



Happening in SRO

You can find this "Happening in SRO" and all similar newsletters on the SRO Intranet Home Page, located at: <http://isr-wp.isr.umich.edu/srointranet/> under Recent News.

If you have items for the newsletter or if you would like to highlight an event, please let Ann Vernier or your unit director know.

Reminder – Holidays and SRO Closure Dates

Please note that Wednesday, November 24 is an SRO Closure Day. If you are planning to work on that day, let your supervisor know. If you are taking the day off, enter vacation time for that day in your ET.

November 25, November 26, December 24, and December 31 are all considered to be UM holidays and should be entered as holidays in your ET. December 27-30 are season days and should be entered as season days in your ET.

We hope you enjoy these upcoming breaks!

2021 - 2022 SRO Holiday Schedule

November 2021						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

UM Holiday
SRO Closure Day
UM Season Day
SRO Resumes full Operations

Woodcock-Johnson Remote Administration Pretest (Helen Johnson & Sarah Crane)

The Woodcock-Johnson Tests of Achievement (WJ) is a standardized educational assessment tool that has been used in several child research projects across SRO.

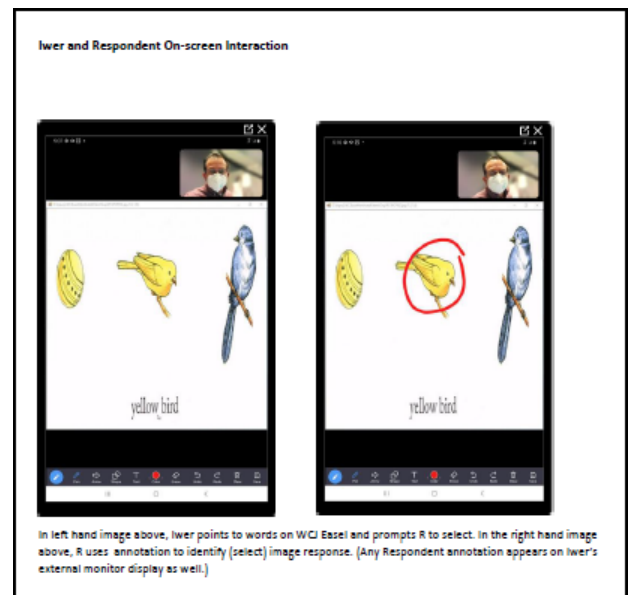
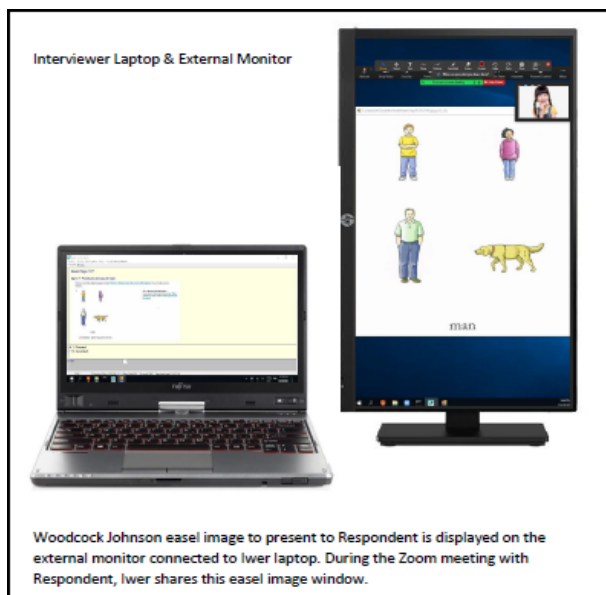
The Child Development Supplement (CDS) research team began working with SRO in late July 2020 to develop and test a method to administer the WJ remotely using video interviewing.

Their interest in this development was based on three factors:

- Based on CDS-14 and CDS-19 fieldwork experience, the PIs noted that families were becoming increasingly resistant to home visits, and acknowledged that the pandemic would likely exacerbate this sentiment. They wanted to consider alternative modes of data collection in order to continue to have broad coverage of this important study component within the CDS sample.
- Historically, the WJ publisher only permitted in-person administration, but in 2020, they endorsed data collection through video administration for both clinical and research purposes.
- SRO's recent successful implementation of video interviewing on (SMP PI) Fred Conrad's "*Video Communication Technologies*" project, led by Andrew Hupp, provided fundamental groundwork to understand complex video uses for survey interviewing.

The goals of the pretest project are two-fold: to modify existing technical systems from the CDS-19 in-person administration of the WJ, and to test the feasibility of administering the questions remotely, utilizing a web-conferencing platform such as Zoom. Participants will be recruited as a convenience sample, children aged 5-17 years old. Data collection is scheduled for February 2022. The staffing plan is for two interviewers with prior experience administering the WJ.

The newly-developed SRO technical system will electronically display to the respondent (examinee) contents/images of each page of the traditional easel of the WJ assessment tool on a tablet. while an SRO interviewer communicates with the respondent via a Zoom link on the interviewer's laptop. We will have a standalone Blaise instrument installed on the interviewer's laptop for the data entry. Simultaneously, the interviewer will see the same respondent (examinee) contents/images of each page that is shown to the respondent from a separate/external computer monitor. We will send the tablet to the respondent's home in advance of the administration, including a prepaid return mailer to be shipped back to us. The pictures below illustrate the remote administration set-up.



The design work started in July 2021. The Blaise programmer used the existing Blaise (4.8) data collection WJ instrument from the CDS 2019 project, including the skip logic, and the code to establish basal and ceiling criteria levels. In order to electronically display the WJ easel pages, the design team scanned the pages from the selected subtests, formatting the scanned images to create image files for uploading to the Blaise instrument.

Prior to production in February 2022, we will continue to test and refine the technical system, establish a protocol to collect electronic consents, recruit and train interviewers, recruit potential respondents, and plan the logistics of managing tablets, etc. We believe the results of this project will provide critical lessons for a larger scale of remotely administering the WJ Tests components in the future.

CCP Corner - Managing Stress around the Holidays (Aimee Miller)

The holiday season can be filled with unique stressors that easily leave us feeling overwhelmed. Stress management techniques are particularly important during this time of year. The articles below discuss how managing our expectations, acceptance, and gratitude can reduce our levels of stress and increase our enjoyment as 2021 comes to an end.

- [Managing Stress Around the Holidays](#)
- [Managing Expectations during the Holidays](#)
- [4 Mindful Tips to De-Stress This Holiday Season](#)



SRO Wellness News (SRO Wellness Committee)

NEW WAYS NOVEMBER – *This calendar is full of ideas that can be incorporated throughout the year, not just November. Take a look and see what you think (taken from the Action for Happiness website).* [Calendar - New Ways November 2021](#)

Our committee is committed to finding new ideas to encourage wellness at SRO. Send ideas to the SRO Wellness Committee at: srowellcomm@umich.edu

SRO BE KIND TO YOUR MIND – As much as we say to be kind to others, it is important to also be kind to ourselves. We adapted this program from our MHealthy community. The program will run Monday, November 22 – Monday, December 13. It involves spending as little as three minutes per day participating in at least one of the activities from the list.

[Be Kind to Your Mind Checklist](#)

WELL-BEING SURVEY – Please take a moment to provide feedback on wellness at SRO by completing the Well-Being Survey. This will help us in planning activities that align with the goals of our colleagues. This survey is being conducted in connection with M-Healthy. Please complete the survey by December 1.

[Click Here to Complete Well Being Survey](#)

ALL YOU HAVE TO DO IS ASK – Shared by our MHealthy Regional Team:

Many of us tend not to ask for help as much as we give others help. Dr. Wayne Baker from Ross Business School recently gave a presentation at MHealthy's "Be Well Your Way" event on the **Culture of Generosity**. He has some great ideas and has done a LOT of research! It might be worthwhile to see what kind of "giver-receivers" we are (there's a brief assessment on the following web page) so we can become better at asking for, and receiving, help.

[All You Have To Do Is Ask](#)

FARMER'S MARKET WALK – The last walk of the season is Wednesday, December 15.

- ☐ Meet in the Perry lobby at 12:00 p.m. and we will leave at 12:05 p.m.
- ☐ Bring your re-usable bags!
- ☐ About a mile walk both there and back

We will leave Perry together and people can return at their leisure when finished shopping, eating, or browsing.

Nancy Knows – Mcard Expirations (Nancy Bylica)

Please read the following email about Mcards from Dave Doyle, who works in Mcard Administration, in the Treasurer's Office at the University of Michigan.

Regarding renewing your Mcard, please remember that ID stations will have closures around the forthcoming season days (Thanksgiving and between Christmas and New Year's). Holiday closures will be posted on [this website](#). Please continue to read below...

Dear Colleague:

This message contains important information about your Mcard that has already expired in 2020 or 2021 - or will expire before January 11, 2022. *If you have recently obtained a new Mcard, please disregard this email.*

While your Mcard has been extended for campus building access through January 11, 2022, there are a number of reasons to renew it soon. Among other things, your renewed Mcard will continue to allow building access after January 11 if you have after-hours, weekend or special access. In addition, your renewed Mcard will let you ride AAATA city buses for free.

With that in mind, please renew your Mcard soon to avoid long lines at ID stations as we head towards the end of the year. We recommend obtaining a replacement Mcard by appointment at the [U-M Shared Services Center \(SSC\) ID station](#), but other [campus ID stations](#) can renew your Mcard without an appointment.

It will be necessary to turn in your expired Mcard when obtaining a new one, otherwise a \$20 replacement fee may apply.

If you are working remotely and not coming to campus frequently, you can obtain a renewal Mcard by U.S. mail **only** through the [Shared Services Center \(SSC\) ID station](#). *Please note that you will **not** have Mcard building access between the time your new Mcard is printed and it arrives in the mail in approximately 5-10 business days.* (Your current Mcard would be

immediately deactivated when your new card is produced.) Please visit this [webpage](#) for more information on renewing your Mcard by mail.

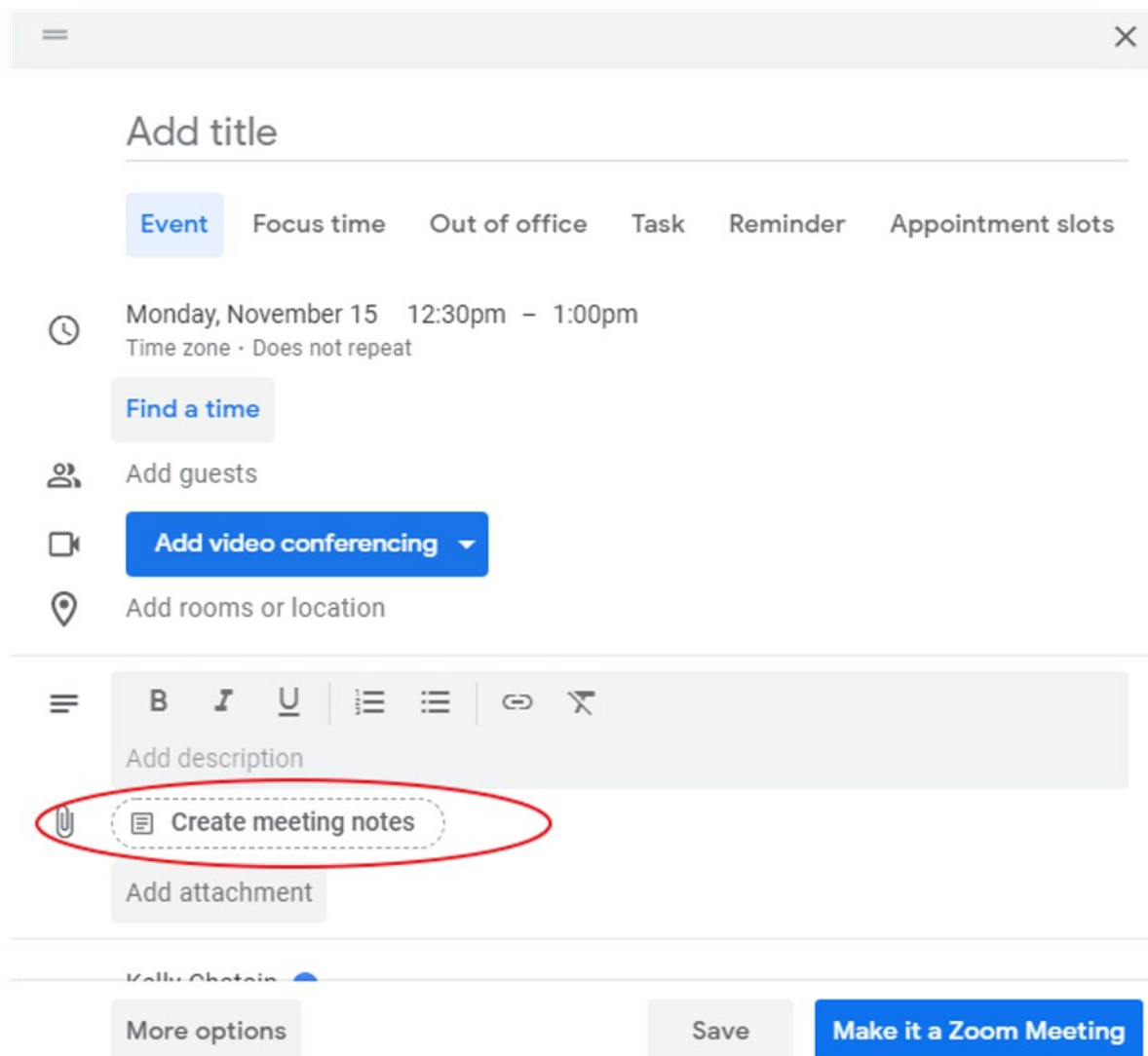
Please contact [Mcard Administration](#) if you have any questions about your Mcard and thank you for renewing it in a timely manner.

Tips & Tricks – How to Set up Meeting Notes (Kelly Chatain)

There are two ways to attach meeting notes to a Google Calendar event: From the calendar event or from a Google doc.

FROM the event:

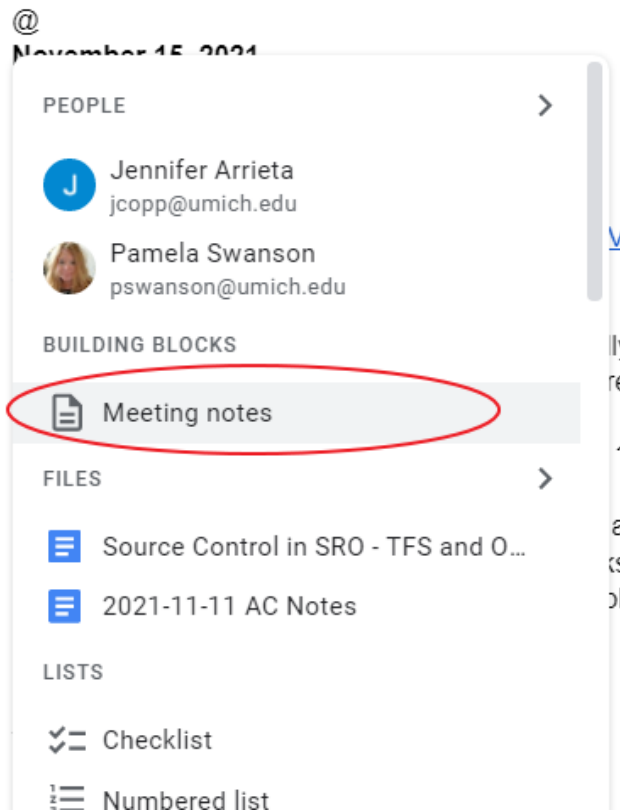
1. Create the event
2. Click on “Create Meeting Notes” (or “Take Meeting Notes” if the event already exists)
3. Follow the prompts for sharing the document, etc.



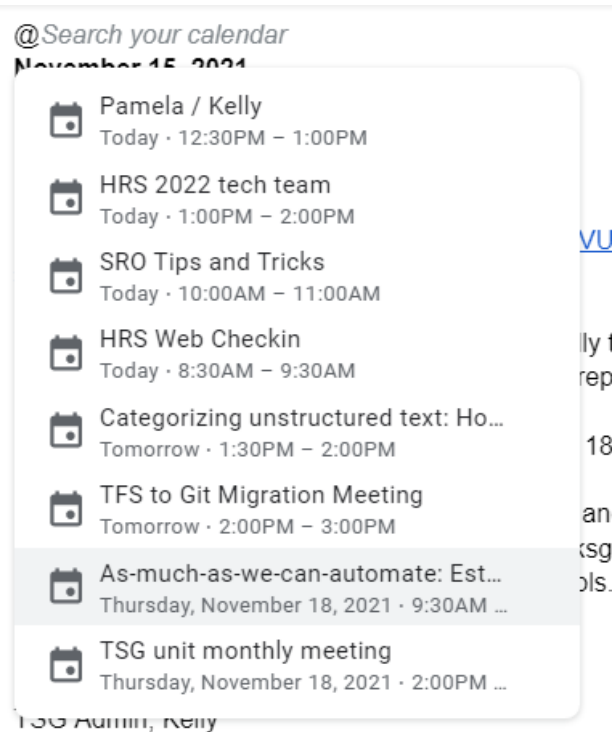
The screenshot shows the Google Calendar event creation interface. At the top, there is a search bar with a minus sign on the left and a close button (X) on the right. Below this is the 'Add title' section. The 'Event' tab is selected, with other tabs like 'Focus time', 'Out of office', 'Task', 'Reminder', and 'Appointment slots' visible. The date and time are set to 'Monday, November 15 12:30pm - 1:00pm'. Below this, there is a 'Find a time' button. The 'Add guests' section is visible. The 'Add video conferencing' button is highlighted. The 'Add rooms or location' section is visible. Below this is the 'Add description' section, which contains a toolbar with icons for bold, italic, underline, bulleted list, numbered list, link, and unlink. The 'Create meeting notes' button is circled in red. Below this is the 'Add attachment' button. At the bottom, there is a 'More options' button, a 'Save' button, and a 'Make it a Zoom Meeting' button.

FROM an existing Google doc:

1. In the google doc, type “@” and choose “Meeting Notes” from the list




2. Choose the event from the list of your upcoming meetings:



3. It will automatically post to your doc!

Source Control Meeting Notes (Ongoing)

Nov 17, 2021 |  TFS to Git Migration Meeting

Attendees: Sean Phillips Shane Empie James Rodgers Kelly Chatain

Notes

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Action items

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