:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family work hours conducive to hosting:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comfort level of family during conversation:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Living conditions for student:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How supportive is family of hosting:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Safety of neighborhood:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Acceptance of host sibling(s), if any:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Student's bedroom/living quarters:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall appropriateness of this family/home as a potential host family:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Host Family Photos		
<p>Exterior</p> 	<p>Living Room/Family Room</p> 	<p>Kitchen</p> 
<p>Bedroom</p> 	<p>Bathroom</p> 	<p>Family Photo</p> 
<p>Do these pictures accurately represent the home? <input type="checkbox"/> <input checked="" type="checkbox"/></p>		

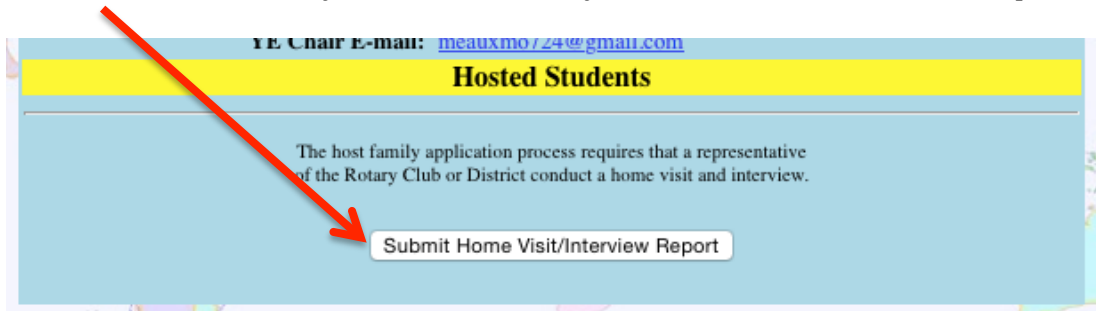
optional) Add any other comments about the host family or situation (positive or negative):

Submit Report

Enter your name as the one doing the initial home visit; notice that any vetted Rotarian can complete this task; it does not have to be a vetted Rotarian from your club. Answer the Host Family Evaluation questions from your observations. When you are done; hit submit.

Where to find this report? Let's Look at the YEAH Portal:

Sign in to the Portal using your usual log in procedure; select your **host family**; at the bottom of the form you will see where you can submit a Home Visit Report



YEA Chair E-mail: meauxmo724@gmail.com

Hosted Students

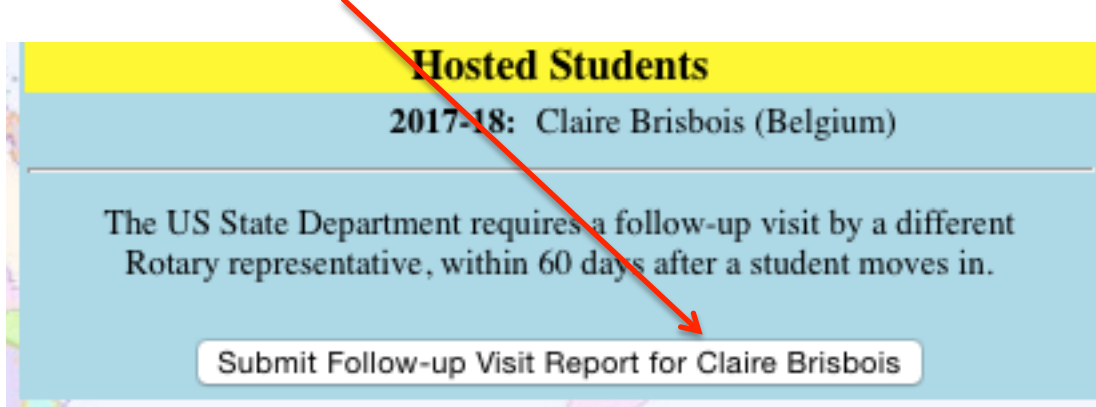
The host family application process requires that a representative of the Rotary Club or District conduct a home visit and interview.

[Submit Home Visit/Interview Report](#)

Once you select this the online form will pop up, you can answer the questions just as shown above and hit submit.

Important Note: On the Portal, once a home visit report has been submitted the tab goes away; in its place the "Submit Follow-up Visit Report" tab appears. When a family submits an updated HF Application the initial tab appears once again.

A second Home Visit Report is to be filed within 60 after the student moves into the home; NOTE: This visit is to be conducted by a different vetted Rotarian than submitted the first visit.



Hosted Students

2017-18: Claire Brisbois (Belgium)

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 for Claire Brisbois](#)

See HUB instructions on next page:

Now the YEAH HUB

Sign into the HUB using your usual log in credentials; Find your host family and go to the last tab: the Approval Process Tab:
Select Submit Home Interview Report

The screenshot shows the YEAH HUB interface with the 'Approval Process' tab selected. The host family is 'Neu, Charlie & Jayne'. The interface includes a table for 'Host Family Members' and a table for 'Approval Process'.

Full Name	Birth Date	Bkg Check	NSOR Check	At Home?	Status	HF Position
Neu, Charlie*		06/04/2017	06/04/2017	<input checked="" type="checkbox"/>	Approved	Host Parent
Neu, Jayne Ruth*		06/04/2017	06/04/2017	<input checked="" type="checkbox"/>	Approved	Host Parent

* Host Family member is also in Volunteer file

Local Training: 09/13/2017
Host Family Status: Approved

Buttons: Upload Background Check, Edit Host Family Member, Add Host Family Member, Delete Host Family Member, Rearrange Host Family, View HF Test Results, Submit Home Interview Report, Submit Follow-up Visit Report, Edit, Save, Exit.

You will find your Follow-up Visit Report tab here also. These tabs never go away inside the HUB so be sure you use the correct button when submitting your reports. If you select the First Home Visit when you meant to select the follow-up; the clock will reset and will cause your family to show as in violation.

Let's take a look at the Follow-up Home Visit form:

Next page....

Host Family Follow-up Visit Report

This form is to be completed by a Youth Exchange Officer, Counselor, or other Rotarian, to document the follow-up visit to the host family. Per the regulations of the US Department of State, this visit must take place within 60 days of the student's move-in, and must be conducted by someone other than the individual who originally identified and/or interviewed the host family.

Please complete the form in its entirety, then click the 'Submit' button once. Your report will be reviewed and become part of the permanent record of the host family.

Host Family Name: Neu, Charlie & Jayne
Address: 5337 Landes st
City/State/Zip: Port Townsend WA 98368
Home Phone: 360-385-0764
Host Parent #1 Cell: 360-301-2356
Host Parent #2 Cell: 360-301-4101
Host Parent #1 E-mail: candjne@gmail.com
Host Parent #2 E-mail: neuimage@olympen.com

Student Name: Vilma Jurmu
Home Country: Finland
Host Club: Rotary Club of Port Townsend-Sunrise
Date Student Moved In: August 24, 2017

Second
Visit by a
different
Vetted
Rotarian

Date of Visit:
Your Name (Person Conducting the Visit): First Name Last Name
Your Position:
Your Rotary Club:
Your E-mail Address:
Did you also conduct the first host family visit?
In your opinion, is this a suitable host family?

If you answer yes that you did
the first visit your report will
be rejected

If not, please explain in detail, including any actions that could be taken to restore their suitability, and/or what steps are being taken to relocate the student:

If there are any new residents in the home, please provide their names and ages:

(optional) Add any other comments about the host family or situation (positive or negative):

Submit Report

Hit Submit and you are done!

You may notice this regulation is stated to fulfill the U.S. Department of State Regulations; however the District 5020 Youth Exchange Committee has adopted this practice for ALL host families regardless of where they live.