SSOSPC Community Readiness Assessment Training

Materials to Purchase and Transcription Ideas

Video conferencing (for phone-based or video interviews with community key informants) • If interviews can't be conducted in-person, video conferencing can be helpful. • Many services and options and most have similar annual and per-month pricing. • **Zoom is the preferred option for the SSOSPC initiative.** • If you are establishing a Zoom account, ensure meetings can last for 60 minutes or more (the free account only allows up to 40 minutes)	**zoom** www.zoom.com

Digital Recorder (if conducting phone or in-person interviews) • We recommend the Olympus brand and Olympus model WS-853 or higher. • Olympus WS-853 retails for approximately $71.00 on Amazon.com • The model you purchase must allow you to transfer audio files off of the recorder in .wav or mp3 formats • You will want the recorder to have a USB cable or integrated connection so that you can connect the recorder to your computer.	
Telephone pickup (if conducting phone interviews) • Needed for any telephone interviews you may conduct. We recommend Olympus model TP-8 at a cost of $14.99 via Amazon.com • Depending on the phone, may require an adapter	
Other supplies needed • A 5 pack of highlighters for scoring	Note: Not needed until scoring

Transcription options for Community Readiness Interviews

1. Otter.ai (www.otter.ai)
   a. Artificial intelligence-based web transcription
   b. PIRE and Ohio University have used it with good results (few errors)
   c. Very quick turnaround
   d. Interfaces directly with Zoom audio files
   e. $9.99/month
2. Court reporters
   a. Strong transcription skills
   b. Local--located in your community or in a neighboring community
   c. May be low or no cost
   d. Availability/time may be a challenge
3. Agency transcriptionists
   a. Some human service agencies have staff trained in transcription
   b. Local--located in your community or in a neighboring community
   c. May be low or no cost
   d. Availability/time may be a challenge
4. Transcription services
   a. Not local
   b. Specialized experience
   c. Very quick turnaround
   d. Likely to be higher-cost than local options or otter.ai
5. Other options
   a. You may have other possibilities in your community (college students, interns, etc.)
   b. Key consideration is to ensure that the resource you use can provide an accurate transcript on your