

## HOW TO: VIDEO RECORD FOR...

### PACT/PICCOLO/CBT:

PICCOLO/PACT (use one or the other, not both\*\*) video recording is for an observational assessment of caregiver and child together; the ELS should not be involved in any way. The CBT can also be scored from this video. This video should be recorded for 10 minutes during a typical home visit when the parent and child are interacting together.

For this recording, the ELS would introduce it to the parent with something like, “Ok, I’ll observe and record for 10 minutes, so just do what you would usually do, and I’ll let you know when 10 minutes is up.” After 10 minutes, plan to keep the recording going and then join the parent-child.

### Site Certification and Best Practice Principles (BPP):

The ELS can join the parent and child after the initial 10 minutes and conduct the rest of the session as they usually would. This video will be used for the purposes of the ParentChild+ site certification process, as well as for training and supervision purposes as outlined in the Best Practices Principles (BPP) tool. Again, keep recording going for the full session.

If you are using the BPP for supervision and training purposes, try to focus conversations around the 10 minutes of the video that has the most parent-child interaction.

## How often should you record?

Ideally, you will record three videos over the course of the family’s time in the program. The PACT/PICCOLO/CBT baseline videos should occur during visit four, visit five, or visit six (ideally, in the family’s second and third week in the program) after a family’s initial enrollment in Cycle One. The second video should occur at the mid-point of the program/end of Cycle One; and a third video at the end of Cycle Two. You will have a total of three videos for each family by the time they complete the program.

## HOW TO: VIDEO SHARE

This document is an instructional guide on how to share video files with National Center. Please have all staff who will be sharing video files read these instructions, as they have changed.

### File transfer services

We understand many staff will have a preferred transfer service, and it is ultimately up to the staff member which service they use. Listed below are several services we have found are easy, secure, and free. These can all be downloaded directly but do check with your IT staff as you may already have access to them on your system and/or they may have a preferred one. Our goal is to be flexible and enable sites to choose their own preferred transfer service, making this as easy as possible.

- [Google Drive](#): This [link](#) provides the overall functionality of the drive, as well as directions on how to share your files.
- [One Drive](#): This [link](#) provides step-by-step instructions, and a video showing users how to share files.
- [Dropbox](#): Here is a [link](#) to answer “How do I share files in Dropbox?”
- [WeTransfer](#): Here are links on [how to send files](#), and [how to troubleshoot slow uploads](#).
- [WeSendIt](#): To send files, click the + Add files button to upload the file. Before sending, you will also have to enter the email of the recipient, your email address, and a message. Here is a direct link to their [FAQ section](#).

Of these options, only WeTransfer and WeSendIt allow you to share files without setting up an account. All video files should be shared to ParentChild+ at [videos@parentchildplus.org](mailto:videos@parentchildplus.org).

### File identification

To ensure standardization across our 140+ sites, the National Center asks staff to label the videos in the following format. **Please Note: No Personally Identifiable Information about a child or family should be named in these files.**

- Child Id Year Month Day. For example, 12345\_2019\_3\_4. The date in the file name should reflect the date the video was recorded.
- All the file transfer services above have an option to **add a message** before sharing the file. Messages should include:
  - Site name as appears in DAISY.
  - Program year assigned to family in DAISY(e.g. 2018-2019).
  - Cycle 1 or Cycle 2.
  - The name of the staff member in video recording.
  - Language spoken in recording.

### Video storage

All videos will be stored on a secure storage system managed by ParentChild+ National Center staff. To make this process as easy as possible, sites will only need to share the videos with the National Center per the instructions above. The National Center will be responsible for uploading/managing videos to this platform. If sites want a copy of any videos, please email [videos@parentchildplus.org](mailto:videos@parentchildplus.org) obtain access to your site’s folder on the secure system.

*\*New start-up sites trained post-2018 are using PICCOLO.*

## TIPS: CAPTURING HIGH QUALITY VIDEOS

### Setting up the device

- Set the device on a tripod or steady surface, like against books. In virtual settings, please advise families not hold the device while shooting to avoid shaky footage.
- The parent and child should both start in the frame together. In-home visits, when the ELS joins them, they should also fit into the frame. (If the child moves away from the frame, at times, that's okay.)
- Try to shoot horizontally and avoid portrait mode.
- Position camera at eye level or slightly above eye level, if possible.

### Lighting

- Find a location that is well lit with natural sunlight or plenty of indoor lighting.
- Position yourself so windows or light sources are facing you, not behind you.

### Choosing the Location

- Choose a quiet location with as little background noise, such as street sounds, as possible.
- If possible, turn off air conditioners and heaters to avoid fan noise.
- Remember to choose a location that is comfortable for you and the family and allows for free movement of the child, if possible (e.g., the floor).

### Example: In-Person Visit



### Example: Virtual Visit

