



Standard Operating Procedures for Acquisition of Language Sample Collection

Accelerating Medicines Partnership® SCHIZOPHRENIA

An observational study examining clinical trajectories and predictors of outcomes in the clinical high risk population.

Version 3.5, 15 November 2023

Procedure	Visit 1	Visit 2	Visit 3	Visit 4	Visit 5	Visit 6	Visit 7	Visit 8	Visit 9	Visit 10	Visit 11	Visit 12	Visit 13	Visit 14	Visit 15	Visit 16	Conversion
Month	-3 to -1	0	1	2	3	4	5	6	7	8	9	10	11	12	18	24	-
Consent Form																	
Interview/Questionnaire																	
Cognitive Tasks																	
MRI*																	
EEG*																	
Blood and Saliva Samples*																	
Actigraphy (daily)																	
Digital Data (daily passive sensing, EMA, audio diary)																	
Free Speech Sampling (audio and facial recording)																	
PSYCHS (audio recording)																	

* In-person visit

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VERSION HISTORY

Version	Date	Summary of Changes
1.0	2021 May 7	N/A
2.0	2021 Jun 10	<ul style="list-style-type: none"> Naming conventions removed for dissemination to sites post-training
2.1	2021 Sep 14	<ul style="list-style-type: none"> Table of contents added Gallery mode directions added Directions for use of EVISTR recorder added
2.2	2021 Sep 15	<ul style="list-style-type: none"> Screenshots adjusted/updated
2.3	2021 Sep 16	<ul style="list-style-type: none"> Naming conventions updated
2.4	2021 Sep 23	<ul style="list-style-type: none"> Information on purchasing alcohol wipes for mic cleaning added Clean up section added
2.5	2021 Sep 26	<ul style="list-style-type: none"> Naming conventions updated
2.6	2021 Sep 29	<ul style="list-style-type: none"> File uploading directions updated Version history added
2.7	2021 Sep 30	<ul style="list-style-type: none"> File uploading directions updated
2.8	2021 Dec 16	<ul style="list-style-type: none"> File uploading directions updated Recording pausing instructions added
2.9	2022 April 5	<ul style="list-style-type: none"> All subject IDs are represented as 5 digits codes Directions for adding IDs in REDCap added
3.0	2022 April 8	<ul style="list-style-type: none"> Transcript Review directions added
3.1	2022 June 1	<ul style="list-style-type: none"> Transcript Review directions updated PRESCIENT specific content (RPMS and MediaFlux) added
3.2	2022 July 1	<ul style="list-style-type: none"> General directions PSYCHS Interview recording required PRESCIENT specific content revised
3.3	2022 July 3	<ul style="list-style-type: none"> Additional Transcript Review details added
3.4	2022 Dec 1	<ul style="list-style-type: none"> Audio settings updated
3.5	2023 Nov 15	<ul style="list-style-type: none"> Updated screenshots added Participant naming in Zoom updated File naming directions updated Uploading directions updated Transcript review directions expanded PRESCIENT video recording directions for PSYCHS removed PRESCIENT specific content revised

GENERAL DIRECTIONS

COLLECTING LANGUAGE SAMPLES

Two kinds of speech samples

1. Open-ended language samples
 - Language samples based on open-ended interviews
2. PSYCHS language samples
 - Language samples based on the PSYCHS clinical interview

Directions

Collect both kinds of interviews from each subject.

Record samples over Zoom (“Remote Collection”) or on-site (“In-person”), as described below.

Consult the first half of the document for ProNET and the second for PRESCIENT.

1. PRONET

1.1 OPEN-ENDED LANGUAGE SAMPLES – REMOTE COLLECTION

1.1.1 Equipment and Preparation

Equipment needed

1 laptop computer/mobile device with stand with front facing camera for both interviewer and interviewees.

- It is important that the device be able to sit on a stable surface to minimize camera movement when collecting face data.

Zoom application installed (requirements will vary based on type of device – see Zoom download page for appropriate version: <https://zoom.us/download>).

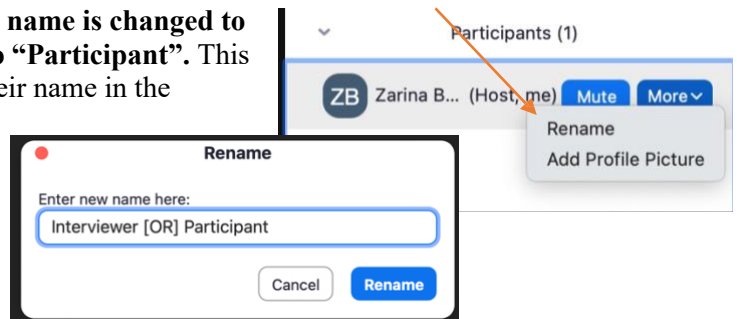
- HIPAA-compliant Zoom accounts created through Yale or University of Melbourne should always be used to create meeting links for speech samples.

Preparation

It is best to email your participant the day prior to ensure they have these requirements met as well as a quiet place to sit that will minimize background noise and interruptions. This can be hard while many people are at home during the Covid-19 pandemic and it is important to be flexible with hours, therefore.

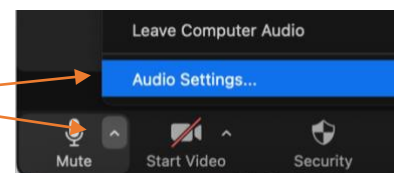
Inside the Zoom meeting, make sure the Interviewer’s name is changed to “Interviewer” and the participant’s name is changed to “Participant”. This can be done by selecting **Rename** under “**More**” under their name in the “Participants” section; or by right-clicking on the person’s image, then selecting **Rename**.

- Rename yourself “Interviewer”
- Rename the participant “Participant”

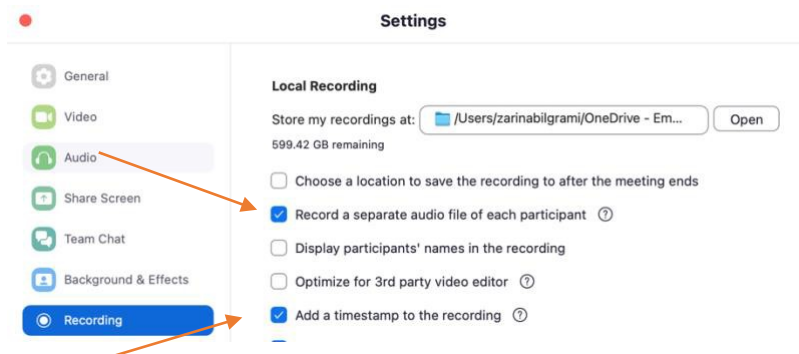


Before you start, you will want to change some items in your Recordings settings. This only needs to be completed on the interviewer’s laptop.

1. Open the settings in your Zoom application.
 - Click the arrow next to the Mute button and select **Audio Settings...**
2. Go to Recordings on the left-hand menu page and make sure you’ve selected the following:



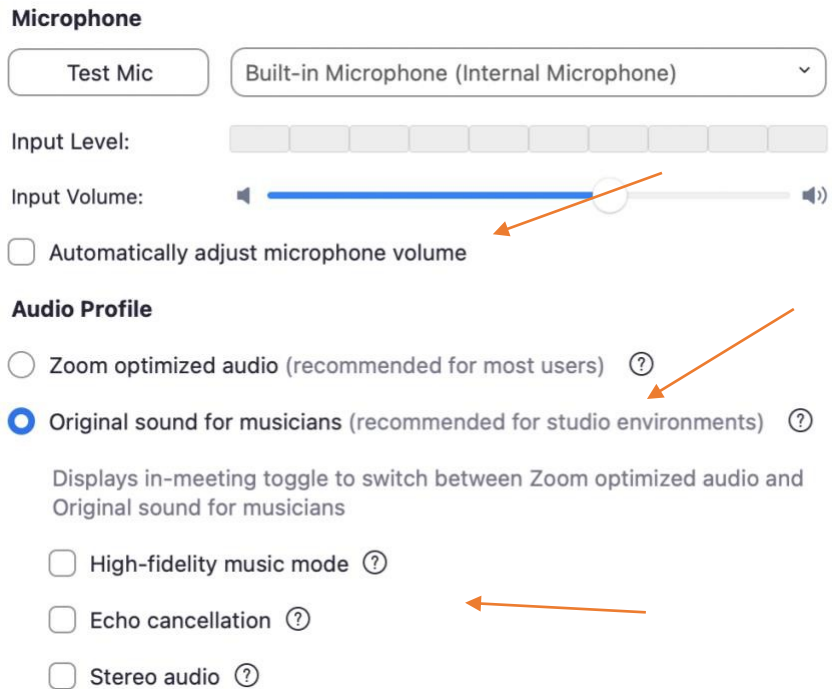
- Record a separate audio file** for each participant. This is ideal when you will be performing acoustic analyses, because you are interested in the two speakers separately and won’t have to splice the files later.
- Add a timestamp** to the recordings makes it easier to ascertain where speech is in a transcript.



When the subject has joined the Zoom call, you need to ensure you **BOTH** have changed some settings before you begin.

3. Once in settings, go to Audio on the left-hand menu page. Scroll down to **Microphone** section.

- Uncheck the box that says, “**Automatically adjust microphone volume.**”
- Check the circle that says, “**Original Sound for musicians.**”
- Uncheck the boxes “**High-fidelity music mode,**” “**Echo cancellation**” and “**Stereo audio.**”



4. If a participant is using their phone, many of these options are not available. Some things to request if they are using a phone are:

- a. Try to find a way to keep the phone as still as possible for optimal video recording.
- b. If this means leaning the phone against something, test the audio to ensure this is not obstructing the microphone, which is on the bottom of an iPhone, for example.
- c. Prompt them to use headphones with a microphone, if possible.

5. Once these steps are complete, you should see a box on the top left of your video call screen. You want it to read “**Original Sound for Musicians: On**”.

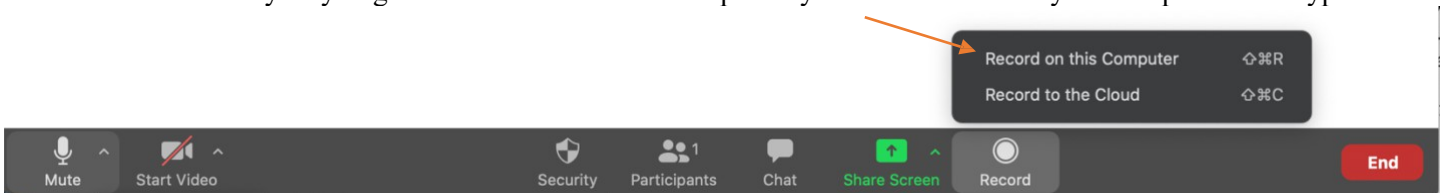
- Click this button before recording the interview.



6. Ensure that yours and the participant’s videos can be seen side-by-side.

- Under View, select **Gallery**.

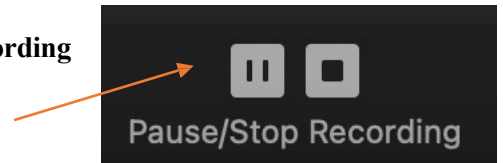
7. To record the interview, press the record button on the bottom of the screen and select **Record to this Computer**. This is the only way to get audio streams recorded separately. Please first ensure your computer is encrypted.



8. It is important to **wait** until **both** people have joined the call to begin recording for correct audio recording syncing. You should also describe the plan for the session before recording – we only want to capture the interview itself.

- Initiate recording.

- If you experience echo after turning on Original Sound, both you and the subject should turn Echo Cancellation back on (re-check the box under Audio Settings).
- If you need to interrupt the recording for any reason, press **Pause Recording** to ensure that Zoom generates only one video file for the interview.



1.1.2 Filling out the Run Sheet

- Navigate to Yale REDCap to fill out the run sheet for collecting speech samples.

 A screenshot of the REDCap interface. The left sidebar shows the user is logged in as 'zbilgrami' and lists navigation options like 'My Projects', 'Project Home and Design', and 'Data Collection'. The main content area is titled 'AMP-SCZ Form Repository' with PID 26821. It shows actions like 'Modify instrument' and 'Download PDF of instrument(s)'. The current form is 'Speech Sampling Run Sheet' for Record ID LA12339. The event is 'Baseline (Arm 1: CHR)'.

- Fill out all fields you are able to prior to the start of interview. During or directly after the interview (i.e., while Zoom files are downloading) complete the rest of the form.
- If you do not see a Record ID (LA12339 above) affiliated with the form, be sure you have assigned this ID in their Informed Consent form. **If you do not complete this step, you will not be able to upload files for transcription.**

 A screenshot of the REDCap interface showing the 'Informed Consent' form for Record ID LA12339. The event is 'Screening (Arm 1: CHR)'. The 'Record ID' field is highlighted in green and contains the value 'LA12339'. Below it, the 'REDCap Username' field is empty and marked as required. The 'Date of Consent' is set to '2022-03-01'. An orange arrow points from the text in step 2 of the previous list to the 'Record ID' field in this form.

Once the software is configured and the run sheet is filled in, the interview can be conducted.

1.1.3 Eliciting Open-Ended Language Samples

After the preparatory steps above are completed and the participant has arrived, you may begin with the opening script:

“First, I’d like to thank you for taking the time to talk with me. Like I mentioned, our conversation will be recorded for analysis. This interview is different from the other interviews we do. I would really like to get to know you and learn what your life is like. So, how have things been going for you lately?”

Continue with elaboration questions: restate or rephrase part of what they say as a question to prompt elaboration or prompt them with a follow up question such as, *“What is/was it like to [...]?”*

General notes and pointers:

The main goal is to have subjects speak freely without interruption and to show that you are listening and are interested in what they are saying.

You are trying to elicit stories that are meaningful in the subject’s life. The depths of these stories are more important, rather than the number of stories you can elicit. Ideally, the interviewer disappears into the story; it may help to avoid phrases like “tell me”, which draw attention to the interviewer. However, sometimes it can help to put yourself into the conversation to express understanding and empathy.

You can always reiterate what the subject says. Reiterating what they say as a question can help them to elaborate. Make an effort not to derail or redirect the flow. If they are bringing a theme to the conversation, it is best to follow it. Leading questions are best, and yes/no question should be avoided.

Try to make the subject know they are being heard. You can do this by acknowledging the emotion behind the story, mirroring what they have said, and expressing gratitude for their openness.

Sometimes subjects may speak in a way that the interviewer finds confusing. If you lose track of their train of thought, you can request help by saying, *“I want to make sure I follow you, can you help me understand...”*

If someone stops speaking altogether, you can repeat what they last said as a question, or even look at them expectantly, but being comfortable with silence is important too. Often people are formulating their thoughts and will continue after a pause.

To review training materials for conducting open-ended interviews, please visit: <https://drive.google.com/drive/folders/1-w0Mtm9xMQhLYsyP7yMMDd3UJR8TCE6j>

To end the interview, you may use the following statement:

“Thank you so much for taking the time to talk with me [or thank you for sharing with me]. I’m going to stop the recording now.”

1.1.4 Naming Conventions and Data Transfer to Network Drives

Zoom will generate a folder with several files that will need to be uploaded to either the Yale Box Cloud or MediaFlux, depending on your site. The name of this umbrella folder will be autogenerated and will include the date of the recording and the title you used during the call, amongst other information. It will appear in the **Documents** folder of your computer. Within that folder, there will be a video file, an audio-only file, and another folder that includes diarized speech, labeled Audio Record.

1. The files should look like this before being uploaded to Box/MediaFlux:

Name	Status	Date modified	Type
2023-06-31 13.15.56 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:27 AM	File folder
2023-06-30 12.05.11 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:25 AM	File folder
2023-07-12 10.46.44 Research interview	✓	10/11/2023 11:25 AM	File folder
2023-07-14 14.31.05 ME00036	✓	10/11/2023 11:25 AM	File folder

2. Drag or copy-and-paste the **entire downloaded Zoom folder containing the audio and video files** to the appropriate folder on Box. **Do NOT change or adjust the default Zoom filenames.** Filenames must remain as they are from Zoom to be detected by the pipeline. At the highest level, the directory structure on the network drive specifies the research network and site (e.g., PronetYA for ProNET at Yale). At the second-highest level, the directory structure specifies different datatypes: actigraphy, EEG, and interviews. At the third-highest level, the directory structure specifies the research site and the subject ID (e.g., YA29023). At the next level, the directory structure specifies interview type (e.g., open, PSYCHS). Place the folder containing the **open-ended** interview in the “Open” subdirectory.

PronetYA_Interviews
 OPEN

YA29032
 YA12945
 YA49122

2021-07-14 20.45.06 Matt Damon's Zoom Meeting 98126937659
 2021-07-14 20.49.33 Ben Affleck's Zoom Meeting 94134392847

> PronetYA_Interviews > OPEN > YA29023

Name	Updated	Size
2021-12-10 16.01.56 Zarina Bilgrami's Zoom M...	Dec 13, 2021 by Philip W...	9 Files

1.1.5 Transcription Review

You will be asked to review certain percentage of the transcripts from your site for completeness and failures to mark Protected Health Information (PHI) or Personally Identifiable Information (PII). In the event that you do find PHI or PII in a transcript, contact a member of the Speech team as soon as possible.

You will receive an email notification when there are new transcripts available to be reviewed. The transcripts will be on Box in the **transcripts** folder under your site language folder (i.e., where Zoom files are uploaded)

All Files > PronetYA_Interviews



Name	Updated	Size
transcripts	Mar 21, 2022 by Angela N...	6 Files
PSYCHS	Mar 1, 2022 by Angela Nu...	0 Files
OPEN	Jan 18, 2022 by Angela N...	8 Files

1. Open the **For review** folder within the transcript folder and download each newly added document using a text editor (i.e., Notepad, TextEdit).
2. If you see unmarked PHI/PII in a transcript you review, insert curly {} brackets around the word(s) that are PHI/PII, e.g., My name is John. → My name is {John}
3. Once reviewed, upload the edited file to the **Approved** folder. Do not rename the document (i.e., keep it the same as it appears in **For review**) regardless of whether you make changes within the document. Simply move the edited transcript document (not the folder) from **For review** to the corresponding subject's folder in the **Approved** folder once you have made necessary adjustments.
4. Remove the original text file from the **For review** folder. Nothing should remain in subject's folder under **For review** after this.
5. Remove the original text file from the **For review** folder.

All Files > PronetYA_Interviews > transcripts



Name	Updated	Size
<u>For review</u>	Mar 21, 2022 by Angela N...	0 Fil
Approved	Mar 21, 2022 by Angela N...	6 Files

> PronetYA_Interviews > transcripts > For_review



Name	Updated	Size
YA00015	Mar 21, 2022 by Angela N...	0 Files
YA00037	May 16, 2022 by Angela ...	0 Files
YA29023	Mar 21, 2022 by Angela N...	0 Files

> PronetYA_Interviews > transcripts > Approved



Name	Updated	Size
YA00015	May 16, 2022 by Angela ...	2 Fil
YA00037	May 16, 2022 by Angela ...	1 File
YA29023	Dec 21, 2021 by Philip W...	2 Files

1.2 OPEN-ENDED LANGUAGE SAMPLES – ONSITE COLLECTION

1.2.1 Equipment and Preparation

Equipment needed

2 laptop computers with front facing camera for both interviewer and interviewees.

2 USB microphone headsets with sponge cover removed ([purchase here](#)).

- Alcohol wipes to wipe down mics after each use ([purchase here](#)).

Zoom application installed on each computer (requirements will vary based on type of device – see Zoom download page for appropriate version: <https://zoom.us/download>).

- HIPAA-compliant Zoom accounts created through Yale or University of Melbourne should always be used to create meeting links for speech samples.



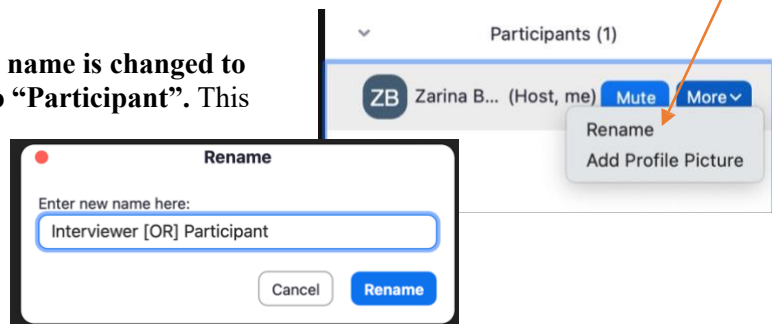
Preparation

When creating the Zoom link for the speech sample session, include the interview type (PSYCHS or open-ended).

It is best to set up both laptops before the subject comes in for testing. Select two quiet rooms with minimal background noise and place one laptop (charging) in each.

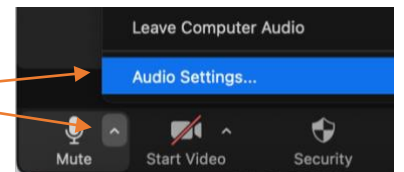
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- Rename yourself “Interviewer”
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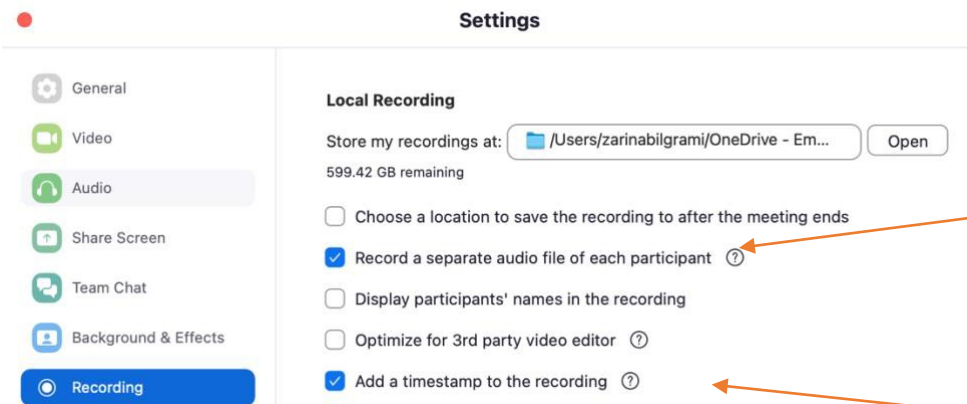


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2. Go to Recordings on the left-hand menu page and make sure you’ve selected the following:



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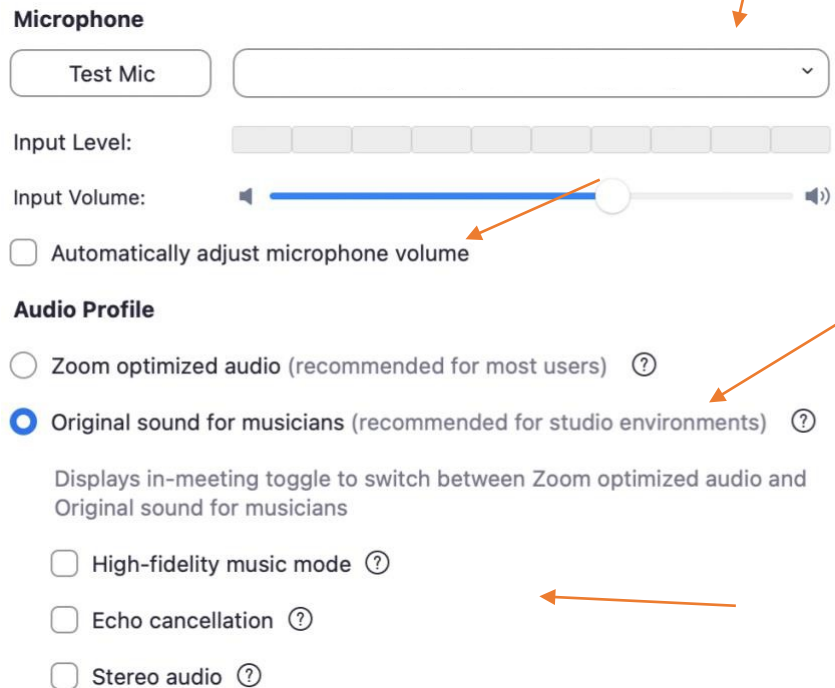


3. Plug USB microphone headset into laptop’s USB port and ensure that the microphone is registering as the microphone for data collection in Zoom settings under Audio.
 - Adjust headset to accommodate subject’s head size and place microphone so that it rests in line with subject’s chin for best audio recording quality.
 - Click **Test Mic** to verify.

You will need to ensure you have some settings selected before you begin.

4. Once in settings, go to Audio on the left-hand menu page. Scroll down to **Microphone** section.

- Uncheck the box that says, “**Automatically adjust microphone volume.**”
- Check the circle that says, “**Original Sound for musicians.**”
- Uncheck the boxes “**High-fidelity music mode,**” “**Echo cancellation**” and “**Stereo audio.**”



5. Once the subject’s microphone has been tested and you have verified all settings are correct, go to the other testing room and complete audio set up for yourself.

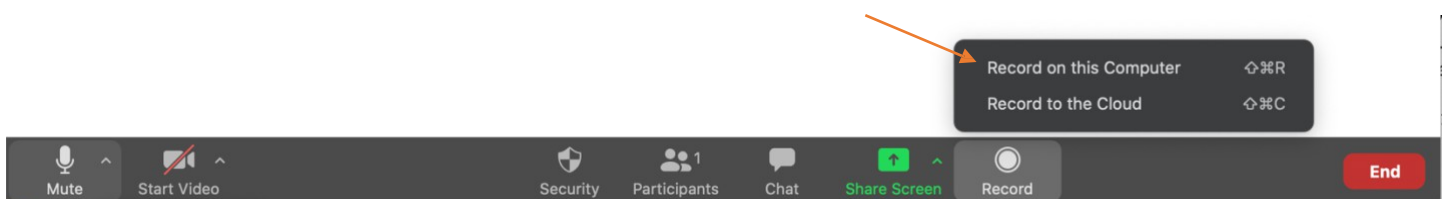
6. Once these steps are complete, you should see a box on the top left of your video call screen. You want it to read “**Original Sound for Musicians: On**”.

- Click this button before recording the interview.

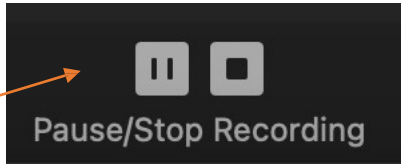


7. Ensure that yours and the participant’s videos can be seen side-by-side.

- Under View, select **Gallery**.

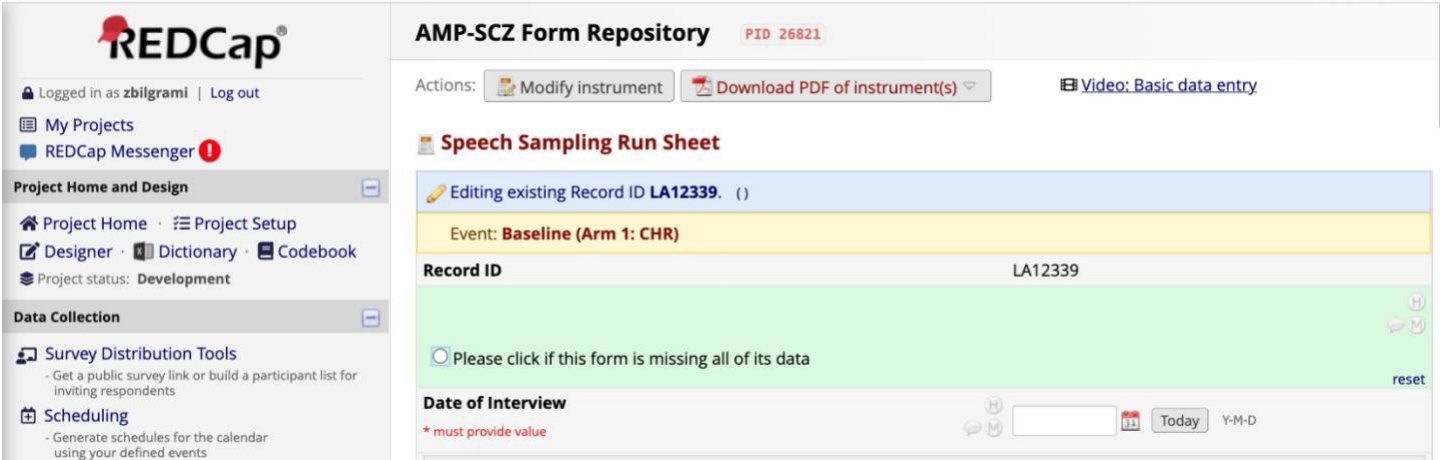


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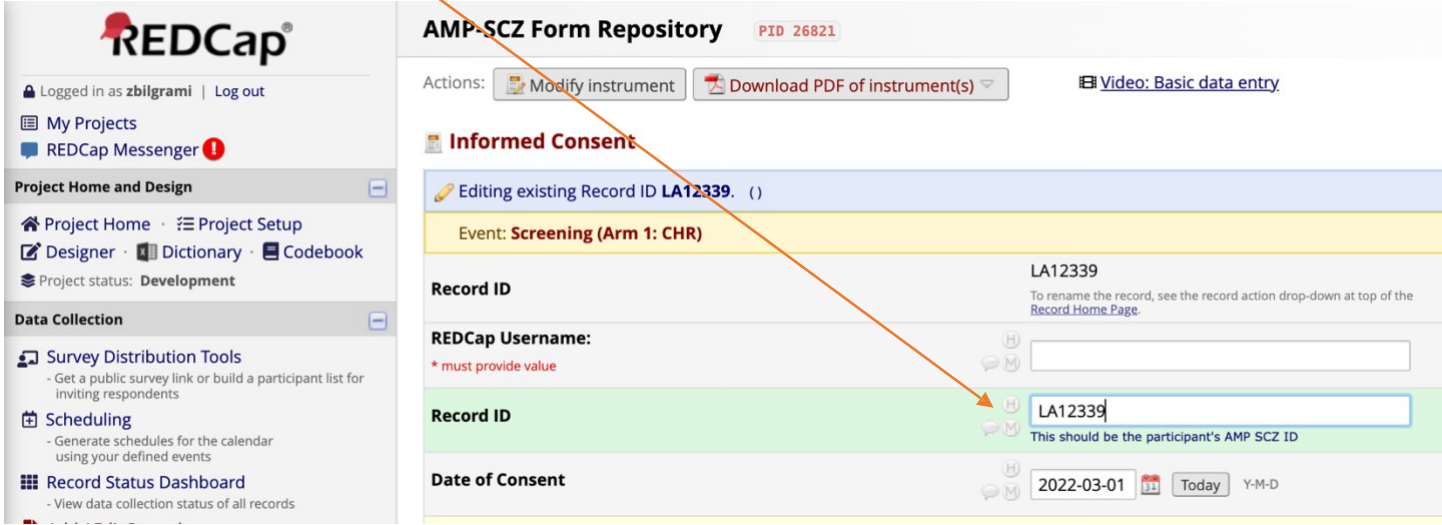


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“First, I’d like to thank you for taking the time to talk with me. Like I mentioned, our conversation will be recorded for analysis. This interview is different from the other interviews we do. I would really like to get to know you and learn what your life is like. So, how have things been going for you lately?”

Continue with elaboration questions: restate or rephrase part of what they say as a question to prompt elaboration or prompt them with a follow up question such as, *“What is/was it like to [...]?”*

General notes and pointers:

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To end the interview, you may use the following statement:

“Thank you so much for taking the time to talk with me [or thank you for sharing with me]. I’m going to stop the recording now.”

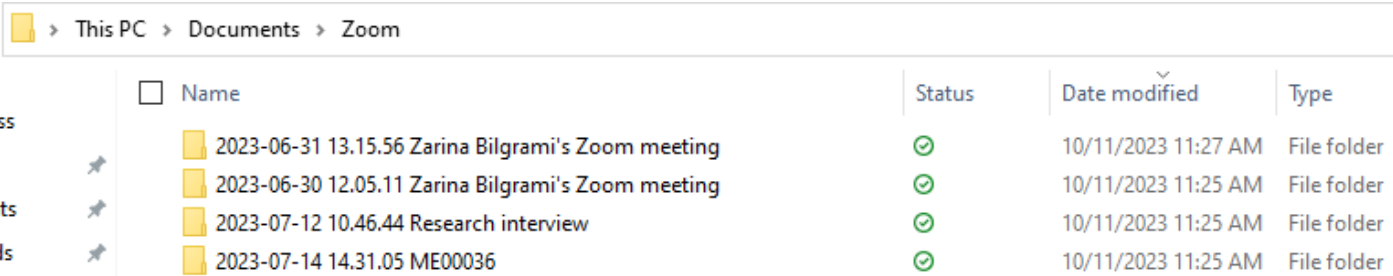
1.2.4 Clean-Up

After the participant has left be sure to wipe down both microphones completely with alcohol wipes. Be sure to clean all parts including the microphone, the earpiece, headband and wire. Store safely to ensure minimum possible germ exposure between uses.

1.2.5 Naming Conventions and Data Transfer to Network Drives

Zoom will generate a folder with several files that will need to be uploaded to either the Yale Box Cloud or MediaFlux, depending on your site. The name of this umbrella folder will be autogenerated and will include the date of the recording and the title you used during the call, amongst other information. It will appear in the **Documents** folder of your computer. Within that folder, there will be a video file, an audio-only file, and another folder that includes diarized speech, labeled Audio Record.

1. The files should look like this before being uploaded to Box/MediaFlux:



	Name	Status	Date modified	Type
ess	2023-06-31 13.15.56 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:27 AM	File folder
	2023-06-30 12.05.11 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:25 AM	File folder
nts	2023-07-12 10.46.44 Research interview	✓	10/11/2023 11:25 AM	File folder
ds	2023-07-14 14.31.05 ME00036	✓	10/11/2023 11:25 AM	File folder

2. Drag or copy-and-paste the **entire downloaded Zoom folder containing the audio and video files** to the appropriate folder on Box. **Do NOT change or adjust the default Zoom filenames.** Filenames must remain as they are from Zoom to be detected by the pipeline. At the highest level, the directory structure on the network drive specifies the research network and site (e.g., PronetYA for ProNET at Yale). At the second-highest level, the directory structure specifies different datatypes: actigraphy, EEG, and interviews. At the third-highest level, the directory structure specifies the research site and the subject ID (e.g., YA29023). At the next level, the directory structure specifies interview type (e.g., open, PSYCHS). Place the folder containing the **open-ended** interview in the “OPEN” subdirectory.

PronetYA_Interviews
OPEN

YA29032
YA12945
YA49122

2021-07-14 20.45.06 Matt Damon's Zoom Meeting 98126937659
2021-07-14 20.49.33 Ben Affleck's Zoom Meeting 94134392847

📁 > PronetYA_Interviews > OPEN > YA29023

Name	Updated	Size
📁 2021-12-10 16.01.56 Zarina Bilgrami's Zoom M...	Dec 13, 2021 by Philip W...	9 Files

1.2.6 Transcription Review

You will be asked to review certain percentage of the transcripts from your site for completeness and failures to mark Protected Health Information (PHI) or Personally Identifiable Information (PII). In the event that you do find PHI or PII in a transcript, contact a member of the Speech team as soon as possible.

You will receive an email notification when there are new transcripts available to be reviewed. The transcripts will be on Box in the **transcripts** folder under your site language folder (i.e., where Zoom files are uploaded)

All Files > PronetYA_Interviews



Name	Updated	Size	
transcripts	Mar 21, 2022 by Angela N...	6 Files	
PSYCHS	Mar 1, 2022 by Angela Nu...	0 Files	
OPEN	Jan 18, 2022 by Angela N...	8 Files	

1. Open the **For review** folder within the transcript folder and download each newly added document using a text editor (i.e., Notepad, TextEdit).
2. If you see unmarked PHI/PII in a transcript you review, insert curly {} brackets around the word(s) that are PHI/PII, e.g., My name is John. → My name is {John}.
3. Once reviewed, upload the edited file to the **Approved** folder. Do not rename the document (i.e., keep it the same as it appears in **For review**) regardless of whether you make changes within the document. Simply move the edited transcript document (not the folder) from **For review** to the corresponding subject's folder in the **Approved** folder once you have made necessary adjustments.
4. Remove the original text file from the **For review** folder. Nothing should remain in subject's folder under **For review** after this.

All Files > PronetYA_Interviews > transcripts



Name	Updated	Size	
<u>For review</u>	Mar 21, 2022 by Angela N...	0 Fil	
Approved	Mar 21, 2022 by Angela N...	6 Files	

> PronetYA_Interviews > transcripts > For_review



Name	Updated	Size
YA00015	Mar 21, 2022 by Angela N...	8 Files
YA00037	May 16, 2022 by Angela ...	0 Files
YA29023	Mar 21, 2022 by Angela N...	0 Files

> PronetYA_Interviews > transcripts > Approved



Name	Updated	Size	
<u>YA00015</u>	May 16, 2022 by Angela ...	2 Fil	
YA00037	May 16, 2022 by Angela ...	1 File	
YA29023	Dec 21, 2021 by Philip W...	2 Files	

1.3 PSYCHS LANGUAGE SAMPLES – REMOTE COLLECTION

1.3.1 Equipment and Preparation

Equipment needed

1 laptop computer/mobile device with stand with front-facing camera for both interviewer and interviewees

- It is important that the device be able to sit on a stable surface to minimize camera movement when collecting face data.

Zoom application installed (requirements will vary based on type of device – see Zoom download page for appropriate version: <https://zoom.us/download>).

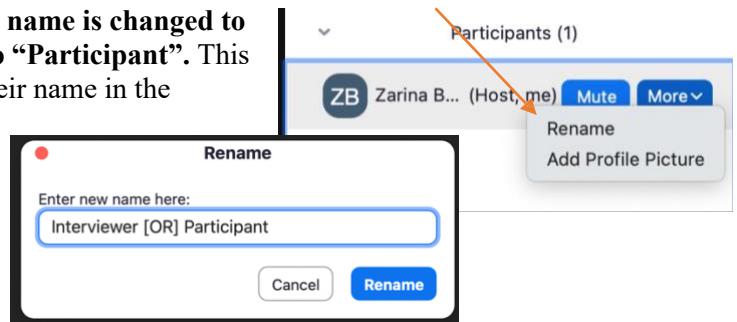
- HIPAA-compliant Zoom accounts created through Yale or University of Melbourne should always be used to create meeting links for speech samples.

Preparation

It is best to email your participant the day prior to ensure they have these requirements met as well as a quiet place to sit that will minimize background noise and interruptions. This can be hard while many people are at home during the Covid-19 pandemic and it is important to be flexible with hours, therefore.

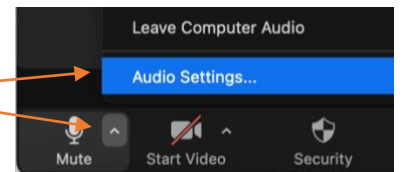
Inside the Zoom meeting, make sure the Interviewer’s name is changed to “Interviewer” and the participant’s name is changed to “Participant”. This can be done by selecting **Rename** under “More” under their name in the “Participants” section; or by right-clicking on the person’s image, then selecting **Rename**.

- Rename yourself “Interviewer”
- Rename the participant “Participant”

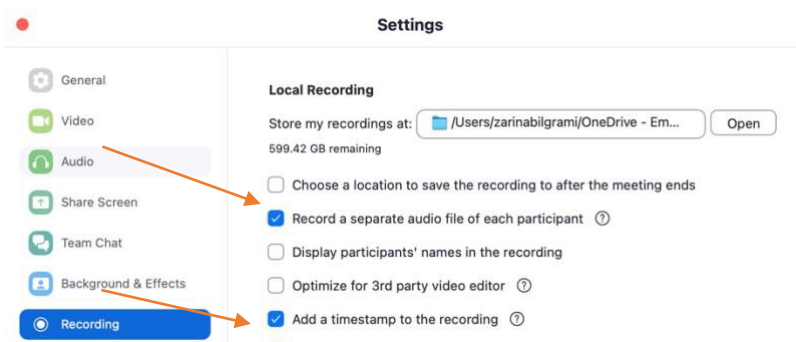


Before you start, you will want to examine and change some items in your Recordings settings. This only needs to be completed on the **Interviewer’s laptop**. Before you start, you will want to change some items in your Recordings settings. This only needs to be completed on the interviewer’s laptop.

1. Open the settings in your Zoom application.
 - a. Click the arrow next to the Mute button and select **Audio Settings...**
2. Go to Recordings on the left-hand menu page and make sure you’ve selected the following:



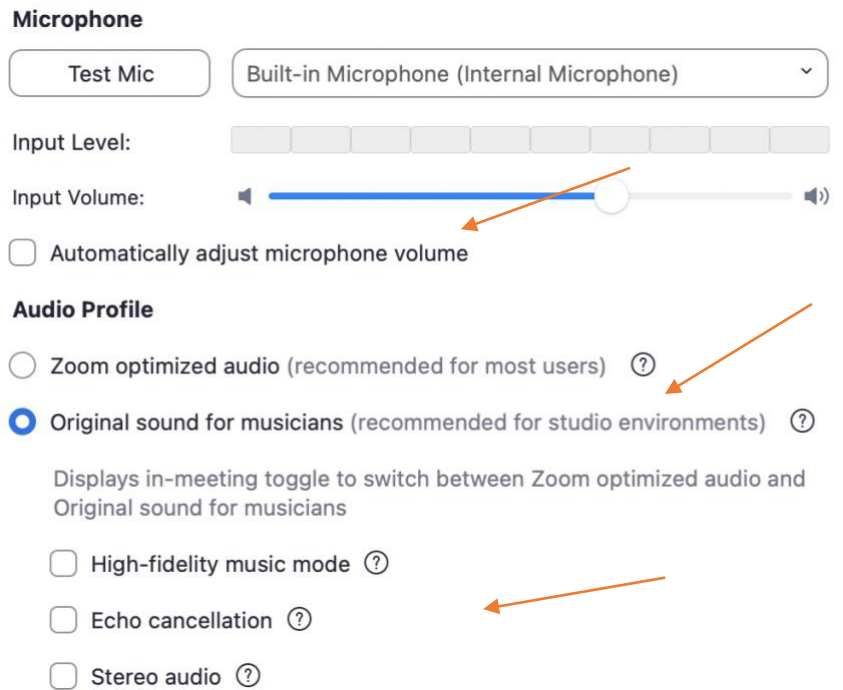
- Record a separate audio file** for each participant. This is ideal when you will be performing acoustic analyses, because you are interested in the two speakers separately and won’t have to splice the files later.
- Add a timestamp** to the recordings makes it easier to ascertain where speech is in a transcript.



When the subject has joined the Zoom call, you need to ensure you **BOTH** have changed some settings before you begin.

3. Once in settings, go to Audio on the left-hand menu page. Scroll down to **Microphone** section.

- Uncheck the box that says, **“Automatically adjust microphone volume.”**
- Check the circle that says, **“Original Sound for musicians.”**
- Uncheck the boxes **“High-fidelity music mode,” “Echo cancellation”** and **“Stereo audio.”**



4. If a participant is using their phone, many of these options are not available. Some things to request if they are using a phone are:

- a. Try to find a way to keep the phone as still as possible for optimal video recording.
- b. If this means leaning the phone against something, test the audio to ensure this is not obstructing the microphone, which is on the bottom of an iPhone, for example.
- c. Prompt them to use headphones with a microphone, if possible.

5. Once these steps are complete, you should see a box on the top left of your video call screen. You want it to read **“Original Sound for Musicians: On”**.

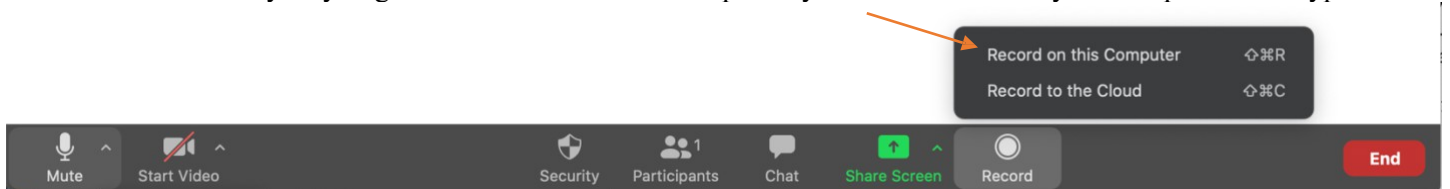
- Click this button before recording the interview.



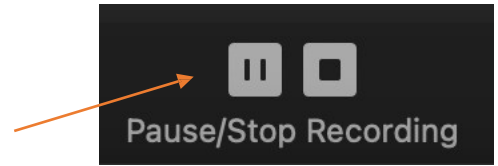
6. Ensure that yours and the participant’s videos can be seen side-by-side.

- Under View, select **Gallery**.

7. To record the interview, press the record button on the bottom of the screen and select **Record to this Computer**. This is the only way to get audio streams recorded separately. Please first ensure your computer is encrypted.



8. It is important to **wait** until **both** people have joined the call to begin recording for correct audio recording syncing. You should also describe the plan for the session before recording – we only want to capture the interview itself.
 - Initiate recording.
9. **If you experience echo** after turning on Original Sound, both you and the subject should turn Echo Cancellation back on (re-check the box under Audio Settings).
10. If you need to interrupt the recording for any reason, press **Pause Recording** to ensure that Zoom generates only one video file for the interview.



1.3.2 Naming Conventions and Data Transfer to Network Drives

Zoom will generate a folder with several files that will need to be uploaded to either the Yale Box Cloud or MediaFlux, depending on your site. The name of this umbrella folder will be autogenerated and will include the date of the recording and the title you used during the call, amongst other information. It will appear in the **Documents** folder of your computer. Within that folder, there will be a video file, an audio-only file, and another folder that includes diarized speech, labeled Audio Record. If you used a digital recording device instead of Zoom, see the next section for how to upload those files to Box/MediaFlux (page 16).

1. The files should look like this before being uploaded to Box/MediaFlux:

	Name	Status	Date modified	Type
ss	2023-06-31 13.15.56 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:27 AM	File folder
	2023-06-30 12.05.11 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:25 AM	File folder
nts	2023-07-12 10.46.44 Research interview	✓	10/11/2023 11:25 AM	File folder
ds	2023-07-14 14.31.05 ME00036	✓	10/11/2023 11:25 AM	File folder

2. Drag or copy-and-paste the **entire downloaded Zoom folder containing the audio and video files** to the appropriate folder on Box. **Do NOT change or adjust the default Zoom filenames.** Filenames must remain as they are from Zoom to be detected by the pipeline. At the highest level, the directory structure on the network drive specifies the research network and site (e.g., PronetYA for ProNET at Yale). At the second-highest level, the directory structure specifies different datatypes: actigraphy, EEG, and interviews. At the third-highest level, the directory structure specifies the research site and the subject ID (e.g., YA2335). At the next level, the directory structure specifies interview type (e.g., open, PSYCHS). Place the folder containing the **PSYCHS** interview in the “PSYCHS” subdirectory.

PronetYA_Interviews
 PSYCHS
 YA29032
 YA12945
 YA49122
 2021-07-14 20.45.06 Matt Damon's Zoom Meeting 98126937659
 2021-07-14 20.49.33 Ben Affleck's Zoom Meeting 94134392847

1.3.3 Transcription Review

You will be asked to review certain percentage of the transcripts from your site for completeness and failures to mark Protected Health Information (PHI) or Personally Identifiable Information (PII). In the event that you do find PHI or PII in a transcript, contact a member of the Speech team as soon as possible.

You will receive an email notification when there are new transcripts available to be reviewed. The transcripts will be on Box in the **transcripts** folder under your site language folder (i.e., where Zoom files are uploaded)

All Files > PronetYA_Interviews



Name	Updated	Size
transcripts	Mar 21, 2022 by Angela N...	6 Files
PSYCHS	Mar 1, 2022 by Angela Nu...	0 Files
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1. Open the **For review** folder within the transcript folder and download each newly added document using a text editor (i.e., Notepad, TextEdit).
2. If you see unmarked PHI/PII in a transcript you review, insert curly {} brackets around the word(s) that are PHI/PII, e.g., My name is John. → My name is {John}.
3. Once reviewed, upload the edited file to the **Approved** folder. Do not rename the document (i.e., keep it the same as it appears in **For review**) regardless of whether you make changes within the document. Simply move the edited transcript document (not the folder) from **For review** to the corresponding subject's folder in the **Approved** folder once you have made necessary adjustments.
4. Remove the original text file from the **For review** folder. Nothing should remain in subject's folder under **For review** after this.

All Files > PronetYA_Interviews > transcripts



Name	Updated	Size
<u>For review</u>	Mar 21, 2022 by Angela N...	0 Fil
Approved	Mar 21, 2022 by Angela N...	6 Files

PronetYA_Interviews > transcripts > **For_review**



PronetYA_Interviews > transcripts > **Approved**



Name	Updated	Size
YA00015	Mar 21, 2022 by Angela N...	0 Files
YA00037	May 16, 2022 by Angela ...	0 Files
YA29023	Mar 21, 2022 by Angela N...	0 Files

Name	Updated	Size
<u>YA00015</u>	May 16, 2022 by Angela ...	2 Fil
YA00037	May 16, 2022 by Angela ...	1 File
YA29023	Dec 21, 2021 by Philip W...	2 Files

1.4 PSYCHS LANGUAGE SAMPLES – ONSITE COLLECTION

1.4.1 Equipment and Preparation

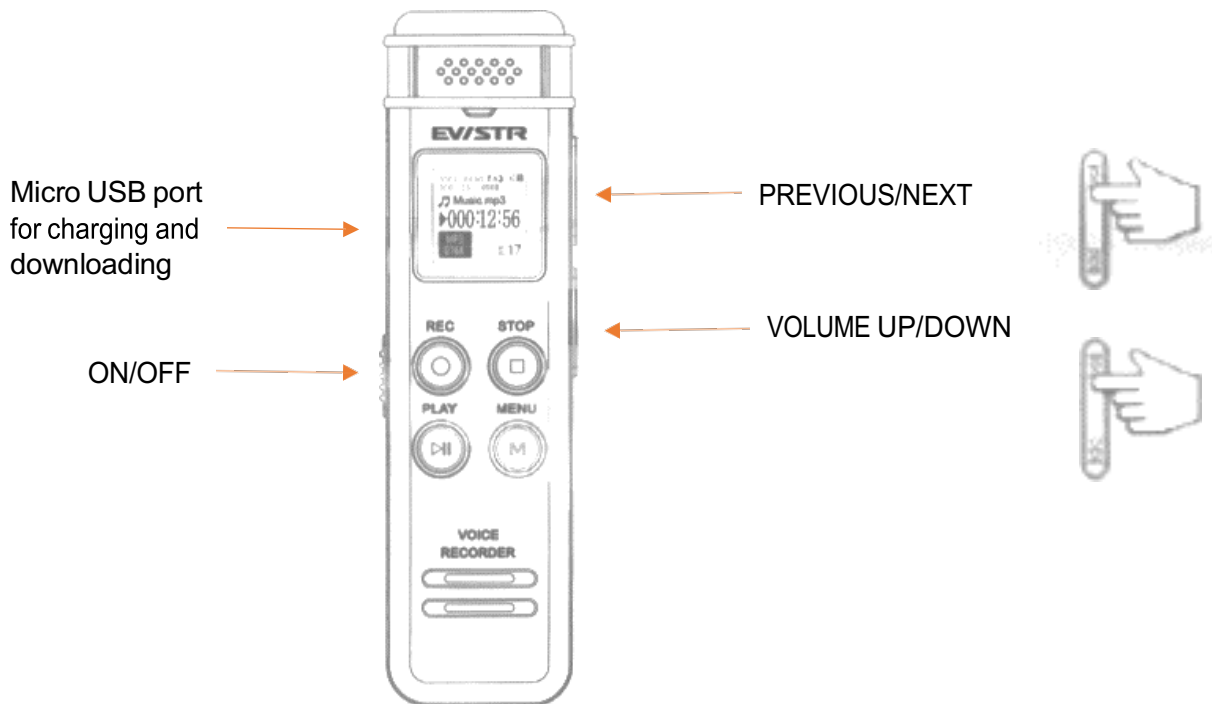
Equipment needed

1 EVISTR recorder that you can place between you and the subject during the session.

Preparation

When you first use the EVISTR recorder, you will have to change some recording settings and set the date and time to accurately capture all future recording date/time tags. This will be how you identify recordings, as they cannot be renamed on the device itself. These settings should only need to be changed once.

The figure shows that the recorder has 4 main buttons on its front: REC, STOP, PLAY, and MENU. Its right side has two main long buttons: a PREVIOUS/NEXT button near the top of the recorder and a VOLUME UP / DOWN button near the middle of the recorder. On its left side, it has a long button for turning the recorder ON and OFF.



1. To set the date, turn on the recorder using the ON/OFF slider on the left-hand side.
 - a. Press the MENU button on the front and use the PREVIOUS/NEXT buttons on the right-hand side to scroll between options. Select **System Settings** by pressing the MENU button again.
 - b. Use the PREVIOUS/NEXT buttons to scroll to the **Date and time** option and press MENU to select it.
 - c. Press MENU to select **Set date**.
 - d. Use the PREVIOUS/NEXT buttons to find the appropriate year (YY) and press the VOLUME UP/DOWN buttons to change to month (MM) and day (DD) to do the same.
 - e. You can press MENU to exit out of these settings and STOP to move backward through the menus.
2. To set the time:
 - a. Press the MENU button on the front and use the PREVIOUS/NEXT buttons on the right-hand side to scroll between options. Select **System Settings** by pressing the MENU button again.
 - b. Use the PREVIOUS/NEXT buttons to scroll to the **Date and time** option and press MENU to select it.

- c. Press MENU to select **Set time**.
 - d. Use the PREVIOUS/NEXT buttons to find the appropriate hour (HH) and press the VOLUME UP/DOWN buttons to change to the minute (MM) section and change it using the PREVIOUS/NEXT buttons.
 - e. You can press MENU to exit out of these settings and STOP to move backward through the menus.
3. Select Recording Quality:
 - a. Press the MENU button on the front and use the PREVIOUS/NEXT buttons on the right-hand side to scroll between options. Select **Record Settings** by pressing the MENU button again.
 - b. Use the PREVIOUS/NEXT buttons to scroll to the **Recording Quality** settings and click the MENU button again.
 - c. Use the PREVIOUS/NEXT buttons to scroll to 1536.WAV and press the MENU button to select it.
 4. Select **AVR Mode** under Record Settings:
 - a. Press the MENU button on the front and use the PREVIOUS/NEXT buttons on the right-hand side to scroll between options. Select **Record Settings** by pressing the MENU button again.
 - b. Use the PREVIOUS/NEXT buttons to scroll to the **Voice Activation** settings and click the MENU button again.
 - c. Select **AVR Mode** and choose OFF. (We do not want to use Voice Activated Recording.)
 - d. You can press MENU to exit out of these settings and STOP to move backward through the menus.

1.4.2 Recording and File Saving

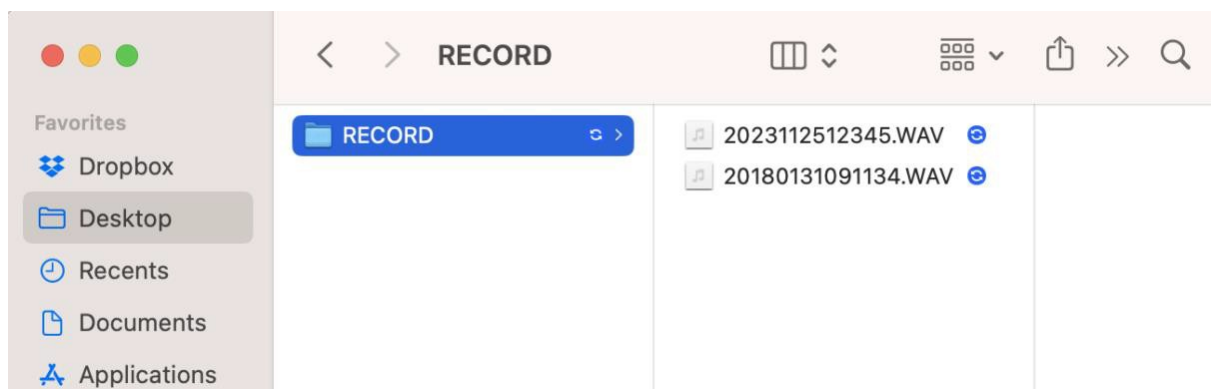
When you are ready to conduct your PSYCHS interview, you can place the recorder between you and the subject and make sure it is not obstructed.

1. Place the recorder between you, but closer to the subject and press the red REC button to start recording.
2. Stop the recording when the interview has finished by pressing STOP.
 - a. The recording will automatically be saved, but you should transfer it to your computer for upload as soon as possible after recording it.

To transfer the recording to your computer, connect the USB 2.0 to Micro B cable that comes with the recorder to your computer. Attach the Micro B end into the recorder.

Once connected, you will be able to see on your computer the files stored on the recorder. You will find them in the **RECORD** folder.

3. The folder will have file names like “20180131091134.WAV”. Look to the file’s date and time to determine which file is associated with which participant.
4. Move files onto your secure network drive by placing them in a folder as specified in the Data Transfer Section below.



1.4.3 Data Transfer to Network Drives

Recordings need to be uploaded to either the Yale Box Cloud or MediaFlux, depending on your site. **These audio files are recorded on a digital recording device.**

1. Drag or copy-and-paste the files containing the audio and video files to the appropriate folder on Box. At the highest level, the directory structure on the network drive specifies the research network and site (e.g., PronetYA for ProNET at Yale). At the second-highest level, the directory structure specifies different datatypes: actigraphy, EEG, and interviews. At the third level, the directory structure specifies the research site and the subject ID (e.g., YA29023). At the next level, the directory structure specifies interview type (e.g., open, PSYCHS). Place the audio file containing the **PSYCHS** interview in the “PSYCHS” subdirectory.

```
PronetYA_Interviews
  PSYCHS
    YA29032
    YA12945
    YA49122
      20180131091134.WAV
```

1.4.4 Transcription Review

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OPEN	Jan 18, 2022 by Angela N...	8 Files

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3. Once reviewed, upload the edited file to the **Approved** folder. Do not rename the document (i.e., keep it the same as it appears in **For review**) regardless of whether you make changes within the document. Simply move the edited transcript document (not the folder) from **For review** to the corresponding subject's folder in the **Approved** folder once you have made necessary adjustments.
4. Remove the original text file from the **For review** folder. Nothing should remain in subject's folder under **For review** after this.

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PronetYA_Interviews > transcripts > For_review



Name	Updated	Size
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YA00037	May 16, 2022 by Angela ...	0 Files
YA29023	Mar 21, 2022 by Angela N...	0 Files

PronetYA_Interviews > transcripts > Approved



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YA00037	May 16, 2022 by Angela ...	1 File
YA29023	Dec 21, 2021 by Philip W...	2 Files

2. PRESCIENT

2.1 OPEN-ENDED LANGUAGE SAMPLES – REMOTE COLLECTION

2.1.1 Equipment and Preparation

Equipment needed

1 laptop computer/mobile device with stand with front facing camera for both interviewer and interviewees.

- It is important that the device be able to sit on a stable surface to minimize camera movement when collecting face data.

Zoom application installed (requirements will vary based on type of device – see Zoom download page for appropriate version: <https://zoom.us/download>).

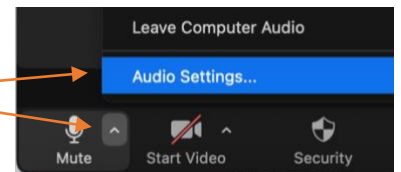
- HIPAA-compliant Zoom should always be used to create meeting links for speech samples.

Preparation

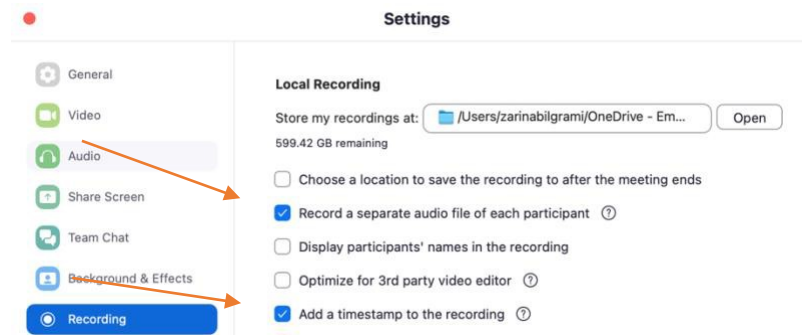
It is best to email your participant the day prior to ensure they have these requirements met as well as a quiet place to sit that will minimize background noise and interruptions.

Before you start, you will want to change some items in your Recordings settings. This only needs to be completed on the interviewer’s laptop.

1. Open the settings in your Zoom application.
 - a. Click the arrow next to the Mute button and select **Audio Settings...**
2. Go to Recordings on the left-hand menu page and make sure you’ve selected the following:



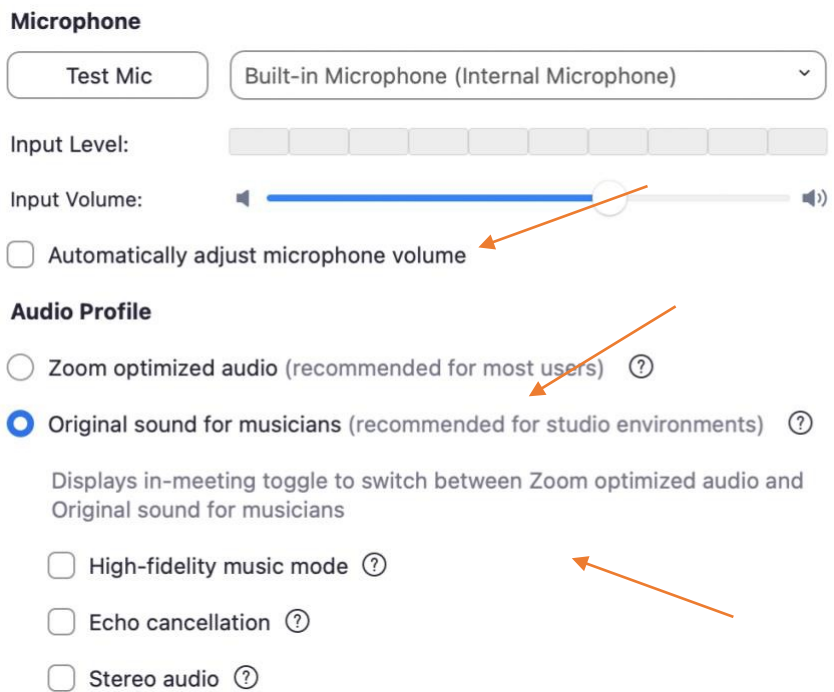
- “Record a separate audio file”** for each participant. This is ideal when you will be performing acoustic analyses, because you are interested in the two speakers separately and won’t have to splice the files later.
- “Add a timestamp”** to the recordings makes it easier to ascertain where speech is in a transcript.



When the subject has joined the Zoom call, you need to ensure you **BOTH** have changed some settings before you begin.

3. Once in settings, go to Audio on the left-hand menu page. Scroll down to **Microphone** section.

- Uncheck the box that says “**Automatically adjust microphone volume.**”
- Check the circle that says, “**Original Sound for musicians.**”
- Uncheck the boxes “**High-fidelity music mode,**” “**Echo cancellation**” and “**Stereo audio.**”



4. If a participant is using their phone, many of these options are not available. Some things to request if they are using a phone are:

- a. Try to find a way to keep the phone as still as possible for optimal video recording.
- b. If this means leaning the phone against something, test the audio to ensure this is not obstructing the microphone, which is on the bottom of an iPhone, for example.
- c. Prompt them to use headphones with a microphone, if possible.

5. Once these steps are complete, you should see a box on the top left of your video call screen. You want it to read “**Original Sound for Musicians: On**”.

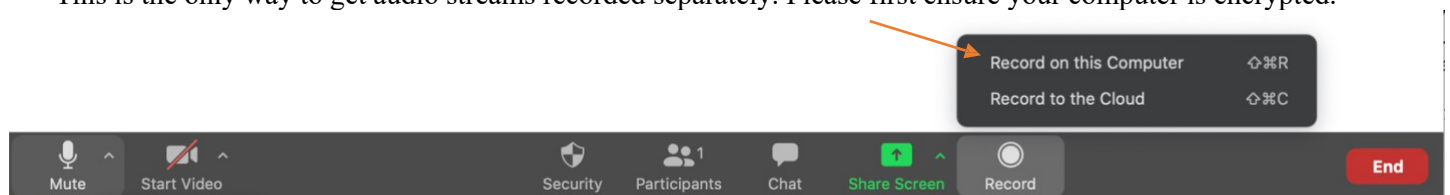
- Click this button before recording the interview.



6. Ensure that yours and the participant’s videos can be seen side-by-side.

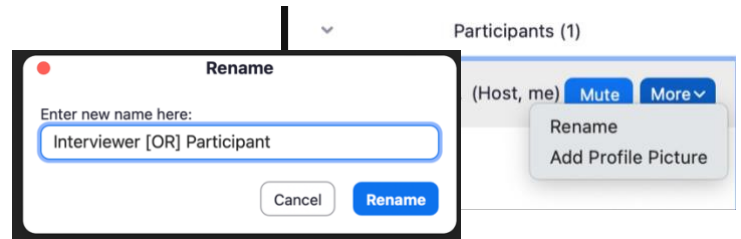
- a. In the top-right of the screen, under View, select **Gallery**.

7. To record the interview, press the record button on the bottom of the screen and select **Record to this Computer**. This is the only way to get audio streams recorded separately. Please first ensure your computer is encrypted.



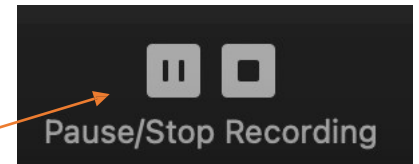
- It is important to **wait** until **both** people have joined the call to begin recording for correct audio recording syncing. You should also describe the plan for the session before recording – we only want to capture the interview itself.
- Inside the Zoom meeting, make sure the Interviewer’s name is changed to “Interviewer” and the participant’s name is changed to “Participant”.** This can be done by selecting **Rename** under “**More**” under their name in the “Participants” section; or by right-clicking on the person’s image, then selecting **Rename**.

- Rename yourself “Interviewer”
- Rename the participant “Participant”
- Initiate recording.



- If you experience echo** after turning on Original Sound, both you and the subject should turn Echo Cancellation back on (re-check the box under Audio Settings).

- If you need to interrupt the recording for any reason, press **Pause Recording** to ensure that Zoom generates only one video file for the interview.



2.1.2 Filling out the Run Sheet

- Navigate to the RPMS timeline to fill out the run sheet for collecting speech samples.

- During or directly after the interview (i.e., while Zoom files are downloading) complete the RPMS form.

2.1.3 Eliciting Open-Ended Language Samples

After the preparatory steps above are completed and the participant has arrived, you may begin with the opening script:

“First, I’d like to thank you for taking the time to talk with me. Like I mentioned, our conversation will be recorded for analysis. This interview is different from the other interviews we do. I would really like to get to know you and learn what your life is like. So, how have things been going for you lately?”

Continue with elaboration questions: restate or rephrase part of what they say as a question to prompt elaboration or prompt them with a follow up question such as, *“What is/was it like to [...]?”*

General notes and pointers:

The main goal is to have subjects speak freely without interruption and to show that you are listening and are interested in what they are saying.

You are trying to elicit stories that are meaningful in the subject’s life. The depths of these stories are more important, rather than the number of stories you can elicit. Ideally, the interviewer disappears into the story; it may help to avoid phrases like “tell me”, which draw attention to the interviewer. However, sometimes it can help to put yourself into the conversation to express understanding and empathy.

You can always reiterate what the subject says. Reiterating what they say as a question can help them to elaborate. Make an effort not to derail or redirect the flow. If they are bringing a theme to the conversation, it is best to follow it. Leading questions are best, and yes/no question should be avoided.

Try to make the subject know they are being heard. You can do this by acknowledging the emotion behind the story, mirroring what they have said, and expressing gratitude for their openness.

Sometimes subjects may speak in a way that the interviewer finds confusing. If you lose track of their train of thought, you can request help by saying, *“I want to make sure I follow you, can you help me understand...”*

If someone stops speaking altogether, you can repeat what they last said as a question, or even look at them expectantly, but being comfortable with silence is important too. Often people are formulating their thoughts and will continue after a pause.

To review training materials for conducting open-ended interviews, please visit: <https://drive.google.com/drive/folders/1-w0Mtm9xMQhLYsyP7yMMDd3UJR8TCE6j>

To end the interview, you may use the following statement:

“Thank you so much for taking the time to talk with me [or thank you for sharing with me]. I’m going to stop the recording now.”

2.1.4 Naming Conventions and Data Transfer to Network Drives

Zoom will generate a folder with several files that will need to be uploaded to either the Yale Box Cloud or MediaFlux, depending on your site. The name of this umbrella folder will be autogenerated and will include the date of the recording and the title you used during the call, amongst other information. It will appear in the **Documents** folder of your computer. Within that folder, there will be a video file, an audio-only file, and another folder that includes diarized speech, labeled Audio Record.

1. The files should look like this before being uploaded to Box/MediaFlux:

	Name	Status	Date modified	Type
ess	2023-06-31 13.15.56 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:27 AM	File folder
nts	2023-06-30 12.05.11 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:25 AM	File folder
ds	2023-07-12 10.46.44 Research interview	✓	10/11/2023 11:25 AM	File folder
ds	2023-07-14 14.31.05 ME00036	✓	10/11/2023 11:25 AM	File folder

2. Drag or copy-and-paste the **entire downloaded Zoom folder containing the audio and video files** to the appropriate folder on MediaFlux. **Do NOT change or adjust the default Zoom filenames.** Filenames must remain as they are from Zoom to be detected by the pipeline. At the highest level, the directory structure on the network drive specifies the research network and site (e.g., PronetYA for ProNET at Yale; PrescientME for Prescient at Melbourne). At the second-highest level, the directory structure specifies different datatypes: actigraphy, EEG, and interviews. At the third-highest level, the directory structure specifies the research site and the subject ID (e.g., YA29023 or ME49122). At the next level, the directory structure specifies interview type (e.g., open, PSYCHS). Place the folder containing the **open-ended** interview in the “OPEN” subdirectory.

PrescientME_Interviews

OPEN

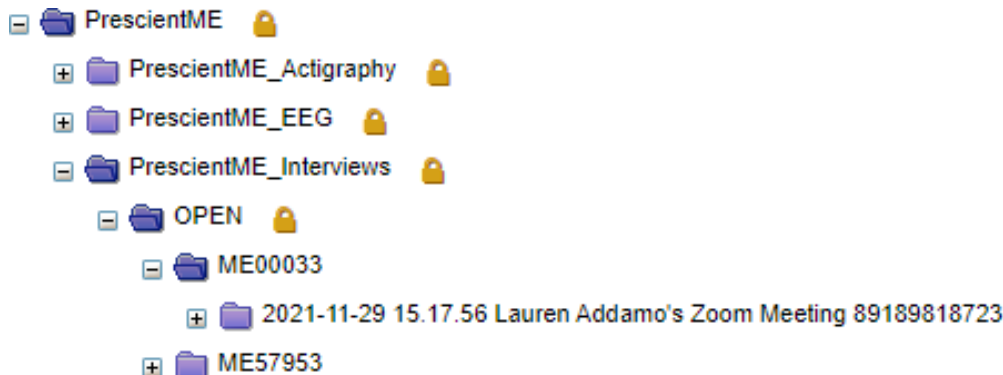
ME29032

ME12945

ME49122

2021-07-14 20.45.06 Zarina Bilgrami's Zoom Meeting 98126937659

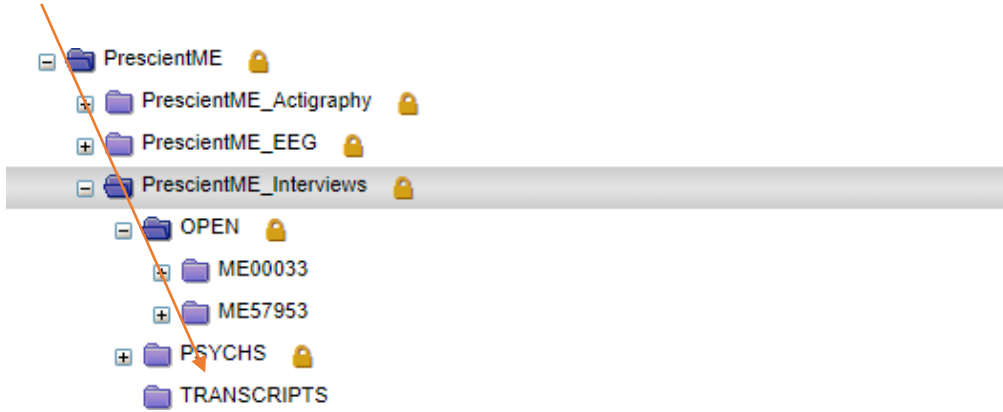
2021-07-14 10.49.33 Zarina Bilgrami's Zoom Meeting 94134392847



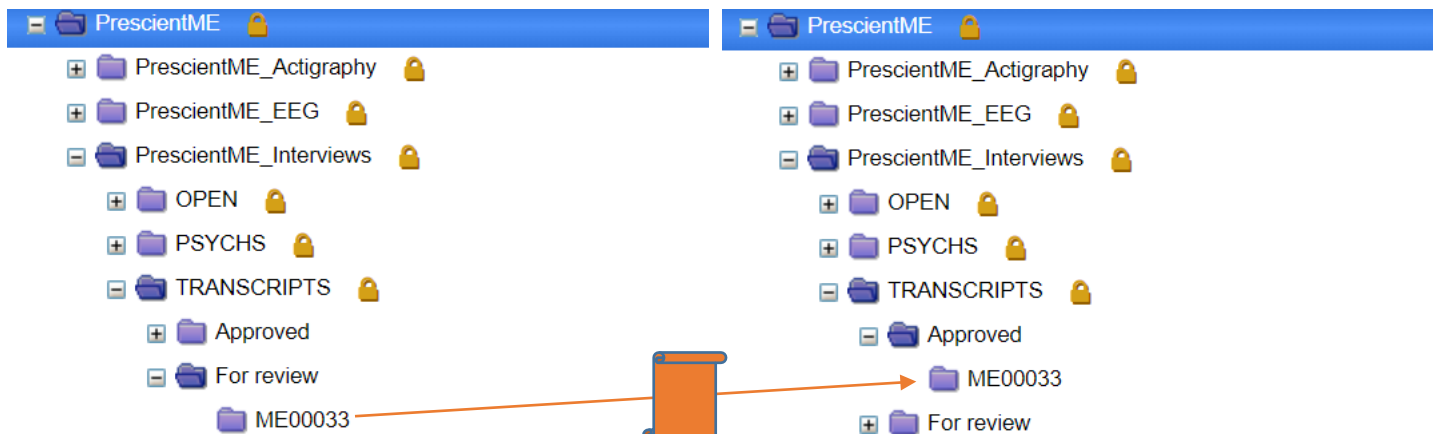
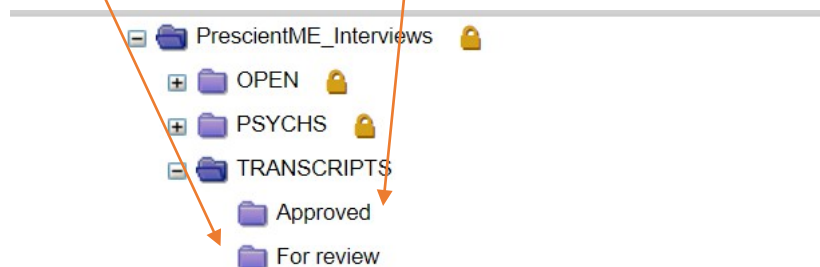
2.1.5 Transcription Review

You will be asked to review a certain percentage of the transcripts from your site for completeness and failures to mark Protected Health Information (PHI) or Personally Identifiable Information (PII). **In the event that you do find PHI or PII in a transcript, contact a member of the Speech team as soon as possible.**

You will receive an email notification when there are new transcripts available to be reviewed. The transcripts will be on Box/MediaFlux in the **Transcripts** folder under your site language folder (i.e., where Zoom files are uploaded)



1. Open the **For review** folder within the **Transcripts** folder and download each newly added document using a text editor (e.g., Notepad, TextEdit).
2. If you see unmarked PHI/PII in a transcript you review, insert curly {} brackets around the word(s) that are PHI/PII, e.g., My name is John. → My name is {John}.
3. Once reviewed, upload the edited file to the **Approved** folder. Do NOT rename the document (i.e., keep it the same as it appears in **For review**) regardless of whether you make changes within the document. Simply move the edited transcript document from **For review** to the corresponding subject's folder in the **Approved** folder, once you have made necessary adjustments. If there is no corresponding folder for the subject in **Approved**, move the subject's folder from **For review** to **Approved** (along with the text file inside).
4. Remove the Subject's original folder under **For review** so that nothing remains.



2.2 OPEN-ENDED LANGUAGE SAMPLES – ONSITE COLLECTION

2.2.1 Equipment and Preparation

Equipment needed

2 laptop computers with front facing camera for both interviewer and interviewees.

2 USB microphone headsets with sponge cover removed ([purchase here](#)).

- Alcohol wipes to wipe down mics after each use ([purchase here](#)).

Zoom application installed on each computer (requirements will vary based on type of device – see Zoom download page for appropriate version: <https://zoom.us/download>).

- HIPAA-compliant Zoom accounts created through Yale or University of Melbourne should always be used to create meeting links for speech samples.



Preparation

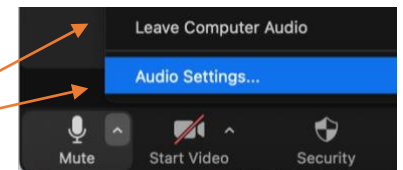
When creating the Zoom link for the speech sample session, ensure to include the interview type (PSYCHS or open-ended).

It is best to set up both laptops before the subject comes in for testing. Select two quiet rooms with minimal background noise and place one laptop (charging) in each.

Before you start, you will want to change some items in your Recordings settings. This only needs to be completed on the interviewer's laptop.

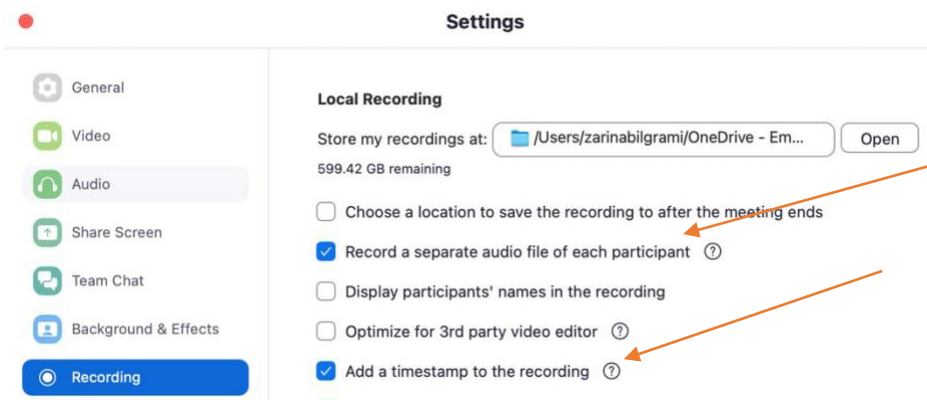
1. Open the settings in your Zoom application.

- Click the arrow next to the Mute button and select **Audio Settings...**



2. Go to Recordings on the left-hand menu page and make sure you've selected the following:

- “Record a separate audio file”** for each participant. This is ideal when you will be performing acoustic analyses because you are interested in the two speakers separately and won't have to splice the files later.
- “Add a timestamp”** to the recordings to make it easier to ascertain where speech is in a transcript.



3. Plug USB microphone headset into laptop's USB port and ensure that the microphone is registering as the microphone for data collection in Zoom settings under Audio.

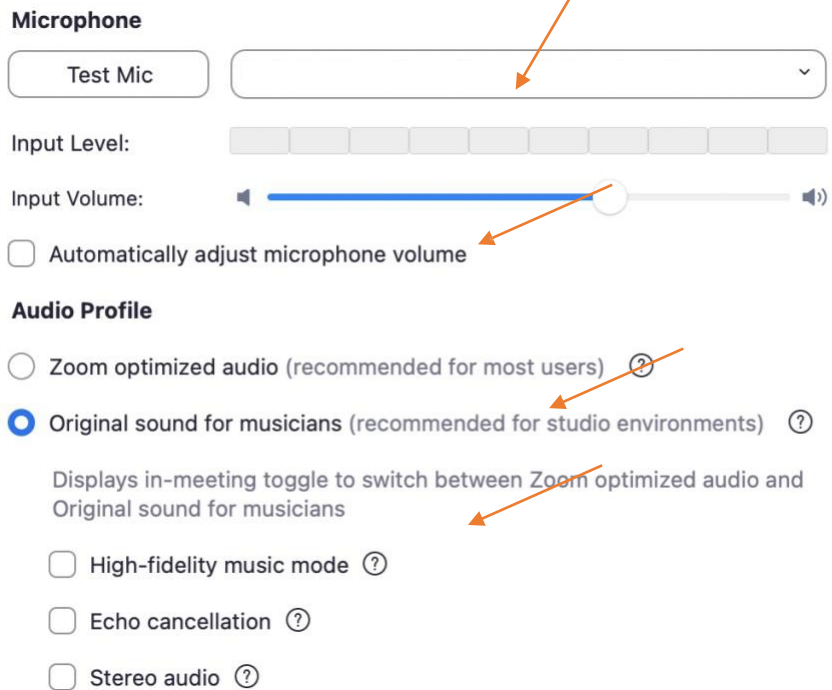
- Adjust headset to accommodate subject's head size and place microphone so that it rests in line with subject's chin for best audio recording quality.
- Click **Test Mic** to verify.

You will need to ensure you have some settings selected before you begin.

4. Once in settings, go to Audio on the left-hand menu page. Scroll down to the **Microphone** section.

- Uncheck the box that says, “**Automatically adjust microphone volume.**”
- Check the circle that says, “**Original Sound for musicians.**”
- Uncheck the boxes “**High-fidelity music mode,**” “**Echo cancellation**” and “**Stereo audio.**”

5. Once the subject’s microphone has been tested and you have verified all settings are correct, go to the other testing room and complete audio set up for yourself.



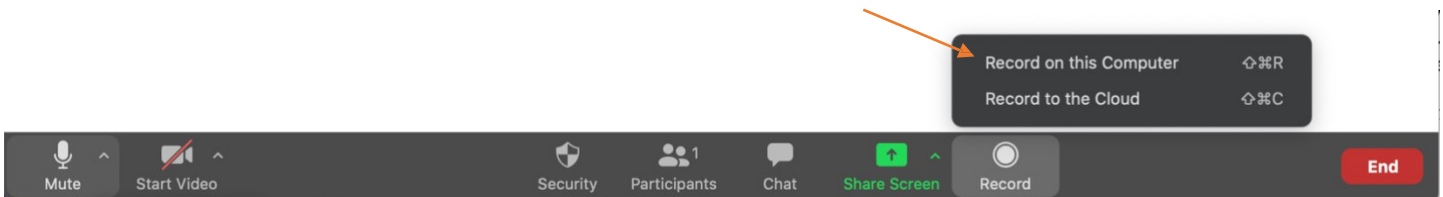
6. Once these steps are complete, you should see a box on the top left of your video call screen. You want it to read “**Original Sound for Musicians: On**”.

- Click this button before recording the interview.



7. Ensure that yours and the participant’s videos can be seen side-by-side.

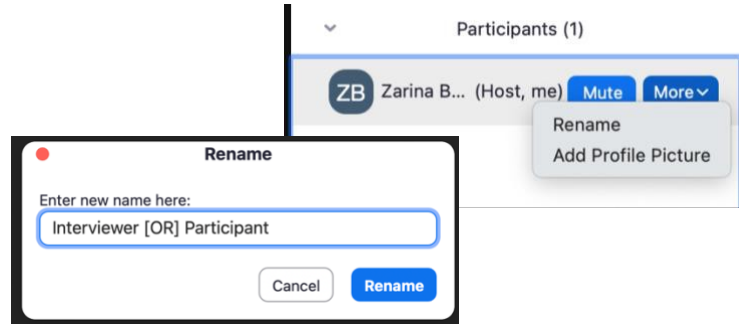
- In the top-right of the screen, under View, select **Gallery**.



8. It is important to **wait** until **both** people have joined the call to begin recording for correct audio recording syncing. You should also describe the plan for the session before recording – we only want to capture the interview itself.

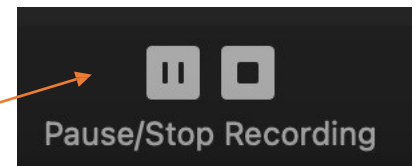
9. **Inside the Zoom meeting, make sure the Interviewer’s name is changed to “Interviewer” and the participant’s name is changed to “Participant”.** You can do this within the ‘Participants’ section of the Zoom meeting, selecting “...” then selecting **Rename**; or by right-clicking on the person’s image then selecting **Rename**.

- Rename yourself “Interviewer”
- Rename the participant “Participant”
- Initiate recording.



10. **If you experience echo** after turning on Original Sound, both you and the subject should turn Echo Cancellation back on (re-check the box under Audio Settings).

11. If you need to interrupt the recording for any reason, press **Pause Recording** to ensure that Zoom generates only one video file for the interview.



2.2.2 Filling out the Run Sheet

1. Navigate to the RPMS timeline to fill out the run sheet for collecting speech samples.

Task	Start	End	Color
SCID:SPD	0:00	0:15	Orange
SCID-5 (Psychosis, Mood, Substance Abuse)	0:15	0:30	Orange
SCID Diagnoses	0:30	0:45	Green
TBI	0:45	1:00	Orange
FIGS	1:00	1:15	Blue
SOFAS	1:15	1:30	Green
PSYCHSDIP8	1:30	1:45	Orange
InclusionExclusionCriteriaReview	1:45	2:00	Red
PAS	2:00	2:15	Red
PennCNB	2:15	2:30	Orange
IQ Assessment	2:30	2:45	Orange
PremorbidIQ	2:45	3:00	Green
EEG	3:00	3:15	Orange
MRI	3:15	3:30	Green
EMA	3:30	3:45	Orange
Actigraphy	3:45	4:00	Orange
CurrentHealthStatus	4:00	4:15	Red
Saliva	4:15	4:30	Red
Blood Specimen PQ	4:30	4:45	Red
CBCwithDifferential	4:45	5:00	Red
SpeechSampling	5:00	5:15	Green

2. During or directly after the interview (i.e., while Zoom files are downloading) complete the RPMS form.

2.2.3 Eliciting Open-Ended Language Samples

After the preparatory steps above are completed and the participant has arrived, you may begin with the opening script:

“First, I’d like to thank you for taking the time to talk with me. Like I mentioned, our conversation will be recorded for analysis. This interview is different from the other interviews we do. I would really like to get to know you and learn what your life is like. So, how have things been going for you lately?”

Continue with elaboration questions: restate or rephrase part of what they say as a question to prompt elaboration or prompt them with a follow up question such as, *“What is/was it like to [...]?”*

General notes and pointers:

The main goal is to have subjects speak freely without interruption and to show that you are listening and are interested in what they are saying.

You are trying to elicit stories that are meaningful in the subject’s life. The depths of these stories are more important, rather than the number of stories you can elicit. Ideally, the interviewer disappears into the story; it may help to avoid phrases like “tell me”, which draw attention to the interviewer. However, sometimes it can help to put yourself into the conversation to express understanding and empathy.

You can always reiterate what the subject says. Reiterating what they say as a question can help them to elaborate. Make an effort not to derail or redirect the flow. If they are bringing a theme to the conversation, it is best to follow it. Leading questions are best, and yes/no question should be avoided.

Try to make the subject know they are being heard. You can do this by acknowledging the emotion behind the story, mirroring what they have said, and expressing gratitude for their openness.

Sometimes subjects may speak in a way that the interviewer finds confusing. If you lose track of their train of thought, you can request help by saying, *“I want to make sure I follow you, can you help me understand...”*

If someone stops speaking altogether, you can repeat what they last said as a question, or even look at them expectantly, but being comfortable with silence is important too. Often people are formulating their thoughts and will continue after a pause.

To review training materials for conducting open-ended interviews, please visit: <https://drive.google.com/drive/folders/1-w0Mtm9xMQhLYsyP7yMMDd3UJR8TCE6j>

To end the interview, you may use the following statement:

“Thank you so much for taking the time to talk with me [or thank you for sharing with me]. I’m going to stop the recording now.”

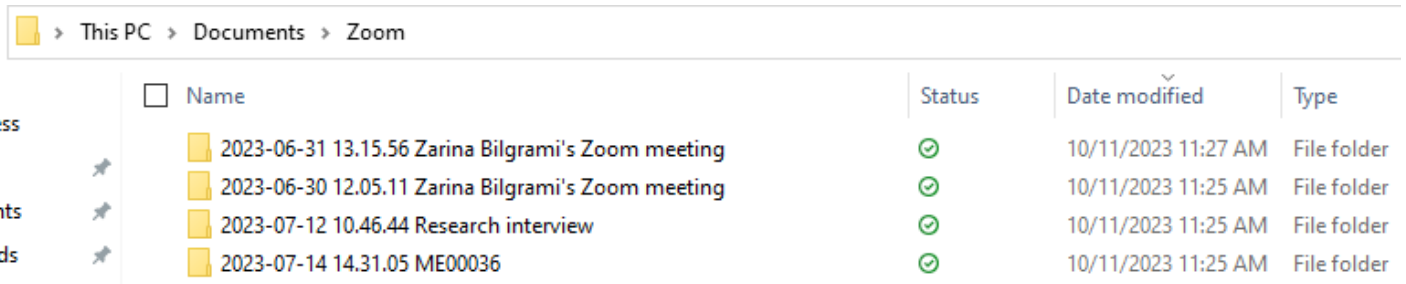
2.2.4 Clean-Up

After the participant has left be sure to wipe down both microphones completely with alcohol wipes. Be sure to clean all parts including the microphone, the earpiece, headband and wire. Store safely to ensure minimum possible germ exposure between uses.

2.2.5 Naming Conventions and Data Transfer to Network Drives

Zoom will generate a folder with several files that will need to be uploaded to either the Yale Box Cloud or MediaFlux, depending on your site. The name of this umbrella folder will be autogenerated and will include the date of the recording and the title you used during the call, amongst other information. It will appear in the **Documents** folder of your computer. Within that folder, there will be a video file, an audio-only file, and another folder that includes diarized speech, labeled Audio Record.

1. The files should look like this before being uploaded to Box/MediaFlux:



Name	Status	Date modified	Type
2023-06-31 13.15.56 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:27 AM	File folder
2023-06-30 12.05.11 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:25 AM	File folder
2023-07-12 10.46.44 Research interview	✓	10/11/2023 11:25 AM	File folder
2023-07-14 14.31.05 ME00036	✓	10/11/2023 11:25 AM	File folder

2. Drag or copy-and-paste the **entire downloaded Zoom folder containing the audio and video files** to the appropriate folder on MediaFlux. **Do NOT change or adjust the default Zoom filenames.** Filenames must remain as they are from Zoom to be detected by the pipeline. At the highest level, the directory structure on the network drive specifies the research network and site (e.g., PrescientME for Prescient at Melbourne). At the second-highest level, the directory structure specifies different datatypes: actigraphy, EEG, and interviews. At the third-highest level, the directory structure specifies the research site and the subject ID (e.g., ME49122). At the next level, the directory structure specifies interview type (e.g., open, PSYCHS). Place the folder containing the **open-ended** interview in the “OPEN” subdirectory.

PrescientME Interviews

OPEN

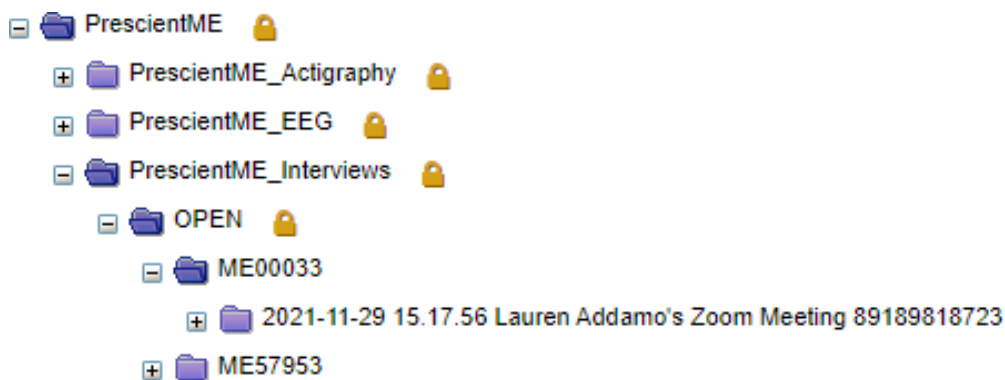
ME29032

ME12945

ME49122

2021-07-14 20.45.06 Zarina Bilgrami's Zoom Meeting 98126937659

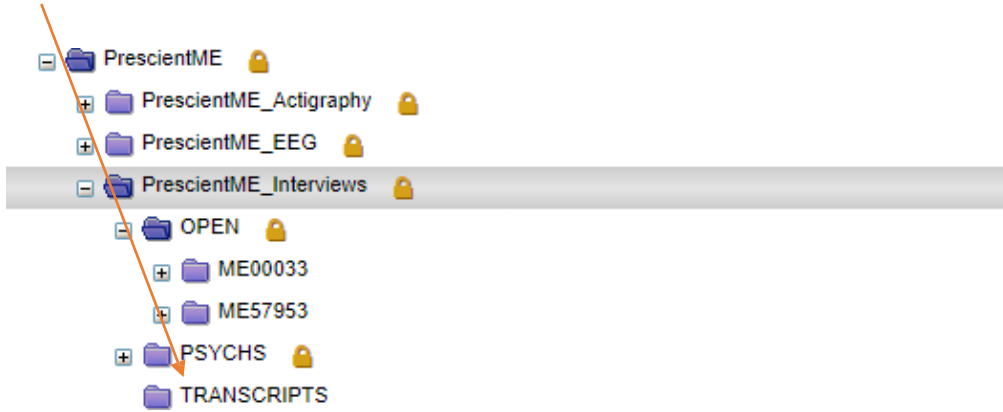
2021-07-14 10.49.33 Zarina Bilgrami's Zoom Meeting 94134392847



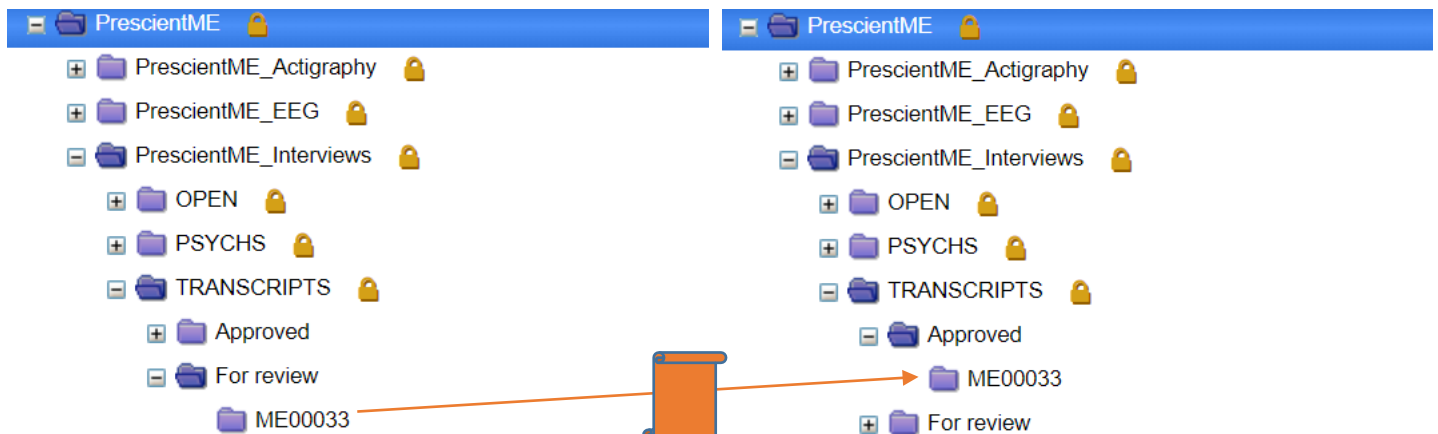
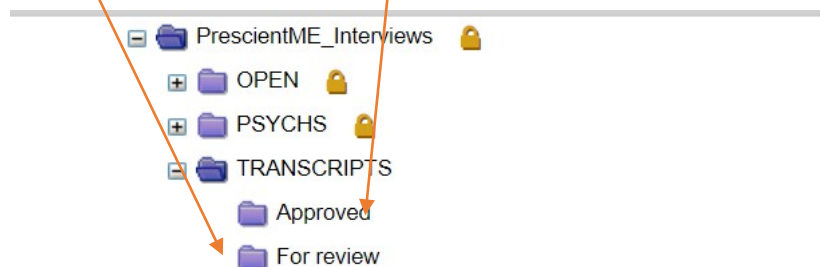
2.2.6 Transcription Review

You will be asked to review a certain percentage of the transcripts from your site for completeness and failures to mark Protected Health Information (PHI) or Personally Identifiable Information (PII). **In the event that you do find PHI or PII in a transcript, contact a member of the Speech team as soon as possible.**

You will receive an email notification when there are new transcripts available to be reviewed. The transcripts will be on Box/MediaFlux in the **Transcripts** folder under your site language folder (i.e., where Zoom files are uploaded)



1. Open the **For review** folder within the **Transcripts** folder and download each newly added document using a text editor (e.g., Notepad, TextEdit).
2. If you see unmarked PHI/PII in a transcript you review, insert curly {} brackets around the word(s) that are PHI/PII, e.g., My name is John. → My name is {John}.
3. Once reviewed, upload the edited file to the **Approved** folder. Do NOT rename the document (i.e., keep it the same as it appears in **For review**) regardless of whether you make changes within the document. Simply move the edited transcript document from **For review** to the corresponding subject's folder in the **Approved** folder once you have made necessary adjustments. If there is no corresponding folder for the subject in **Approved**, move the subject's folder from **For review** to **Approved** (along with the text file inside).
4. Remove the Subject's original folder from **For review** so that nothing remains.



2.3 PSYCHS LANGUAGE SAMPLES – REMOTE COLLECTION

2.3.1 Equipment and Preparation

Equipment needed

1 laptop computer/mobile device with stand with front-facing camera for both interviewer and interviewee, but **only audio should be uploaded** as per instructions below

- It is important that the device be able to sit on a stable surface to minimize camera movement when collecting face data.

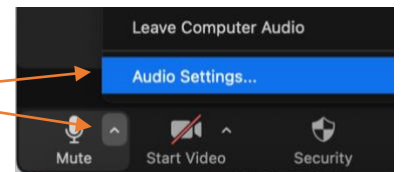
Zoom application installed (requirements will vary based on type of device – see Zoom download page for appropriate version: <https://zoom.us/download>).

- HIPAA-compliant Zoom accounts created through Yale or University of Melbourne should always be used to create meeting links for speech samples.

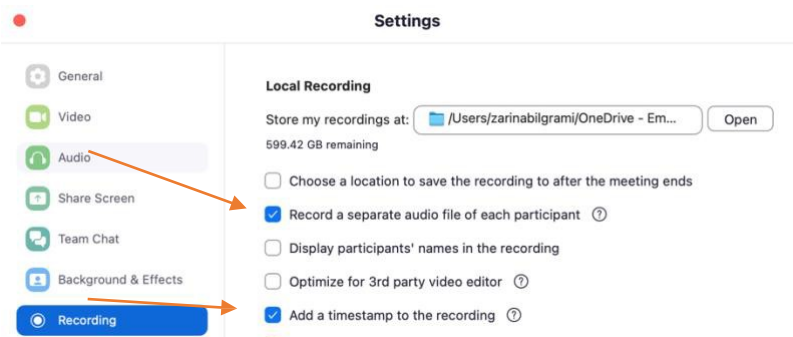
Preparation

Before you start, you will want to change some items in your Recordings settings. This only needs to be completed on the interviewer’s laptop.

1. Open the settings in your Zoom application.
 - a. Click the arrow next to the Mute button and select **Audio Settings...**
2. Go to Recordings on the left-hand menu page and make sure you’ve selected the following:



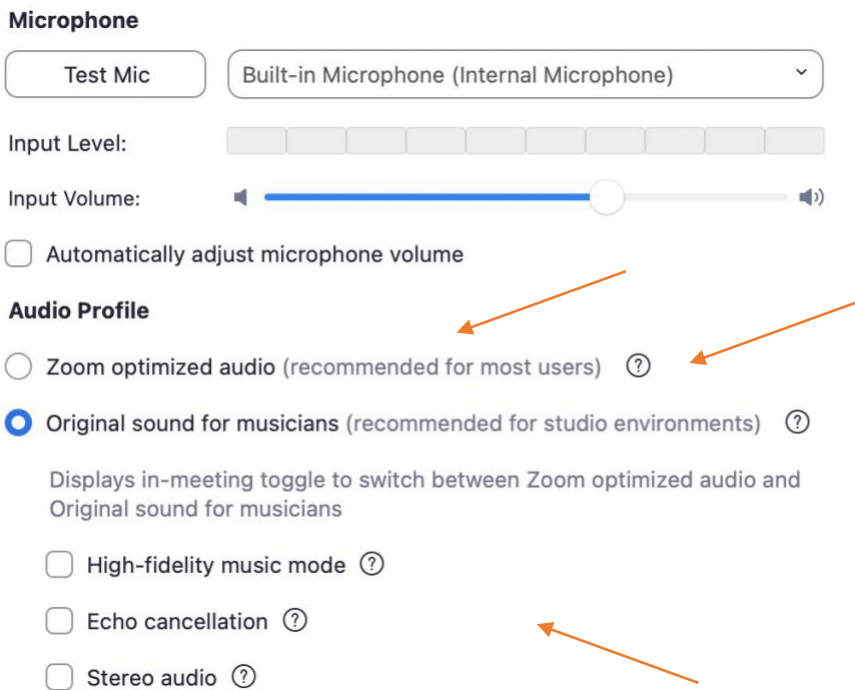
- “Record a separate audio file”** for each participant. This is ideal when you will be performing acoustic analyses, because you are interested in the two speakers separately and won’t have to splice the files later.
- “Add a timestamp”** to the recordings makes it easier to ascertain where speech is in a transcript.



When the subject has joined the Zoom call, you need to ensure you **BOTH** have changed some settings before you begin.

3. Once in settings, go to Audio on the left-hand menu page. Scroll down to the **Microphone** section.

- Uncheck the box that says, “**Automatically adjust microphone volume.**”
- Check the circle that says, “**Original Sound for musicians.**”
- Uncheck the boxes “**High-fidelity music mode,**” “**Echo cancellation**” and “**Stereo audio.**”

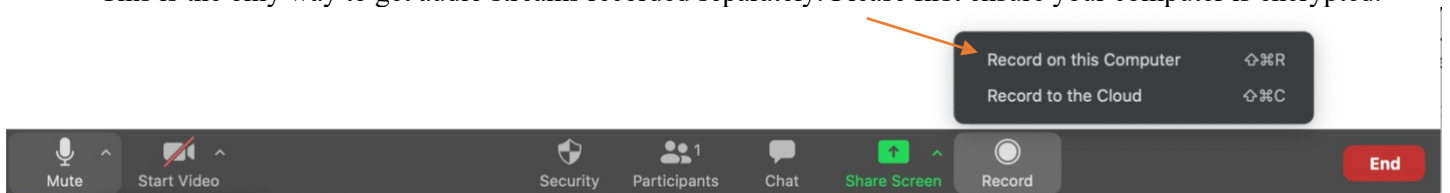


4. Once these steps are complete, you should see a box on the top left of your video call screen. You want it to read “**Original Sound for Musicians: On**”.

- Click this button before recording the interview.



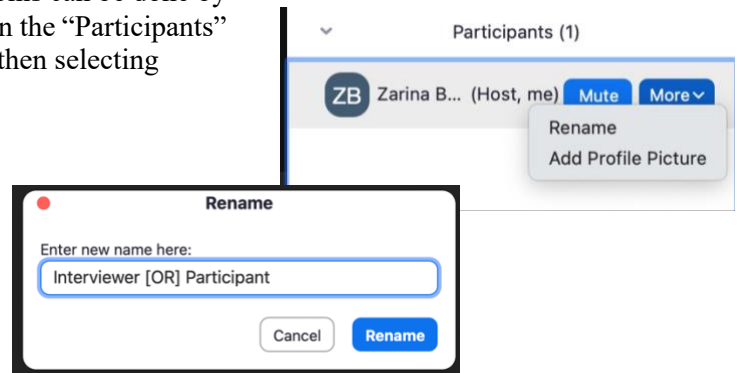
5. To record the interview, press the record button on the bottom of the screen and select **Record to this Computer**. This is the only way to get audio streams recorded separately. Please first ensure your computer is encrypted.



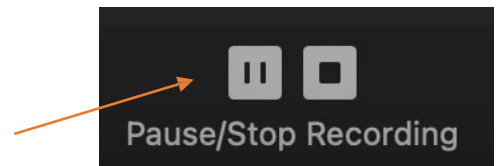
6. It is important to **wait** until **both** people have joined the call to begin recording for correct audio recording syncing. You should also describe the plan for the session before recording – we only want to capture the interview itself.

7. **Inside the Zoom meeting, make sure the Interviewer’s name is changed to “Interviewer” and the participant’s name is changed to “Participant”.** This can be done by selecting **Rename** under “**More**” under their name in the “**Participants**” section; or by right-clicking on the person’s image, then selecting **Rename**

- Rename yourself “Interviewer”
- Rename the participant “Participant”
- Initiate recording.



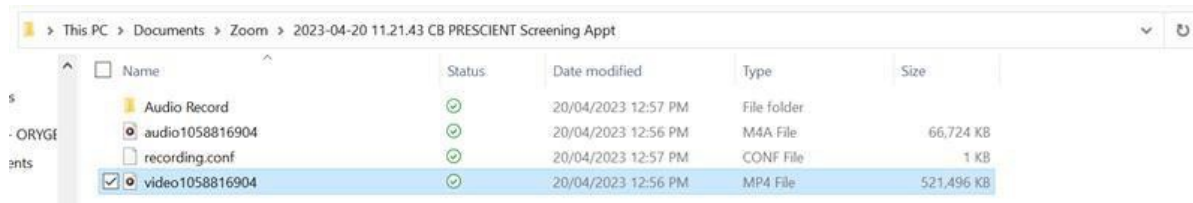
8. **If you experience echo** after turning on Original Sound, both you and the subject should turn Echo Cancellation back on (re-check the box under Audio Settings).
9. If you need to interrupt the recording for any reason, press **Pause Recording** to ensure that Zoom generates only one video file for the interview.



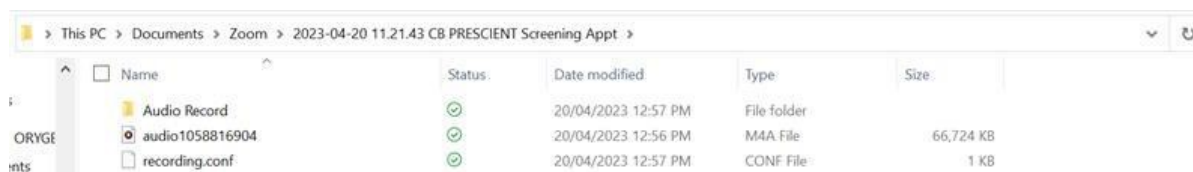
2.3.2 Naming Conventions and Data Transfer to Network Drives

Zoom will generate a folder with several files that will need to be uploaded to either the Yale Box Cloud or MediaFlux, depending on your site. The name of this umbrella folder will be autogenerated and will include the date of the recording and the title you used during the call, amongst other information. It will appear in the **Documents** folder of your computer. Within that folder, there will be an audio-only file, and another folder that includes diarized speech, labeled Audio Record.

1. **All PSYCHS recordings completed over Zoom must have the video file deleted from the Zoom folder before being uploaded to MediaFlux.** Please make sure not to remove or change anything else in the Zoom folder aside from deleting the video. Screenshots below:
2. Zoom recording automatically saves to a folder destination on your laptop. The contents after that recording has been downloaded should look like this:



3. Delete the video file (highlighted above).
4. The contents after deleting that video file should look like this:



5. Once you have deleted this video file, only then can you upload your PSYCHS Zoom recording to MediaFlux.
6. The folders should look like this before being uploaded to Box/MediaFlux:

This PC > Documents > Zoom

	Name	Status	Date modified	Type
ess	2023-06-31 13.15.56 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:27 AM	File folder
	2023-06-30 12.05.11 Zarina Bilgrami's Zoom meeting	✓	10/11/2023 11:25 AM	File folder
nts	2023-07-12 10.46.44 Research interview	✓	10/11/2023 11:25 AM	File folder
ds	2023-07-14 14.31.05 ME00036	✓	10/11/2023 11:25 AM	File folder

7. Drag or copy-and-paste the **Zoom folder containing the audio files** to the appropriate folder on MediaFlux. **Do NOT change or adjust the default Zoom filenames.** Filenames must remain as they are from Zoom to be detected by the pipeline. At the highest level, the directory structure on the network drive specifies the research network and site (e.g., PrescientME for Prescient at Melbourne). At the second-highest level, the directory structure specifies different datatypes: actigraphy, EEG, and interviews. At the third-highest level, the directory structure specifies the research site and the subject ID (e.g., ME49122). At the next level, the directory structure specifies interview type (e.g., open, PSYCHS). Place the folder containing the **PSYCHS** interview in the “PSYCHS” subdirectory.

PrescientME

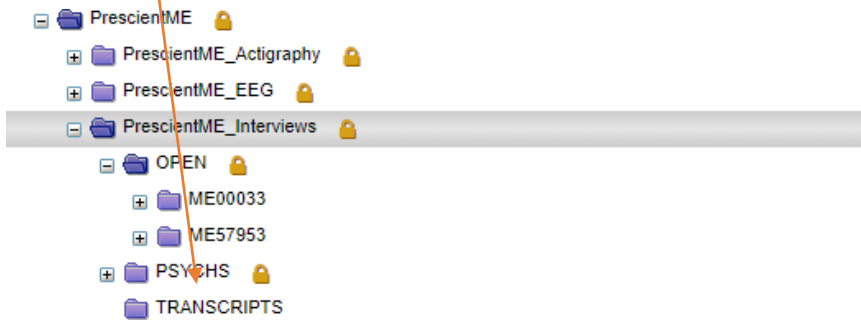
- PrescientME_Actigraphy
- PrescientME_EEG
- PrescientME_Interviews
 - OPEN
 - ME00033
 - ME57953**
 - PSYCHS
 - ME57953
 - 2022-05-13 12.58.42 PRESCIENT Mock_Clinical measures, floating forms
 - TRANSCRIPTS

PrescientME_Interviews
 PSYCHS
 ME29032
 ME12945
 ME49122
 2021-07-14 20.45.06 Zarina Bilgrami's Zoom Meeting 98126937659
 2021-07-14 10.49.33 Zarina Bilgrami's Zoom Meeting 94134392847

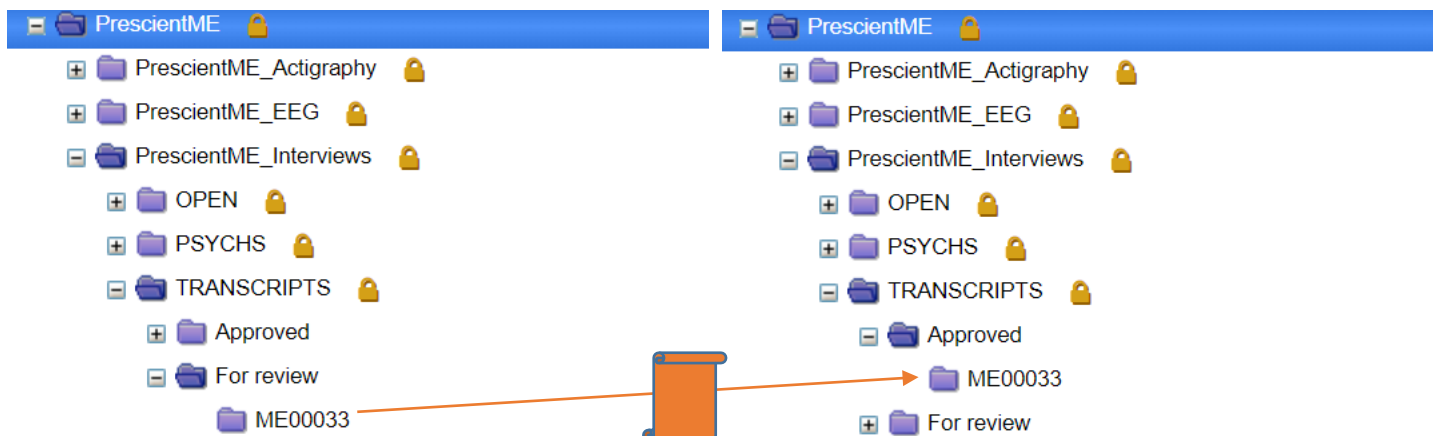
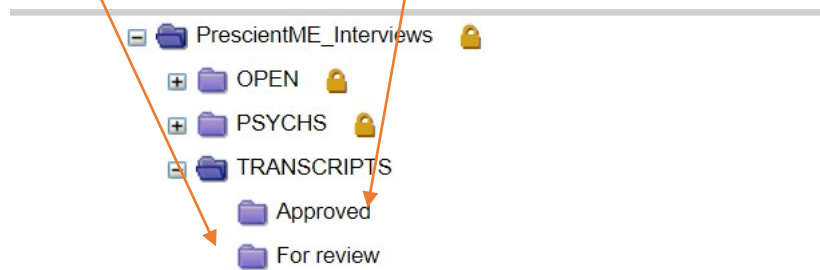
2.3.3 Transcription Review

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You will receive an email notification when there are new transcripts available to be reviewed. The transcripts will be on Box/MediaFlux in the **Transcripts** folder under your site language folder (i.e., where Zoom files are uploaded)



1. Open the **For review** folder within the **Transcripts** folder and download each newly added document using a text editor (e.g., Notepad, TextEdit).
2. If you see unmarked PHI/PII in a transcript you review, insert curly {} brackets around the word(s) that are PHI/PII, e.g., My name is John. → My name is {John}.
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4. Remove the Subject's original folder from **For review** so that nothing remains.



2.4 PSYCHS LANGUAGE SAMPLES – ONSITE COLLECTION

2.4.1 Equipment and Preparation

Equipment needed

1 EVISTR recorder that you can place between you and the subject during the session.

OR

1 laptop computer/mobile device with stand

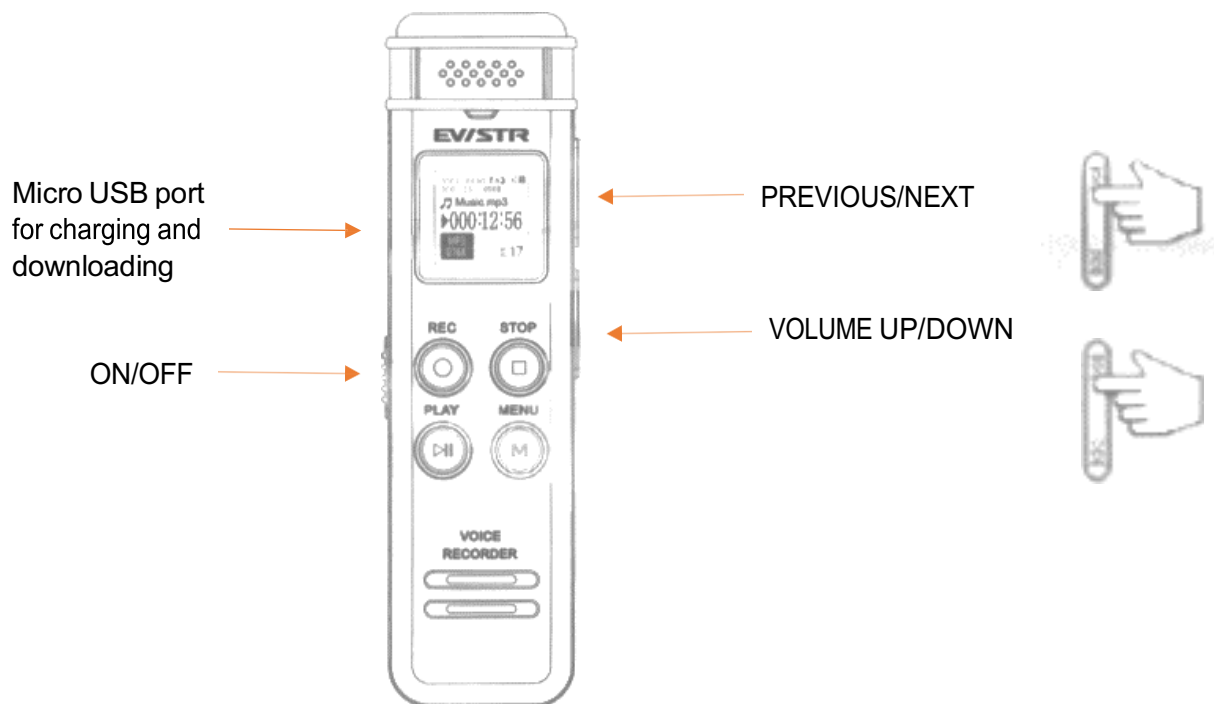
Zoom application installed (requirements will vary based on type of device – see Zoom download page for appropriate version: <https://zoom.us/download>).

- HIPAA-compliant Zoom accounts created through Yale or University of Melbourne should always be used to create meeting links for speech samples.

Preparation

When you first use the EVISTR recorder, you will have to change some recording settings and set the date and time to accurately capture all future recording date/time tags. This will be how you identify recordings, as they cannot be renamed on the device itself. These settings should only need to be changed once.

The figure shows that the recorder has 4 main buttons on its front: REC, STOP, PLAY, and MENU. Its right side has two main long buttons: a PREVIOUS/NEXT button near the top of the recorder and a VOLUME UP / DOWN button near the middle of the recorder. On its left side, it has a long button for turning the recorder ON and OFF.



1. To set the date, turn on the recorder using the ON/OFF slider on the left-hand side.
 - a. Press the MENU button on the front and use the PREVIOUS/NEXT buttons on the right-hand side to scroll between options. Select **System Settings** by pressing the MENU button again.
 - b. Use the PREVIOUS/NEXT buttons to scroll to the **Date and time** option and press MENU to select it.
 - c. Press MENU to select **Set date**.
 - d. Use the PREVIOUS/NEXT buttons to find the appropriate year (YY) and press the VOLUME UP/DOWN buttons to change to month (MM) and day (DD) to do the same.
 - e. You can press MENU to exit out of these settings and STOP to move backward through the menus.

2. To set the time:
 - a. Press the MENU button on the front and use the PREVIOUS/NEXT buttons on the right-hand side to scroll between options. Select **System Settings** by pressing the MENU button again.
 - b. Use the PREVIOUS/NEXT buttons to scroll to the **Date and time** option and press MENU to select it.
 - c. Press MENU to select **Set time**.
 - d. Use the PREVIOUS/NEXT buttons to find the appropriate hour (HH) and press the VOLUME UP/DOWN buttons to change to the minute (MM) section and change it using the PREVIOUS/NEXT buttons.
 - e. You can press MENU to exit out of these settings and STOP to move backward through the menus.

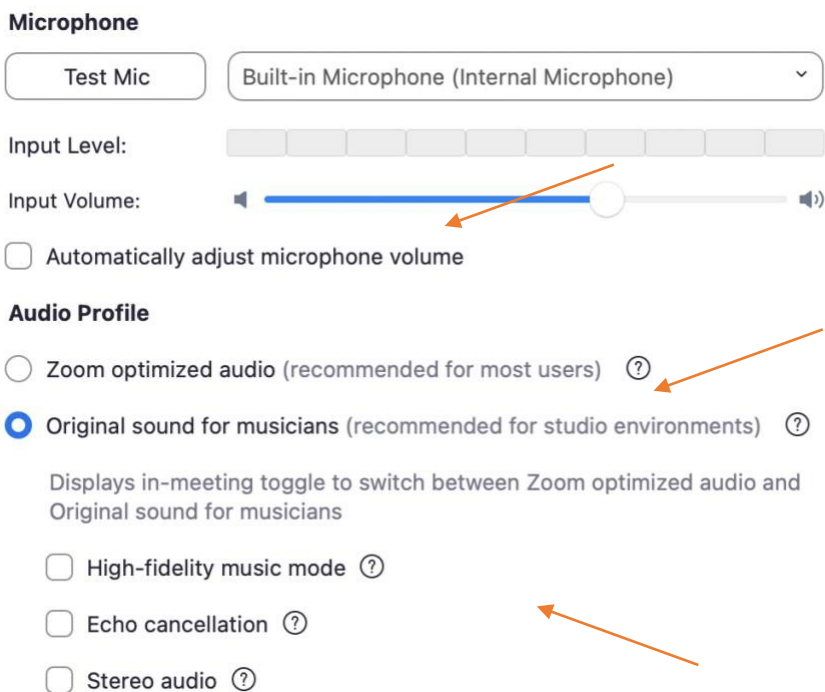
3. Select Recording Quality:
 - a. Press the MENU button on the front and use the PREVIOUS/NEXT buttons on the right-hand side to scroll between options. Select **Record Settings** by pressing the MENU button again.
 - b. Use the PREVIOUS/NEXT buttons to scroll to the **Recording Quality** settings and click the MENU button again.
 - c. Use the PREVIOUS/NEXT buttons to scroll to 1536.WAV and press the MENU button to select it.

4. Select **AVR Mode** under Record Settings:
 - a. Press the MENU button on the front and use the PREVIOUS/NEXT buttons on the right-hand side to scroll between options. Select **Record Settings** by pressing the MENU button again.
 - b. Use the PREVIOUS/NEXT buttons to scroll to the **Voice Activation** settings and click the MENU button again.
 - c. Select **AVR Mode** and choose OFF. (We do not want to use Voice Activated Recording.)
 - d. You can press MENU to exit out of these settings and STOP to move backward through the menus.

Alternatively, to using the EVISTR recorder, Zoom can be used to record only audio.

1. Open a Zoom meeting and turn the camera off
2. Open settings, go to Audio on the left-hand menu page. Scroll down to the **Microphone** section.

- Uncheck the box that says, **“Automatically adjust microphone volume.”**
- Check the circle that says, **“Original Sound for musicians.”**
- Uncheck the boxes **“High-fidelity music mode,” “Echo cancellation”** and **“Stereo audio.”**

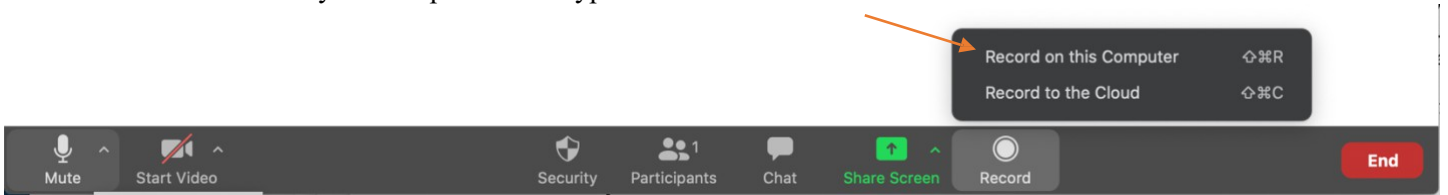


3. Once these steps are complete, you should see a box on the top left of your video call screen. You want it to read **“Original Sound for Musicians: On”**.

- Click this button before recording the interview.

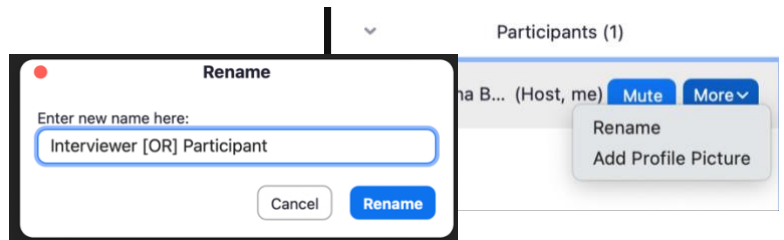


4. To record the interview, press the record button on the bottom of the screen and select **Record to this Computer**. Please first ensure your computer is encrypted.

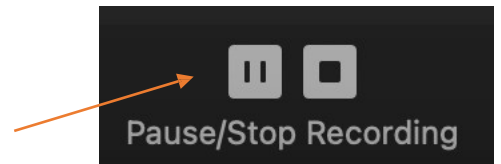


5. **Inside the Zoom meeting, make sure that you change the person’s name to “Interviewer and Participant”**. You can do this within the ‘Participants’ section of the Zoom meeting, selecting “...” then selecting **Rename**; or by right-clicking on the person’s image, then selecting **Rename**.

- Change the Interviewer’s name to “Interviewer and Participant”.
- Initiate recording.



6. If you need to interrupt the recording for any reason, press **Pause Recording** to ensure that Zoom generates only one video file for the interview.



2.4.2 Recording and File Saving for EVISTR

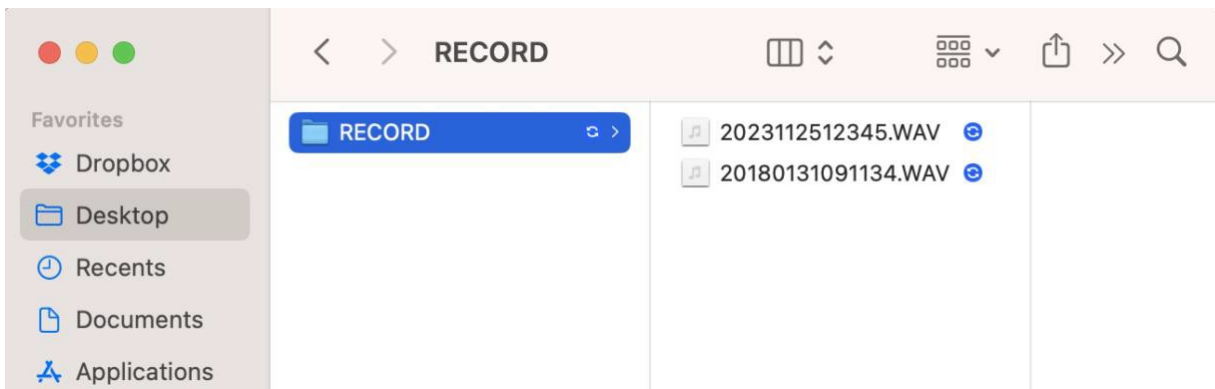
When you are ready to conduct your PSYCHS interview, you can place the recorder between you and the subject and make sure it is not obstructed.

1. Place the recorder between you, but closer to the subject and press the red REC button to start recording.
2. Stop the recording when the interview has finished by pressing STOP.
 - a. The recording will automatically be saved, but you should transfer it to your computer for upload as soon as possible after recording it.

To transfer the recording to your computer, connect the USB 2.0 to Micro B cable that comes with the recorder to your computer. Attach the Micro B end into the recorder.

Once connected, you will be able to see on your computer the files stored on the recorder. You will find them in the **RECORD** folder.

1. The folder will have file names like “20180131091134.WAV”. Look to the file’s date and time to determine which file is associated with which participant.
2. Move files onto your secure network drive by placing them in a folder as specified in the Data Transfer Section below.



2.4.3 Data Transfer to Network Drives

Recordings need to be uploaded to either the Yale Box Cloud or MediaFlux, depending on your site. **These audio files are recorded on a digital recording device.**

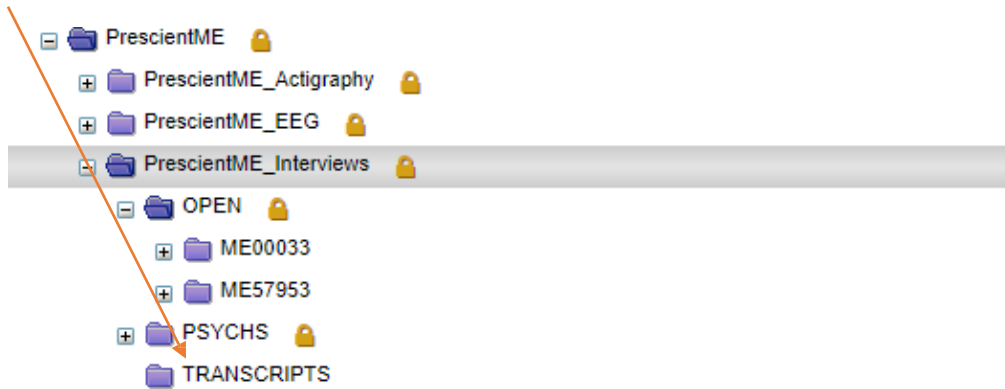
3. Drag or copy-and-paste the files containing the audio and video files to the appropriate folder on MediaFlux. At the highest level, the directory structure on the network drive specifies the research network and site (e.g., PrescientME for Prescient at Melbourne). At the second-highest level, the directory structure specifies different datatypes: actigraphy, EEG, and interviews. At the third level, the directory structure specifies the research site and the subject ID (e.g., ME49122). At the next level, the directory structure specifies interview type (e.g., open, PSYCHS). Place the audio file containing the **PSYCHS** interview in the “PSYCHS” subdirectory.

```
PrescientME_Interviews
  PSYCHS
    ME29032
    ME12945
    ME49122
      20180131091134.WAV
```

2.4.4 Transcription Review

You will be asked to review a certain percentage of the transcripts from your site for completeness and failures to mark Protected Health Information (PHI) or Personally Identifiable Information (PII). **In the event that you do find PHI or PII in a transcript, contact a member of the Speech team as soon as possible.**

You will receive an email notification when there are new transcripts available to be reviewed. The transcripts will be on Box/MediaFlux in the **Transcripts** folder under your site language folder (i.e., where Zoom files are uploaded)



1. Open the **For review** folder within the **Transcripts** folder and download each newly added document using a text editor (e.g., Notepad, TextEdit).
2. If you see unmarked PHI/PII in a transcript you review, insert curly {} brackets around the word(s) that are PHI/PII, e.g., My name is John. → My name is {John}.
3. Once reviewed, upload the edited file to the **Approved** folder. Do not rename the document (i.e., keep it the same as it appears in **For review**) regardless of whether you make changes within the document. Simply move the edited transcript document from **For review** to the corresponding subject's folder in the **Approved** folder once you have made necessary adjustments. If there is no corresponding folder for the subject in **Approved**, move the subject's folder from **For review** to **Approved** (along with the text file inside).
4. Remove the Subject's original folder from **For review** so that nothing remains.

