



Youth For Understanding USA

# **The Student Environment Evaluation (SEE) Visit**

Providing safe and welcoming homes for our students is one of the many ways YFU has provided meaningful exchanges for 60 years. Thank you for playing a role in assuring that we continue to uphold our mission and high standards!

### **What is the Student Environment Evaluation (SEE) visit?**

The US Department of State requires that someone other than the in-home interviewer visit the host family's home within 60-days of the student's arrival in the home (30-days if the placement is an arrival or temporary placement). The requirement is activated each time a student arrives in a host home, either to start the exchange or if moving to a new host family home during the exchange. The purpose of this visit is to confirm that appropriate accommodations have been made for the student and that the home remains a suitable hosting environment. The information collected on the SEE visit form is the same as that collected on the HF interview home checklist, and you can find it in the Volunteer Lounge, or by clicking [here](#).

### **Who conducts the SEE visit?**

- YFU Volunteers:
  - If you are the Area Representative for the student and host family, and did not conduct the host family interview, you will be assigned the SEE visit requirement automatically and you may conduct it as part of your regular monthly support contact with the family and student.
  - If you are not the Area Representative for the student, but have agreed to perform a SEE visit as one of your volunteer roles, the field director will assign the task to you.
- Friends of YFU or Community Members: since the SEE visit does not require contact with the student, other members of our community who have not been Department of State certified may perform the evaluation. This is a great way to help welcome others into the YFU community. Other host parents, AO Alumni (18 or older), teachers or others can all be asked to schedule the visit and complete the form/checklist, so long as they don't have a close personal relationship with the family.

### **How do I conduct the SEE Visit?**

- Once you receive the notification e-mail, you will need to make an appointment to visit the home to conduct the evaluation and report it by the deadline noted.
- The student does not need to be home at the time of the SEE visit if it is not combined with the monthly contact visit. It can also be a very brief visit, just to perform the evaluation.
- All host parents agreed to permit the visit as part of the HF agreement, and were reminded of the requirement at the interview.
- If you are uncomfortable about asking to come to the home to perform the evaluation, we think honesty is the best policy. YFU volunteers who have inspected hundreds of homes during the in-home interview process, all agree that simply telling the family about the new Department of State requirements is the most direct and comfortable approach to take. Let the family know that you are in their home to be sure that it continues to be a safe and healthy environment for both the exchange student and family, not to critique their home and lifestyle. This isn't to

say that it can't be a social visit too. They will understand that YFU has great responsibility to assure a safe experience for all students and will also appreciate an opportunity to talk with a YFU representative in person just as their exchange is getting underway. So get the SEE visit out of the way and then enjoy the visit!

### **By when do I need to complete the SEE visit?**

You will need to complete the SEE visit to the host family's home within 60 days of the student's arrival in the home (30 days if the family is hosting in a temporary or arrival status). The notice you receive will note the deadline for completing the visit and filing the report. If you cannot complete the visit, please contact your field director so that he or she can reassign the SEE visit to another volunteer or community member before the deadline.

### **How do I document the SEE visit?**

There is a PDF form available on [my.yfu.org](http://my.yfu.org) and sent as URL link in the notification message so that you can see which questions need to be addressed in the evaluation. You can view the form [here](#).

If you are a registered, DOS-certified YFU volunteer: once you've completed the SEE visit, please log into [my.yfu.org](http://my.yfu.org) to complete the electronic SEE visit form, accessible on the student's Placement tab. (See "How To Complete Online SEE visit Documentation" below.)

If you are not a registered YFU volunteer: please complete a hard copy of the SEE visit form and e-mail, fax or mail it to your YFU point of contact or the YFU District Office.

### **What if I have concerns?**

Please alert the district office at 1.866.4.YFU.USA (1.866.493.8872) right away, in addition to completing the report, if you have the following concerns:

- you cannot establish contact with the family within 15 days to schedule the visit (they don't return your calls or e-mails), or
- you find conditions in the home of sufficient concern to recommend the removal of the student.

Your fulfillment of this requirement helps YFU ensure a positive and healthy environment for the student and the host family - a cornerstone of YFU programs worldwide. Thank you for your time and please give us your feedback on additional training you would like to see offered for this requirement by e-mailing [educationandtraining@yfu.org](mailto:educationandtraining@yfu.org).

# How To Complete Online SEE Visit Documentation

1. Log into your account on my.YFU.org.
2. Go to the Placement tab for your student.
3. Under the “Student Environment Evaluation” Box click on “Complete SEE form”

The screenshot shows the my.YFU.org interface for a user named Jeffrey. The page title is "Annette: Placement Overview" for the year 2011. The left sidebar contains navigation links for Student, Placement, Application Review, Profile, Travel, Contact Survey, Orientation, Sevis, Documents, and Comments. The main content area is divided into several sections:

- Host Parent Info:** Displays information for Gordon and Jennifer, including education (Graduate/Professional Engineer) and employer details.
- Student Placement Info:** Shows the student is "Permanent - Date First Placed: 04/06/11" and was placed on 04/06/11.
- Scholastic:** Status is "Not Applicable".
- Student Environment Evaluation:** Shows the date "08/03/11" and the name "GORDON AND JENNIFER Jeffrey". A red circle highlights the link "Complete SEE form", with a red arrow pointing to it.
- ID Card:** Lists insurance details: Date last printed: 08/01/11, Date first printed: 08/01/11, Insurance Carrier: AETNA, Insurance Number: [blank], Insurance From: 07/19/11, Insurance To: 06/29/12.

Additional information includes "Profile Last Updated By: Scott on 02/09/11" and an "Edit Profile" link.

4. On the “Student Environment Evaluation” page, complete the form, making sure to notate the date you conducted the SEE visit, confirm your name is in the “Performed by” window, and include comments regarding any questions answered “no.”

The screenshot shows the "Student Environment Evaluation (SEE)" form on the my.YFU.org website. The page header includes the YFU USA logo, the URL my.YFU.org, and a navigation menu with links for Account, Host Family Account, Contact, Help, and Log Out. A welcome message "Welcome Jeffrey" is displayed. The main navigation bar contains links for Home, Dept, District, Field, Host Family, Student, School, Volunteer, Alumni, Inquiry, Lounge, Service Request, and Other. The left sidebar contains a "Return to..." field, the user name "Annette", and a menu with links for PFO Admin, General, Student, Student Overview, Placement, Application Review, Profile, Travel, Contact Survey, Orientation, Sevis, Documents, Comments, and Edit this menu. The main content area contains the SEE form with the following sections:

- Student Environment Evaluation (SEE)**
  - [Click here to download the SEE Visit Checklist](#)
  - Date Interview Performed: 08/05/2011 mm/dd/yyyy
  - Performed By: Jeffrey
  - If you select "No" for any of the following questions, you must add a comment.*
- The home, including outdoor space, is:**
  - clean and sanitary  Yes  No
  - in good repair  Yes  No
  - free of debris  Yes  No
  - free of evidence indicating rodent or insect infestation  Yes  No
- The exchange student's bedroom has:**
  - reasonable, unimpeded access to the outside in the event of fire or similar emergency  Yes  No
  - reasonable access to bathroom facilities  Yes  No
  - a door which can be closed for privacy  Yes  No
  - a separate bed for the student (no convertibles, couches, cots, air mattresses or trundles)  Yes  No
  - storage space (dresser, shelves, closet) for personal belongings in their own bedroom  Yes  No
- The exchange student's bathroom has:**
  - running water, no standing water, and is clean  Yes  No
  - a door that can be closed for privacy while bathing and toileting  Yes  No
- Does the student have access to a landline or other telephone?  Yes  No
- Is the home free of pending repair that could affect the exchange student's health or safety?  Yes  No
- Is the home in suitable condition to host an exchange student?  Yes  No
- Comments** (circled in red)

The Comments section includes a rich text editor with a toolbar containing icons for Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Paragraph, Undo, Redo, Link, Unlink, Image, and HTML. Below the editor are "Save" and "Cancel" buttons, both of which are circled in red.

5. Once you have completed the form, click “Save” at the bottom of the page.

6. If the SEE form was submitted successfully, you will receive a thank you e-mail from your Field Director and the “Student Environment Evaluation” box in your Placement Overview Screen will now say “Completed” with your name next to it (see below).

The screenshot displays the my.YFU.org website interface. At the top, there is a navigation bar with the YFU USA logo and the URL my.YFU.org. Below this, there are several menu items: Home, Dept, District, Field, Host Family, Student, School, Volunteer, Alumni, Inquiry, Lounge, Service Request, and Other. The main content area is titled "Oona: Placement Overview" and features a sidebar on the left with navigation links for Student Overview, Placement, Application Review, Profile, Travel, Contact Survey, Sevis, Documents, Comments, and General. The main content area has three tabs: Scholastic (Not Applicable), Student Environment Evaluation (active), and Student Placement Info. The Student Environment Evaluation tab shows a table with columns for date, name, and status. The entry for "10/02/11" with name "BETH, Marge" has a status of "Completed", which is circled in red. The Student Placement Info section shows "Permanent - Date First Placed: 02/18/11" and "TODD AND BETH - placed on". The ID Card section shows "Date last printed: 08/01/11" and "Date first printed: 08/01/11".

7. If you are having technical issues on the website please contact [itsupport@yfu.org](mailto:itsupport@yfu.org). If you have general questions about the SEE Visit evaluation, please contact your local Area Coordinator or Field Director.