

YFU

Intercultural Exchange Program

YFU Compliance Training

SEE Visit Explanation and Requirements



WHAT IS THE STUDENT ENVIRONMENT EVALUATION (SEE) VISIT?

The U.S. Department of State requires that a YFU rep or friend of YFU visit the host family's home to confirm that appropriate accommodations have been made for the student and that the home remains a suitable hosting environment.

WHO CAN CONDUCT A SEE VISIT?

The Area Rep is the best option: If the Area Rep for the student and host family did not conduct the host family interview, the Area Rep can conduct the See Visit as part of the first monthly support contact with the family and student.
Any YFU Staff or Volunteer: Any staff member or volunteer who did not perform the in-home interview and is not a relative or a subordinate of the host family can conduct the SEE Visit. This person must visit the home, thus choosing someone in close proximity is ideal.

Friends of YFU: Since the SEE Visit does not require contact with the student, other members of the community (who have not been U.S. Department of State certified) may perform the See Visit. Examples of appropriate community members are other YFU host parents, YFU alumni (18 or older), AO natural parents, teachers and neighbors. This person cannot be a relative or subordinate of the host parent. **Note:** Friends of YFU must be registered in my.yfu.org as a "Friend of YFU."

WHO CAN ASSIGN A SEE VISIT?

Any staff member or volunteer has the ability to assign a SEE Visit in my.yfu.org.

BY WHEN MUST THE SEE VISIT OCCUR?

The SEE visit must occur 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. SEE visit deadlines are:

In a permanent placement, 60 days from the day of arrival in the house.

In an arrival or temporary placement, 30 days from the day of arrival in the house.

- If an arrival placement becomes permanent within 30 days, then the 30 day window expands to a 60 day window.
- If, within 30 days from arrival into a host family home, a student moves to a new family, then the window of time (30 days for a arrival or temporary placement and 60 days for permanent placement) begins again with the new placement; the SEE visit with the prior family is not required.
- If a student remains in an arrival placement beyond 30 days, a second SEE visit is required in the days 31-60 period.

WHO CAN CHANGE THE SEE VISIT DUE DATE?

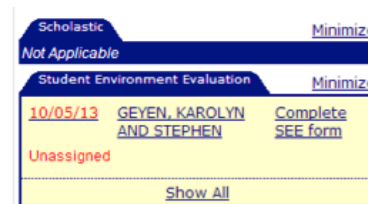
Only members of the Compliance Department can change the due date of a SEE Visit. Therefore, if a student's arrival or temporary placement turns permanent or the student moves before the SEE Visit due date arrives, please contact compliance@yfu.org to request a change of due date in my.yfu.org.

HOW DO I KNOW IF I AM RESPONSIBLE FOR A SEE VISIT?

Once a SEE Visit is assigned, an email will be sent automatically to the responsible party.

HOW DO I KNOW WHEN A SEE VISIT IS DUE?

The email that is sent contains the SEE Visit due dates. Additionally, the Student Environment Evaluation tab in a student's account on my.yfu.org (accessed by clicking on Placement in the left sidebar) shows the SEE Visit due date. If the date is red, the SEE Visit is overdue!



HOW IS A SEE VISIT DOCUMENTED?

A SEE Visit must be documented via the SEE Visit Form in the student's my.yfu.org record. A PDF of the form is available on my.yfu.org and is also sent with the email notification. Please refer to the "how to" section below, for steps to complete and submit a SEE visit report.

If the person who completed the SEE Visit is a Friend of YFU, have them complete a hard copy of the SEE Visit Form and forward it to the YFU point of contact or to the YFU District Office to enter on-line.

HOW IS THE SEE VISIT CONDUCTED?

Make an appointment to visit the home. 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.

YFU volunteers who have inspected hundreds of homes during the in-home interview process, all agree that simply telling the family about U.S. 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. It can be a social visit too. The family 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!

STUDENT ENVIRONMENT EVALUATION (SEE) TAB IN MY.YFU.ORG

Access this screen by clicking on Placement in the left menu.

YFU USA my.YFU.org

Home Dept District Field Host Family Student School Volunteer Alumni Inq

Return to... **Abbas, Lena: Placement Overview** 2013

Abbas, Lena

Student

- Student Overview
- Placement**
- Application Review
- Profile
- Travel
- Contact Report
- Documents

Scholastic	Minimize	
Not Applicable		
Student Environment Evaluation	Minimize	
10/21/13	LUNDIN, DAWN AND RUDY	Complete SEE form
Sykes, Janet		
Show All		

Select "Complete SEE Form" to fill in the SEE visit information.

Select date to assign someone to the SEE visit.

Name of person assigned to the SEE visit.

HOW TO

Search for a specific student

Select Placement (left side bar) to access the Student Environment Evaluation tab in my.yfu.org

HOW TO ENTER A SEE VISIT REPORT

1. Click on "Complete SEE Form." *Important—someone other than the person who conducted the SEE Visit, may document it in my.yfu.org.*
2. Enter the date that the SEE Visit was performed and select the name of the person who performed the visit. If the person who performed the SEE Visit is not the person to which it was assigned, or is a Friend of YFU, **click More**.

If you still don't see the person's name, **click Search**. "Friend of YFU" will show up as an option on the drop down list of the Person Search Affiliation.

3. After entering all the information into the electronic form, **click Save**.

4. Once the SEE Visit Form is complete, the Student Environment Evaluation tab will change from "Complete SEE form" to "**View SEE form**", and the word "Completed" will appear. This is how you know the SEE Visit has been properly documented.

To review a SEE Visit Form, **click View SEE form**.

HOW TO ASSIGN A SEE VISIT

1. Click on the date to assign the SEE Visit. *For more information on who is eligible to perform a SEE Visit refer to the FAQ in this document.*

2. Click the dropdown menu, to view the volunteers who can perform a SEE visit, along with their distance to the host family home. **Select the volunteer** to whom you would like to assign this SEE Visit.

3. Click the **Save button**. The volunteer who is assigned to complete the SEE Visit will show below the SEE Visit due date.

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RUN A CUSTOM REPORT ON SEE VISITS

When running a custom report on SEE Visits, be sure to select these items:

Student Environment Evaluation

- Family Name
- Date Student Arrived
- Reason Required Changed
- Date Due
- Has Problem
- Date Interview Performed
- Required

Assigned to

- Full Name
- Name (Last, First)
- First Name

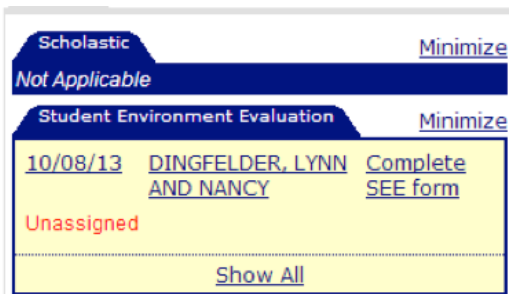
STEP BY STEP

STEPS TO ASSIGN THE SEE VISIT



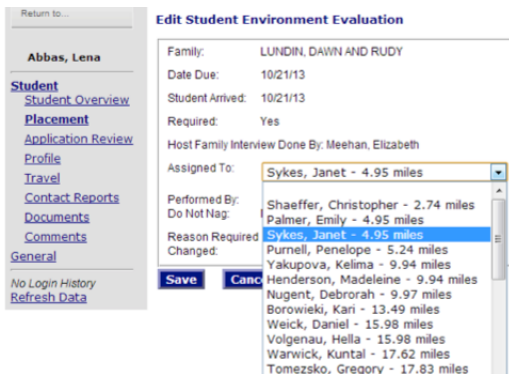
Step 1: Search for a specific student

Step 2: From within a student account, select Placement to access the Student Environment Evaluation tab in my.yfu.org



Click on the date to assign the SEE Visit.

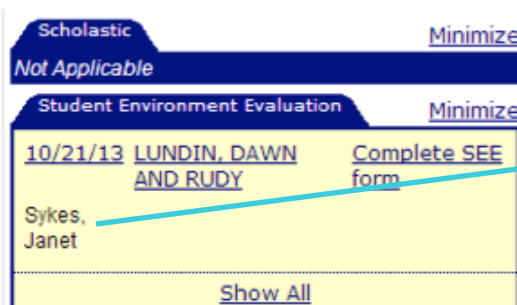
For more information on who is eligible to perform a SEE Visit refer to the FAQ in this document.



Click the dropdown menu, to view the volunteers who can perform a SEE visit, along with their distance to the host family home.

Select the volunteer to whom you would like to assign this SEE Visit.

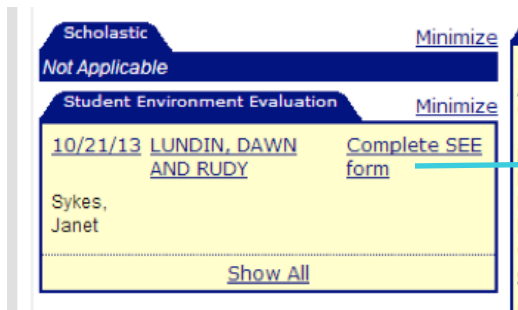
Click the **Save button**.



The volunteer who is assigned to complete the SEE Visit will show below the SEE Visit due date.

STEP BY STEP

STEPS TO COMPLETE THE SEE FORM



Step 1: From within a student account, select Placement to access the Student Environment Evaluation tab.

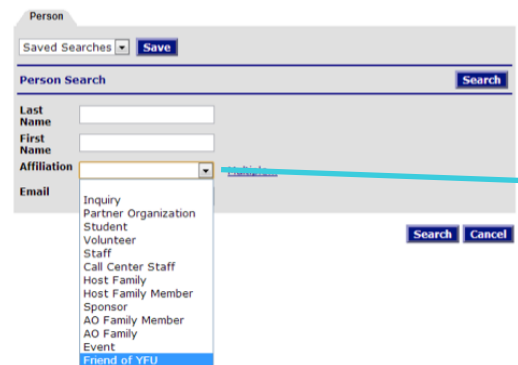
Step 2: Click on "Complete SEE Form."

Important—someone other than the person who conducted the SEE Visit, may document it in my.yfu.org.



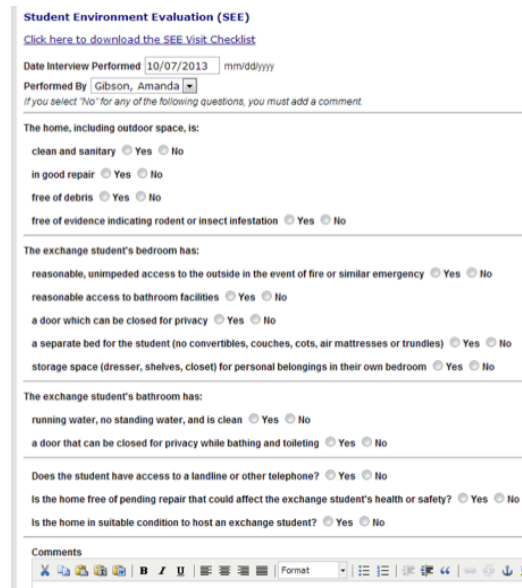
Enter the date that the SEE Visit was performed and select the person who performed the Visit.

If the person who performed the SEE Visit is not the person to which it was assigned, or is a "Friend of YFU," click on **More**.



If you still don't see the person's name, click **Search**.

"Friend of YFU" will show up as an option on the drop down list of the Person Search **Affiliation**.



Example of the SEE form.

Comments

Format

Save Cancel

After entering all the information, **click Save.**

Student Environment Evaluation		Minimize
09/08/13	<u>LABOZZETTA, KATHLEEN AND VINCE</u>	<u>View SEE form</u>
Lavin, Suzanne	Completed	
<u>Show All</u>		

Once the SEE Visit Form is complete, the Student Environment Evaluation tab will change from "Complete SEE form" to "**View SEE form,**" and the word "Completed" will show.

This is how you know the SEE Visit is complete.

To review the SEE Visit information click "**View SEE form.**"

STEP BY STEP

RUN A CUSTOM REPORT ON SEE VISITS

Student Environment Evaluation

- Family Name
- Date Due
- Date Interview Performed
- Date Student Arrived
- Has Problem
- Required
- Reason Required Changed

Assigned to

- Full Name
- Name (Last, First)
- First Name
- Middle Name
- Last Name
- Occupation
- Employer
- Work Title
- Social Security Number
- Sex
- Birth Date

Contact

Cannot be Assigned To

Assignment Detail

Submit

When running a custom report on SEE Visits, be sure to select these items:

Student Environment Evaluation

- Family Name
- Date Student Arrived
- Reason Required Changed
- Date Due
- Has Problem
- Date Interview Performed
- Required

Assigned to

- Full Name
- Name (Last, First)
- First Name

Student Environment Evaluation (SEE)



This form should be completed by the person who conducted the SEE visit. The SEE visit cannot be conducted by the same person that conducted the in-home interview.

Please fax this form to
your YFU District Office

Founders 877.231.2681 * **Heartland** 877.231.2349 * **Horizon** 877.516.9481
Northeast 877.516.9481 * **Southeast** 240.235.2115

Household		
Family Name	Student Name	
Full Address (street, city, state, zip)		
Home Checklist - If you select "No" for any of the following questions, you must add a comment.		
The home, including outdoor space, is:	Yes	No
clean and sanitary		
in good repair		
free of debris		
free of evidence indicating rodent or insect infestation		
The international student's bedroom has:	Yes	No
reasonable, unimpeded access to the outside in the event of fire or similar emergency		
reasonable access to bathroom facilities		
a door which can be closed for privacy		
a separate bed for the student (no convertibles, couches, cots, air mattresses or trundles)		
storage space (dresser, shelves, closet) for personal belongings in their own bedroom		
The international student's bathroom has:	Yes	No
running water, no standing water, and is clean		
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?		
Is the home free of pending repair that could affect the exchange student's health or safety?		
Is the home in suitable condition to host an exchange student?		
Comments: Briefly describe your impression of the home. If you selected "No" for any question above, explain with a comment here.		
Acknowledgment		
I affirm that I visited this family's home after the student's arrival.		
Date evaluation was performed:		
Person who conducted the SEE visit:	Phone Number:	
Signature _____	Date _____	