

## Brief Coaching – Recording Review and Feedback

Once the Brief Coaching module and quiz are completed the next step is to submit an audio sample of your work doing a brief coaching (BC) session. We recommend doing the sample with a friend or colleague rather than an actual patient. In preparing the sample with a friend or colleague please start the recording with your name and the type of session you are demonstrating. If a session with an actual patient is used please make sure you have the appropriate consent for your organization and that your sample does not contain any Protected Health Information (PHI). **Please remember that recordings should follow the six sessions discussed in the Brief Coaching training module and be for substance use related issues. When recordings do not follow the training protocol or are provided for other behavioral health concerns not including substance use then they will have to be redone.**

We suggest practicing before recording your sample. The recording itself should be **at least** 20 minutes but not more than 30 minutes in order to allow for assessment of your work. Actual patient coaching sessions may be less (or more). Please note that this should be an audio only recording. Videos cannot be accepted.

The recording will be reviewed using the current version of the Motivational Interviewing Treatment Integrity tool, ([MITI version 4.2.1](#)). It is expected that the recording receives a minimum score of 3 (scale of 1 through 5) on each of the global scores and a minimum ratio of 1:1 reflection to question.

**NOTE:** Because of the staff time involved in reviewing recordings and providing feedback, payment must be made before a recording will be reviewed.

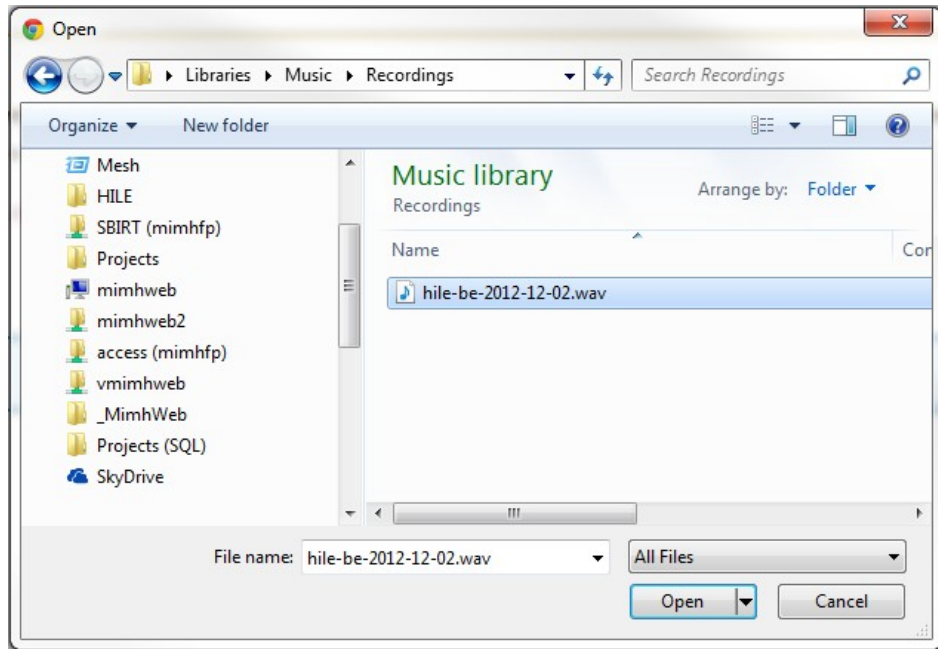
### How to upload a recording for review:

To make it easy for reviewers to identify files, please name the audio file you are uploading with the convention of:

LastName, brief coaching (BC), session date (yyyy-mm-dd)

For example: rodgers-bc-2009-11-03.wav

1. Login to <https://www.esbirt.org>
2. Hover over the **SBIRT Training** tab and click the Secure Upload from the list of pages.
3. Click on the Choose File button
4. Use the file selection dialogue box to select the file from your computer. When it is highlighted click the Open button in the file selection dialogue box. (See image below)
5. Click the "Upload File" link.
6. The file will be stored with your user name and upload date and time on our server.
7. Email [webmaster@mimh.edu](mailto:webmaster@mimh.edu) or [Keith.Eldridge@mimh.edu](mailto:Keith.Eldridge@mimh.edu) to tell them your BC audio file is ready.



After the recording is reviewed, your MI reviewer will contact you to provide a feedback session to review results. You will receive a copy of forms showing your scores on the domains assessed. This process may take as long as a week. Feedback sessions (typically 30 minutes) will be provided for all recordings received. You will be notified when your BC Certificate is available.

Thank you,

eSBIRT Training Staff