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)

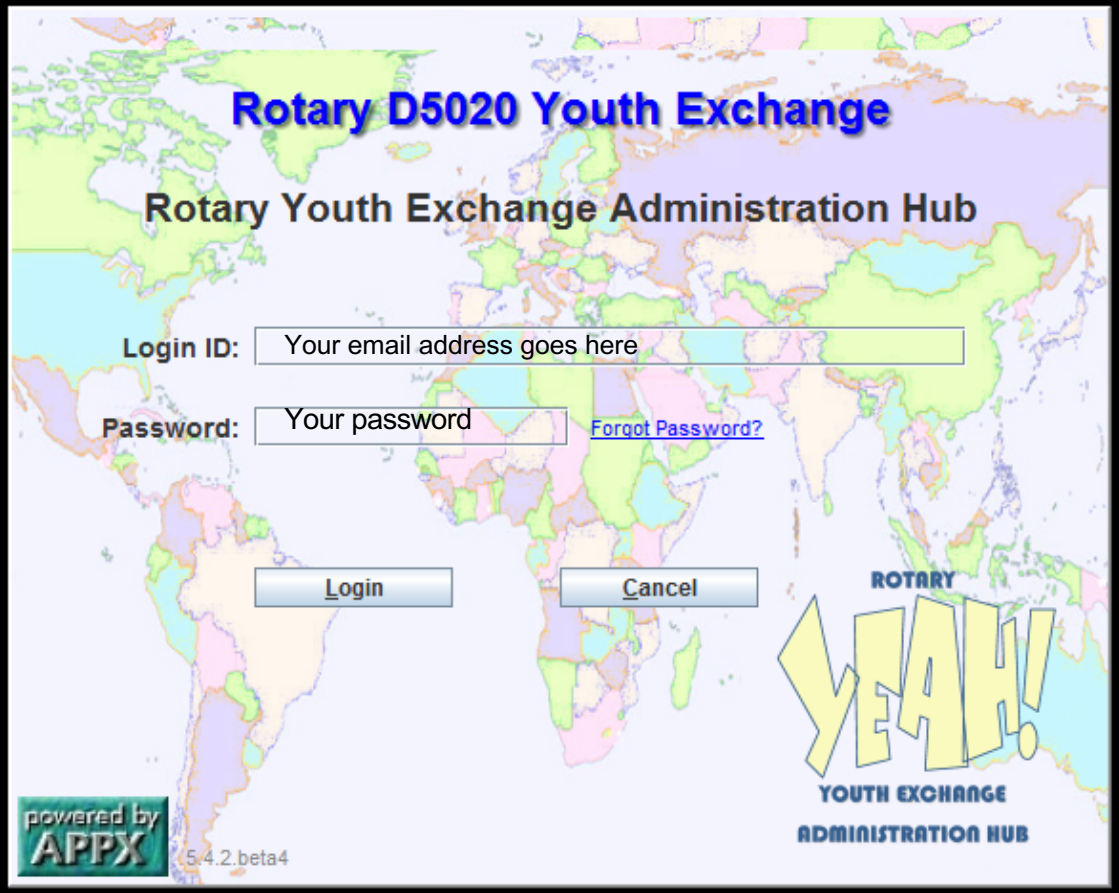
- The HUB has restricted access for District Administrators and select Volunteers within the District. You must be sent authorization from your District Compliance Officer in order to access the HUB

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:
Your email address goes here
Password:
Your password
Forgot Password?
Login
Cancel
ROTARY
YEAH!
YOUTH EXCHANGE
ADMINISTRATION HUB
powered by APPX
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

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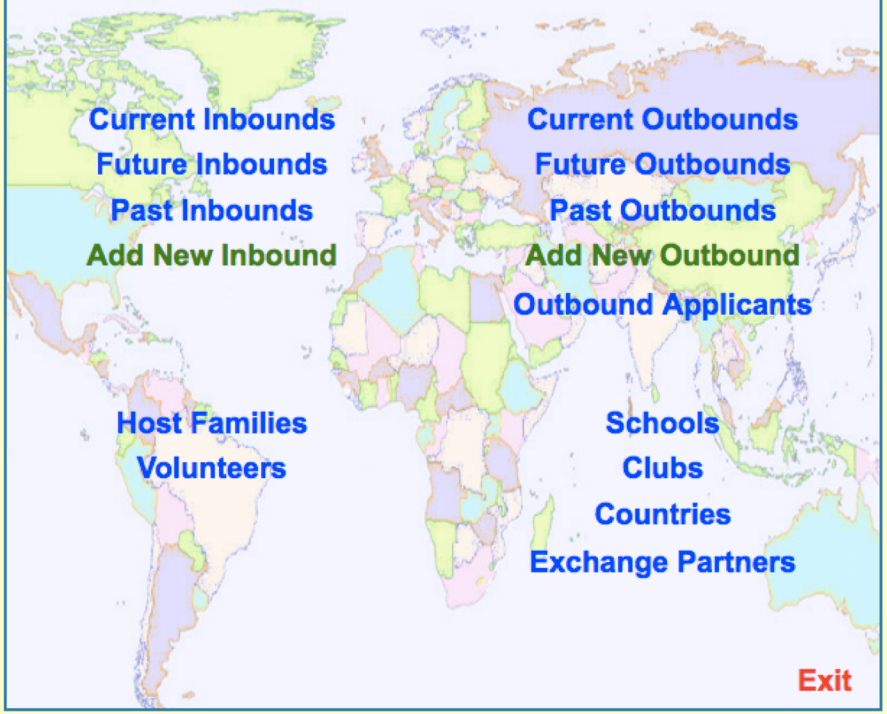
YEO Information | Utilities



Current Inbounds
Future Inbounds
Past Inbounds
Add New Inbound

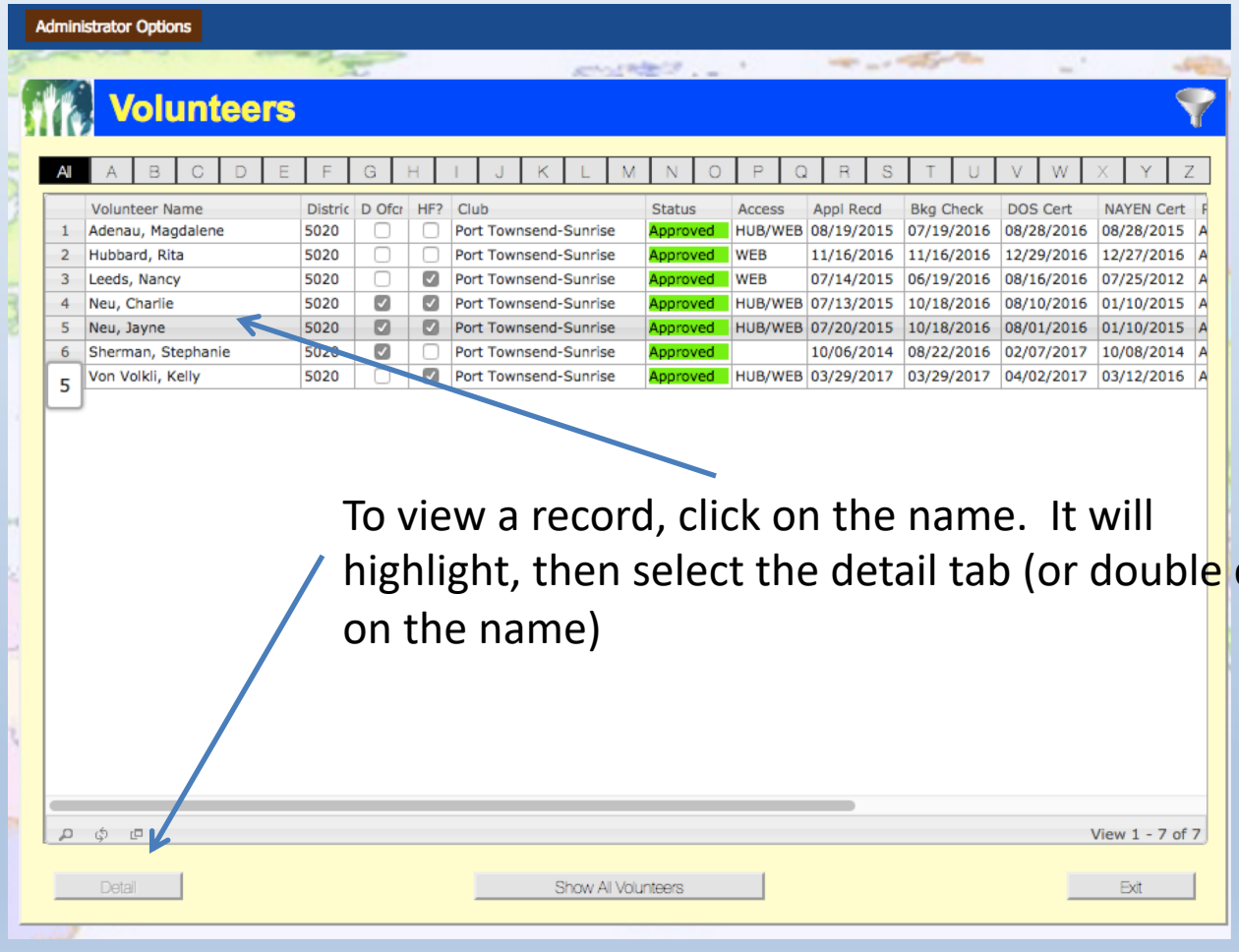
Current Outbounds
Future Outbounds
Past Outbounds
Add New Outbound
Outbound Applicants

Host Families
Volunteers

Schools
Clubs
Countries
Exchange Partners

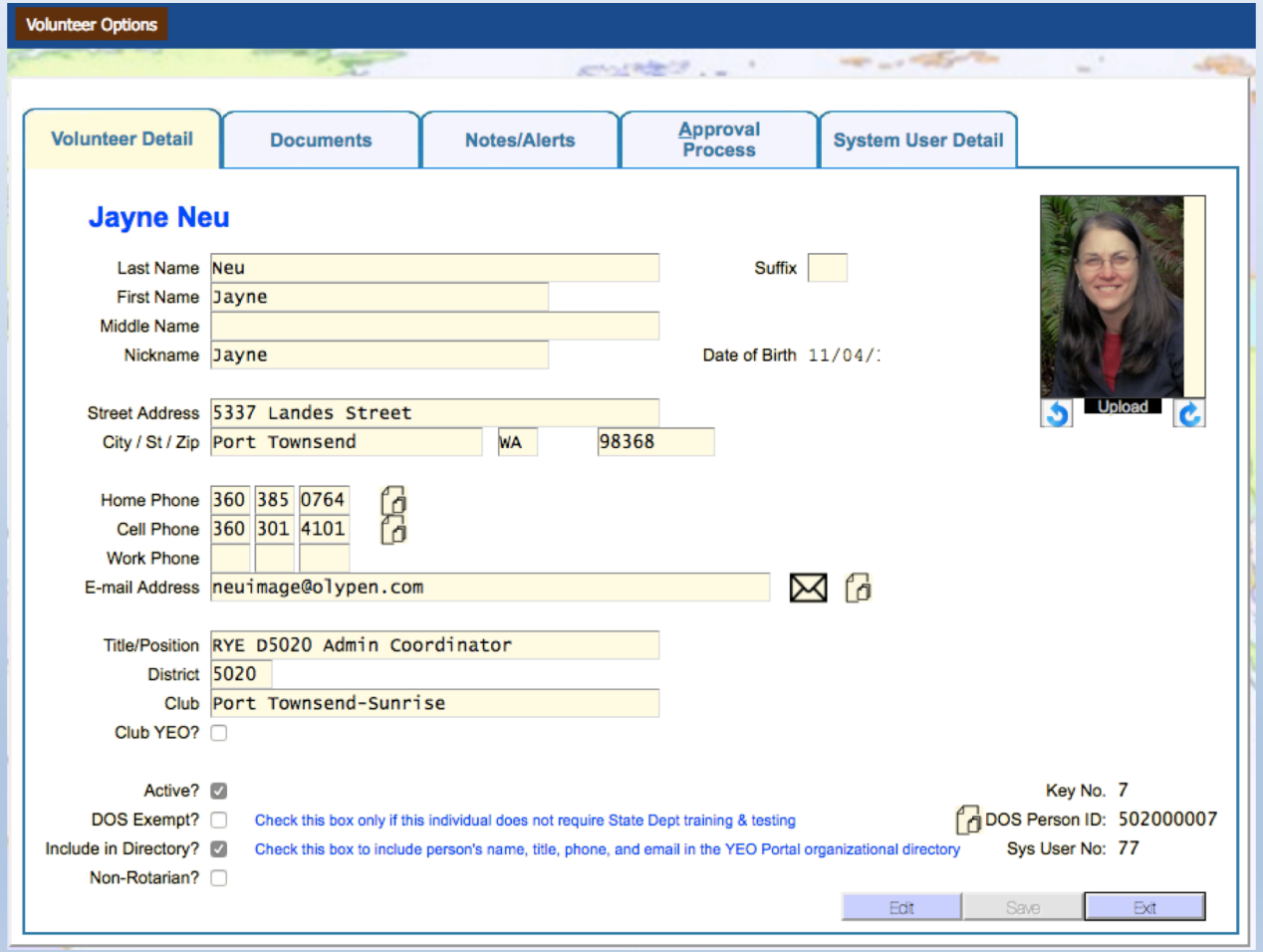
Exit

Lets Explore!

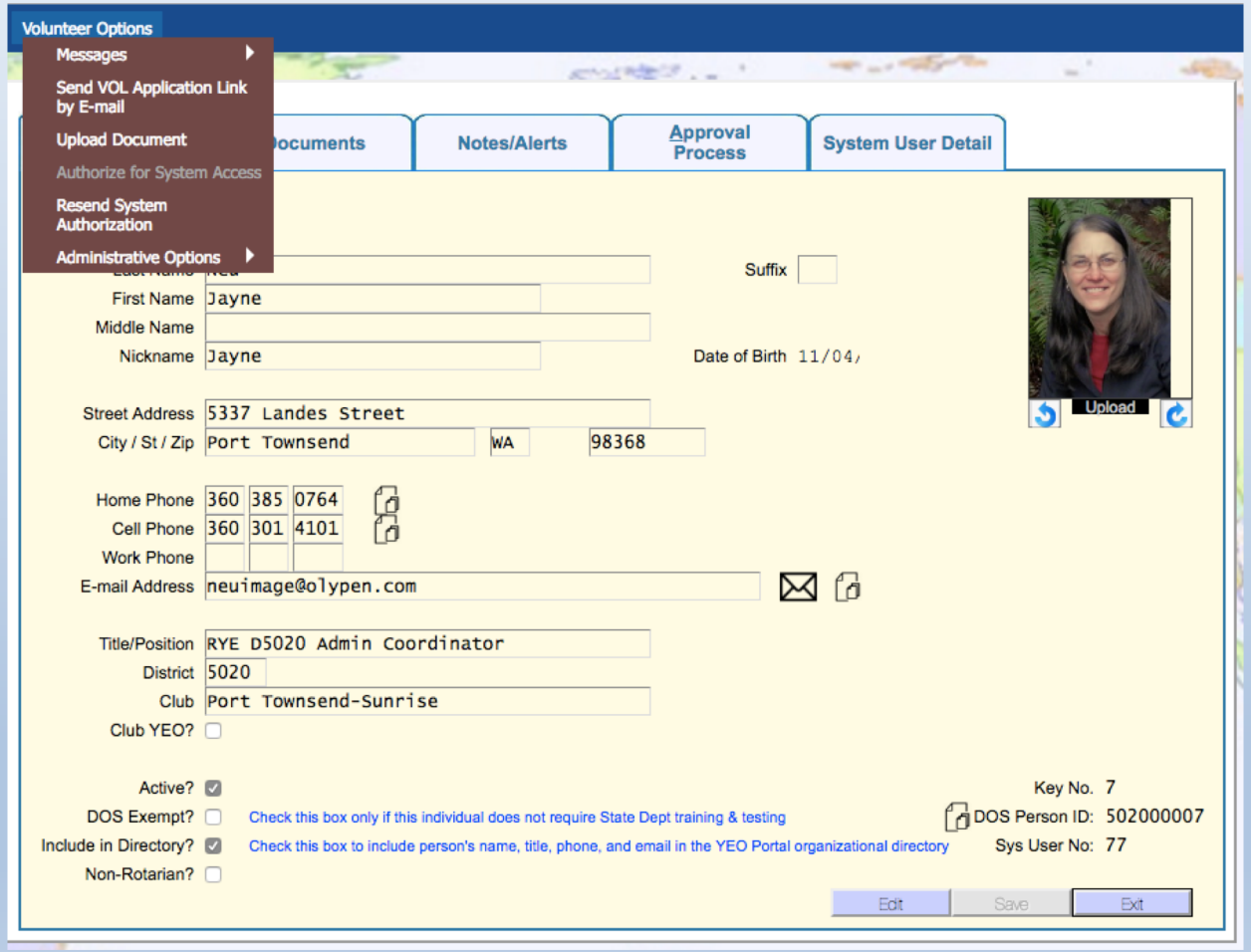


To view a record, click on the name. It will highlight, then select the detail tab (or double click on the name)

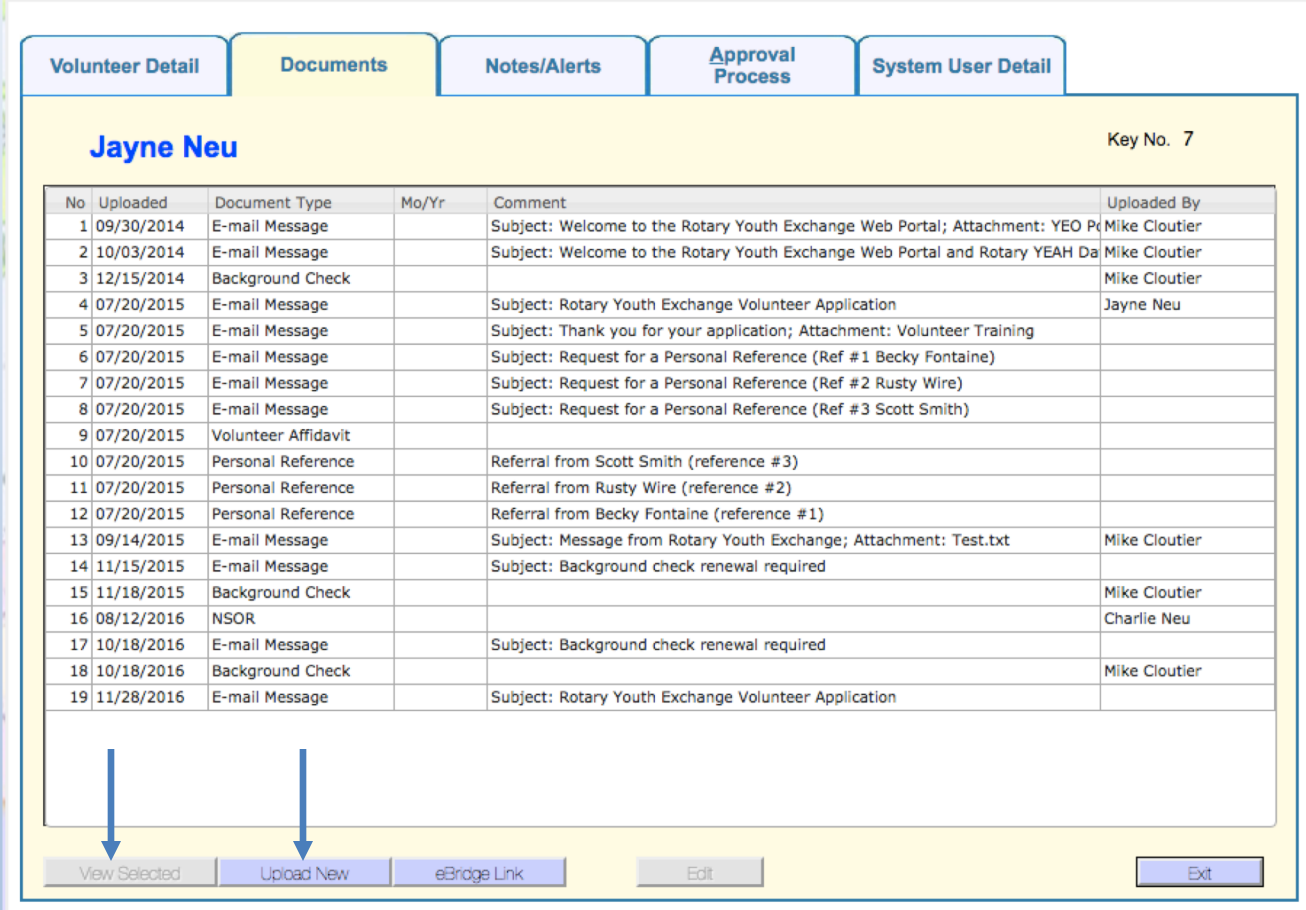
Volunteer Record



Volunteer Options Tab

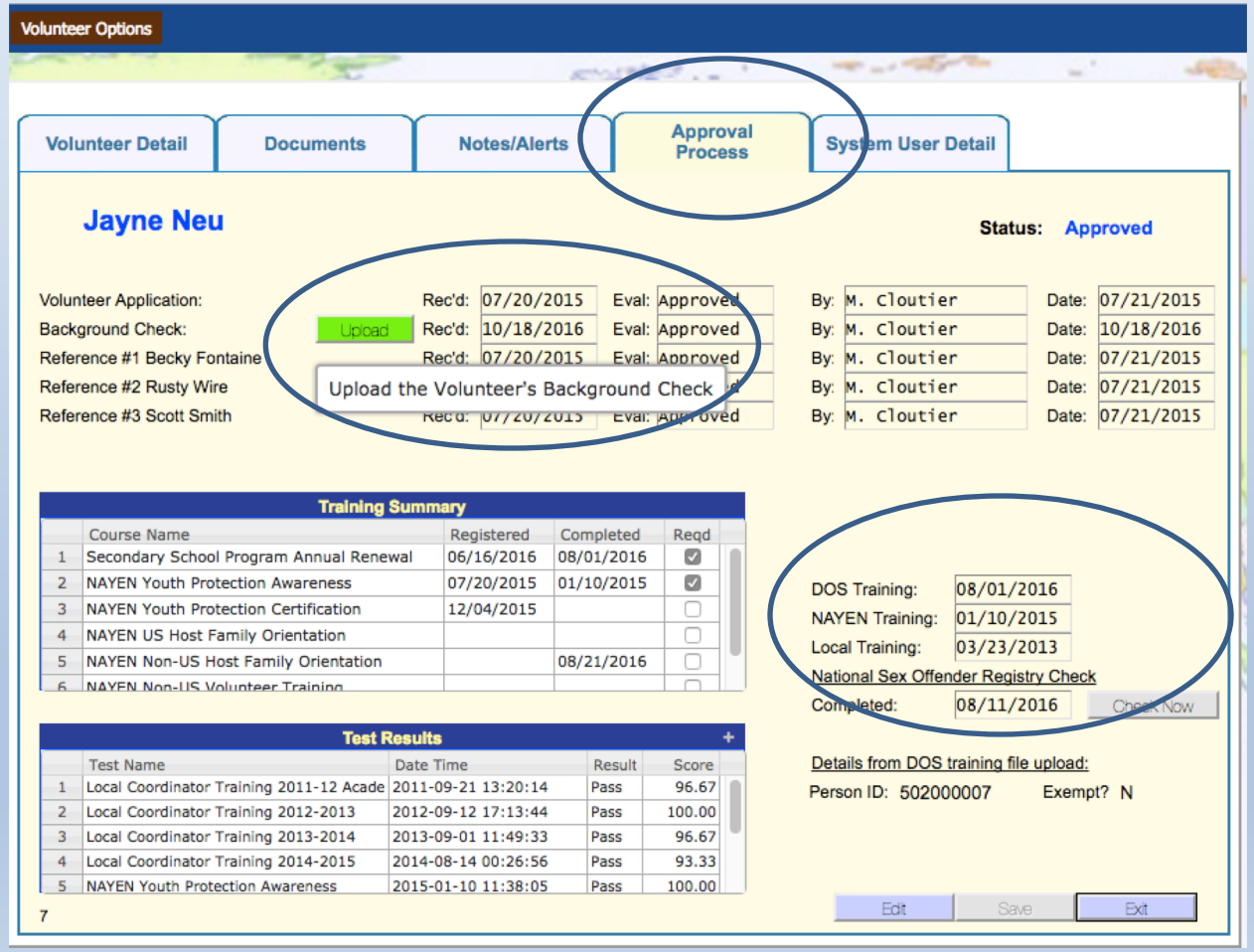


View or Upload a Document



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



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)

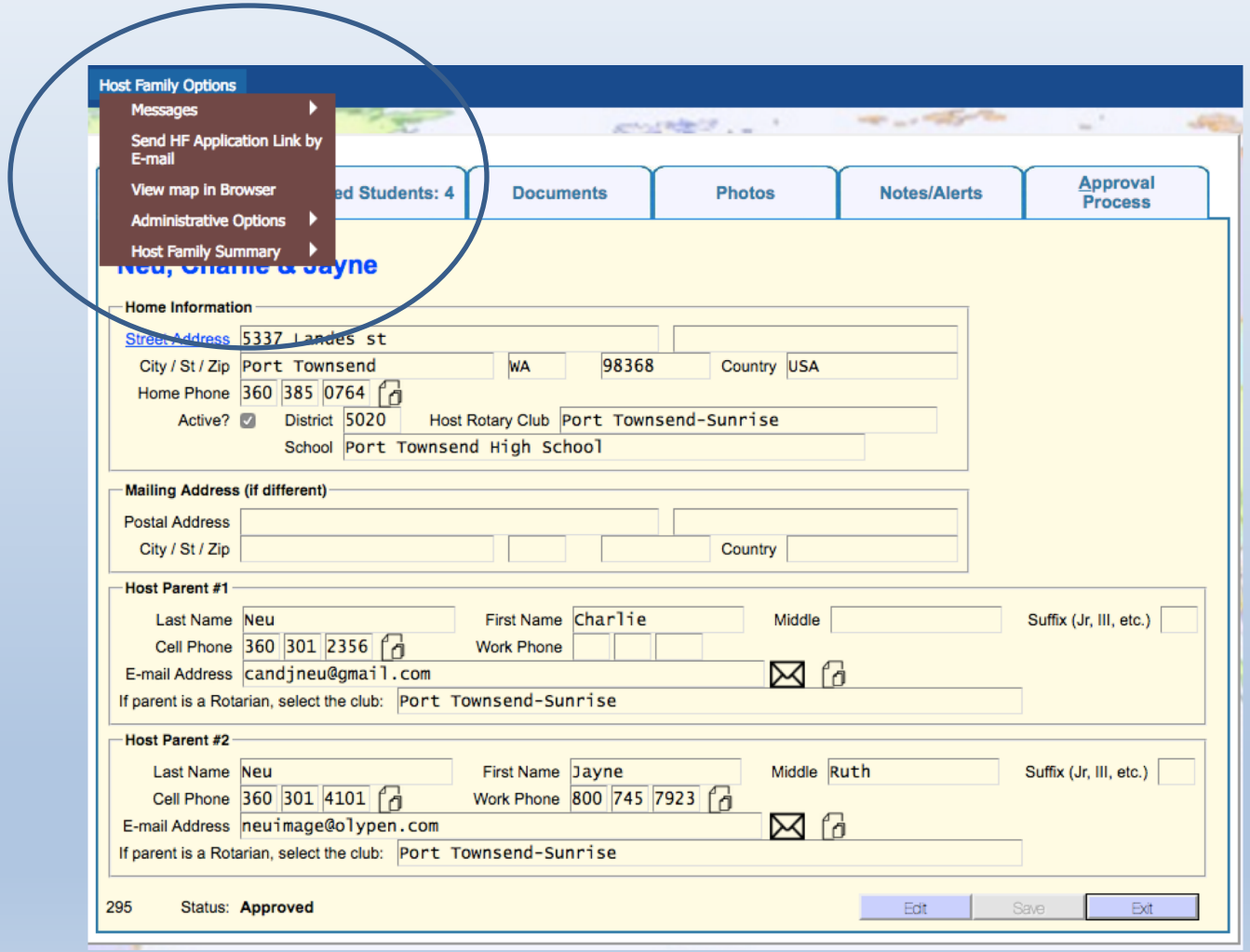
http://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/crr020-enrol.pdf

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

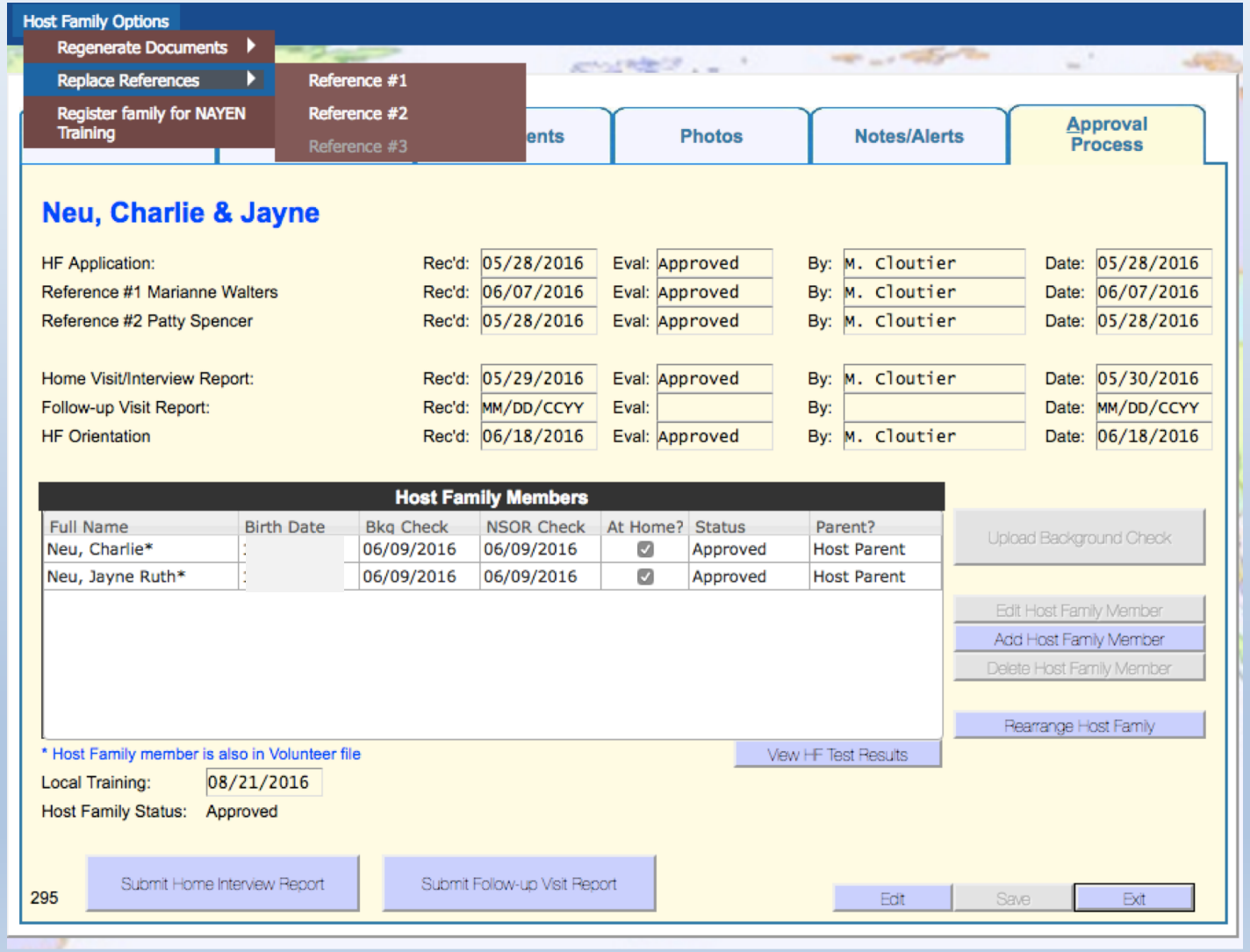
http://justice.gov.bc.ca/eCRC/

- Forward the completed documents to your Compliance Officer

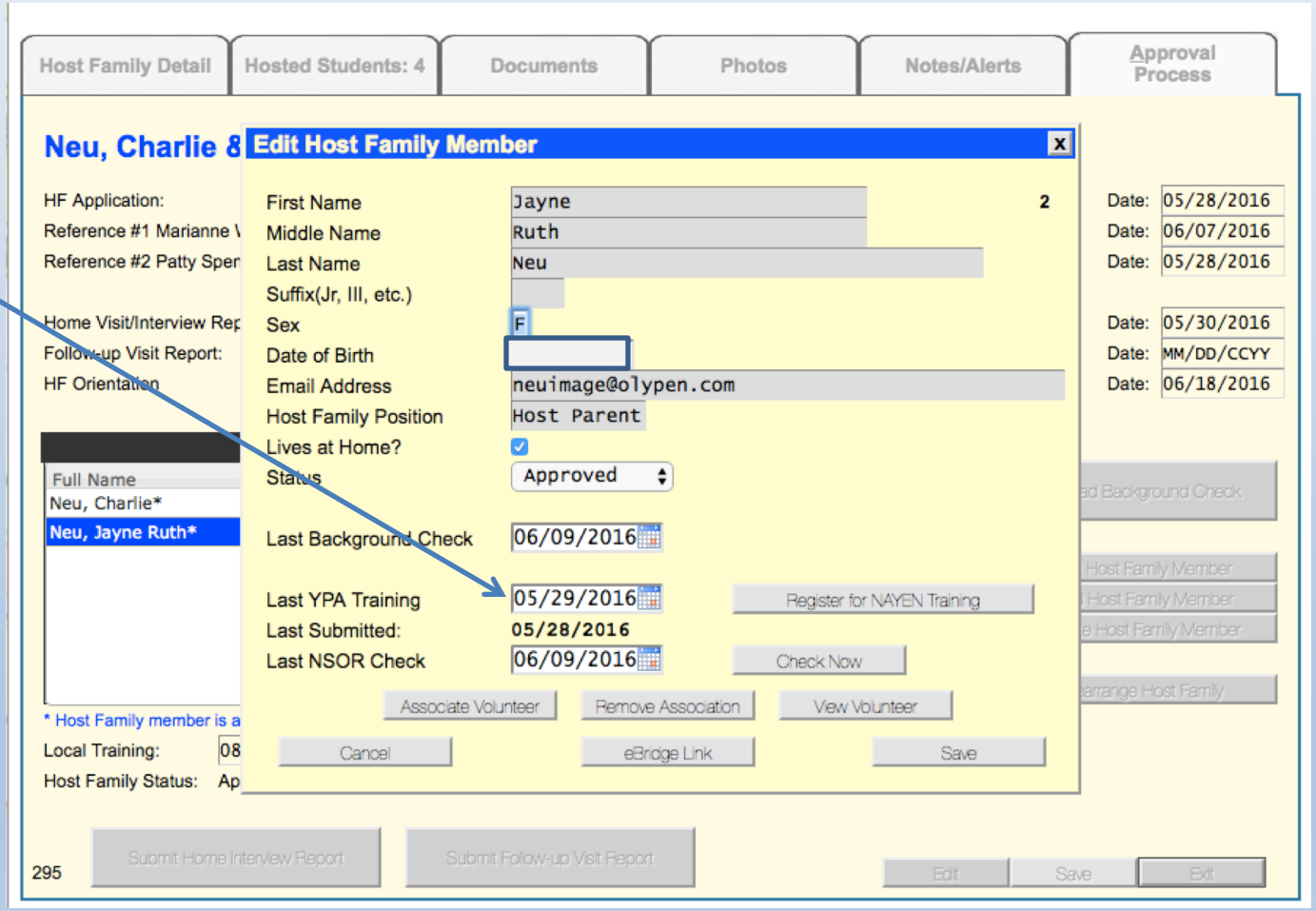
Host Family Records



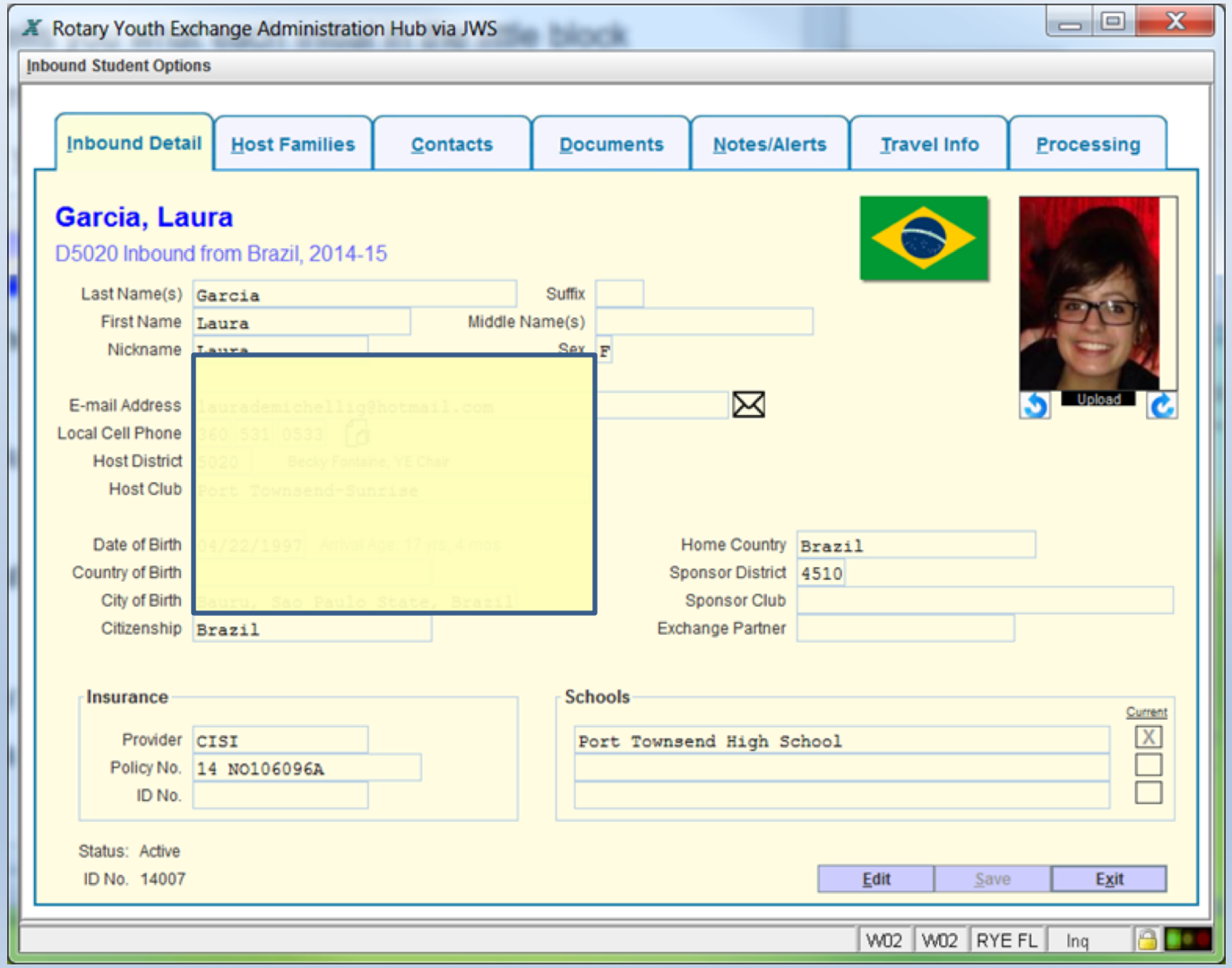
Approval Process Tab



Individual HF Members Details



What Else Can You Do?



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)

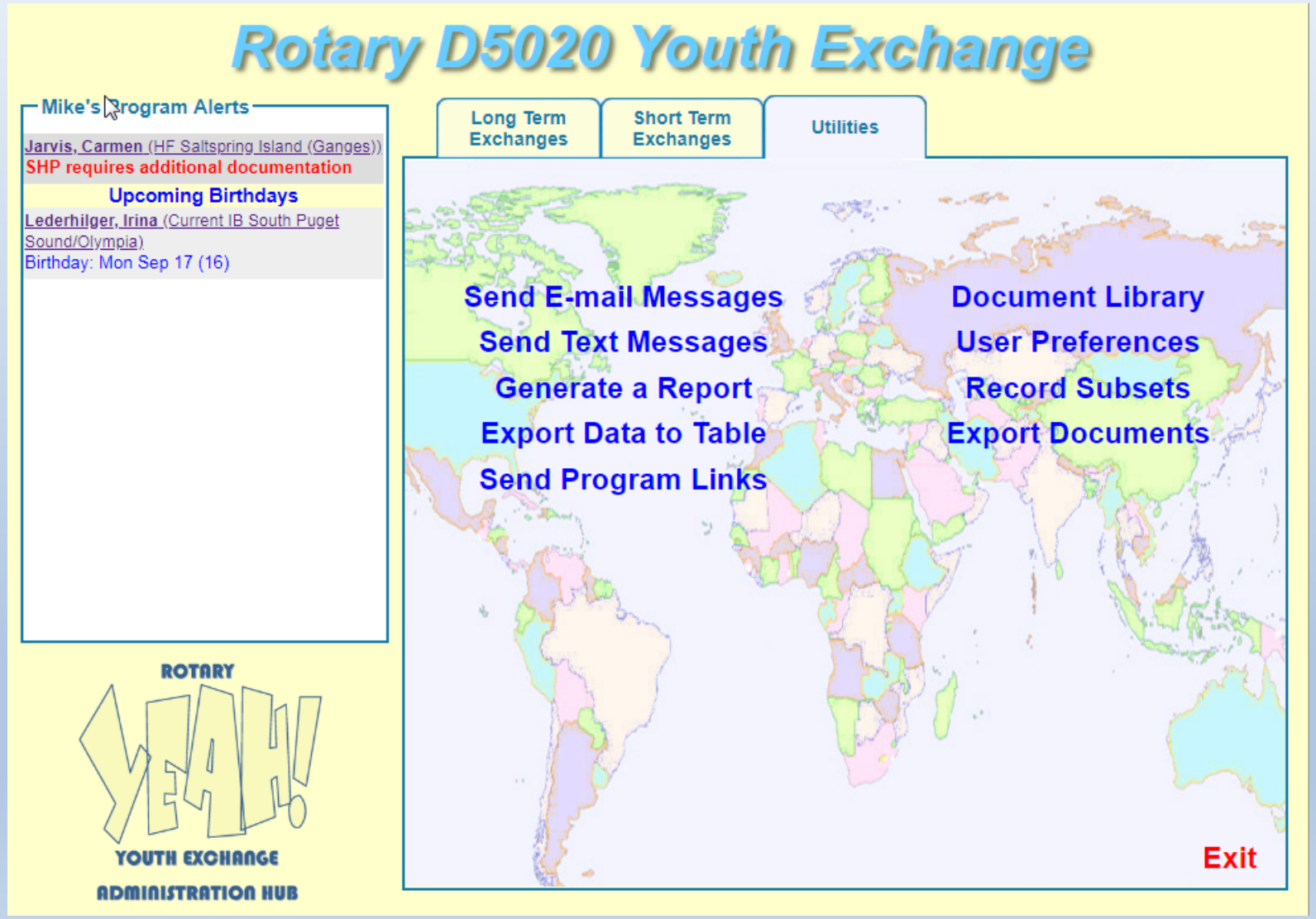
- ***Home interview Report:*** this can be done on the HUB or the Portal.
- ***Submit Follow-up Visit Report:*** Portal or HUB on the HF processing page
- ***Submit Host Family Change Report:***
- ***Confirm Student's arrival:*** Done either from the Portal or HUB
- ***End Student Exchange:*** Done automatically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



Where can you find answers?

On the District Youth Exchange Website:

www.rye5020.org

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