

**PLEASE READ BEFORE WATCHING THE DVD
(WHETHER ALONE OR IN A GROUP SETTING)**

1. We recommend that you read through the manual first (it doesn't take long!)
2. Download and print out the powerpoint slides that accompany the DVD so you can make notes and follow along.
3. For easy reference, download and print out the two one-page training handouts -- "Inviting Clients to Complete Program Evaluation Forms" and "Creating a Plan with Staff".
4. The entire DVD is just over 2 hours long. Approximate times per section are:

Chapter 1 – 55 minutes (introduction; outcome results from other states)
Chapter 2 – 40 minutes (collecting the information)
Chapter 3 – 30 minutes (data entry and analysis; the database)
Chapter 4 – 5 minutes (reporting outcomes to FVPSA administrator)
5. You'll notice that the powerpoint slides shown behind the speakers in the DVD are blurry. Don't worry, each one is shown close up as well so you can read it!
6. **If you are planning to show this DVD to a group, be sure to have external speakers for your laptop. Otherwise the volume is too low for people to hear beyond about 10 feet.**