Hello and welcome to *dancing gecko training's* Motivational Interviewing coding service. You have chosen to embark on a process in which you will receive feedback about your MI skills in order to improve your practice. Thank you for choosing us to help you. We would like you to have an excellent experience in this great adventure so here is some important information to help you get on with it!

We receive all recordings via our Hightail Dropbox and we have attached some guidelines in order to facilite the submission of your recordings.

Recordings should be at least 20 minutes long in order to give our coders a chance to get a feel for the flow of the session and must have a **specified change goal** that you are working toward. You will receive your results within 10 working days. Those results include a sheet of MI behavior counts and a feedback sheet in which our coder will let you know what you did well and one or two things that you might like to focus on to continue to advance your practice in MI.

Please follow the submission guidelines provided here (your name, the name of your centre, the # of the session) in order to help us get your feedback back to you in a timely manner and track your work with us.

It is vital that you obtain written informed consent to be recorded from your client. You should keep a copy of that permission in your clinical file. We have attached a copy of our consent form for your use and to maintain your clinical records. In order to respect our ethical obligations, we need to know that this permission has been obtained; to that end, we ask you to make particular mention of that fact in the message box when you submit your recording through Hightail.

Your submissions may be with a client or with a colleague doing a real or role play. Coaches may submit sessions where they are using MI to coach someone else.

Thank you!!! We are excited to receive your recordings and look forward to working with you and helping you advance your MI practice.

Should you have any questions, concerns or comments, please don't hesitate to contact me,

Rachel Green, Ph.D.

Rachel Green, Ph.D.
Founder, *formation dancing gecko*

How to Submit Recordings for MI Coding

Accepted audio file formats:

• MPEG Layer 3 Audio (.mp3), • MPEG-4 Audio File (.m4a), • Windows Media Audio file (.wma)

Please do not send recordings as email attachments, use the following procedure.

1. Click on the "dancing gecko training" dropbox link (or paste the following into your browser https://dropbox.hightail.com/dancinggeckotraining) to open our secure online Dropbox. *(bookmark the dropbox page to simplify future submissions)*

Send files easily and securely to dancing gecko training

Full Name:	Your name here	← 2
Email:	youremail@youremail.com	← 3
Subject:	your name and #of submission (e.g., Jane Doe # 3)	← 4
Message:	let us know if you have gotten signed consent	← 5

SELECT FILE ← 6
Select a file

SEND IT ← 7
By clicking on the 'Send it' button, you agree to Hightail's Terms of Services.

2. Enter your email address.

3. Please identify each submission in the subject line using the following format so we can keep track of the who and what: The second recording from Stephen Gunnip would be "Stephen Gunnip #2.m4a", The fifth recording from Martine Smythe would be "Martine Symthe #5.mp3", and so on.

4. In the message box, you must certify that you have obtained written consent from the client. *(A downloadable consent form is available on our website, www.motivationalinterviewingmontreal.org)*

5. Please also put your organization in the message box, if applicable.

6. Click the 'Select File' button and browse to the file of the recording you are submitting. *(Once selected, the file name will appear between the 'Select File' and 'Send It' buttons.)*

7. Click the 'Send It' button. Your file upload may take several minutes, depending upon the file size and your connection speed; please allow the upload process to run to completion.