

STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS

Procedure: 368.02.02

Subject: Csc Video Tape Protocol

Effective Date: 11/10/00

Review and Re-Issue Date:

Supersedes: NEW

APA Rule Number:

Recommended for approval by:		Authorized By:	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1 Authority for this protocol is derived from Title 28, V.S.A. © (1).

2. Purpose:

2.1 To enhance treatment effectiveness. Video tapes will be available for review by facilitators and may be shared with group members to help achieve the competency requirements of the program.

2.2 To provide supervision and direction to staff facilitators. Program supervisors will review video tapes to evaluate the performance of facilitators and to help develop staff facilitator skills.

2.3 To train staff facilitators. Selected portions of video tapes may be used to help train DOC staff and contractors to facilitate CSC program groups.

3. Applicability/Accessibility

3.1 Anyone may have a copy of this protocol.

4. Procedure

4.1 PROTOCOL

4.1.1 It is standard practice to video tape sessions of Cognitive Self Change groups. A copy of this protocol will be provided to every individual prior to participating in the Program.

4.1.2 All video tape cassettes used to record CSC groups will be permanently marked with an individual number and an indication it is a confidential program document.

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- 4.1.3** A set of video cassettes, a video camera, an external microphone, and a supply of removable labels will be assigned to the program site coordinator. The site coordinator will issue one cassette and the video camera with microphone to a group facilitator for recording a particular group session. Group facilitators are responsible for video recording their own group sessions.
- 4.1.4** The site coordinator will keep a written record of all cassettes, the camera and the microphone assigned to them: who they are issued to, date issued, and date returned.
- 4.1.5** Immediately after recording a group session, group facilitators will mark the cassette with a removable label indicating the place, date, and staff facilitators of the group recorded. Recorded cassettes will be returned to the site coordinator within 3 days of recording a group.
- 4.1.6** Site coordinators may view tapes at their discretion. Group facilitators are encouraged to review tapes of their own groups. Facilitators are also encouraged to view these tapes with individual members of the group, with guidance to help members achieve the competencies required by the program.
- 4.1.7** Site coordinators will mail recorded tapes to Dick Powell, Cognitive Self Change Program Administrator, at the Central Office in Waterbury within 7 days of receiving a recorded tape from group facilitators.
- 4.1.8** The Program Administrator will share the tapes with other members of the program supervision team, maintaining custody of the tapes as confidential program documents. The video cassettes will be returned to the site coordinator within 90 days of receipt unless otherwise agreed to by the parties.
- 4.1.9** Selected portions of video tapes may be copied by the supervision team for local, on-site training sessions of staff facilitators, as well as for state-wide basic and advanced training sessions in Cognitive Self Change. These training sessions will be conducted by members of the program supervision team. Training participants will sign a form prohibiting the re-disclosure of names and information contained on the tapes.
- 4.1.10** Used cassettes remain confidential program documents as long as they contain any recording of any part of a program group.

5. Training Method

5.1.

6. Quality Assurance Processes

6.1.

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7. Financial Impact:

8. References

8.1.

9. Responsible Director and Draft Participants

PROTOCOL