

ATTACHMENT M

INSTRUCTIONS FOR VIDEO RECORDING COACHING SESSIONS

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Instructions for Video Recording Coaching Sessions

1. In advance of coaching session, ensure that the tablet is fully charged. To charge the tablet, plug it into the USB charging hub and plug the hub into the wall. Turn each device on by holding down the sleep/wake button. The charge indicator will turn green to indicate that the battery is charging.
2. Position tripod out of the way in a non-intrusive location.
3. Place tablet on tripod. Direct the focus of the tablet on the area where the coach and respondent will be sitting and ensure that the coach and respondent fill the frame of the camera.
4. At the start of the coaching session, inform participants that the evaluation team would like to video record the coaching session and obtain their verbal consent before turning on the tablet.
5. Turn on the tablet, state that consent was obtained, and start recording.
6. At the end of the session, stop the recording.
7. Upload the video recording to the project's secure file transfer site as soon as possible.
8. Upon confirmation that the file was uploaded properly, delete it from the tablet.
9. Lock tablet in secure location.