



Prevention Initiative (PI)
Program Monitoring

ISBE Monitoring Visit: Video Recording

As part of your participation in the ISBE Birth to Three Prevention Initiative Program Monitoring process, we are asking a number of your home visitors to video record home visits with two families on their caseload. Video recordings are an important part of the monitoring because they allow us to see what your actual home visits look like. We would like the recordings to capture typical home visits that occur within your program. **The tool we will use to assess these videos focuses on parent-child interaction and does not work well with pre-natal visits or visits where an assessment is being performed, so please avoid recording these types of visits.** Your monitor will be in touch with you by phone and will answer any questions you might have about the video recording process.

Recording and Downloading Video

In this package, we have provided your program with a video camera and instructions for recording and downloading recorded visits. Once you have recorded a visit, follow the below steps:

1. Connect the Go Pro camera to a computer using the provided USB cord and download the file(s) on the provided flash drive.
2. Return the flash drive on the day of your site visit OR use the self-addressed, stamped, padded envelope to return the flash drive to the ISBE PI Monitoring staff.

Consent and Confidentiality

Consent from the participating home visitors and families is required prior to video recording a home visit. Erikson Monitoring staff will provide the consent forms which detail the purposes and uses of the recordings and a FAQ sheet for you to share with families. You may return these home visitor and family consent forms to your program monitor on the day of the site visit, mail them back in the provided return envelope, or scan and email them back to your monitor.

Returned videos will be kept confidential and only identified by an assigned code number. Project staff will score the home visit using the HOVRS-A+ tool for assessing the quality of home visits and provide systematic feedback to the home visitors and programs. Programs will be free to use the recordings for supervision and professional development as well.

If you have any questions or concerns regarding the video recording portion of the monitoring, please contact the Project Director, Saima Gowani at sgowani@erikson.edu or 312-893-7204.

Thank you for participating in ISBE Prevention Initiative Program Monitoring.



Prevention Initiative (PI)
Program Monitoring

HOME VISIT VIDEO FAQ SHEET FOR PROGRAMS

Why is our home visit being video recorded?

The ISBE monitoring team is interested in observing home visits between your staff and families to better understand the quality of services your program offers to families. Observing home visits is important because it allows us to see a home visitor's actual practice with families. Because the team cannot easily attend home visits to observe in person, we are asking you to video record the visits. Video recorded home visits also make great learning tools and can be useful to your program for professional development and self-assessment.

Also, along with our quality evaluation, information from your recording may be used for research to better understand home visiting in general. In other words, your information may be grouped with information from other programs to help researchers better understand the home visiting process. We will only record your visit if you give us your permission. Your information will only be used for monitoring or research if you agree to help us with that specific project.

Do I have to do anything special to prepare for a visit that will be video recorded?

No. The project team would like to see a typical visit. You do not need to change your routine or do anything special to prepare for this visit except to get the family's consent to record the visit and to bring a camera for the recording.

Who watches the videos?

The videos collected will be used for monitoring purposes. Videos will be viewed by project staff trained to assess interactions during home visits (such as between you and the parent and between the parent and the child). Some videos will be used to train members of the monitoring team to work on the project. We may also use a small number of videos for training and educational purposes, such as describing the components of the monitoring process. We will get permission from you to use the video in this way. Videos may also be used by your program for supervision and professional development.

Will my name appear on the video?

While images, voices, and possibly first names may be on the video-recording, any information collected for this project will be private. The project team will use code numbers, not names, to identify the recording.

Is participation voluntary?

Monitoring of video recordings is a required component of your ISBE Program Monitoring visit, but participation is voluntary for families

Can I have a copy of the video recording?

Yes, programs may save copies of the videos to keep with home visitor and family consent. We encourage you to use the videos for supervision or professional development. Effort should also be made to give copies of the videos to the families, if they so request.

I am a new home visitor. Can I still participate in video recording?

Yes. We expect that some of the home visitors recording videos will have joined the program recently. Across the state, there are many program sites that have hired new home visiting staff and many of these new home visiting staff are serving ISBE families. We would like to understand the quality of services that all families are receiving and realize that some will be served by new home visitors.

What does the video recording and consenting process look like?

Before the first video-recorded visit is scheduled at each program, the ISBE monitoring team will notify the program director or supervisor that video recordings should begin soon and provide the program with a video camera and consent forms for the video-recorded visits. As soon as the program receives these, the program can begin to identify home visitors and families who represent the program and the services it provides. If the family and home visitor have consented to the video-recording, the home visitor will schedule the visit to be recorded and save the recording on the provided flash drive. If the program would like, the monitoring team can work with them to identify home visitors and families.

How should we decide which families and home visits to video record?

Home visitors should choose families in their caseload that represent typical families participating in the program. It is important that the home visitor has established relationships with the chosen families and that the families feel comfortable with having one of their home visits video recorded. Home visitors should focus on families they see frequently and consistently. New families or families that often need to cancel or reschedule visits would not be appropriate families to choose. When choosing which visit to record, please choose a typical home visit and avoid first visits, prenatal visits, or visits where an assessment, IFSP review, or something similar might be planned. These visits are not recommended because they do not allow us to view much parent-child interaction, which is an important component of the observation.

What should I say to families who are unsure if they want to be video recorded or not?

If a parent is hesitant or has questions about why the visit is being video recorded, reassure them that the video is being used to assess the quality of the home visiting services, not them. Let families know that the purpose of video recording is to improve the quality of services offered to families and their participation will not impact their access to program services or relationship with their home visitor. You can also share the FAQ for parents that is part of this package of documents.

Who can I contact for more information?

You can contact the project director Saima Gowani from the ISBE monitoring project at (312) 893-7204 or the ISBE Early Childhood Team at (217) 524-4835.

Tips and Instructions for Recording a Home Visit:

- When you receive your video camera (Hero Plus LCD), the SD memory card should already be inserted and the camera should be ready for use.
- In order to charge the video camera, open the back cover by releasing the top (as shown to the right), insert the USB cord and connect to a computer until it is fully charged. A red LED on the front of the camera will turn on when charging and will turn off once the battery is fully charged.
- Before using the video camera to record a home visit, we recommend testing out the camera in a similar setting to where the visit will take place to become familiar with and comfortable using the camera.
- The camera comes with three types of backdoors. Use the Skeleton Backdoor.
- Power the camera on by pressing the Power/Mode button located on the front of the camera. Make sure the camera is in **Video** mode by tapping the mode icon to display the camera modes, and then tapping **Video**. Press the **Shutter/Select** button. The camera will beep once and the status lights flash while the camera is recording.
- Start and stop recording by pressing the button located on the top of the video camera. The camera will beep once. When the red light is flashing on the face of the camera, you are recording. If you stop and restart the recording or exceed a certain time, the video may be saved as separate files.
- Try to avoid or limit stopping and restarting the recording during each visit if possible. Be sure the video recorder is fully charged before you begin recording each visit.
- Set the camera in the best place to capture what happens on the visit, close enough to clearly pick up the sounds of the visit.
- Don't point the camera at a window or bright space and avoid noisy places. Turn off any ambient/background noise (televisions, fans, stove fan blowers, etc.). Make sure there are no large objects in front of the camera's view.
- Adjust the angle of the camera using the flexible mount to best capture the visit.
- Make sure that the camera is pointed at everyone involved in the visit, including you. This is not just a video of the family, but of you working with the family.
- **Record at least 30 minutes of each regularly scheduled home visit. Choose visits that include both parent and child. Do not record prenatal visits as our tool focuses on parent-child interaction which cannot be observed in a prenatal visit. Additionally, avoid visits focusing on a lot of paperwork and/or assessment as they typically contain minimal natural parent-child interaction.**
- After filming, connect the camera to a computer using the included USB cord and download the video file(s) to the provided flash drive, naming the files using the video IDs assigned on the video questionnaires and consents so we can link each questionnaire, consent, and video. Staff will either pick up the USB from you on the day of the site visit, or ask that you mail the flash drive back to Erikson in the self-addressed, padded, stamped envelope.
- **Please see the included manual for further instructions using the camera. You can also check online for YouTube videos on GoPro Hero cameras that show you how to use the camera.**



Video FAQ
HOME VISITOR GUIDE TO OBTAINING FAMILY CONSENT

Starting the conversation:

It may be awkward to discuss the possibility of videotaping a session with your families. Below you will find some common questions you may receive and sample answers that may help you with this discussion. First and foremost, it will help families to understand that the purpose of the recording is not to evaluate the family, but to help us understand what home visiting quality looks like during a real visit.

Why are we interested in your family's home visit?

Recording home visits can help us understand the quality of your home visiting services. Our program is working with ISBE and Erikson Institute to understand more about our program and the services we offer. Seeing what happens during your visits gives us valuable information about the quality of our program. Because we cannot attend every program visit, home visits are being recorded.

Also, along with our quality evaluation, information from your recording may be used for research to better understand home visiting in general. In other words, your information may be grouped with information from other programs to help researchers better understand the home visiting process. We will only record your visit if you give us your permission. Your information will only be used for monitoring or research if you agree to help us with that specific project.

Who watches the videos?

Research staff at Erikson will watch the video and use it to provide feedback to ISBE and our program about how to improve our services. A small number of videos will be used for training and educational purposes, if you give your permission for the video to be used this way. If you agree to include your video in the research study, only the information collected from the videos will be used. This will not involve additional people viewing the recording.

Will my name appear on the video?

Names may be mentioned in the video-recording when viewed, but the project will not use your name to identify your recording. Information presented in reports will include group level information for all videos collected for the whole program. Your individual video will not be discussed, unless you give special permission for using your video for education and training.

Can I have a copy of the video recording?

Yes, if you would like a copy of your video, let me know, and we can make one for you.

Is participation voluntary?

Your participation is completely voluntary, and we can stop at any time. Your decision to help with this project will not affect your home visits now or in the future.

Who can I contact for more information?

If you have any questions, you can ask me at any time. You can also contact the ISBE Early Childhood Team at (217) 524-4835 or the Erikson project director Saima Gowani at (312) 893-7204.



Prevention Initiative (PI)
Program Monitoring

**INFORMED CONSENT
PERMISSION TO VIDEO RECORD A HOME VISIT (HOME VISITOR)**

This form should be read and signed by the home visitor.

PURPOSE OF THE VIDEO RECORDING

The video recording is part of an ongoing monitoring process by the state of Illinois to improve the quality of home visiting services offered by programs across the state. Erikson Institute has been contracted by the State of Illinois to monitor programs and assess the quality of their home visiting services. In turn, the Illinois State Board of Education (ISBE) will work with programs to devise continuous quality improvement plans based on the monitors' observations and reports.

As part of the monitoring process, you are being asked to video record two home visits with families in your caseload during regularly scheduled visits. The parents or legal guardians will also have to agree to participate and we ask that you gather their consent before recording. Erikson staff can help you identify which families to video record to make sure they are representative of the families in your program. Erikson staff will watch the videos to see the kind of activities you do with families and to observe the interactions between you and the family and between the parent and child. The families may have a copy of the video if they are interested and your program may also keep a copy of the video to use for training and supervision. With your consent, we are asking if you will also allow the video to be used by Erikson staff for training and educational purposes.

METHODS & PROCEDURES

Your program will be provided with a video camera to record the home visits. Your program will be able to keep the camera after video recording the visits to use in the future. **The two recordings should last at least 30-60 minutes each and capture a visit featuring parent and child. Do not record prenatal visits or visits primarily focused on assessments and/or paperwork as the observation tool we are using to assess the videos was not designed for these kinds of visits.**

After you have completed the video recording, you will download your recordings on a flash drive, labeling each video uniquely and indicating the file names on page 3 of this consent form. We recommend labeling the videos numerically (home visitor 1: "Video 1" and "Video 2", home visitor 2: "Video 3" and "Video 4", etc.). Once all home visitors have downloaded their recordings, you will either give the flash drive to the Erikson monitoring team on the day of your site visit or mail back to Erikson in an envelope which will be provided to your program. Erikson staff will download the recording and assign it a confidential ID number. Neither your name nor the family's name will be used to identify the video once Erikson staff has received it. If you agree to participate, please complete and sign page 3 of this document.

PARTICIPATION

Participation in this monitoring process is required; however, you may decide whether or not to allow Erikson to use this information for research and training purposes. Your decision will not affect your employment or monitoring. If you want to be part of the research study but change your mind later, you can call Erikson Institute and tell them that you no longer want to participate.

VIDEO USED FOR RESEARCH PURPOSES

Data from these recordings may be used for research purposes in order to better understand other elements of the assessment process.

VIDEO USED FOR TRAINING PURPOSES

To ensure high quality and consistency between the monitors, the recordings may be used by Erikson Institute for training staff on home visiting quality. They may also be used for educational purposes, such as to demonstrate the features of the monitoring process. This is optional. Below, you can put a check mark to indicate which purposes you are giving permission for and your video will only be used in this way.

RISKS or DISCOMFORTS

There are few risks to taking part in this monitoring process. You may feel uncomfortable recording your home visit, but there are no perceived risks outside of this.

BENEFITS

Taking part in this research study process will not help you directly, but the information and feedback from the video recording could help improve the quality of your program and help validate the monitoring tool. You may also use the video to better understand what you do on home visits and to improve your practice.

CONFIDENTIALITY

Your video will be private. It will be viewed only by Erikson staff for monitoring and research purposes (unless you give permission for its use in training/education). Neither your name nor the family's name(s) will be used in any reports. This form will be kept in a locked file cabinet. Your name will be erased from video recordings and your confidential ID number will be used instead. The information that connects your name to your ID number will be saved in a locked computer file accessible only by Erikson monitoring staff.

CONTACT PERSONS

If you have any questions, you can contact the ISBE Early Childhood Division at (217) 524-4835 or the project director, Saima Gowani, at (312) 893-7204 or via email at sgowani@erikson.edu.

PARTICIPANT ACKNOWLEDGEMENT/AUTHORIZATION

I have read this description of the monitoring process. By signing this form I agree to the following:

- 1. I have read and understand the form and want to take part in this monitoring process.
- 2. I understand that by signing this form I agree to record a regularly scheduled home visit with two of the families in my caseload. The recording will last 30-60 minutes each.
- 3. I understand that my name will not be used in any written reports or other materials.
- 4. I understand that I am required to participate in videotaping as a part of program monitoring, but I may change my mind about allowing Erikson to use this information for research and training at any time.

Home Visitor:

_____ *First name*

_____ *Last name*

_____ *Signature*

_____ *Date*

**Additionally, by signing below, I agree that Erikson Institute may use this video for:
(Initial one or both)**

_____ **Education/training purposes**

_____ **Research purposes**

Home Visitor:

_____ *First name*

_____ *Last name*

_____ *Signature*

_____ *Date*

_____ *Birthdate*

In order to accurately link your consent and videos, we ask that you provide us with the file names of the videos that you recorded. This way, we will know which videos we can or cannot use for educational purposes based on your consent above.

Video 1 file name: _____

Video 1 length (minutes): _____

Video 2 file name: _____

Video 2 length (minutes): _____

Thank you for agreeing to take part in the ISBE PI Program Monitoring and Research Study.

Home Visit Questionnaire

To be completed by home visitor after the video recording

Program Name: _____ Date of Site Visit: _____ Home Visitor Birthdate: _____

Video ID (name of saved video file): _____ Video length (minutes): _____

1. Who was at the visit? *(Please select all that apply)*
- Mother Father Child(ren) Grandparent Other Family Member Friend or Other Person

2. Please answer the following questions about children present during the home visit.
- A. How many children were at the home visit? _____
- B. How old was the *target child*? less than 1 year 1-3 years 3-5 years More than 5 years

3. How involved was the parent in deciding the content of the visit? Please describe:

4. Who provided the materials used in the home visit *(Please select all that apply)*?
- You (home visitor) Parent/Family Both you and the family NA (no materials used)

5. On a scale of 1-7, compared to typical home visits with this family, I would say this visit was: *(Please check only 1 box per row)*

	1	2	3	4	5	6	7	
Not So Good	<input type="checkbox"/>	Good						
Difficult	<input type="checkbox"/>	Easy						
Tense	<input type="checkbox"/>	Relaxed						
Unusual	<input type="checkbox"/>	Typical						

6. If the home visit was not typical, what contributed to its uniqueness? *(Please select all that apply)*
- Family emergency Other family/household members present
- Discomfort with videotaping Child disposition (fussy, hungry, etc.)
- Child assessment Family transitions or changes (new birth, job change, etc.)
- Other, please specify: _____

7. On a scale of 1-7, please rate the home visit by selecting the number nearest to the description that best fits your experience: *(Please check only 1 box per row)*

	1	2	3	4	5	6	7	
Content covered is atypical	<input type="checkbox"/>	Content covered is typical						
I did not accomplish goals/tasks	<input type="checkbox"/>	I accomplished goals/tasks						
Family engagement was atypical	<input type="checkbox"/>	Family engagement was typical						

8. If the content covered or family engagement was not typical, please explain how it differed:

HOME VISITING VIDEO FAQ SHEET For Families

Why is our home visit being video recorded?

The purpose of recording your home visit is to monitor the quality of the home visiting services you receive from your home visitor. The video will not be used to evaluate your family in any way. The monitoring project team from Erikson Institute, contracting with the Illinois State Board of Education, would like to understand the quality of services that families receive from home visiting programs across the State. Because the team cannot attend every visit, the home visits are being video recorded.

Also, along with our quality evaluation, information from your recording may be used for research to better understand home visiting in general. In other words, your information may be grouped with information from other programs to help researchers better understand the home visiting process. We will only record your visit if you give us your permission. Your information will only be used for monitoring or research if you agree to help us with that specific project.

Who watches the videos?

The information collected will be used for monitoring purposes to provide feedback to ISBE about the quality of home visits. Some videos will be used to train members of the project team. Videos will also be viewed by project staff trained to assess what happens during home visits and what home visitors do with families. All information from this project will be private. A small number of videos will be used for training and educational purposes, if the family gives permission for the video to be used this way.

Will my name appear on the video?

While images, voices, and possibly first names may be on the video-recording, any information collected for this project will be private. The project team will use code numbers, not names, to identify the recording.

Is participation voluntary?

Your participation is voluntary and you can stop participation at any time. Your decision will not affect any home visiting services you receive now or apply for in the future.

Can I have a copy of the video recording?

Yes, you can contact your home visiting program and they can make a copy of the video available to you.

Who can I contact for more information?

You can contact your home visitor or the ISBE Early Childhood Team at (217) 524-4835. You can also contact the project director Saima Gowani at (312) 893-7204.

Thank you for agreeing to be part of this monitoring process and improving home visiting services across Illinois.



Prevention Initiative (PI)
Program Monitoring

INFORMED CONSENT PERMISSION TO VIDEO RECORD A HOME VISIT (PARENT)

This form should be read and signed by the primary caregiver who is most involved in the home visits in the family. If the primary caregiver is under age 18, it should be read and signed by his/her legal guardian.

PURPOSE OF THE VIDEO RECORDING

The video recording is part of an ongoing monitoring process by the state of Illinois to improve the quality of home visiting services received by families across the state. Erikson Institute has been contracted by the State of Illinois to monitor programs and assess the quality of their home visiting services. In turn, the Illinois State Board of Education (ISBE) will work with each program to devise a plan to improve the quality of their services.

As part of the monitoring process, you are being asked to let your home visitor video record a home visit with you during a regularly scheduled home visit. Erikson staff will watch the video to see the kind of activities you, your children, and your home visitor do together. Your home visitor may also use the video for his/her own supervision within their program.

You do not have to allow your home visitor to record the visit. If you agree to be a part of this quality improvement process, your name will not be used in any reports.

METHODS & PROCEDURES

The video recording of the home visit will last for 30-60 minutes. If you agree to participate, please complete and sign this form and give it to your home visitor.

Your home visitor will give Erikson a copy of the video of the home visit. When the home visitor gives the recording to Erikson, your name will be on it at first, but Erikson staff will erase your name and replace it with a secret ID number. Once this is done, the recording with your name will be erased.

VOLUNTARY PARTICIPATION

It is your choice to participate in this process. If you choose not to participate, your home visiting services will not be changed in any way. If you want to be part of this process but change your mind later, you can stop being part of the video recording at any time. You can do this by asking your home visitor to stop recording the session and s/he will turn off the video camera and erase the video. If you change your mind after the video is recorded, you can call Erikson Institute and tell them that you want your video removed from their records.

VIDEO USED FOR RESEARCH PURPOSES

With your permission, data from your video tape may be used for research purposes in order to better understand the overall monitoring process. This is optional. Below, you can put a check mark to indicate if you will allow Erikson to use your video tape for research purposes.

VIDEO USED FOR TRAINING PURPOSES

With your permission, the recording may also be used by Erikson Institute for training staff about home visiting quality. It may also be used for educational purposes, such as to demonstrate the features of the monitoring process. This is optional. Below, you can put a check mark to indicate if you will allow Erikson to use your video tape for training purposes.

RISKS OR DISCOMFORTS

There are few risks to taking part in this monitoring process. Some people may feel uncomfortable being video recorded, but the recording is only of you/your child(ren) and the home visitor interaction. Other areas of your home will not be recorded and the camera can be switched off during sensitive parts of your home visit, if you so choose.

BENEFITS

Taking part in videotaping will not help you directly, but the information from your video recording could help improve home visits for other families. Home visitors may also use the video to help them better understand what they do and to improve their practice.

CONFIDENTIALITY

Your video will be private. It will be viewed only by Erikson staff for purposes of program monitoring unless you have given us additional permission for its use in research or education and training. Neither your name nor your child(ren)'s name(s) will be used in any reports. This form will be kept in a locked file cabinet and secure computer file. Your name will be erased from video recordings and your secret ID number will be used instead. The information that connects your name to the secret number will be saved in a secure computer file and only Erikson staff working on the monitoring project will be able to unlock the file.

CONTACT PERSONS

If you have any questions at any time, you can contact the ISBE Early Childhood Division at (217) 524-4835 or the project director Saima Gowani at (312) 893-7204 or via email at sgowani@erikson.edu.

PARTICIPANT ACKNOWLEDGEMENT/AUTHORIZATION

I have read this description of the monitoring process. By signing this form I agree to the following:

1. I have read and understand the form and want to take part in this monitoring process.
2. I understand that by signing this form I will let my home visitor videotape a regularly scheduled home visit with me and my child(ren). The recording will last 30-60 minutes.
3. I understand that my name will not be used in any written reports or other materials.
4. I understand that I may change my mind about doing this whenever I want and my home visiting services will not be changed in any way.

PREGUNTAS FRECUENTES SOBRE EL VIDEO DE VISITAS AL HOGAR

¿Por qué está siendo grabada su visita al hogar?

El propósito de grabar su visita al hogar es para monitorear la calidad de los servicios de visita al hogar que usted recibe por parte de su visitador. El video no se utilizará para evaluar a su familia de ninguna manera. El equipo del proyecto de monitoreo de Erikson Institute (Instituto Erikson), contratado por Illinois State Board of Education (Junta de Educación del Estado de Illinois) (ISBE), quisiera comprender la calidad de los servicios que las familias reciben por parte de programas de visita al hogar en todo el Estado. Ya que este equipo no puede asistir a todas las visitas, las visitas al hogar están siendo grabadas en video.

También, además de nuestra evaluación de calidad, información de su grabación podría ser usada para fines de investigación, a modo de entender mejor las visitas al hogar en general. Es decir, es posible que su información se agrupe con información de otros programas para ayudar a que los investigadores entiendan mejor el proceso de visitas al hogar. Solamente grabaremos su visita si nos da permiso. Su información solamente se usará para monitoreo o investigación si usted acepta ayudarnos con ese proyecto específico.

¿Quién ve estos videos?

La información recolectada se utilizará con propósitos de monitoreo para dar retroalimentación a ISBE con respecto a la calidad de las visitas al hogar. Algunos videos serán utilizados para capacitar a los miembros del equipo del proyecto. Los videos también serán vistos por personal del proyecto que ha sido capacitado para evaluar lo que sucede en las visitas al hogar y evaluar lo que los visitadores realizan con las familias. Toda la información de este proyecto será privada. Se utilizará un pequeño número de videos con propósitos educativos y de capacitación, si la familia da su consentimiento para que se utilice de ese modo.

¿Mi nombre aparecerá en el video?

Si bien se registrarán imágenes, voces y posiblemente nombres en el video, cualquier información recolectada para este proyecto será privada. El equipo del proyecto utilizará códigos de números, no los nombres, para identificar la grabación.

¿La participación es voluntaria?

Su participación es voluntaria y puede dejar de participar en cualquier momento. Su decisión no afectará los servicios de visitas al hogar que recibe ahora o aquellos que solicite en el futuro.

¿Puedo recibir una copia de la grabación?

Sí, puede contactar a su programa de visita al hogar y ellos pueden hacerle una copia del video.

¿A quién puedo contactar en caso de requerir mayor información?

Puede contactar a su visitador del hogar o al ISBE Early Childhood Team (Equipo de Primera Infancia de ISBE) al (217) 524-4835. Además, puede contactar a la directora del proyecto, Saima Gowani, al (312) 893-7204.

Gracias por aceptar ser parte de este proceso de monitoreo y mejorar los servicios de visitas al hogar en el estado de Illinois.



CONSENTIMIENTO INFORMADO PERMISO PARA GRABAR VIDEO DE UNA VISITA AL HOGAR

Dicho formulario debe ser leído y firmado por el cuidador primario que esté más involucrado en las visitas al hogar de la familia. Si el cuidador primario es menor a 18 años de edad, debe ser leído y firmado por su tutor legal.

PROPÓSITO DE LA GRABACIÓN DE VIDEO

Esta grabación de video es parte de un proceso de monitoreo continuo por parte del estado de Illinois que se lleva a cabo para mejorar la calidad de los servicios de visita al hogar (“home visit”) que son recibidas por familias en todo el estado. Erikson Institute (Instituto Erikson) ha sido contratado por el estado de Illinois para monitorear los programas y evaluar la calidad de sus servicios de visita al hogar. De esta manera, Illinois State Board of Education (Junta de Educación del Estado de Illinois) (ISBE) trabajará con cada programa para diseñar un plan para mejorar la calidad de sus servicios.

Como parte del proceso de monitoreo, se le pide su permiso para que su visitador del hogar (“home visitor”) grabe en video una visita al hogar con usted en el horario regular de visitas. El personal de Erikson verá el video para observar el tipo de actividades que usted, sus hijos y su visitador realizan juntos. Su visitador del hogar quizá también use este video para su propia supervisión en su programa.

No está obligado a permitirle a su visitador grabar la visita. Si acepta ser parte de este proceso de mejora de calidad, no se usará su nombre en ningún informe.

MÉTODOS & PROCEDIMIENTOS

La grabación de video de la visita al hogar durará entre 30 y 60 minutos. Si acepta participar, le pedimos que por favor llene y firme este formulario y se lo entregue a su visitador.

Su visitador le dará a Erikson una copia del video de la visita al hogar. Cuando su visitador le entregue la grabación a Erikson, su nombre aparecerá al principio, pero el personal de Erikson eliminará su nombre y lo reemplazará con un número de identificación secreto. Una vez se haya hecho esto, la grabación con su nombre será eliminada.

PARTICIPACIÓN VOLUNTARIA

Es decisión suya el participar en este proceso. Si decide no participar, sus servicios de visita al hogar no cambiarán de ninguna manera. Si quiere ser parte de este proceso, pero cambia de opinión luego, puede dejar de ser parte del proceso de grabación en cualquier momento. Puede hacer esto pidiéndole a su visitador que pare de grabar la sesión y él/ella apagará la cámara y eliminará el video. Si cambia de opinión después de grabarse el video, puede llamar a Erikson Institute e informarles que quisiera que su video sea eliminado de sus records.

VIDEO USADO CON PROPÓSITOS DE INVESTIGACIÓN

Con su permiso, datos de su video podrían ser usado para propósitos de investigación a manera de entender mejor el proceso de monitoreo en general. Esto es opcional. Abajo, puede marcar la casilla para indicar si es que permitirá a Erikson usar su video para propósitos de investigación.

VIDEO USADO CON PROPÓSITOS DE CAPACITACIÓN

Con su permiso, la grabación también podría ser usada por Erikson Institute para capacitar al personal sobre calidad en visitas al hogar. También podría ser utilizada con propósitos educativos, como para demostrar las características del proceso de monitoreo. Esto es opcional. Abajo, puede marcar la casilla para indicar si es que permitirá a Erikson usar su video para propósitos de capacitación.

RIESGO o INCOMODIDAD

Existen pocos riesgos al tomar parte de este proceso de monitoreo. Algunas personas podrían sentirse incómodas de ser grabadas, pero la grabación es solamente de la interacción entre usted/su(s) hijo(s) y el visitador. No se grabarán otras partes de su casa y la cámara puede ser apagada durante partes delicadas de su visita al hogar, si así lo prefiere.

BENEFICIOS

Formar parte de este proceso de monitoreo no le ayudará directamente, pero la información de la grabación podría ayudar a mejorar las visitas al hogar para otras familias. Los visitadores del hogar también podrían usar el video para ayudarlos a entender mejor qué es lo que hacen durante las visitas y para mejorar sus servicios.

CONFIDENCIALIDAD

Su video será privado. Solamente será visto por personal de Erikson para propósitos del monitoreo del programa, a menos que usted nos haya dado permiso adicional para usarlo para investigación o capacitación. Ni su nombre ni el de su(s) hijo(s) serán utilizados en informes. Este formulario será guardado en un archivador con llave y en un archivo electrónico seguro. Su nombre será eliminado de los videos y, en su lugar, se usará su número de identificación secreto. La información que conecta su nombre con el número secreto será guardada en un archivo electrónico con clave y solamente el personal de Erikson que trabaja en el proyecto de monitoreo podrá abrir el archivo.

PERSONAS DE CONTACTO

Si tuviera preguntas en cualquier momento, puede contactar a ISBE Early Childhood Division (División de Primera Infancia de ISBE) al número (217) 524-4835 o a la directora del proyecto Saima Gowani al número (312) 893-7204 o por correo electrónico a sgowani@erikson.edu.

RECONOCIMIENTO/AUTORIZACIÓN DEL PARTICIPANTE

He leído esta descripción del proceso de monitoreo. Al firmar este formulario, acepto lo siguiente:

1. He leído y comprendo el formulario y deseo formar parte del proceso de monitoreo.

2. Comprendo que al firmar este formulario permitiré que mi visitador de hogar grabe una visita a mi hogar en el horario regular conmigo y mi(s) hijo(s). La grabación durará entre 30 y 60 minutos.
3. Entiendo que mi nombre no se usará en ningún informe escrito u otros materiales.
4. Entiendo que en cualquier momento puedo cambiar de opinión sobre hacer esto y que mis servicios de visitas al hogar no cambiarán de ninguna manera.

Al firmar a continuación, acepto ser grabado/a para fines de monitoreo del programa

Nombre del Padre

Firma del Padre

Fecha

Además, al firmar a continuación, acepto que Erikson Institute use este video para: (firme uno o ambos con sus iniciales)

_____ Propósitos Educativos/de Capacitación

_____ Propósitos de Investigación

RECONOCIMIENTO/AUTORIZACIÓN DEL TUTOR

Esta sección debe ser llenada por el tutor legal del padre si el padre tiene menos de 18 años de edad.

He leído esta descripción del proceso de monitoreo. Al firmar este formulario de consentimiento doy mi permiso para que mi hijo menor de edad participe en este monitoreo, según lo descrito anteriormente.

Nombre del Tutor

Firma del Tutor

Fecha

Además, al firmar a continuación, acepto que Erikson Institute use este video para: (firme uno o ambos con sus iniciales)

_____ Propósitos Educativos/de Capacitación

_____ Propósitos de Investigación

Gracias por aceptar ser parte del Monitoreo de Programas de ISBE PI y Proyecto de Investigación

De ser completado por su visitador a domicilio:

Nombre del archive del video: _____

Duración del video (minutos): _____