



FY24 Illinois Prevention Initiative Guide for Recording and Submitting Home Visits

Table of Contents

Welcome.....	3
HOVRS-3 Assessment Methods	3
HOVRS-3 and HOVRS A+ Crosswalk.....	3
Recording Kits.....	3
Important Preparation Topics	4
Tips and Instructions for Recording Home Visits.....	4
Before the Visit	4
During the Visit.....	5
Camera and Recording Set-Up.....	5
After the Visit	5
Obtaining Consent from Families.....	6
Consent Forms	7
Participant Acknowledgement/Authorization.....	7
Parent or Guardian Consent for the Use of Recorded Observations.....	8
Consentimiento De Los Padres Para La Observación Grabada Digitalmente.....	9
Reference	10

Welcome

The Vander Weele Group (VWG) has been contracted by the Illinois State Board of Education (ISBE) to monitor programs and assess the quality of their home visiting services. As part of the ISBE Prevention Initiative (PI) monitoring process, Grantees with home visiting programs must be observed with the Home Visit Rating Scale (HOVRS-3).

HOVRS-3 Assessment Methods

VWG Assessors observe and score home visits using a measurement tool called the Home Visit Observation Rating Scale (HOVRS-3). The HOVRS-3 is a research-based tool that describes the quality of home visits according to best practices and is developed with input from practitioners and supervisors in home visiting programs. For more information on the HOVRS-3, refer to the FY24 PI Assessment Tool Guide.

During scheduling, Grantees are instructed that **all Home Visitors should obtain family consent and record one home visit**. Grantees upload home visit recordings to a secure SharePoint folder (unless another method is needed). Recorded observations are randomly selected for assessment from those submitted and across all Home Visitors. Other methods, such as in-person observations, can be arranged as needed.

Results of the HOVRS-3 are provided to programs in the Grantee Summary Report. At the end of each Grantee monitoring cycle, an ISBE Principal Consultant shares the results with programs.

HOVRS-3 and HOVRS A+ Crosswalk

The VWG team of PI Assessors is trained with reliability on the newest version of the HOVRS tool. Earlier versions are no longer available for training or practice unless expressly granted by contract with the tool creators. To address concerns for programs that do not have access to the HOVRS-3, please refer to the HOVRS crosswalk and letter posted on the ISBE PI Birth to Three Website.

Recording Kits

All Grantees are sent a camera kit with equipment for recording home visits. **Grantees are not required to use this equipment**. If the Grantee already has a preferred method for recording visits, they are permitted to use their own equipment. Camera kits are available for your convenience, and you may keep the equipment after your monitoring cycle is complete. Home Visitors can use cameras to reflect on their work with their supervisor.

The kit will include a camera, tripod, USB drive, and necessary cables. A battery and memory card are installed, and basic settings are set. These settings may need to be adjusted.

Important Preparation Topics

- Virtual visits are acceptable for submission if the recording follows the guidelines in this document.
- Each Home Visitor will prepare and submit one recorded home visit observation.
- Written family consent forms must be obtained and submitted for each participating family and the Home Visitor. VWG provides the Consent Forms attached to the end of this document, and only these forms can be accepted.
- Home visiting videos may be previously recorded within the last six months if the family has given consent and the Home Visitor is still on staff.
- The recordings should be for the **entire home visit from start to finish and at least 60 minutes long**. This ensures that assessors can score significant events during greeting and departure.
- Keep in mind that the purpose of the observation is to see how the Home Visitor interacts with the family. Therefore, the **Home Visitor, child or children, and caregivers should all be observable in a recorded visit**.
- When choosing which visits to record, it is best to **choose a typical home visit** that includes the parent and child interacting with each other and the Home Visitor.
- Do not submit a video of a first visit, prenatal visit, or visits where a developmental screening, IFSP review, or something similar might be planned.
- Before submitting the recording, have a supervisor review it to ensure it meets the guidelines outlined in this document and that there are no technical problems with sound or video.

Tips and Instructions for Recording Home Visits

Before the Visit

- Remove the camera from the packaging and inspect it. Ensure the SD memory card is in the memory card slot on the side of the camera; this is required for the camera to operate. Turn the camera on and off and double-check that the camera is fully charged.
- Along with the camera, you will also find a small tripod. The tripod will hold the camera in place during the observation. Test this out as well. There is a space at the bottom of the digital recording device to attach the tripod.
- If the camera is not charged, use the USB lever to open the USB connector at the camera's top. Using the USB connector, plug the camera into a computer until fully charged. A red LED light on the front of the camera indicates the battery is charging. It will turn off once the battery is fully charged.
- Before using your device for a home visit, test it in a setting like where your home visit will take place. Practice setting it up, making a recording, pausing it, and so forth to become familiar with using your device.
- Although the camera is set up before shipment, it may need to be adjusted for longer recording times. Review your kit's instruction manuals for the camera for more information.
- Contact Laura@vanderweelegroup.net to camera report issues.

During the Visit

- Before recording, remind the parent/guardian/family about the purpose of the digital recording and confirm that it is still acceptable to the family.
- Because it is essential to review the entire discussion, the recording should begin as soon as everyone is assembled and before the activities start. **The recordings should be roughly 60 minutes.**

Camera and Recording Set-Up

- Follow the technical instructions sent with the digital camera to begin recording the home visit.
- Attach the camera to a tripod and adjust for height, balance, and tightness (if applicable).
- Be sure the camera is on and recording and the volume is turned up.
- Set up equipment in a quiet place and select a good place to position the camera to capture a recording that is easy to view.
- For the best quality, *turn off any fans, heaters, or other noise sources* (e.g., music playing, television on) that are not a part of the visit while recording or move away from the source of noise as far from the camera as possible or move the location of the recording. (e.g., moving away from a fish tank with filter noise).
- The camera should be away from windows, lights, or sunlight. Place the subject with the light on their face and not on their back, limiting any glare that would distort the recorded image.
- Confirm that the Home Visitor, family, and child are all in the camera viewfinder.
- Avoid putting anyone's back in the shot (especially the Home Visitor or caregiver) or cutting off participants' heads.

After the Visit

- Follow the camera's instructions to download recordings and prepare them for uploading to SharePoint.
- If using your own device, please upload your recordings to SharePoint as instructed by your VWG Assessor.
- If you are having trouble uploading, please get in touch with the assigned VWG Assessor and save the recording to a USB. Any recordings not uploaded are collected on the day of the on-site visit. Assessors can assist with uploading if needed.

Always review your recorded observation for quality before submission. Check for problems with noise or audio-visual issues during playback. This is essential for the most accurate scoring.

Obtaining Consent from Families

Consent forms must be obtained using the Parent or Guardian Consent for the Use of Recorded Observations from Vander Weele Group. We **cannot accept program forms for consent.**

Discuss consent with families by informing them that the recorded observations are about home visit quality, not the family. The recording aims to help Home Visitors and their Supervisors look at home visits constructively to ensure best practices are being implemented to improve outcomes for the family and child.

If obtaining consent from families is challenging, other options exist for completing this monitoring requirement. Contact Laura@vanderweelegroup.net to discuss additional options, such as in-person observations.

Consent Forms

The following page contains the Home Visitor and Family Consent forms. Please complete before recording and return to your supervisor. All consent forms are due on the first day of your monitoring window.

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 understood the form and agree to participate in this monitoring process.
2. By signing this form, I understand that I agree to participate in the monitoring requirement to submit recorded home visits to be scored using the HOVRS³ observation-based assessment.
3. I understand that my name will not be used in written reports or other materials.
4. I understand that I am required to participate in this digital recording as a part of program monitoring.

Home Visitor Consent Form	
Home Visitor First and Last Name:	
Date of Consent:	
Home Visitor Signature	
Program or Site Name:	

Parent or Guardian Consent for the Use of Recorded Observations

This observation aims to provide feedback to programs about home visit quality. The visit is not about the family. The recording aims to help Home Visitors and their program Supervisors look at home visits constructively to ensure best practices are being implemented to improve outcomes for the family and child.

I voluntarily grant permission to _____ [name of program] and the Vander Weele Group (VWG) to digitally record myself and my child. I understand that the purpose is specific to the Illinois State Board of Education (ISBE) Prevention Initiative (PI) monitoring to support and improve the quality of home visits.

I understand that elements of my home and surroundings may be included, such as other family members or personal property. I also understand that separate consent will be collected if other people participate in the recording. However, if they are not specifically part of the home visit process, their consent is not required, but they still may be recorded in the background. I also understand that I may choose to give permission for this activity or not to consent but that my decision will not impact my child/family's home visiting services regarding the recording. I understand that confidentiality will be fully maintained and that the recordings will not be used for public display or interaction.

If you have any questions, contact Laura Abbruzzese at Laura@vanderweelegroup.net.

Parent/Guardian Consent Form	
Child's Name:	
Date of Consent:	
Parent/Guardian Signature:	
Printed Name:	
Relationship to Child:	
Optional Information - Provide Child's Gender and Date of Birth:	
By signing above, I voluntarily grant permission to _____ [name of PI program] and the Vander Weele Group to digitally record myself and my child. I understand that the purpose is specific to the Illinois State Board of Education (ISBE) Prevention Initiative monitoring to support and improve the quality of home visits.	

Consentimiento De Los Padres Para La Observación Grabada Digitalmente

Concedo voluntariamente mi permiso a _____ [nombre del programa], Vander Weele Group y a la Junta de Educación del Estado de Illinois (ISBE) para grabarme digitalmente y/o a mi hijo. Entiendo que el propósito es específicamente para mejorar la calidad de las visitas al hogar.

Entiendo que pueden incluirse elementos de mi hogar/alrededores, como otros miembros de la familia o bienes personales y que si otras personas están participando activamente en la grabación se recogerán consentimientos separados para ellos, pero que si no forman parte específicamente del proceso de visitas al hogar, no se requiere su consentimiento, pero aún así pueden ser registrados en segundo plano.

También entiendo que puedo optar por dar permiso para esta actividad, o puedo optar por no dar permiso, pero entiendo que los servicios de visitas al hogar de mi hijo/familia no se verán afectados por mi decisión con respecto a la grabación. Entiendo que se mantendrá la confidencialidad y que las grabaciones no se utilizarán para su exhibición o interacción pública.

Si tiene alguna pregunta sobre esta petición, puede contactar a Laura Abbruzzese en Laura@vanderweelegroup.net.

Consentimiento De Los Padres Para La Observación Grabada Digitalmente	
Nombre de niño:	
Fecha de consentimiento:	
Firma del padre/cuidador:	
Nombre impreso:	
Relación con el niño:	
Información opcional - proporcione el sexo y la fecha de nacimiento del niño:	
<p>Al firmar arriba, voluntariamente otorgo mi permiso a _____ [nombre del programa PI] y Vander Weele Group para registrarnos digitalmente a mí y a mi hijo.</p> <p>Entiendo que el propósito es específico para el monitoreo de la Iniciativa de Prevención de la Junta de Educación del Estado de Illinois (ISBE) para apoyar y mejorar la calidad de las visitas domiciliarias.</p>	

Reference

Roggman, Lori A., et al. (2008). *Developmental Parenting: A Guide for Early Childhood Practitioners*, Paul H. Brookes Publishing Co, Baltimore, MA.

Roggman, L., Cook, G., Innocenti, M., Jump Norman, V., Boyce, L., Christiansen, K., Olson, T. (2018). The Home Visit Rating Scales-3.

Return to [Top of the Document](#)