



## Getting Started with Case Study Reports

### A Guide to Submitting Documents and Videos for Supervision

#### Introduction

As part of the 20 PLAY Project Certification tasks, trainees prepare 15 online Case Study Reports. In accordance with the PLAY Project model, the PLAY Project Consultant (PPC) captures video at each visit with the child and family. The PPC trainee prepares a written report based on the video and provides the report and video to the family while also submitting their video and report to a designated supervisor. Supervisors provide individualized mentorship, offering guidance on the certification trainee's implementation of the PLAY Project model as well as interaction with the parents including coaching, modeling, and feedback.

#### Case Study Materials To Submit For Supervision

##### Each Case Study Report should have the following 4 elements:

**1. 15 minutes of video (1-4 video clips adding up to 15 minutes):** the video should be representative of the PLAY visit, with documentation of:

- The caregiver(s) playing
- The PPC modeling/playing
- The PPC coaching from behind the camera

**2. Cover letter:** the cover letter gives the trainee an opportunity to share their thoughts, ask questions, and give context for their supervisor to review the case. (For example, if a trainee submits a first visit case study, she would mention this in the cover letter to explain why there is no coaching or modeling on the video.)

**3. Visit Suggestion Report:** While the original VSR will be left with the family at the end of the visit, the trainee should document the 3 suggestions as part of the case study submission.

**4. Video Review Form:** The VRF should include all of the elements as outlined in the template provided in Section 3 of the PLAY Project Training Manual:

- Play-by-play of the video (with direct advice to the caregiver)
- Child Profile (CZ, SMP, FDL)
- PLAY Plan (Methods, Techniques, Activities)



## Case Study Report Step-By-Step Guide

### Quick links to important sites:

[playproject.sharefile.com](http://playproject.sharefile.com)

You will access training materials and upload your Case Study Reports on this HIPAA compliant site

[playproject.org/supervision](http://playproject.org/supervision)

(password: playsupervision)  
Fill out our online case study submission form here.

### Step 1: Log in to ShareFile to access your training and supervision materials

1. Go to [playproject.sharefile.com](http://playproject.sharefile.com)
2. Username: Your username is your email address
3. Password: Your temporary password will be emailed to you

#### Tips:

- If you have not received your password, email [training@playproject.org](mailto:training@playproject.org)
- Once you log in, you will see a supervision folder labeled with your name, as well as the most current PLAY Project Training Manual

### Trainee view once logged in to Sharefile:

The screenshot shows the ShareFile interface with a yellow header bar containing 'Home', 'My Settings', and 'Apps'. A search bar labeled 'Search Files and Folders' is in the top right. The main content area is divided into 'Inbox' and 'Folders'. The 'Folders' section shows a list of folders with columns for 'Title', 'MB', 'Uploaded', and 'Creator'. A blue arrow points to the first folder, '0 Example, Trainee', which is labeled as the 'Supervision Folder'.

Title	MB	Uploaded	Creator
0 Example, Trainee	114.4	4/21/14 11:48A	O. Solomon
2014 Certification Training Manual	26.69	2/18/14 2:59P	A. Case
PLAY Marketing & Outreach	1.51	4/21/14 1:04P	O. Solomon



## Step 2: Prepare your Case Study Report documents and video

1. **15 minutes of video (1-4 video clips adding up to 15 minutes)**
2. **Cover letter**
3. **Visit Suggestion Report**
4. **Video Review Form**

### Tips:

- Use the electronic templates provided in Section 6 of the PLAY Project Training Manual on [playproject.sharefile.com](http://playproject.sharefile.com)
- Label your files clearly with the date, your last name, and document type (e.g. "9.12.14.Smith.VRF.doc")
- *Do not edit videos!* Use the original files. Edited videos create large files that take a long time to upload
- Video files should be in one of the following formats: .mov, .mp4, .wmv, .avi

## Step 3: Upload files into your supervision subfolder

1. Log in to [playproject.sharefile.com](http://playproject.sharefile.com)
2. Open the supervision folder labeled with your name
3. Create a subfolder: In the upper right-hand corner, click "Create Folder"
4. Name the subfolder with the case study #.supervisor last name.date (e.g. "2.Johnson.09.04.14")
5. In the upper right-hand corner, click "Upload Files"
6. Next to the "files" box, click "choose files"
7. Upload your video(s), Cover Letter, Visit Suggestion Report, and Video Review Form

### Tips:

- Make sure all documents are clearly labeled with the date, your last name, and document type
- Due to the large size of video files and the encryption of this HIPAA compliant site, files may take a long time to upload, depending on your internet connection. If using a shared computer, please keep this in mind
- If you have technical difficulties, Sharefile has excellent customer support. You can call (800) 441-3453 or click on the "Help" button on the Sharefile site to live chat with support staff



## Supervision folder with 3 Case Study subfolders:

Help Log Out  
Search Files and Folders

Home My Settings Apps

Inbox

More Options  
Add Note  
Add URL  
Copy Folder  
Get Direct Link

Folders Favorite Folders

0 Example, Trainee

0 Example, Trainee

+ Create Folder Upload Files

Download More Actions View: [List] [Grid]

	Title	MB	Uploaded	Creator
<input type="checkbox"/>	1.Solomon.9.12.14	114.2	4/21/14 12:03P	O. Solomon
<input type="checkbox"/>	2.Case.4.25.14	0.00	4/21/14 12:03P	O. Solomon
<input type="checkbox"/>	3.Masterson.4.30.14	0.00	4/21/14 12:58P	O. Solomon
<input type="checkbox"/>	Example Supervision Schedule 2014.docx	0.10	9/3/14 4:32P	O. Solomon
<input type="checkbox"/>	Getting Started with Case Study Reports.doc	0.07	9/3/14 4:33P	O. Solomon

Email me when a file is:  Uploaded to this folder

## Case Study subfolder with the 4 necessary files: video, cover letter, VSR, VRF

Help Log Out  
Search Files and Folders

Home My Settings Apps

Inbox

More Options  
Add Note  
Add URL  
Copy Folder  
Move Folder  
Get Direct Link  
Edit Folder Details  
Edit Folder Options

Folders Favorite Folders

0 Example, Trainee 1.Solomon.9.12.14

1.Solomon.9.12.14

+ Create Folder Upload Files

Download More Actions View: [List] [Grid]

	Title	MB	Uploaded	Creator
<input type="checkbox"/>	4.21.14-Example-Video 1.AVI	114.1	4/21/14 12:57P	O. Solomon
<input type="checkbox"/>	4.21.14-Example.VSR.doc	0.04	4/21/14 1:00P	O. Solomon
<input type="checkbox"/>	4.21.14.Example.Cover Letter.doc	0.04	4/21/14 1:00P	O. Solomon
<input type="checkbox"/>	4.21.14.Example.VRF.doc	0.08	4/21/14 1:00P	O. Solomon

Email me when a file is:  Uploaded to this folder



## Step 4: Submitting your Case Study for Review

1. Download your supervision schedule, which you will find in your supervision folder
2. Submit case studies to supervisors in the order in which the supervisors are listed on the schedule
3. Visit [playproject.org/supervision](https://playproject.org/supervision) (password: playsupervision) to fill out our online case study submission form.
4. An automated email will be sent to that supervisor notifying them that your case study is ready for review.

### Tips:

- You will receive an automated *receipt* of your case study submission. Keep this receipt as a confirmation of the date your case study was submitted.
- Supervisors have two weeks to provide audio feedback. Your supervisor will email you once your feedback has been uploaded to your Sharefile folder. If you do not receive feedback in a timely manner, first contact your supervisor directly via email, then email [supervision@playproject.org](mailto:supervision@playproject.org).
- Your supervisors contact email will be located in your receipt email.

## Step 5: Document your progress

1. On your supervision schedule, note the date you submitted your Case Study Report, the child's name and FDL range, and any comments or notes
2. When you receive feedback, note the date on your supervision schedule
3. When you have submitted all of your Case Study Reports, email your completed schedule to [supervision@playproject.org](mailto:supervision@playproject.org)

### Tips:

- You can submit up to 4 videos at one time (to different supervisors). Trainees often find it helpful to submit 1-3 videos per month.
- The PLAY Project supervision coordinator will track your supervision progress and will follow up with you to provide support and guidance
- If you have any questions or concerns, please contact [supervision@playproject.org](mailto:supervision@playproject.org)