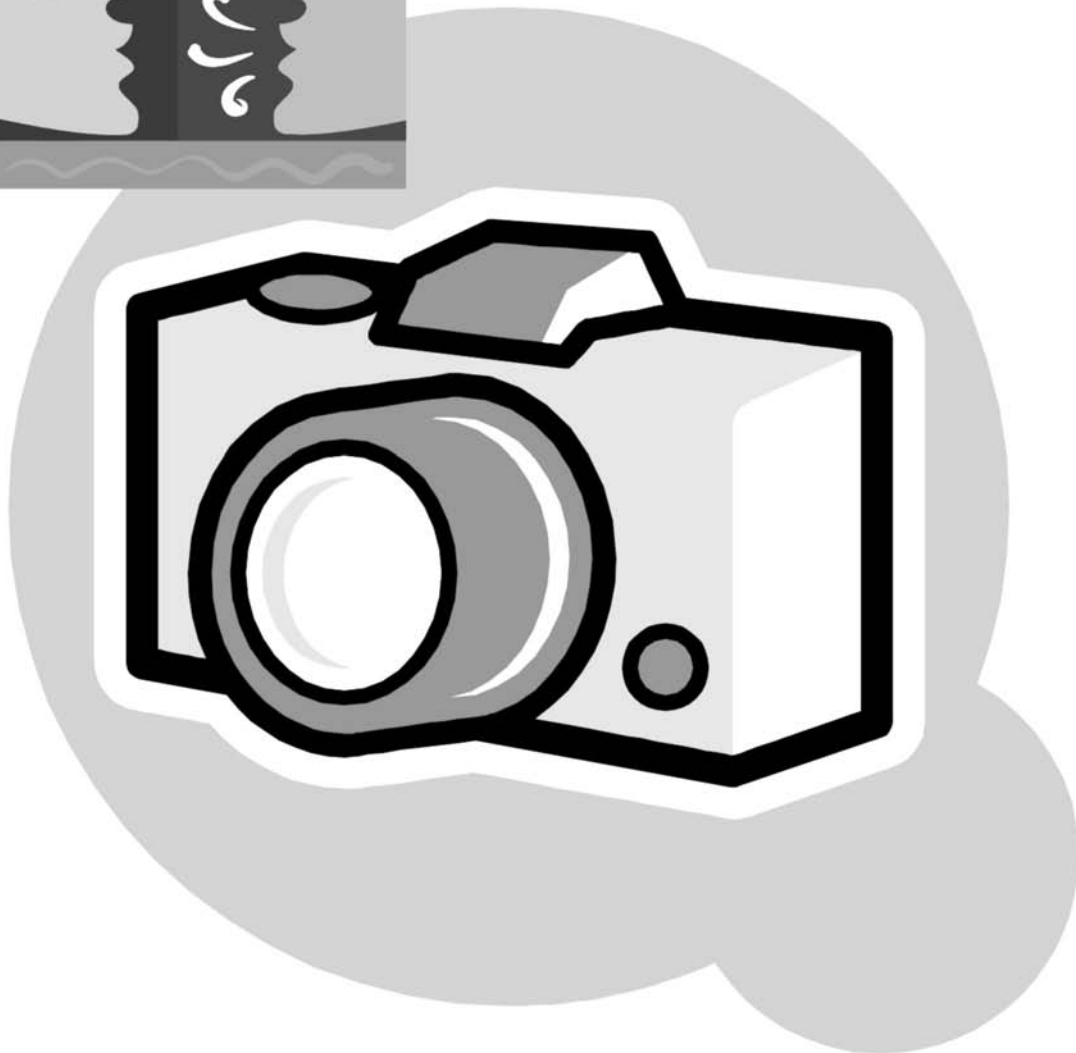
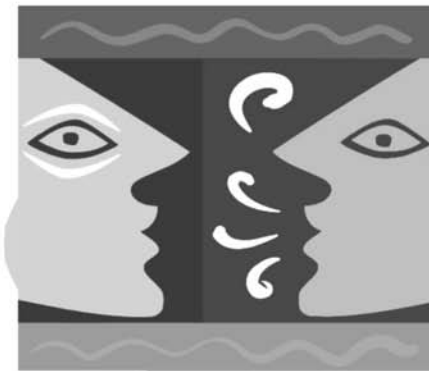


Photovoice Training

Giving a Voice to a Photograph



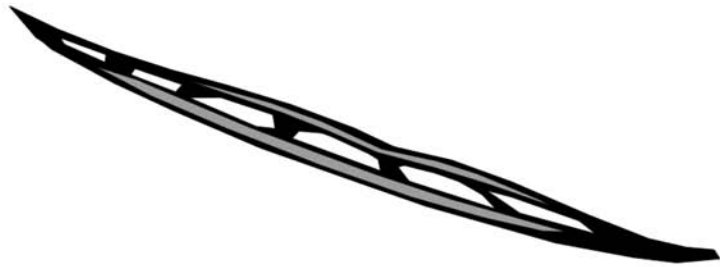
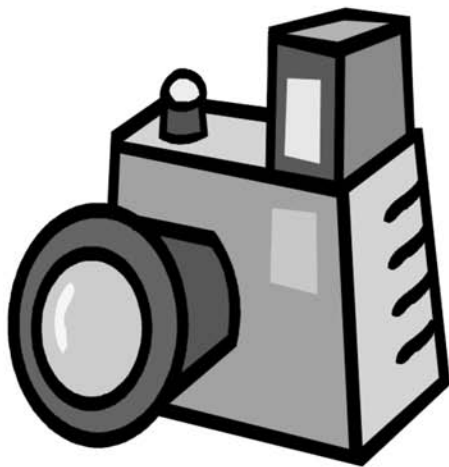
Photovoice Training

Giving a Voice to a Photograph

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Welcome to the Photovoice Training!



**We are so happy you decided to take part in this
exciting way to understand health!**

Why were you chosen?

You were invited to participate because . . .

 (state inclusion criteria)

 (state inclusion criteria)

 (state inclusion criteria)

What is this about?

(Describe the overall purpose of project). In order to make sure we **HEAR** you and understand, we want to use a new method of answering questions called photovoice. The information you share with us will be used to *(describe outcome of photovoice).* It will help us learn more about *(the specific purpose of the project)*

What are the benefits?

(Describe key benefits of taking part in the photovoice project)

What are the risks?

There are no known risks or discomforts associated with this project.

If I take pictures of my family, will anyone be able to identify them?

Individual names or other identifying codes will not be included on notes. All pictures and audiotape notes will be kept in a secure location that is only available to the investigators. All audiotapes and notes will be destroyed following transcription and examination of the grouped interview comments. However, pictures may be used in future presentations and articles about the information learned from families. However, no identifying information will be presented.

What are my rights?

If at any time you need to leave the project, you can. You may ask questions about this project before agreeing to participate, after scheduling the training or taking pictures to answer questions. All contact numbers are listed on the consent form.



Training

To make sure that you know EVERYTHING about Photovoice, we will divide the training session into two parts:

In Part I

We will discuss these topics:

- The definition of Photovoice
- Types of questions that may be asked
- Review of procedure
- Photography training
- Introduction of forms
- Practice question

In Part II







We will discuss these topics:

- Experience with process
- Sample run-through selection, reflection, discussion process
- Review of procedure after practice question
- Review of forms
- Review of date and time of camera drop off
- Contact information
- Ready, set, Photovoice (question given to participants)



Part I

Today we will discuss the following topics. If you have a question at any time, please ask.

-  What is Photovoice?
-  Types of questions that may be asked
-  Review of procedure
-  Photography training
-  Introduction to forms
-  Practice question

What is Photovoice?

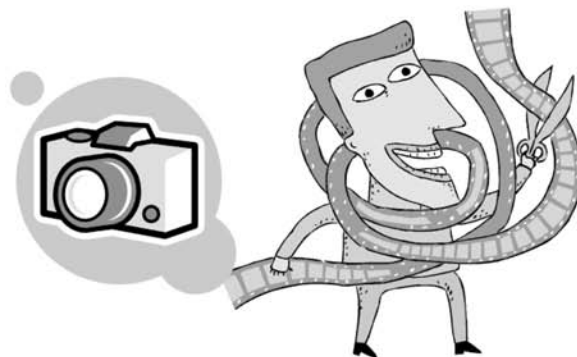
Have you ever heard that a picture is worth a thousand words? We know that a photograph can explain what is happening at the point it is taken. Pictures provide a glimpse of what is going on at that time.

Photovoice is defined as a process in which people . . .

- Photograph their everyday health realities.
- Participate in group discussions about the photographs that highlight your concerns.
- Reach health planners, community leaders, and other people who can assist to make needed changes.

Why use pictures?

- Pictures teach.
- Pictures influence programs.
- Pictures help define the issue.
- Pictures help programmers **see** the issue.



Activity 1:

This is a small-group activity (no more than two people in a group).



Each person will receive a piece of chocolate. Ask them how they feel when they eat the chocolate. Write the words used by the interviewees to describe their reactions.



Now draw a picture that describes each person's reaction to eating the chocolate.

Activity 2:



This is a group activity (three to four people in a group).

Draw a picture to answer the following question:

If I had to name one of my family's strengths, it would be . . .





Review with others in your group the answer to the question. When discussing the answer with group members, answer the following questions:

1. How do you describe your drawing?
2. Why do you want to share this drawing?
3. What is the real story this drawing tells?
4. Does this drawing relate to people that you know in your community?

After discussing the answers to these questions with the group, decide which one picture will represent the group. Use the picture and the answers to the above questions to help the group make a decision. After answering the questions, review the answers to determine why the picture was chosen.

Review of Procedure

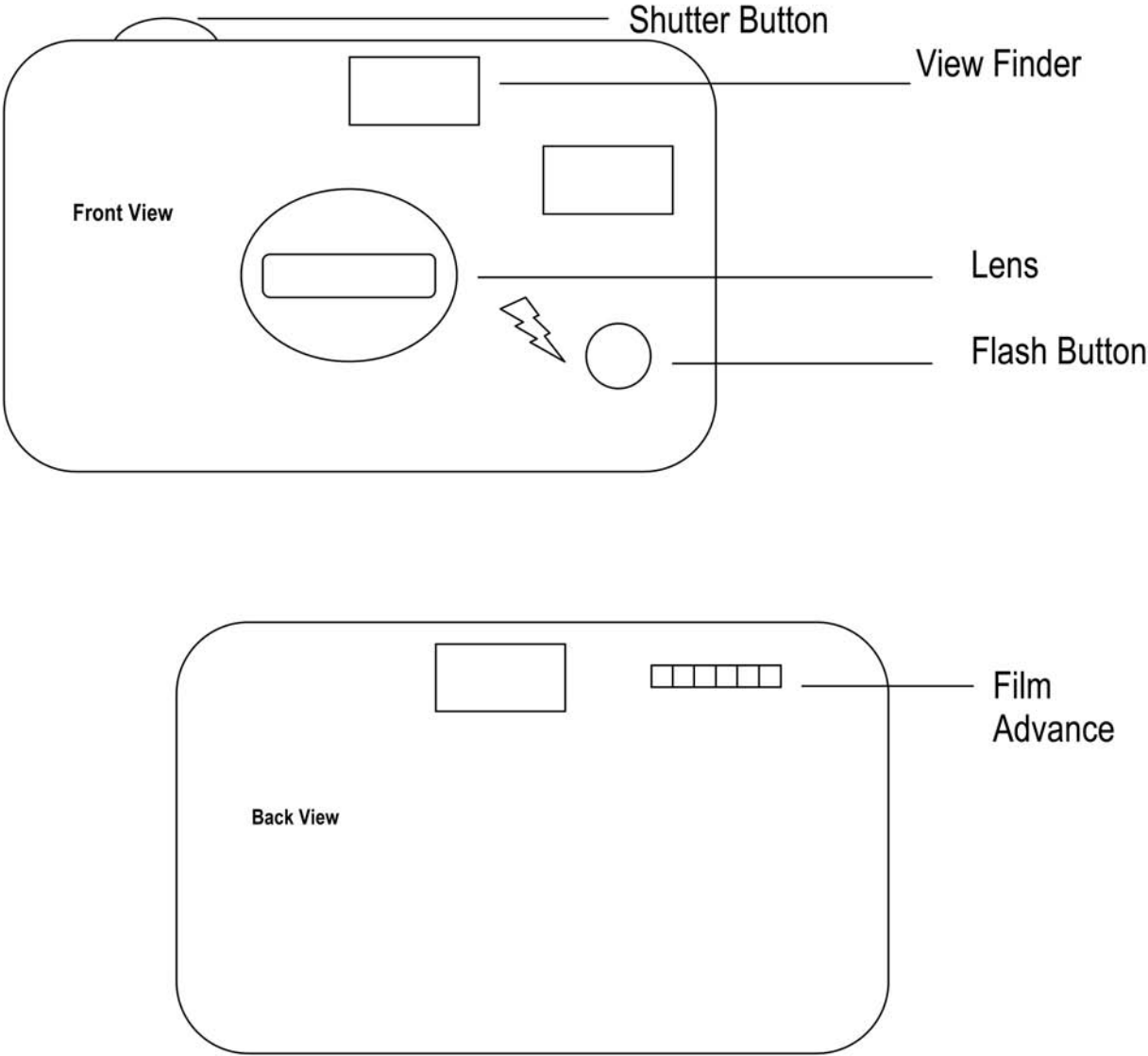
Photovoice has several parts:

-  How to take a good picture
-  Photovoice permission forms
-  What this picture means to me (Photovoice reflection sheet)
-  Group discussion of photos

Ready, Aim, and Click!

Taking Pictures

Disposable Camera Diagram





Taking Pictures

We want you to take good pictures of objects, people and places that reflect what you feel answer the questions given. Let's review how the camera works.

There are five parts of the disposable camera that you have in front of you:

 Film advance

 Lens

 View Finder

 Flash Button

 Shutter Button

This is how all these parts work together:

1. When you receive your camera, it will have the film advance wheel set to "26." Your first shot will be the code that identifies your family to the investigators of the project. This number lets you know how many pictures are remaining on the camera.
2. The view finder is where you place your eye to make sure that the picture is framed correctly.

3. To make sure that you have enough light, press and hold the flash button until the light comes on above the button. You should press this button before you take a picture.
4. Once you have the object in view, press the shutter button. The flash will go off to light up the area you shot. Your picture is taken!
5. Once you have taken the picture, turn the film advance wheel until it stops. Now, the film advance window should show a lower number than the one that was there before you took the picture. For example, if the number was 26 before, it should be 25 after you advance the film. You are now ready to take the next picture.

Here are some important points to remember while taking pictures:

1. Is it near or far? Remember that being too far away to take a picture may cause it to become blurry and very hard to see. Try to be no more than 20 steps from your target.
2. Do I have the flash on? Remember to check to make sure that the flash is on by pressing the flash button. The flash light will shine in the flash window.
3. Can I take your picture, please? If you are taking pictures of a person or business, you must ask the person or business owner/manager to sign the photo release form. This form is used to make sure that the person agrees that you had permission to take the picture.
4. Where did I place the camera? Place the camera where you can always find it. The disposable camera can stop working if it is stored in places that are too hot or too cold. Make sure it is in a place where the temperature is moderate and safe from physical damage.

If you should ever lose or damage your camera, please call (name of contact person), and another camera will be sent to you in the mail.



FORMS ANYONE?

With the Photovoice project, there is a series of forms that need to be completed. These forms are to make sure that everything is in compliance with the Institutional Review Board (IRB) at the university.

What is an Institutional Review Board (IRB)?

The IRB is designed to monitor and . . .

- Approve and review research involving humans.
- Protect the rights of people participating in research.

What do they need to watch?

The review focuses on issues such as risk to subjects, voluntary participation, informed consent, and confidentiality. To make sure that they have agreed to be part of a study, each person must fill out a consent form. The consent form lets us know that you want to participate in the Photovoice study. There are (number of consent forms. Remember for the children and youth consent form, a parent or guardian will have to agree that they want the child to be a part of the study).

At any time, if you decide not to be a part of the study, you can stop. No action will be taken that would affect any services from the (agency or institution/university). If you have additional questions, please contact (IRB officer's name and contact information) at (university).



FORMS ANYONE?

Photo Release Form

The photo release form is a consent form that you must use to get approval to take pictures of people or businesses/agencies. You will need to get this form signed before you can take a picture.

Definitions:



People — a person or group not a part of the immediate family



Businesses/agencies — supermarkets, grocery stores, discount stores, schools, social services, and medical facilities.

How do I ask for permission?

Just explain the project to the person/people or business/agency:

Hi, my name is _____. I am a part of a project that is looking at (general description of project). I have a question that I must answer. I am using photos to answer the question. One of the photos I want to take is of (you or your business or agency). Is it OK if I take a picture? I just need your signature on this photo release form to show that you agreed for me to take the picture. Thank you.



Practice Question

You have now completed the first part of the training for Photovoice. To make sure you understand the steps of conducting Photovoice, we have a practice question.

The practice question is:

When planning an evening meal what five foods do you feel you must have on hand.

Review the information in the training book to assist with taking pictures. Please make sure that you bring your pictures to the discussion session in Part II.



Before we end the training for Part I, let's decide the When and Where:

When to start: **NOW**

When to turn the film in: _____

Where to turn in film: _____

When will film arrive: _____








When is the next meeting: _____

Where will we meet: _____



Part II

Today, we will discuss the following items. Any time you have a question, please ask.

-  Experience with the process
-  Sample run through the selection, reflection, discussion process
-  Review of procedure after the practice question
-  Review of the forms
-  Review of the date and time of camera drop-off
-  Contact information
-  Ready, set, Photovoice (Question given to families)



Welcome Back!

We are happy that you returned for Part II of the Photovoice training.

During the last training session we covered these topics:

What is Photovoice?

Types of questions that may be asked

Review of procedure

Photography training

Introduction to forms

The last activity that we assigned was to answer the following question:

When planning an evening meal what five foods do you feel you must have on hand.



Let's Chat!

1. How was the experience?
2. Was it difficult to take the pictures?
3. How much help did you need to answer the question?
4. Who helped with answering the question? Why?



Photovoice

Process

1. Review pictures and rank them 1 – 5 (1 is the highest, and 5 is the lowest).

Use Your Reflection Sheet to Assist You with the Process (appendix)

2. Now share your pictures with the group.
3. Place all pictures on the table.

As a group . . .

4. Choose only five pictures that you feel represent the question.
5. List the five foods that were chosen by the group:

a. _____

b. _____

c. _____

d. _____

e. _____


6. Discussion (focus group)







You have just completed Photovoice!

Remember . . .

-  Review the “How Photovoice Works” handout to understand the entire process (**see appendix**).

There are two forms to help you through the process of Photovoice:

-  The reflection form is a guide to help you think through the importance of the pictures after you receive them (see appendix).
-  The photo release form is used as a consent form that you have to fill out before you take pictures of people or businesses/agencies. You will need to get this form signed before you can take a picture.

If you have any questions, please contact _____

Let's decide our When and Where:

When to start: **NOW**

When to turn the film in: _____

Where to turn in film: _____

When will film arrive: _____

When is the next meeting: _____

Where will we meet: _____



Photovoice Question #1:



Photovoice Question #2:



Photovoice Question #3:

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APPENDIX

How Photovoice Works

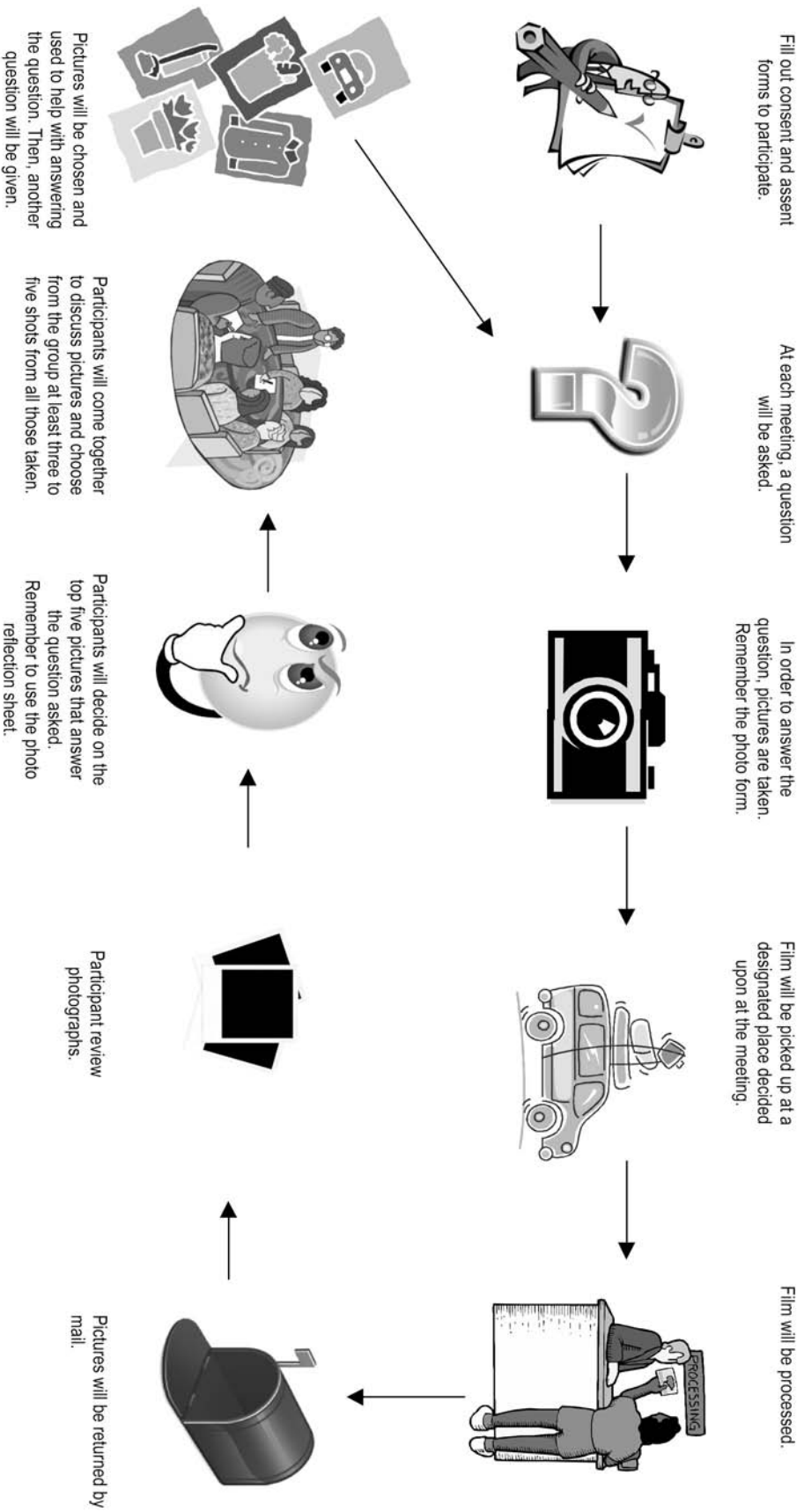


Photo Reflection Sheet



Participant's Name:	Participant #: Week#: Exposure #:
Brief description of photo:	
I want to share this photo because:	
What's the real story this photo tells?	
How does this relate to your life and/or the lives of people in your neighborhood?	

Developed by B.L. Nowell, University of Michigan, 2004

Heading of Institution or Agency

Photo Release Form

The investigator is required to ask for your permission to use photos of your child or children and keep it on file for educational and presentation purposes.

The photos taken may be kept on file for a variety of uses (web pages, brochures, media requests, press releases, magazines, etc.). By signing this form you grant (place name of institution/agency) to use the photo(s), as well as the ability to store and share these photos for educational purposes such as meetings or printed on brochures or flyers.

I, _____, give permission to the investigators to keep photo(s) of my child or children on file and use it/them for purposes identified herein.

I understand that if I decide to revoke permission to use photo(s) of my child or children, I will contact (Principal Investigator name and contact information)

Signature

Date



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