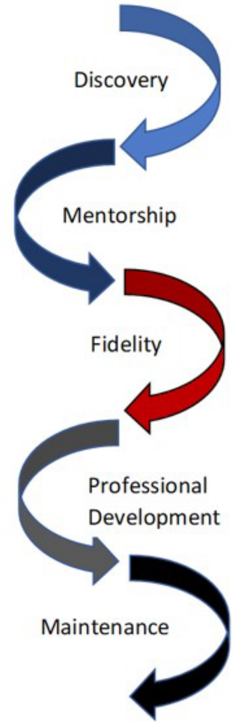
Coaching in
Early
Intervention
Training and
Mentorship
Program



TECHNOLOGY GUIDE

Baseline to Maintenance

Table Of Contents

OBTAIN PERMISSION TO RECORD SESSIONS

In preparation to begin the CEITMP, contact the family you wish to record your sessions with and ask if they will consent to you recording and sign a consent form. You can use the following script:

"I am a KEIS provider participating in ongoing professional development focused on coaching families to help their children develop and learn new things. As part of my work, I am required to video record myself in typical sessions with families. The coaching program staff will review the videos and only be focused on me and how my coaching skills are developing. Will you give me permission to video record our sessions?"

Always gain verbal permission to record from the caregiver 'on camera' at the beginning of your sessions.

<u>Please obtain signed consent and submit to the CEITMP</u>

To obtain electronic consent using Adobe Sign, see page 2

To obtain consent by mail, see page 2

To submit consent via fax, see page 3

To submit consent by attaching to video, see pages 3-4

See Resource Section for:

- CHFS CEITMP Introductory Letter for Families pg 45
- Blank CEITMP KEIS Family Consent if not using electronic Adobe Sign process - pg 47

MORE INFO

METHODS TO OBTAIN AND SUBMIT SIGNED CONSENT

Electronic consent using Adobe Sign

1. Let families know that they will receive an email from "KEIS Coaching via Adobe Acrobat Sign" with a subject line Signature requested on "Coaching Family Consent Form"
2. Ensure the family's current email address is listed on the parent page of TOTs
3. If the family's email address is correct, send TOTs ID# ONLY to coaches@louisville.edu

   M For providers in maintenance, send TOTS ID# ONLY to CEITMP@louisville.edu

4. If the family's current email address is NOT correct in TOTs, call 502-852-9196 & leave a voice mail and include
   - your name
   - the caregiver's name
   - the child's TOTS ID#
   - the family's email address
5. You will receive a copy of the consent from "University of Louisville via Adobe Acrobat Sign" with the email subject line "Completed: You're copied on "Coaching Family Consent Form" once all parties have completed the consent

Request consent be mailed (2:30)

1. Ensure the family's home mailing address is current in TOTs
2. If the family's mailing address is correct, send TOTs ID# ONLY to coaches@louisville.edu

   M *For providers in maintenance, send TOTS ID# ONLY to CEITMP@louisville.edu*

3. If the family's current mailing address is NOT correct in TOTs, call 502-852-9196 & leave a voice mail, include
   - your name
   - the caregiver's name
   - the child's TOTS ID#
   - the family's email address
4. The CEITMP will send a consent with a postage-paid envelope for return.

Submit consent via fax

1. Fax completed consent to the University of Louisville: 502-852-9200

Attach consent to video

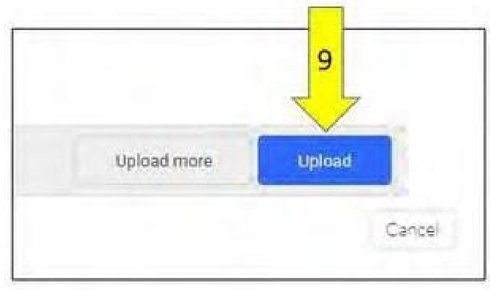
1. **Ensure all highlighted sections of KEIS Consent are complete and signed**
2. **Upload and save your scanned KEIS Consent to your computer (scans are preferred over jpegs)**
3. **In TORSH Talent, select your video.**
4. **Directly below your video, locate and select Attachments**
5. **Then select Add Attachments**

6. **Near the top of the new page within the dotted box, click on Upload a New File**
7. **Toward the middle of the page, hover over and click Select Files to Upload**

8. **Locate the saved KEIS Consent on your computer and open the file**

Attach consent to video continued

9. **Next, click the button Upload in the bottom right corner of screen**



10. **To verify the file attached, select your video and search under attachments for the attached file**

During Mentorship Phase, Fidelity Phase, and Maintenance, you may re-use a consent for the same family on subsequent video submissions unless there are new, non-guardian adults present in future videos, in which case an additional consent must be obtained and submitted. Call 502-852-9196 & leave a voice mail with your name, the child's TOTS ID#, and the adult's name & email address.

GENERAL VIDEO RECORDING GUIDE

Android Phones & Tripods are available for loan, if needed. Contact coaches@louisville.edu

RECORDING IN ZOOM AND UPLOADING TO TORSH

Prepare for recording a Zoom Meeting

1. For more information, see https://support.zoom.us/hc/en-us/sections/200208179-Recording
2. Determine if recording on your computer or on the cloud.
3. Although ***audio*** is the most critical component of the recording, capturing the visual is also essential
4. Position yourself in private area and silence phone and email to minimize distractions.
5. Avoid setting up near loud environmental sounds such as a television/music playing, a fan or air conditioner running, etc.

Always remember to gain verbal permission to record from the caregiver/coachee 'on camera' at the beginning of your session.

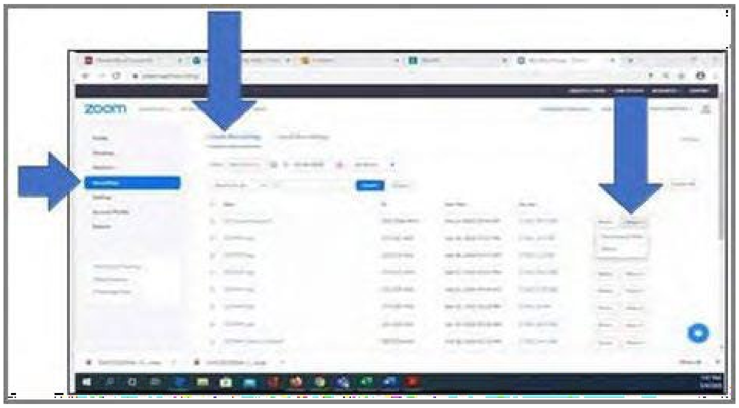
Upload Zoom recording to TORSH Talent

1. Locate the video using Option 1 or Option 2

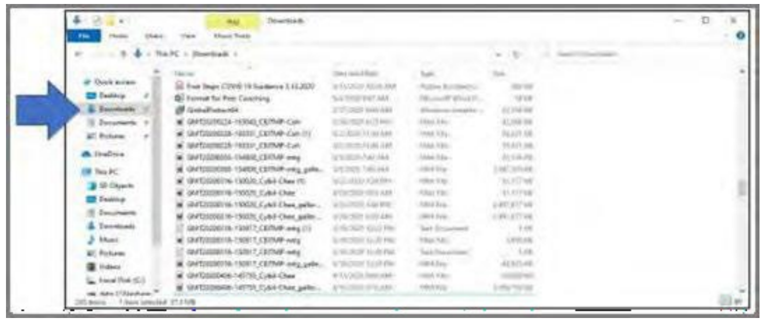
OPTION #1-If Zoom meeting was recorded on your computer, after it has converted, it will be located in your Documents folder> Zoom folder.

OPTION #2-If Zoom meeting was recorded using the cloud recording feature, you will receive an email when the video is ready.

1. Then go to Zoom.us then to My Account
2. Go to Recording > Cloud Recordings
3. Locate the recording
4. Use 'More' dropdown > click download
5. This will provide an audio and a video file you will upload the video file

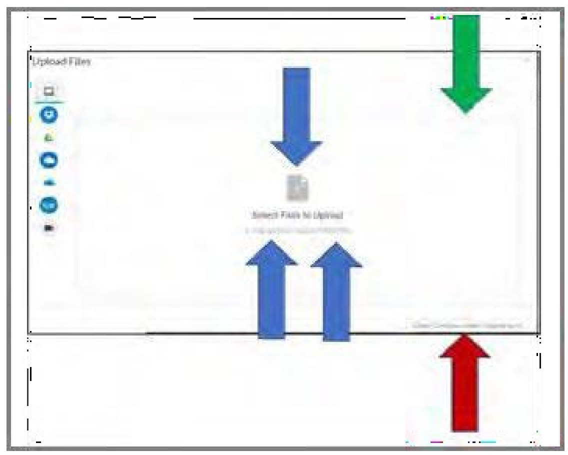


6. Go to your Downloads folder to locate the video file



7. Log into your TORSH Talent Account and Click **Upload**
   ***If possible, use wired internet instead of Wi-Fi.**
   ***If you're unable to plug directly into the internet, ensure your Wi-Fi signal is strong and stable.**

8. There are two ways you can upload your recording.
   a. Click the plus sign and choose from the video file in the Zoom folder (blue arrow)
   b. Drag and drop your video file into the TORSH box (see green arrow)



   c. Then choose upload in the bottom right corner

There is an option to close and continue uploading in the background (see red arrow above); If you choose this option, please make sure you go back to your videos to ensure that the video has been uploaded.

Recording on an Android Phone and Uploading to TORSH Talent

If recording for the 1st time, install TORSH Talent app on your phone from the Play Store.
Android Phones are available for loan if needed. Contact coaches@louisville.edu for details.

Signing into the TORSH Talent app on your Android phone

1. If previously signed into the app, sign-out
2. Update app on your own phone
   ****If using a U of L phone, please contact coaches@louisville.edu to obtain guidance regarding updating the app.***
3. Turn Wi-Fi settings on to connect
4. Find the TORSH Talent app
5. Tap and you will be taken to the camera screen.
6. Click on the three lines to take you to the menu
7. Click on the Log In option on the next screen
8. Log in to the TORSH Talent app

Verify correct settings in TORSH Talent app

1. Click the three bars icon in the top left corner of the screen.
2. Select Settings
3. Ensure that Automatic Upload is OFF to avoid multiple uploads of the video (‘off’ will appear gray and ‘on’ will appear green)
4. Confirm that video quality is set to **4:3 (Low) on Android**

Position ANDROID phone for recording

1. Avoid setting up near loud environmental sounds such as a television/music playing, a fan or air conditioner running, etc. so that your very important ***audio*** is recorded with as little interference as possible.
2. Ensure camera is focused on you to capture your interactions and conversations with the child and family
3. Always capture video **horizontally**. The screen may appear sideways. Do not attempt to change the settings. When you tap on the TORSH Talent app, it will correct itself.
4. Avoid shooting directly into a window or sunlight.
5. Do not use digital zoom as it significantly decreases the quality of the video.
6. If recording computer screen, position phone close to capture you and the screen (audio and visual); position yourself in a private area and silence phone and email to minimize distractions.

Android recording instructions continued

Record video in TORSH Talent app on ANDROID phone

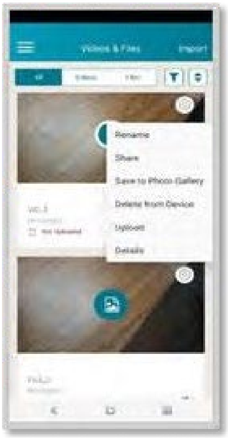
1. Ensure phone is in Airplane Mode, as incoming texts and calls will interrupt recording
2. Record by pressing the red button

Always remember to gain verbal permission to record from the caregiver/coachee 'on camera' at the beginning of your session.

Please remember to take your phone out of Airplane Mode after recording

Upload ANDROID recording to TORSH Talent

1. After you record, tap the three bars in the upper left corner and locate your video library
2. You will notice three folders in the video library: All, Videos, and Files
3. Locate video and play to ensure audio and visual are both present
4. Before beginning to upload, make sure you have a strong and consistent Wi-Fi signal (full bars and not fluctuating)
5. Click on the gear icon and you will see the options shown
6. Click on Upload. After the video is uploaded, you will notice the location: Mobile and Web



While the video is uploading please leave the TORSH Talent app open
If you have difficulty uploading your video, please email coaches@louisville.edu for assistance

Recording on an IOS – Apple Phone and Uploading to TORSH Talent

If recording for the 1st time, install TORSH Talent app on your phone from the App Store. Android phones are available for loan if needed. Contact coaches@louisville.edu for details.

Signing into the TORSH Talent app on your own IOS phone

1. If previously signed into the app, sign-out
2. Update app
3. Turn Wi-Fi settings on to connect
4. Find the TORSH Talent app on the home screen of the phone
5. Tap and you will be taken to the login screen
6. Type the same log in information used when uploading your baseline video
7. You will be taken to camera screen
8. You can record from this screen

Verify correct settings in TORSH Talent app

1. Click the three bars icon in the top left corner of the screen.
2. Select Settings
3. Ensure that Automatic Upload is OFF to avoid multiple uploads of the video ('off' will appear gray and 'on' will appear green)
4. Confirm that video quality is set to **288p (Low) on IOS**

Position IOS/Apple phone for recording

1. Avoid setting up near loud environmental sounds such as a television/music playing, a fan or air conditioner running, etc. so that your very important ***audio*** is recorded with as little interference as possible.
2. Ensure camera is focused on you to capture your interactions and conversations with the child and family
3. Always capture video **horizontally**. The screen may appear sideways. Do not attempt to change the settings. When you tap on the TORSH Talent app, it will correct itself.
4. Avoid shooting directly into a window or sunlight.
5. Do not use digital zoom as it significantly decreases the quality of the video.
6. If recording computer screen, position phone close to capture you and the screen (audio and visual); position yourself in a private area and silence phone and email to minimize distractions.

IOS/Apple recording instructions continued

Record video in TORSH Talent app on IOS/Apple phone

1. Ensure phone is in Airplane Mode, as incoming texts and calls will interrupt recording
2. Record by pressing the red button

Always remember to gain verbal permission to record from the caregiver/coachee ‘on camera’ at the beginning of your session.

Please remember to take your phone out of Airplane Mode after recording

Upload IOS/Apple phone recording to TORSH Talent

1. After you record, tap the three bars in the upper left corner and locate video and files
2. You will notice three folders in the video library. All, Videos, and Files
3. Locate video and play to ensure audio and visual are both present
4. Before beginning to upload, make sure you have a strong and consistent Wi-Fi signal (full bars and not fluctuating)
5. Click on the gear icon and you will see the options shown
6. Click on Upload. After video is uploaded, you will notice the location: Mobile and Web if uploaded to web

While the video is uploading please leave the TORSH Talent app open
If you have difficulty uploading your video, please email coaches@louisville.edu for assistance

M ***Please note: Providers in maintenance, please email CEITMP@louisville.edu for assistance.***

BASELINE VIDEO INSTRUCTIONS

Baseline Video Submission Checklist

Use the checklist to complete all steps below

☐ **Obtain and submit signed consent from a family to record a session, see pages 1-4**

☐ **Activate TORSH Talent account from your computer (email invitation sent from TORSH Talent)**

☐ **Install TORSH Talent application on phone from Play Store (Android) or App Store (IOS/Apple)**

☐ **Record and Upload Baseline Video**

A. For recording in Zoom and uploading to TORSH see pages 5-6
B. For recording in app on an Android phone and uploading to TORSH, see pages 7-8
C. For recording in app on an IOS/Apple phone and uploading to TORSH, seepages 9-10

☐ **Ready video, see pages 11-13**

☐ **Share video with High permission to Denise Insley, see page 13**

☐ **Email coaches@louisville.edu to confirm receipt of baseline video.**

Baseline submissions are not complete until video, and both provider and family consents are received. After emailing coaches@louisville.edu, you will receive a response confirming baseline submission or information on any missing components.

See Resource Section for:
· CHFS CEITMP Introductory Letter for Families pg 45
· Blank CEITMP KEIS Family Consent if not using electronic DocuSign process - pg 47

MORE INFO

Baseline Video

Record and Upload Baseline Video

1. See pages 5-10 for Recording and Uploading Directions

Ready Baseline Video

1. Sign into your TORSH account on your computer at torshtalent.com

Near the top of the page under Coaching in Early Intervention Training and Mentorship Program, go to **videos and files** on the tool bar:

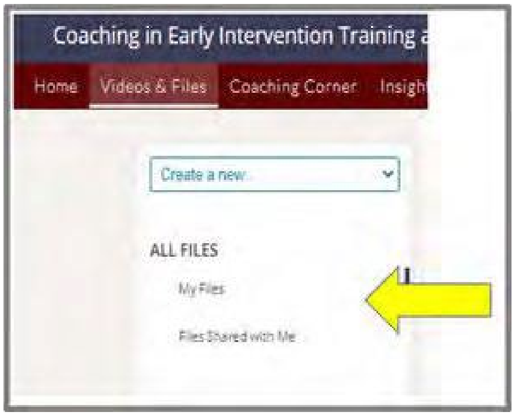
2. Locate and play video

A. Near the top left of the page, select **Videos and Files** on the tool bar

B. On the left side of the page, under **ALL FILES**, locate:

- **My Files** - Videos you upload
- **Files shared with Me** - Videos shared with you are located here. Click on video to view

1. Go to **My Files** and ensure your video was uploaded. ***A video may appear as Pending until upload is complete.***
2. After the video has uploaded completely, click on the video, and select the triangle below the video to verify it plays with both audio and visual.



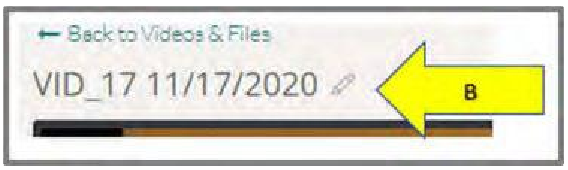
3. Label video

A. Click on the video

B. In the top left corner above the video, click the ***Pencil*** icon to the right of the video title to edit

C. Delete the current title and retitle with your <u>Last Name-First Name-cohort #-Baseline</u>.
For Example: ***Doe-Jane-C12-Baseline***

D. Click the **check mark** at the end of the title box to confirm the change



Baseline video instructions continued

4. Enter video description

A. Below the bottom left corner of the video, select the **Overview** tab

B. Under your name, locate **Video Description**

C. Click the ***Pencil*** icon to the right to add a description:

1. Child's TOTS ID Number (in order to confirm KEIS consent on file
2. Date of recording

D. Select the **check mark** to post description

Share Baseline Video with High Permission to Denise Insley (

1. Share video

A. Scroll **above** the video and click on the **orange** 

button

B. You are taken to the **Share** page.

C. Click in the box titled **Select People** or **Circles to share with**

D. Place cursor in box and select **Denise Insley**

E. Ensure videos are shared with **High permission**

F. Click the **Share and Notify** button near the bottom left of the screen

G. Select **Close** in the bottom right corner

---

2. Email coaches@louisville.edu to confirm receipt of baseline video

Baseline submissions are not complete until video, and both provider and family consents are received. After emailing coaches@louisville.edu, you will receive a response confirming baseline submission or information on any missing components.

DISCOVERY PHASE

Discovery Phase Week 10

5 CC Discovery Phase End Activity

Use this checklist to complete all steps below

☐ **Sign into your TORSH account at torshtalent.com**

☐ **Locate the video shared with you**

1. Near the top left of the page, select **Videos and Files** on the tool bar
   A. On the left side of the page, under **ALL FILES** locate **Files shared with Me** - Videos shared with you are located here.
   B. Click on the Video titled: **Stacy Greene 5CC DP End Activity**

☐ **Complete the Self-Assessment**

1. Below the video, click on the **Self-Assessments** tab
2. Locate your name under the **Self Assessments** of this Video
3. To the far right under the Actions column, hover over the **Gear** icon and select **View** from the dropdown
   A. Review the 13 prompts and proceed with watching the video.
   B. During and following your review of the video, provide responses to each prompt
      1. Click anywhere in the **Evidence/Comments** Box to the right of each prompt and begin typing your comment
      2. Select play to resume video
      3. Additional Tip: To continue the activity after leaving the page, return to the video. To the far right, above the video, click *Continue Self-Assessment*

☐ **Actions**

1. When you have completed all reflections, scroll slightly above the 5CC Discovery Phase End Activity, and select the **teal** **Actions** button and select **Complete and Share** from the dropdown
2. When prompted to confirm, again select the **Complete and Share** button

Coaches will review and respond if requested, and additional discussions will occur in group meetings.

DISCOVERY PHASE

Discovery Phase Week 12

Obtain Permission to Record Sessions with Select Families

1. **In preparation for ongoing recording during Mentorship & Fidelity Phases, contact families you wish to record your sessions with and ask if they consent to you recording and sign a consent form. You can use the following script:**

*"I am a **KEIS provider** participating in ongoing professional development focused on coaching families to help their children develop and learn new things. As part of my work, I am required to video record myself in typical sessions with families. The coaching program staff will review the videos and only be focused on me and how my coaching skills are developing. Will you give me permission to video record our sessions?"*

Always gain verbal permission to record from the caregiver 'on camera' at the beginning of your sessions

---

2. **You may obtain and submit signed consent according to the directions on pages 1-4**

To obtain electronic consent using Adobe Sign, see page 2

To obtain consent by mail, see page 2

To submit consent via fax, see page 3

To submit consent by attaching to video, see pages 3-4

You may re-use a consent for the same family on subsequent video submissions. However, if there are new, non-guardian adults present in future videos, an additional consent must be obtained and submitted. Call 502-852-9196 & leave a voice mail with your name, the child's TOTS ID#, and the adult's name & email address.

See Resource Section for:
- CHFS CEITMP Introductory Letter for Families pg 45
- Blank CEITMP KEIS Family Consent if not using electronic Adobe Sign process pg 47

MORE INFO

MENTORSHIP PHASE

Mentorship Phase Week 1

Technology Training Checklist

Use this checklist to complete all steps below

☐ **Record and Upload Practice Video**

Record at least a 1-minute practice video that includes both audio and video. Record yourself with your family/friend, pet, etc. Feel free to record a longer practice video to gain additional recording and uploading experience.

A. For recording in Zoom and uploading to TORSH see pages 5-6
B. For recording on an Android phone and uploading to TORSH, see pages 7-8
C. For recording on an IOS Apple phone and uploading to TORSH, see pages 9-10

☐ **Ready Practice Video Clip**

Prepare your practice video clip according to the technology training directions on pages 17-18

☐ **Complete Mock Self-Assessment & Share with Coach with High Permission**

Complete your practice video clip self-assessment and share with coach with high permission according to the technology training directions on pages 19-21

Once notified by TORSH email that your coach's review is complete, return to video and review feedback within the rubric. See page 21 for details

YOUR TECHNOLOGY TRAINING IS COMPLETE WHEN YOU RECEIVE COACH'S FEEDBACK VIA A RUBRIC IN TORSH

Mentorship Phase Week 1 Technology Training

Record and Upload Practice Video

1. See pages 5-10 for Recording and Uploading Directions

Ready Practice Video Clip

1. Complete the Technology Training using your computer within TORSH Talent after recording and uploading video

Attempting to complete on phone or iPad is NOT recommended

2. Sign into your account on your computer at torshtalent.com

3. Locate and play video

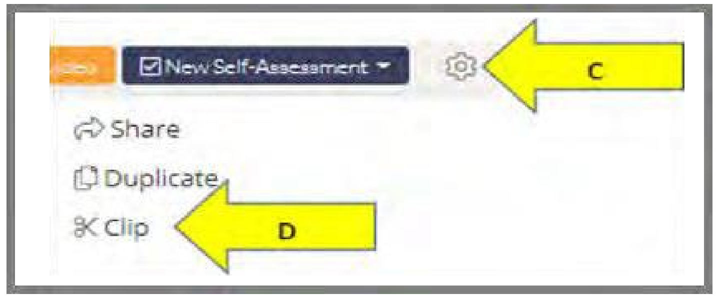
A. Near the top left of the page, select **Videos and Files** on the tool bar

B. On the left side of the page, under **ALL FILES**

- Go to **My Files** and ensure your video was uploaded. A video may appear as pending until upload is complete
- After the video has uploaded completely, click on the video, and select the triangle (play button) below the video to verify it plays with both audio and video.

C. If video is sideways, please see page 41 for directions **to rotate**

4. Clip Technology Training Practice Video



A. Clipping a video will not change or delete your original video

B. After reviewing your video, determine the start and stop time of the section you would like to clip

C. At far top right of video box, click on the **Gear icon** to access dropdown

D. Select **Clip** (scissor icon) and an additional yellow line appears above the play bar

E. Click and drag first white square to desired start time

F. Click and drag second white square to desired end time

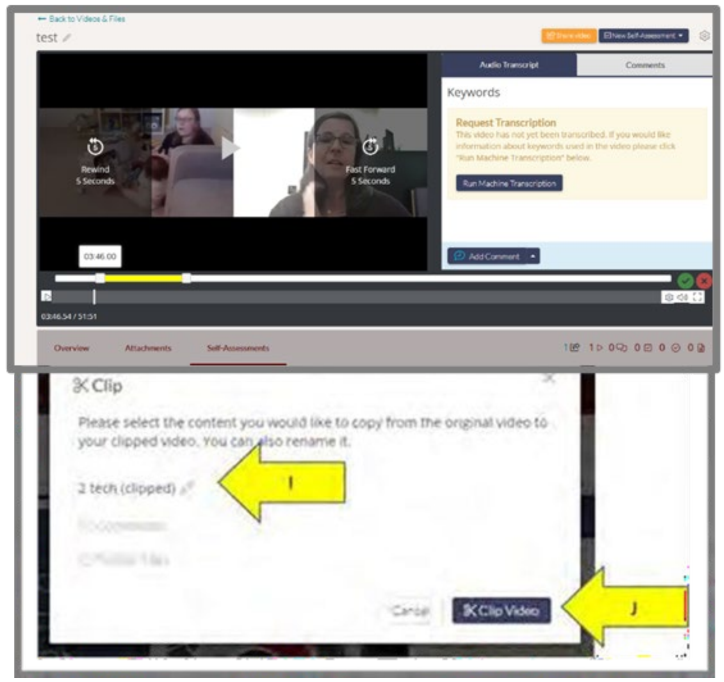
G. Select **Play** (triangle icon) to preview the clip and confirm desired start and stop times

H. To confirm your clip, click **the green check mark** to the far right of the play bar

I. If an option and you would like, check box to transfer comments to new clip

J. Select **clip video**

K. Return to '**Back to Videos & Files'** and the clip will appear as the first video in **My Files**



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5. Label Technology Training Practice Video

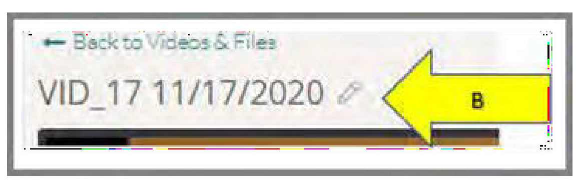
A. Click on the video

B. In the top left corner above the video, click the ***Pencil*** icon to the right of the video title to edit

C. Delete the current title and retitle with Provider Last Name-Provider First Name-cohort #- Tech Training

For Example: Doe- Jane-C9-Tech Training

D. Click the **check mark** at the end of the title box to confirm the change



6. Enter Video Description

A. Below the bottom left corner of the video, select the **Overview** tab

B. Under your name, locate Video Description

C. Click the ***Pencil*** icon to the right to add the video description:

1. Child's TOTS ID# "000000"
2. Those present in the video/clip
3. Date of recording
4. ***Technology Training***

D. Select the **check mark** to post description

E. Attach consent if not completed via Adobe Sign

Complete Mock Self-Assessment on Practice Video & Share with Coach

1. See resource section for example of a self-assessment– pages 47-52

2. Start self-assessment

A. Click on the video and then select the **Self-Assessments** tab below the video

B. Click the **navy** New **Self-Assessment** button, which appears below

C. Then select **Self-Assessment** Video from the dropdown

D. The rubric will appear, and the Coaching Quality Indicators (CQs) are listed down the left side

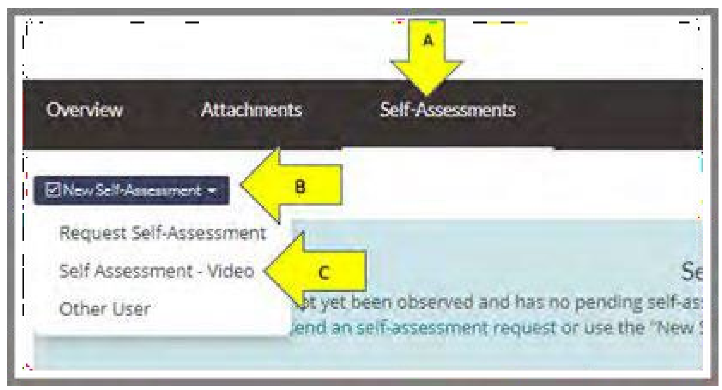
E. The continuum of coaching quality descriptors is located to the right of each CQ

F. Click anywhere in the **Evidence/Comments** box below the CQ and begin typing

G. Enter a sentence in the **Evidence/Comments** box under each CQ (a total of 7)

H. Try adding time-stamped comments as well

1. To enter time-stamped comment, click anywhere in the Evidence/Comments box below the CQ
2. Select the **blue button** to the far top right of the box to add link to video
3. Then add comments after the time stamp appears. Select play to resume video

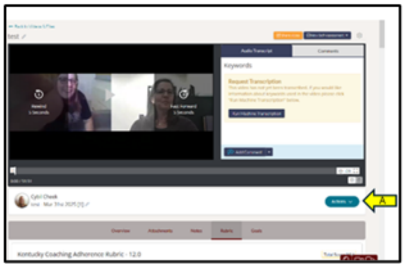


3. Click Ratings for Each CQ

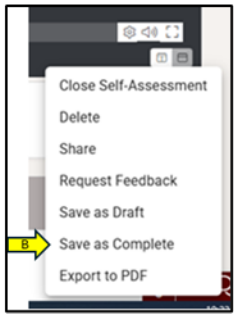
A. The **Ratings** are located along the top of the CQ descriptors

B. Click on a cell in the row to practice highlighting any rating for each of the CQs (a total of 7)

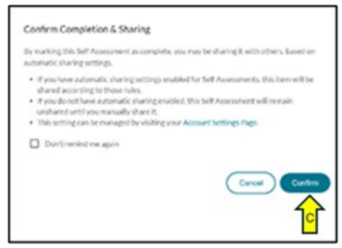
4. Actions



A. When you have completed all ratings, scroll slightly above the rubric, and select the **teal Actions** button



B. When complete, select the **Save as Complete** button from the dropdown



C. If prompted to **Confirm Completion and Sharing**, click the **teal Confirm** button to submit

5. Share Video and Self-Assessment with Coach with High Permission

A. Scroll **above** the video and click on the **orange**  button

B. You are taken to the **Share** page.

C. Click in box titled Select **People or Circles to share with**

D. Place cursor in box and enter or select the **name(s) of your Coach(es)**

E. **Ensure videos are shared with** HIGH permission

F. Near the bottom of screen see '**Include Self-Assessment?'** Select '**YES**' **to** share with coach(es)

G. Click the **navy Share and Notify** button

H. Select Close in the bottom right corner

6. Once notified by TORSH email that your coach's review is complete, return to video and review feedback within the rubric.

A. Select **Videos and Files** from the tool bar and go to **My Files**

B. Select your video

C. Below the video, select the **Self-Assessments** tab

D. Locate the self-assessment by the **observer** coach, indicated by the coach's name

E. To the far right of the coach's name, under the **Actions** column, hover over the **Gear** icon and select **View** from the dropdown. This opens the rubric for your review

Freeing up recording space

- Before deleting a video from the app, check that the video has been fully processed in your account at torshtalent.com and does not say pending.
- Access your video on your laptop/computer, select play and confirm audio
- You can then delete the video from the app by tapping on the 'gear icon' of the video (in the mobile app) and then tapping 'Delete from Device.'
- This will change the video's status in the mobile app to 'Location: Web,' indicating this video can only be found on the website platform now.

YOUR TECHNOLOGY TRAINING WILL BE COMPLETE WHEN YOU RECEIVE COACH'S FEEDBACK VIA A RUBRIC IN TORSH

MENTORSHIP PHASE

Mentorship Phase Weeks 3, 4, 5, 7, 8, & 9 Clips

Reminder: Ensure You Have Signed Consent to Record Sessions with Select Families, see pages 1-4 for details

Use this checklist to complete all steps below

☐ **Record and Upload Video**

Record full sessions so that you can clip segments to reflect coaching quality indicators (CQs)

A. For recording in Zoom and uploading to TORSH see pages 5-6
B. For recording on an Android phone and uploading to TORSH, see pages 7-8
C. For recording on an IOS/Apple phone and uploading to TORSH, see pages 9-10

☐ **Ready Video Clip**

Prepare your video clip according to the directions on pages 23-24

☐ **Complete Self-Assessment & Share with Coach with High Permission**

Complete & share your video clip AND self-assessment with your coach with high permission, according to the directions on pages 25-27

Once notified by TORSH email that your coach's review is complete, return to video and review feedback within the rubric. See page 27 for details.

Mentorship Phase Weeks 3, 4, 5, 7, 8, & 9
Submitting Coaching Quality Indicator Clips

Record and Upload Video

1. See pages 5-10 for Recording and Uploading Directions

Ready Video Clip

1. Prepare and Submit Coaching Quality Indicator (CQ) Clips within TORSH Talent using your computer

A. Attempting to complete on phone or iPad is NOT recommended
B. If video is sideways, please see page 41 for directions to rotate
C. If video is in multiple parts, please see page 42 for directions to merge

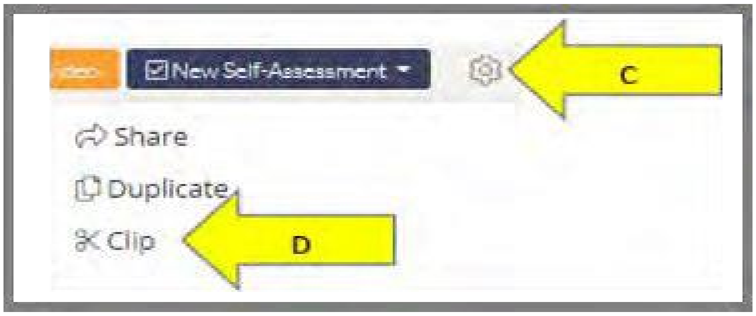
---

2. Clip one segment from full video reflecting designated CQs

A. Clipping a video will not change or delete your original video

B. After reviewing your video, determine the start and stop time of the section you would like to clip

C. At far top right of video box, click on the **Gear** icon to access drop down



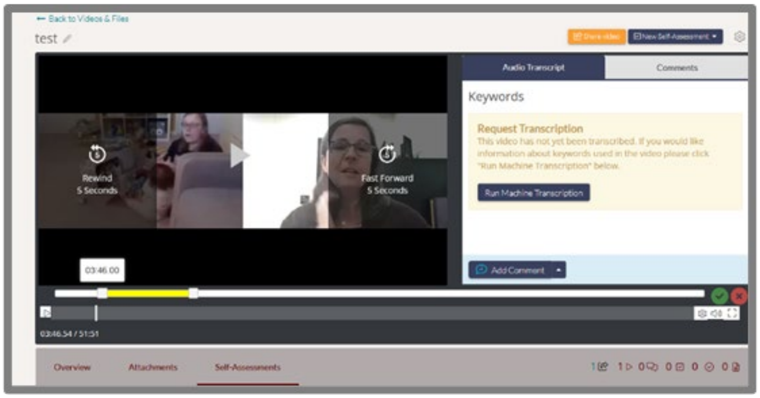
D. Select **Clip** (scissor icon) and an additional yellow line appears above the play bar

E. Click and drag first white **square** to desired start time

F. Click and drag second white **square** to desired end time

G. Select Play (triangle icon) to preview the clip and confirm desired start and stop times

H. To confirm your clip, click the green check mark to the far right of the play bar



Clip one segment from full video reflecting designated CQ continued

I. If an option and you would like, check box to transfer ***comments*** to new clip

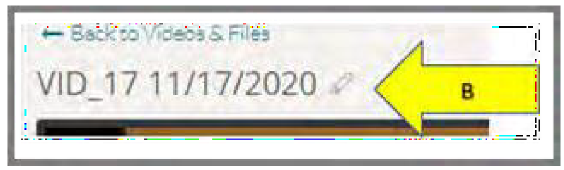
J. Select **clip** video

K. Return ‘**Back to Videos & Files’** and the clip will appear as the first video in **My Files**

3. Label video clip

A. Click on the video

B. In the top left corner above the video, click the ***Pencil*** icon to the right of the video title to edit



C. Delete the current title and retitle with Provider Last Name-Provider First Name-cohort #-CONTENT. ***For Example: Doe- Jane-C9-CQ7/CQ1***

D. Click the **check mark** at the end of the title box to confirm the change

4. Enter video description

A. Below the bottom left corner of the video, select the **Overview** tab

B. Under your name, locate **Video Description**

C. Click the *Pencil* icon to the right to add the video description:

1. Child’s TOTS ID Number (in order to confirm KEIS consent on file)
2. Date of recording
3. Who is present in the video clip
4. Previous and current joint plan

D. Select the **check mark** to post description

E. Attach consent, fax, or mail if not completed via Adobe Sign.

Complete Self-Assessment for Designated CQs & Share with Coach

For self-assessment example, see resource section pages 47-52

1. Enter your reflections within the rubric

A. Click on the video and then select the **Self-Assessments** tab below the video

B. Click the **navy New Self-Assessment** button which appears below

C. Select **Self-Assessment Video** from the dropdown

D. The rubric will appear, and the Coaching Quality Indicators (CQs) are listed down the left side

E. The continuum of coaching quality descriptors is located to the right of each CQ

F. Click anywhere in the **Evidence/Comments** box below the CQ to time stamp and begin typing

G. Enter your reflection and examples of coaching quality for each designated CQ

1. To enter time-stamped comments, click anywhere in the **Evidence/Comments** box below the CQ
2. Select the **blue button** to the far top right of the box to add link to video
3. Then add comments after the time stamp appears. Select play to resume video

A reflection within the rubric is required for each set of designated CQ combo clips submitted during Mentorship Phase

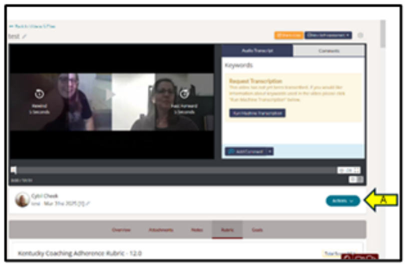
2. Rate coaching quality

A. The Ratings are located along the top of the CQ descriptors

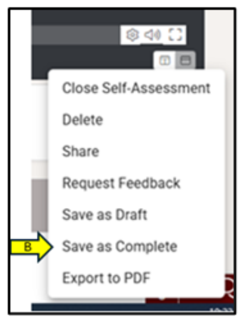
B. After reflecting on your video, rate the coaching quality on the rubric by clicking on the cell to highlight the descriptor that best represents video evidence for the corresponding CQ

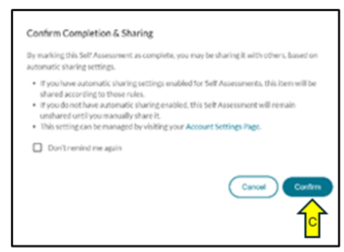
3. Actions

A. When you have completed all ratings, scroll slightly above the rubric, and select the **teal Actions** button



B. When complete, select the **Save as Complete** button from the dropdown If prompted to **Confirm Completion and Sharing**, click the **teal Confirm**” to submit





4. Share Video and Self-Assessment with Coach with High Permission

A. Scroll **above** the video and click on the **orange**  button

B. You are taken to the **Share** page.

C. Click in box titled **Select People or Circles to share with**

D. Place cursor in box and enter or select the **name(s) of your Coach(es)**

E. Ensure video is shared with **HIGH** permission

F. Near the bottom of screen see ‘**Include Self-Assessment?**’ Select ‘**YES’** to share with coach(es)

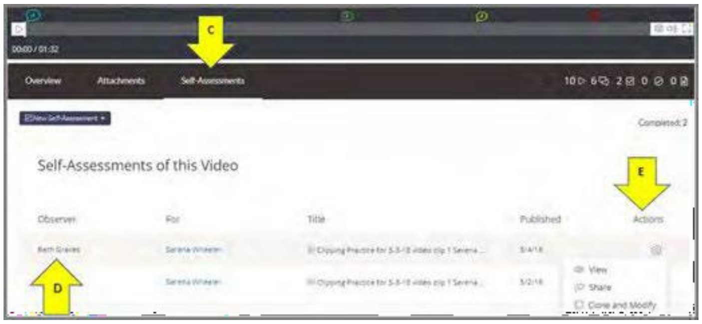
G. Click the **navy Share and Notify** button

H. Select **Close** in the bottom right corner

Shared video clips can be reviewed and scored upon receipt when the consent is verified, and the self-assessment is complete.

Once notified by TORSH email that your coach's review is complete, return to video and review feedback within the rubric.

A. Select **Videos and Files** from the tool bar and go to **My Files**
B. Select your video
C. Below the video, select the **Self-Assessments** tab
D. Locate the self-assessment by the observer coach, indicated by coach's name
E. To the far right of the coach's name, under the **Actions** column, hover over the **Gear** icon and select **View** from the dropdown. This opens the rubric for your review



Freeing up recording space

- Before deleting a video from the app, check that the video has been fully processed in your account at torshtalent.com and does not say **pending.**
- Access your video on your laptop/computer, select play and confirm audio
- You can then delete the video from the app by tapping on the 'gear icon' of the video (in the mobile app) and then tapping 'Delete from Device.'
- This will change the video's status in the mobile app to 'Location: Web,' indicating this video can only be found on the website platform now.

FIDELITY PHASE

Obtain Permission to Record Sessions with Select Families

1. In preparation for recording during Fidelity Phase, ensure you have contacted the families you wish to record your sessions with and ask if they will consent to you recording and sign a consent form. You can use the following script:

““I am a KEIS provider participating in ongoing professional development focused on coaching families to help their children develop and learn new things. As part of my work, I am required to video record myself in typical sessions with families. The coaching program staff will review the videos and only be focused on me and how my coaching skills are developing. Will you give me permission to video record our sessions?”

Always gain verbal permission to record from the caregiver ‘on camera’ at the beginning of your sessions

---

2. You may obtain and submit signed consent according to the directions on pages 1-4

To obtain electronic consent using Adobe Sign, see page 2

To obtain consent by mail, see page 2

To submit consent via fax, see page 3

To submit consent by attaching to video, see pages 3-4

You may re-use a consent for the same family on subsequent video submissions. However, if there are new, non-guardian adults present in future videos, an additional consent must be obtained and submitted. Call 502-852-9196 & leave a voice mail with your name, the child’s TOTS ID#, and the adult’s name & email address.

See Resource Section for:

- CHFS CEITMP Introductory Letter for Families pg 45
- Blank CEITMP KEIS Family Consent if not using electronic Adobe Sign process pg 47

MORE INFO

FIDELITY PHASE

Fidelity Phase Weeks 1, 4, & 6-Full Videos

Reminder: Ensure You Have Signed Consent to Record Sessions with Select Families, see pages 1-4 for details

Use this checklist to complete all steps below

- [ ] **Record and Upload Video**
  Record full sessions to reflect evidence of all 7 coaching quality indicators (CQs)
  A. For recording in Zoom and uploading to TORSH see pages 5-6
  B. For recording on an Android phone and uploading to TORSH, see pages 7-8
  C. For recording on an IOS Apple phone and uploading to TORSH, see pages 9-10

- [ ] **Ready Video**
  Prepare your full video according to directions on page 30

- [ ] **Complete Self-Assessment & Share with Coach with High Permission**
  Complete & share your video AND self-assessment with a coach with high permission according to the directions on pages 31-32

Once notified by TORSH email that your coach's review is complete, return to video and review feedback within the rubric. Respond to coach's feedback in Fidelity Phase Week 2 and 5. See page 33 for details.

Fidelity Phase Weeks 1, 4, & 6

Submitting Full Videos

Record and Upload Full Video

1. See pages 5-10 for Recording and Uploading Directions

Ready Full Video

1. Prepare and Submit Video of an Entire EI session within TORSH Talent using your computer

A. Attempting to complete on phone or iPad is NOT recommended

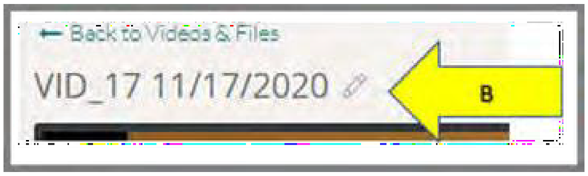
B. If video is sideways, please see page 41 for directions to rotate

C. If video is in multiple parts, please see page 42 for directions to merge

2. Label video

A. Click on the video

B. In the top left corner above the video, click the *Pencil* icon to the right of the video title to edit



C. Delete the current title and retitle with Provider Last Name-Provider First Name-cohort #-CONTENT.

For Example: **Doe- Jane-C9-Video 1**

D. Click the **check mark** at the end of the title box to confirm the change

3. Enter video description

A. Below the bottom left corner of the video, select the **Overview** tab

B. Under your name, locate **Video Description**

C. Click the *Pencil* icon to the right to add the video description:

1. Child's TOTS ID Number (in order to confirm KEIS consent on file)
2. Date of recording
3. Who is present in the video clip
4. Previous and current joint plan

D. Select the **check mark** to post description

E. Attach consent, fax, or mail if not completed via Adobe Sign

Complete Self-Assessment for Full Video & Share with Coach

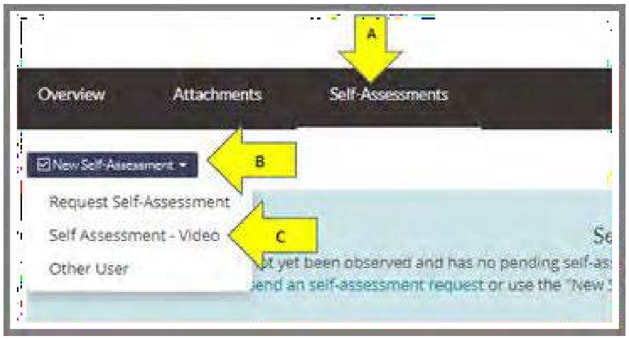
For self-assessment example, see resource section pages 47-52

1. Enter your reflections within the rubric

A. Click on the video and then select the **Self-Assessments** tab below the video

B. Click the **navy New Self-Assessment** button which appears below

C. Select **Self-Assessment Video** from the dropdown



D. The rubric will appear, and the Coaching Quality Indicators (CQs) are listed down the left side

E. The continuum of coaching quality descriptors is located to the right of each CQ

F. Click anywhere in the **Evidence/Comments** box below the CQ to time stamp and begin typing

G. Enter your reflection and examples of coaching quality for each designated CQ

1. To enter time-stamped comments, click anywhere in the Evidence/Comments box below the CQ
2. Select the **blue button** to the far top right of the box to add link to video
3. Then add comments after the time stamp appears. Select play to resume video

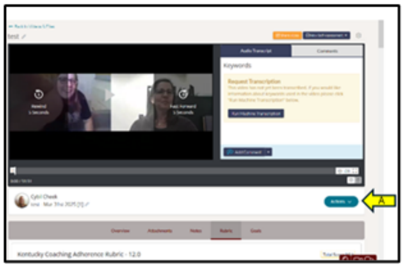
A reflection within the rubric is required for each CQ in full videos

2. Rate coaching quality

A. The Ratings are located along the top of the CQ descriptors

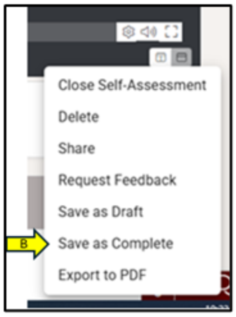
B. After reflecting on your video, rate the coaching quality on the rubric by clicking on the cell to highlight the descriptor that best represents video evidence for the corresponding CQ

3. Actions

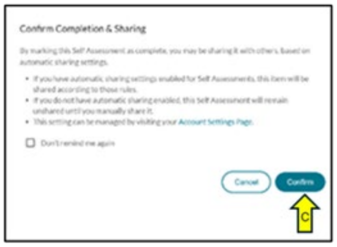


A. When you have completed all ratings, scroll slightly above the rubric, and select the **teal Actions** button

B. When complete, select the **Save as Complete** button from the dropdown



C. If prompted to '**Confirm Completion and Sharing**', click the **teal** "**Confirm**" to submit



4. Share Video and Self-Assessment with Coach with High Permission

A. Scroll **above** the video and click on the **orange**  button

B. You are taken to the **Share** page.

C. Click in box titled **Select People or Circles to share with**

D. Place cursor in box and enter or select **the name(s) of your Coach(es)**

E. Ensure videos are shared with **HIGH** permission

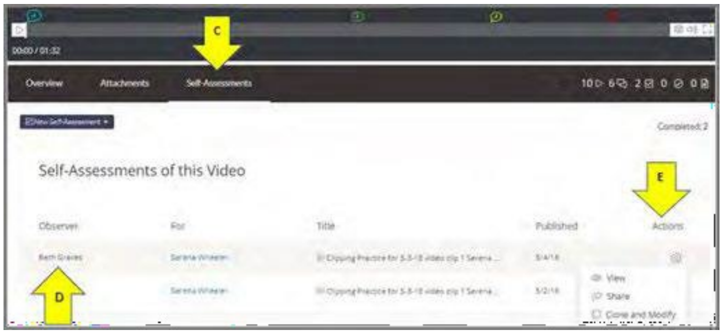
F. Near the bottom of screen see '**Include Self-Assessment?**' Select '**YES**' to share with coach(es)

G. Click the **navy Share and Notify button**

H. Select **Close** in the bottom right corner

Shared videos can be reviewed and scored upon receipt when the consent is verified, and the self-assessment is complete.

Once notified by TORSH email that your coach's review is complete, return to video and review feedback within the rubric.



A. Select **Videos and Files** from the tool bar and go to **My Files**
B. Select your video
C. Below the video, select the **Self-Assessments** tab
D. Locate the self-assessment by the observer coach, indicated by coach's name
E. To the far right of the coach's name, under the **Actions** column, hover over the **Gear** icon and select **View** from the dropdown. This opens the rubric for your review

Freeing up recording space

- Before deleting a video from the app, check that the video has been fully processed in your account at torshtalent.com and does not say **pending.**
- Access your video on your laptop/computer, select play and confirm audio
- You can then delete the video from the app by tapping on the 'gear icon' of the video (in the mobile app) and then tapping 'Delete from Device.'
- This will change the video's status in the mobile app to 'Location: Web,' indicating this video can only be found on the website platform now.

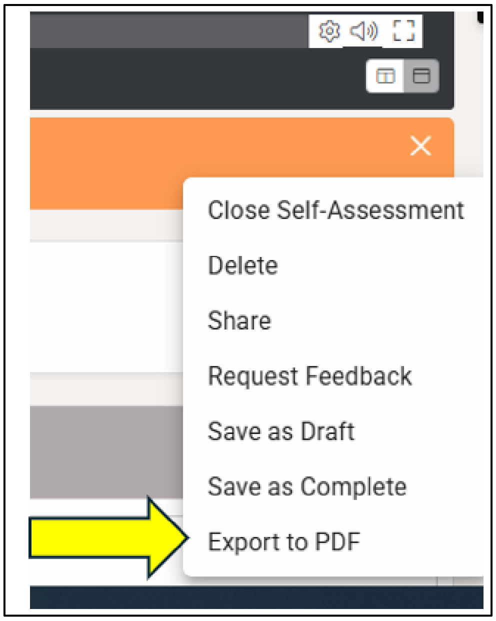
Fidelity Phase Weeks 2 & 5 Responding to Coach Feedback

Reflect and respond to feedback/questions on video offered by coach.

1. In TORSH, under the video go to the **Self-Assessments** tab
2. Find the row of the coach's observation
3. At the end of the row, in the **Actions** column, hover over the **gear** icon then select **Clone and Modify**
4. Once selected, the coach's original rubric will be cloned. Please enter your comments or questions and respond to the coach's reflective questions/feedback directly within this new rubric.
5. After you have completed your reflection and responses, select **Actions** at the top of the rubric.
6. Select "Share" from the dropdown
7. You are taken to the "Self-Assessment Sharing Permissions" page
8. Place cursor on the "Search for a user or group" line and enter coach's name
9. Check the box under uses that highlights the coach's name
10. To the far right of the "Search for a user or group" line, click teal "Add to Table" button
11. Under "Shared With and Permissions Level" and check the box to the left of "individual"
12. Then in the far bottom right corner, click the teal "share and notify" button to share this new self-assessment with the coach who provided your feedback.

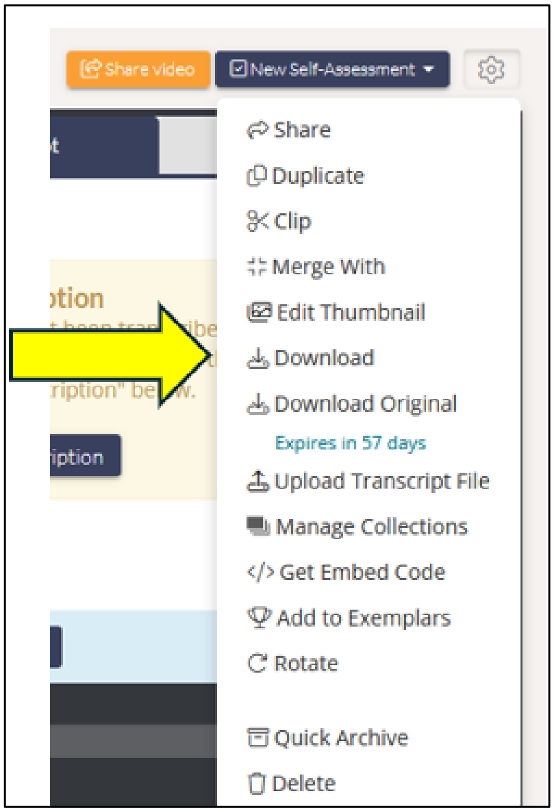
Download and Print Rubrics from TORSH

A. With the rubric in view.
B. Above the Rubric and below the video, select **teal** Actions button
C. Select **Export to PDF** from the dropdown.
D. Click **landscape** and then the **navy Continue** button (you may be asked to log-in again).
E. Download and save or print.



2. Downloading Own Videos from TORSH

A. Above the video, select the Gear icon.
B. Select Download
C. You are taken to the Download Page.
D. Select Download



MAINTENANCE PHASE

Obtain Permission to Record Sessions with Select Families

1. **In preparation for recording during Maintenance Phase, ensure you have contacted the families you wish to record your sessions with and ask if they will consent to you recording and sign a consent form. You can use the following script:**

"I am a KEIS provider participating in ongoing professional development focused on coaching families to help their children develop and learn new things. As part of my work, I am required to video record myself in typical sessions with families. The coaching program staff will review the videos and only be focused on me and how my coaching skills are developing. Will you give me permission to video record our sessions?"

Always gain verbal permission to record from the caregiver 'on camera' at the beginning of your sessions

---

2. **You may obtain and submit signed consent according to the directions on pages 1-4**

To obtain electronic consent using Adobe Sign, see page 2

To obtain consent by mail, see page 2

To submit consent via fax, see page 3

To submit consent by attaching to video, see pages 3-4

You may use a consent for the same family on subsequent video submissions. However, if there are new, non-guardian adults present in future videos, an additional consent must be obtained and submitted. Call 502-852-9196 & leave a voice mail with your name, the child's TOTS ID#, and the adult's name & email address.

See Resource Section for:
- CHFS CEITMP Introductory Letter for Families pg 45
- Blank CEITMP KEIS Family Consent if not using electronic Adobe Sign process pg 47

MORE INFO

MAINTENANCE

Maintenance Video Submission

Use this checklist to complete all steps below

☐ **Gain Permission & Obtain Signed Consents:**

1. We can only accept the new university approved consents. Please do NOT use old consent forms.
2. See pages 1-4 for details

☐ **Record and Upload Video**

Record full sessions to reflect evidence of all 7 coaching quality indicators (CQs)

A. For recording in **Zoom** and uploading to TORSH see pages 5-6
B. **UNINSTALL TORSH** app from your device; then **REINSTALL TORSH** app before recording to avoid losing your videos.
C. For recording on an **Android** phone and uploading to TORSH, see pages 7-8
D. For recording on an **IOS Apple** phone and uploading to TORSH, see pages 9-10

☐ **Ready Video**

Prepare your maintenance video according to directions on page 37

☐ **Complete Self-Assessment & Share with "Maintenance Coach" with High Permission**

Complete & share your video AND self-assessment with "Maintenance-Coach" with high permission according to the directions on pages 38-40

You will be notified and we will proceed with reviewing your video after we have verified that it was shared with high permission, the self-assessment is complete, and consent is on file.

Once notified by TORSH email that your coach's review is complete, return to video and review feedback within the rubric. See page 40 for details

Maintenance

Submitting Video

UNINSTALL TORSH app from your device; then REINSTALL TORSH app before recording to avoid losing your videos

Record and Upload Video

See pages 5-10 for Recording and Uploading Directions

Ready Video

1. Prepare and Submit Full Videos within TORSH Talent using your computer

A. Attempting to complete on phone or iPad is NOT recommended

B. If video is sideways, please see page 41 for directions to rotate

C. If video is in multiple parts, please see page 42 for directions to merge

---

2. Label video

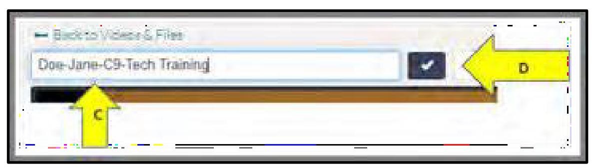
A. Click on the Video

B. In the top left corner above the video, click the **Pencil** icon to the right of the video title to edit

C. Delete the current title and retitle with Provider Last Name-Provider First Name-cohort #-CONTENT.

For Example: Doe- Jane-C9-Maintenance

D. Click the **check mark** at the end of the title box to confirm the change



---

3. Enter video description

A. Below the bottom left corner of the video, select the **Overview** tab

B. Under your name, locate **Video Description**

C. Click the **Pencil** icon to the right to add the video description:

1. Child's TOTS ID Number (in order to confirm KEIS consent on file)
2. Date of recording
3. Who is present in the video clip
4. Previous and current joint plan

D. Select the **check mark** to post description

E. Attach consent, fax, or mail if not completed via Adobe Sign

Complete Self-Assessment for Full Video & Share with ‘Maintenance Coach’

<u>For self-assessment example, see resource section pages 47-52</u>

1. <u>Enter your reflections within the rubric</u>

A. Click on the video and then select the **Self-Assessments** tab below the video

B. Click the **navy New Self-Assessment button** which appears below

C. Select **Self-Assessment Video** from the dropdown

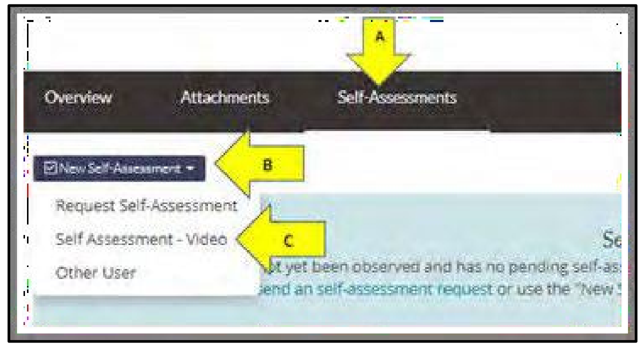
D. The rubric will appear, and the Coaching Quality Indicators (CQs) are listed down the left side

E. The continuum of coaching quality descriptors is located to the right of each CQ

F. Click anywhere in the **Evidence/Comments** box below the CQ to time stamp and begin typing

G. Enter your reflection and examples of coaching quality for each designated CQ

1. To enter time-stamped comments, click anywhere in the **Evidence/Comments** box below the CQ
2. Select the **blue button** to the far top right of the box to add link to video
3. Then add comments after the time stamp appears. Select play to resume video



A reflection within the rubric is required for each CQ

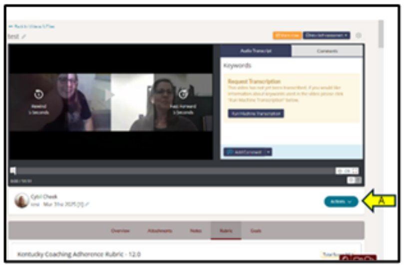
2. <u>Rate coaching quality</u>

A. The Ratings are located along the top of the CQ descriptors

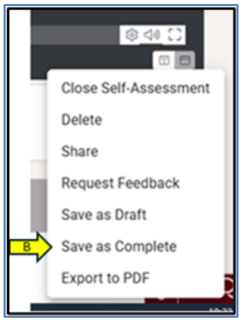
B. After reflecting on your video, rate the coaching quality on the rubric by clicking on the cell to highlight the descriptor that best represents video evidence for the corresponding CQ

3. Actions

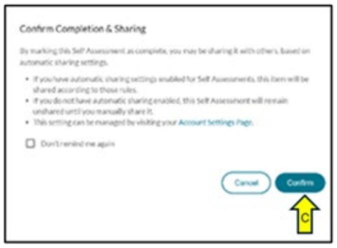
A. When you have completed all ratings, scroll slightly above the rubric, and select the **teal** **Actions** button



B. When complete, select the **Save as Complete** button from the dropdown



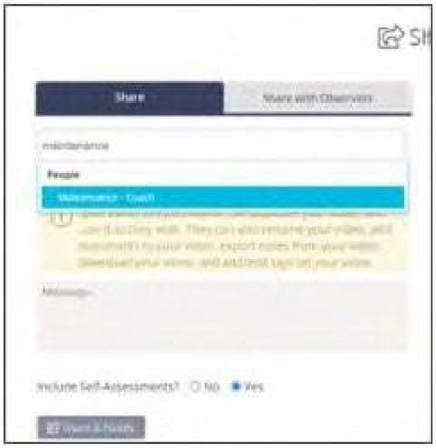
C. If prompted to **Confirm Completion and Sharing**, click **teal** **Confirm** button to submit



4. Share video and Self-Assessment with "Maintenance-Coach" with High Permission

A. Scroll **above** the video and click on the **orange**  button

B. You are taken to the **Share** page.



C. Click in box titled **Select People or Circles to share with**

D. Place cursor in box and enter or select **"Maintenance-Coach"**

E. Ensure videos are shared with **HIGH** permission

F. Near the bottom of screen see '**Include Self-Assessment?**' Select '**YES**' to share with coach(es)

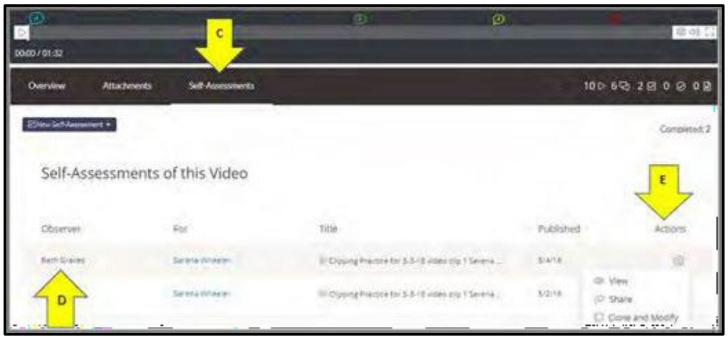
G. Click the **navy** **Share and Notify** button near the bottom left of the screen

H. Select **Close** in the bottom right corner

Shared videos can be reviewed and scored upon receipt when the consent is verified, and the self-assessment is complete.

Once notified by TORSH email that your coach's review is complete, return to video and review feedback within the rubric.

A. Select **Videos and Files** from the tool bar and go to **My Files**
B. Select your video
C. Below the video, select the **Self-Assessments** tab
D. Locate the self-assessment by the **observer** coach, indicated by coach's name
E. To the far right of the coach's name, under the **Actions** column, hover over the **Gear** icon and select **View** from the dropdown. This opens the rubric for your review



Freeing up recording space

- Before deleting a video from the app, check that the video has been fully processed in your account at torshtalent.com and does not say **pending.**
- Access your video on your laptop/computer, select play and confirm audio
- You can then delete the video from the app by tapping on the 'gear icon' of the video (in the mobile app) and then tapping 'Delete from Device.'
- This will change the video's status in the mobile app to 'Location: Web,' indicating this video can only be found on the website platform now.

ADDITIONAL RESOURCES

EXEMPLARS

1. Near the top of the page on the tool bar select Exemplars
2. You may search for (full) videos or individual clips to view by entering in the filter box
3. Full Videos will begin with the word video, individual clips will begin or include one of the CQs, (CQ1, CQ2, CQ3, CQ4, CQ5, CQ6, CQ7) and some clips will also be labeled Tele-Intervention
4. REMINDER: Clear out filter box after searching

NOTIFICATIONS

1. When a video has been shared with you, a comment has been posted to your video, or an observation has been completed on one of your videos – it will appear in notifications
2. A red oval with a white number will show that you have notifications. Near the top right of the page on the tool bar select the bell icon to review notifications

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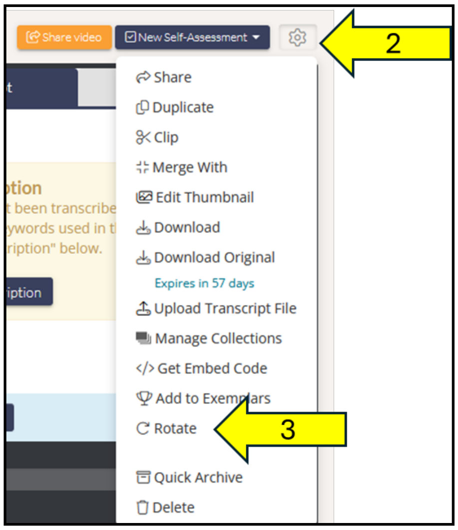
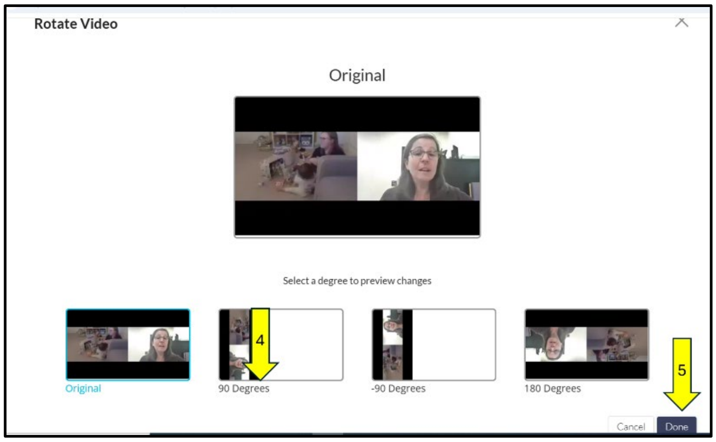
ROTATING

If video is sideways, please rotate

1. After verifying that the video plays both audio and visual
2. Hover over the top right corner of the video next to **New-Self Assessment** and select the **Gear** icon
3. Scroll down the dropdown and select **Rotate**



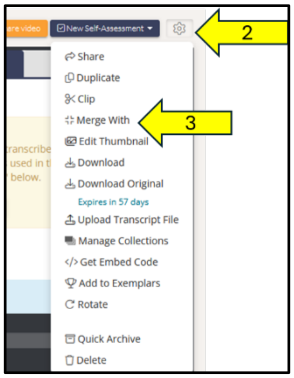
4. Select the degree you need and preview changes
5. Select the **Done** button



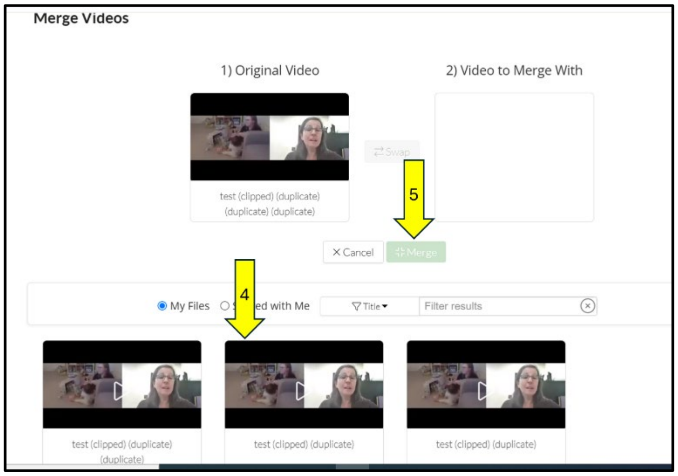
MERGING

If video is in multiple parts, please merge

1. Go into your TORSH Talent account and into **My Files** and select the video you want to merge
2. Hover over the top right corner of the video and then select the **Gear** icon
3. Scroll down the dropdown and select **Merge with**



4. Then select the second video you would I like to merge with from below
5. Select **Merge**
6. After merging, the new video can be found in **My Files**

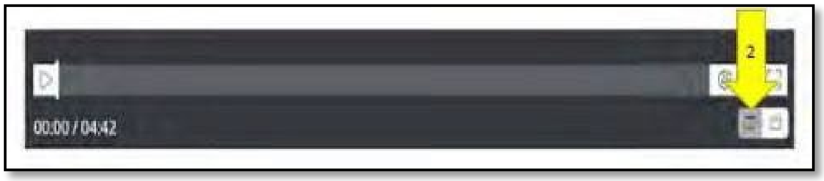


VIDEO SPEED ADJUSTMENT

1. In bottom right corner of TORSH video screen, select the **Gear** icon.
2. Select the video playing speed.

MOVING THE SELF-ASSESSMENT "SIDE BY SIDE" THE VIDEO

1. Open a rubric.
2. In the bottom right corner of TORSH video screen, select the side-by-side icon for the rubric to be beside the video. It will be highlighted light gray.
3. Note: This feature only works on larger monitors. If you obtain an error message, your screen is too small.

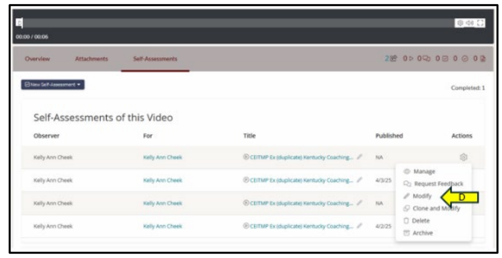


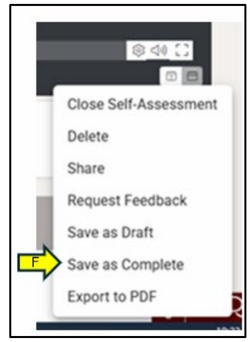
PLAY VIDEO WHILE COMMENTING

1. In the top right corner of TORSH, select the tiny down arrow next to the profile icon for account settings
2. Scroll down to Interface Options
3. Next to Play Video While Commenting select **On** and it will be highlighted a darker gray.

RETURNING TO VIDEO TO COMPLETE OR MODIFY A SELF-ASSESSMENT

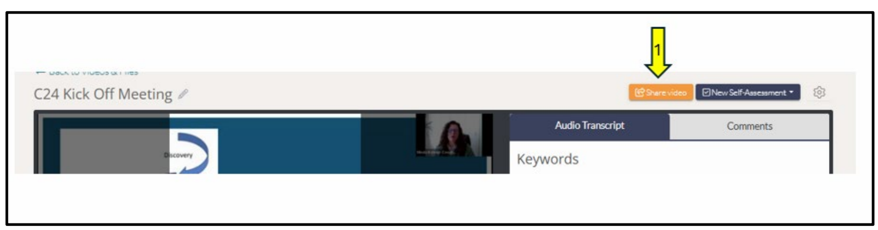
1. Below the video, select the tab **Self-Assessments**
2. Locate your self-assessment, indicated by your name as **observer**
3. To the far right of the row, under the **Actions** column, hover over the **Gear** icon
4. Select **Modify** to complete your self-assessment
5. Once complete, return above the rubric to **Actions**
6. Click **Save as Complete** from the dropdown
7. When ready, follow direction for "RETURNING TO VIDEO TO SHARE SELF-ASSESSMENT WITH COACHES"





RETURNING TO VIDEO TO SHARE SELF-ASSESSMENT WITH COACHES

1. Select video & click on orange **Share Video** button above video/text box on right side of the screen
2. You are taken to the **Share** page
3. Notice "**Users/Observers who have access to this video**" on the right side of the screen
4. Click on the **trash can** icon next to the name of the Coach (sharing permission will be removed, not the video)
5. Re-enter the coach's name to share video
6. Click '**Yes**' to include self-assessment
7. Click the navy **Share and Notify** button
8. Select **Close** in the bottom right corner



CHANGE VIDEO PERMISSION FROM LOW TO HIGH

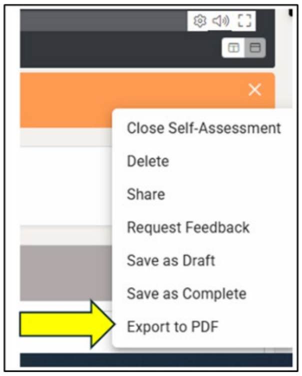
1. Select video & click on orange **Share Video** button above video/text box on right side of the screen
2. You are taken to the **Share** page
3. Notice "**Users/Observers who have access to this video**" on the right side of the screen
4. Click on the *Pencil* icon next to the name of the Coach you want to grant high permission. A dropdown box will appear – select **High**

DUPLICATING A VIDEO

1. Go into your TORSH Talent account and click on the video you would like to duplicate
2. Above the video and to the right select the **Gear** icon
3. Scroll down the dropdown box to select **Duplicate**
4. After selecting duplicate, a copy of the video can then be found in '**My Files**'

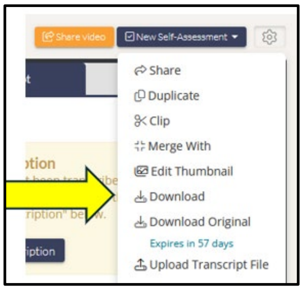
DOWNLOAD OR PRINT A RUBRIC

1. With the rubric in view.
2. Above the Rubric and below the video, select teal **Actions** button
3. Select **Export to PDF** from dropdown
4. Click **landscape** and then the navy **Continue** button (you may be asked to log-in again)
5. Download and save or print.



DOWNLOAD A VIDEO

1. Above the video, select the **Gear** icon.
2. Select **Download**
3. You are taken to the Download Page.
4. Select **Download**



ADDITIONAL ASSISTANCE WITH TORSH

1. If additional assistance is needed, please refer to the help section or email TORSH Support- See tool bar on TORSH for assistance
2. Refer to resources on Blackboard > Technology, TORSH & Rubric Tab
3. Send a detailed description of problem with screenshots if possible to coaches@louisville.edu

Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR PUBLIC HEALTH
275 East Main Street, HS1GW-A
Frankfort, Kentucky 40621
Phone: (502) 564-3970
Fax: (502) 564-9377

Eric Friedlander
SECRETARY

Steven Stack, MD
COMMISSIONER

Dear Families,

I am sharing some information about your Kentucky Early Intervention System (KEIS) services. Our providers use coaching to work with you and your child in areas that matter most to your family. Research shows early intervention works best when caregivers — like you — are actively involved. Children learn best in meaningful, everyday activities with familiar people. By working together during your daily routines, you and your provider can create learning opportunities that happen all day, every day - not just during visits with your early intervention provider.

KEIS provides ongoing professional development to providers to support their coaching skills. As part of this professional development, your providers may ask to video record your home or tele-intervention visits. These recordings focus on the provider's interactions with your family — not on your child. Participation is optional, and your services won't be affected if you choose not to be recorded.

To learn more, visit Kentucky's Early Intervention Services webpage:
https://chfs.ky.gov/agencies/dph/dmch/ecdb/Pages/fsenrollment.aspx

Thank you for being so willing to support your provider's ongoing professional development. We're excited about how this coaching approach empowers you to support your child's learning and development. If you have questions, please get in touch with the team coordinating this training at coaches@louisville.edu or Scott Tomchek directly at (502) 852-9195.

Sincerely,

Paula E. Goff, MS
Early Intervention Branch Manager
KY Department for Public Health 275 East Main Street, HS2-EE
Frankfort KY 40621
Office: (502) 564-3069

Andy Beshear
GOVERNOR

CABINET FOR HEALTH AND FAMILY SERVICES

DEPARTMENT FOR PUBLIC HEALTH

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Estimadas familias:

Les comparto información sobre los servicios del Sistema de Intervención Temprana de Kentucky (KEIS, por sus siglas en inglés). Nuestros proveedores se sirven de un enfoque basado en la orientación (*coaching*) para trabajar con ustedes y su niño(a) en las áreas de mayor importancia para su familia. Las investigaciones demuestran que la intervención temprana es más efectiva cuando los cuidadores, como ustedes, tienen una participación más directa. Los niños aprenden mejor por medio de actividades cotidianas enriquecedoras con personas conocidas. Al colaborar durante sus rutinas diarias, usted y su proveedor pueden crear oportunidades de aprendizaje que se presentan todo el día, todos los días y no solo durante las visitas de intervención temprana.

El KEIS brinda a los proveedores oportunidades de constante superación profesional para fortalecer sus habilidades en orientación. Como parte de este proceso, sus proveedores podrían pedirle permiso para grabar en video sus encuentros en casa o sesiones de teleintervención. Dichas grabaciones se centrarán en las interacciones del proveedor con su familia, no en su niño. La participación es opcional, y su decisión de no ser grabado no afectará sus servicios.

Para más información, vaya a la página web de los Servicios de Intervención Temprana de Kentucky:
https://www.chfs.ky.gov/agencies/dph/dmch/ecdb/Pages/fsenrollment.aspx

Gracias por su disposición a apoyar la constante superación profesional de su proveedor. Nos entusiasma la idea de ver cómo este enfoque de orientación (coaching) le facilitará apoyar a su niño en su aprendizaje y desarrollo. Si tiene preguntas, le pedimos que se comunique con el equipo coordinador de esta capacitación escribiendo a coaches@louisville.edu o con Scott Tomcheck directamente a través del (502) 852-9195.

Atentamente,

Paula E. Goff, MS
Early Intervention Branch Manager
KY Department for Public Health 275 East Main Street, HS2-EE
Frankfort KY 40621
Oficina: (502) 564-3069

AUTHORIZATION TO USE OR DISCLOSE PROTECTED HEALTH INFORMATION

INSTRUCTIONS: Complete each item below. The child/patient's legal guardian must sign this completed Authorization before any information will be used or disclosed. The parent or legal guardian featured **in the video** must complete and sign this form. This form authorizes the use of both the child's information and the parent/legal guardian's information.

Parent/Legal Guardian Name:____

First Middle Last

Child's Name:____

First Middle Last

Address:____

Child's DateofBirth:______________________

TOTS ID#

FOR CHILD:

I hereby give the University of Louisville/ULRF the right to use/disclose, copyright, reproduce, and publish the Protected Health Informationand/or material about my child for release to the parties as specified below.

I am granting permission for the following health information to be used or disclosed:

☐name ☐condition/diagnosis/treatment ☐photographs ☐videotapes/audiotapes

Information regarding the child (including names, medical condition and/or treatment, and treatment sessions) may be used/disclosed for the following purposes: Coaching in Early Intervention Training and Mentorship Program, which includes reviewing early intervention videos in order to provide feedback to First Steps provider (e.g., including but not limited to use in an exemplar library and program meetings).

I further authorize the use/disclosure of information regarding the child (including names, medical condition and/or treatment, and treatment sessions) per the KEIS agreement (a copy of which is available upon request), to The Cabinet for Health and Family Services/Kentucky's Early Intervention System, 275 E. Main Street HS2WC, Frankfort, KY 40621.

I understand that neither I, nor my child, will receive any compensation if their photograph, likeness, or other information about them is released and/or used. I further understand that any photographs or videotape is the property of the University of Louisville/ULRF and may be used in future videotape or print projects as described in this Authorization.

I understand that this Authorization is in effect for five (5) years from the date of this document or until ____________, whichever is the latter of the two.

FOR PARENT/LEGAL GUARDIAN (must be signed and completed on behalf of parent/legal guardian and other participating minor children)

I hereby give the University of Louisville/ULRF the right to use/disclose, copyright, reproduce, and publish material and information obtained in the course of my participation in the Coaching in Early Intervention Training and Mentorship Program, which includes but is not limited to photographs and videos used to provide feedback to First Steps provider(s) and to the Cabinet for Health and Family Services/Kentucky's Early Intervention System.

I understand that I will not receive any compensation if my photograph, likeness or other information about me is released and/or used. I further understand that any photograph or videotape is the property of the University of Louisville/ULRF and may be used in future videotapes or print projects as described in this Authorization.

I further understand that siblings of the child who is receiving services may be included in photos and/or videos taken during the treatment session. Therefore, I authorize my other children, named below, to be included in any photos and/or videos taken by the University of Louisville during treatment sessions, and understand they will not receive compensation for such use:

Name of Child: ______________________________

Name of Child: ______________________________

Name of Child: ______________________________

I understand this Authorization can be revoked in writing at any time. The revocation shall be effective except to the extent that Entity(ies) has(have) already used ordisclosed information in reliance on the Authorization. I may revoke this Authorization by writing to the University of Louisville Privacy Officer, 215 Central Avenue, Suite 205, Louisville, KY 40208. I hereby acknowledge that I understand treatment, payment, enrollment in any health plan, or eligibility for benefits is not conditioned on signing this Authorization. I understand that information used or disclosed pursuant to this Authorization may be subject to re-disclosure by the recipient of such information and may no longer be protected under the terms of this agreement.

I HAVE RECEIVED A COPY OF THIS FORM AND I AM THE PATIENT OR AM AUTHORIZED TO ACT ON BEHALF OF THE PATIENT TO SIGN THIS AUTHORIZATION FOR THE USE OR DISCLOSURE OF THE INFORMATION AS STATED ABOVE.

____ ______________________

Signature of Parent or Legal Guardian Date

____

Printed Name of Parent or Legal Guardian

Project: KEIS Coaching, Training, and Mentorship Program

Kentucky Coaching Adherence Rubric - 12.0
Created by: Serena Wheeler - Coach
Created For: Cybil Cheek - Coach
Published: Feb 12th 2024
Title: Cloned: Doe-Jane-C19-Video3 - Feb 11th 2024
Total Score: Mid

Kentucky Coaching Adherence Rubric - 12.0

Total Score: Mid

Coaching Quality Indicator

Score: Mid

Provider...

A reflection within the rubric is required for each CQ clip submitted during Mentorship Phase and for all CQs during Fidelity and Maintenance.

CQ1
Partners with caregivers by connecting, listening, and responding in respectful, supportive ways to foster trusting relationships (FTR)

Not Yet (0)				Mastery (4)
Focuses attention mostly on child				Stays engaged to partner with caregiver and consistently shape conversation around caregiver topics; communicates in respectful, strengths-based ways to support caregiver

Evidence/Comments

The evidence listed in each CQ offers examples of acceptable and individual approaches to the self assessment. You may either use a summary approach, time stamp comments, or both. Consider what process will support you with more in-depth knowledge of coaching and the Kentucky Coaching Adherence Rubric. Reflecting on your experience and asking questions is encouraged to gain clarification, as individualized feedback is offered.

To use time-stamp comments:

1. *Click anywhere in the Evidence/Comments box below the/each CQ)*
2. *Select the blue button to the far top right of the box to add link to video*
3. *You may add comments after the time stamp appears.*

at 00:03 Gaining consent to record

	Not Yet (0)	Knowledge (1)	Awareness (2)	Application (3)	Mastery (4)
CQ2 Engages caregiver early in session to review their previous joint plans and develop plans around their priorities for the current visit (BJP)	No joint plan; takes charge of visit, directs activities	Confirms only previous or current priority; OR offers own activity suggestions for current visit; may ask caregiver for affirmation	Identifies priorities of the previous between visit and current visit plan only (no details); OR discussion leads to previous between visit or current visit plan to include both the caregiver-affirmed priority and at least 1 detail (e.g., routine, activity, setting, strategy, purpose, rationale, desired outcome)	Supports caregiver to review how their previous between visit plan went AND to ultimately identify their priority for current visit; facilitates interaction for caregiver to indicate at least 1 detail for both plan parts (e.g., routine, activity, setting, strategy, purpose, rationale, desired outcome). Joint plan is implemented	Launches visit by engaging with caregiver to reflect on previous between visit plan implementation and develop explicit, detailed current visit plan (e.g., routine, activity, setting, strategy, purpose, rationale, desired outcome) centered on caregiver priorities. Joint plan is implemented

Evidence/Comments

Provider gives details about her understanding of the rubric and self-reflects.

I would score this joint plan between a 3 and 4. I feel that I have mastered the "application" criteria. I asked how the previous joint plan went and I did go further in by asking the caregiver to reflect on strategies she used. However, to master the "mastery" criteria I realize I am lacking going deeper in the area of discussion/details of the previous joint plan. I could have used more open ended reflective questions here. The current visit plan was richer. I believe it is because...I did have the caregiver reflect to establish a deeper purpose of her priority when I drew out of her the safety component of the transitions and protective responses when she mentions the hardwood floors and wanting as a mom for him to be safe. I improved greatly this session in the timing of joint plan by discussing much earlier in the visit.

	Not Yet (0)	Knowledge (1)	Awareness (2)	Application (3)	Mastery (4)
CQ3 Observes caregiver and child in prioritized, established routine or activity, to understand what has been occurring followed with reflection to promote insight and/or flow to guided practice (O)	Does not capture or has no opportunity to observe child-giver interactions	Selects activities to observe or observes interactions not related to established caregiver priority or joint plan; no follow-up	Observes child activities and/or child-caregiver interactions related to established caregiver priority or joint plan; may ask questions to gain information and/or give feedback; may include reflection on past action without future planning	Captures opportunities to intentionally observe child caregiver interactions in caregiver prioritized activities followed by asking at least one reflective question related to the observation to promote caregiver insights; may include reflection on past action with future planning	Collaborates with caregiver to observe child-caregiver interactions in caregiver-prioritized routines/activities without interruption and before feedback; Reflection related to the observation follows to elicit caregiver insights and/or flow into guided practice

Evidence/Comments

Provider used time-stamps to note evidence of coaching and reflection:

at 04:12 Observing mom showing strategy

at 11:20 Observing previous priority; staying curious

at 13:45 Asked reflective question related to the observation. This question seemed to build mom's confidence and allowed her to open up.

at 40:29 Observed the second priority briefly, should have asked a reflective question here.

CQ4 Proactively captures opportunities for caregiver to practice new or refined ideas with child followed with reflection to promote insight (GP)

Not Yet (0)	Knowledge (1)	Awareness (2)	Application (3)	Mastery (4)
No child-caregiver practice or utilizes own materials to engage child in activity	Implements own activities or utilizes own materials and caregiver observes activities	Identifies opportunities for caregiver to practice ideas/strategies linked to established caregiver priority or observation; may ask questions to gain information and/or offer feedback	Cues, prompts and/or models for caregiver to practice or try ideas related to their identified priority; at least one reflective question follows to facilitate caregiver insights related to the practice	Uses intentional modeling, cuing, or prompting for caregiver to practice ideas related to their priority in a natural routine; use of reflective questions with caregiver encourages further problem solving and practice opportunities

Evidence/Comments

Provider is open and honest with where they are in the process and provides minimal self assessment comments:

at 08:52 lead modeling with bubbles; I have faded out my toy bag with new clients and only take in one item. I'm working on this transition. I know for full videos, I will need to have faded completely to reach fidelity.

CQ5 Offers substantive feedback to caregiver reflections throughout the visit to affirm and attempt to enhance their learning experience, insights, or actions (F)

Not Yet (0)	Knowledge (1)	Awareness (2)	Application (3)	Mastery (4)
No feedback provided to caregiver; child focused feedback	Primarily praises caregiver and/or offer suggestions/informati	Acknowledges caregiver reflections related to priorities; may offer suggestions/informati prior to giving caregiv opportunity to reflect	Affirms caregiver reflections with substantive explanations; brainstorming, suggestions, or information are related to priority and shared after ample time for caregiver reflection	Uses substantive affirmations of caregiver reflections on their priorities throughout the visit to enhance their learning experience, insights, or actions

	Evidence/Comments **Provider selected to manually enter the time of evidence and time stamps are indicative of Application/Mastery:** at 06:24; 15:31; 19:48; 25:00 substantive feedback at 2:59, 4:18, 6:16; 12:15, 45:55 gave information/suggestion before asking reflective question 50:21 general praise to caregiver 28:00 a chance to affirm mom's ideas but I did not
CQ6 Asks effective reflective questions to stimulate thinking, promote problem solving, and elicit insights from the caregiver (R)	(rubric below)

Not Yet (0)	Knowledge (1)	Awareness (2)	Application (3)	Mastery (4)
Makes many declarative statements; may ask yes/ no and informational questions, without intent to reflect	Asks at least one question with reflective intent; directs conversation more than responding	Occasionally asks questions with reflective intent; may lead part of conversation to a particular response	Frequently employs open-ended reflective questions with intent to have caregiver share thoughts and insights related to their priority or the joint plan	Predominantly and throughout the session, asks open ended reflective questions related to caregiver priority or the joint plan and allows opportunity for them to respond with thoughts and insights

Evidence/Comments

Provider is using a combination approach a few time stamps and a summary reflection:

at 02:52 at 13:51 at 32:16 at 43:59 Reflective question
at 08:00 Open ended question
at 19:33 at 35:51 at 39:55 yes/no
at 26:14 could have shifted from 'Do you feel like he is starting to recognize toy sounds?' to 'What lets you know he is responding to sounds?"

CQ7 Engages caregiver to intentionally develop detailed plans for their actions between visits and for the next visit centered on their priorities (EJP)		[redacted]			Mastery (4) Ends visit by engaging with caregiver to reflect and develop explicit, detailed plans for between visits and the next visit (e.g., routine, activity, setting, strategy, purpose, rationale, desired outcome) centered on their priorities

Evidence/Comments

Provider uses a summary comment: an example of minimal requirements:

Still find that I am leading with what to work on between visits but I did ask about her priority for the next time.

Summary Comments

Comments

In reviewing myself, I feel I do a good job of listening to the caregiver and following their lead while trying to accomplish joint planning goals for visit. I feel my area for refinement is shifting from asking questions that can be answered with a "yes" or "no" to instead asking open ended/reflective questions. Although I feel dad naturally expands on questions asked due to me using the coaching method in previous visits.

502-852-9196

502-852-9200

In Program: coaches@louisville.edu

Maintenance: ceitmp@louisville.edu

https://uofl.me/ceitmp

571 S. Floyd Street, Suite 233
Louisville, KY 40202