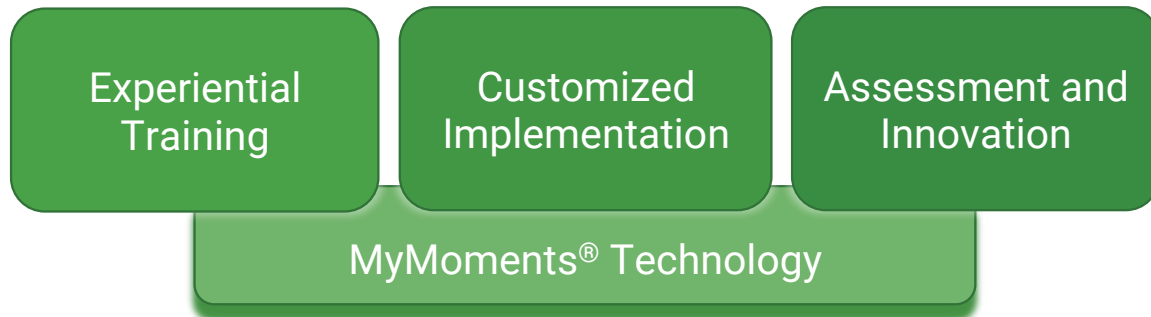


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EDI® Integration Suite

The EDI Institute® Integration Suite is a collection of technologies, best practices, training and measurement tools. Using this comprehensive suite, EDI programs can be implemented seamlessly, affordably, with minimal ongoing support requirements.



MyMoments® Technology

- MyMoments® App: the first mobile app designed specifically for therapeutic self-expression
- MyMoments® Cloud: Cloud-based platform to support the facilitation of EDI programs
- License includes unlimited, lifetime access to MyMoments® for all participants

Experiential Training

- Onsite or virtual options
- Initial training supports up to 25 individuals
- Includes access to EDI Institute® Integration Resources and training videos database

Customized Implementation

- Collaborative development of individualized roadmaps to guide the implementation process
- MyMoments® programs are developed specifically for each organization to maximize impact and minimize disruption

Assessment and Innovation

- Support in developing a customized measurement plan
- Research and development programs to measure EDI outcomes and determine best practices:
 - Scheduled checkpoints to gauge progress and provide support
 - Quarterly MyMoments® Assessment and Innovation Meetings

EDI® Technology Overview



MyMoments® Facilitation Panel

The MyMoments® Facilitation Panel is a web portal that includes links to everything required to facilitate a MyMoments® session.

MyMoments® Cloud

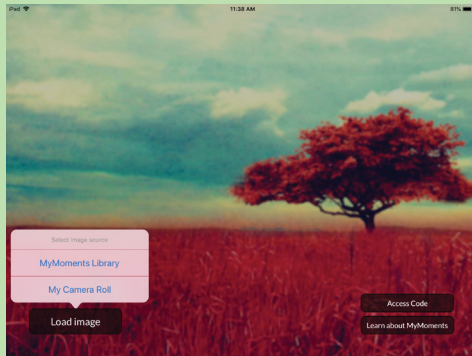
MyMoments® Cloud is a web-based platform that allows MyMoments® group facilitators to view and share imagery created by participants. Images are organized into Groups and Collections, allowing facilitators to create interactive slideshows during group sessions, and to generate videos and imagery in various printed formats to be made available to participants.

MyMoments® Mobile

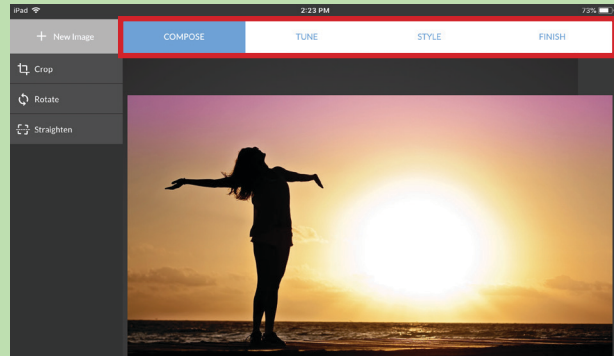
MyMoments® is an app developed specifically for creative self-expression through digital imagery. MyMoments® allows for powerful self-expression, and requires no prior artistic or technical skills. Images created through the MyMoments® app help participants to express complex emotions in ways beyond what is possible through words alone.

MyMoments® App Reference Guide

Getting Started



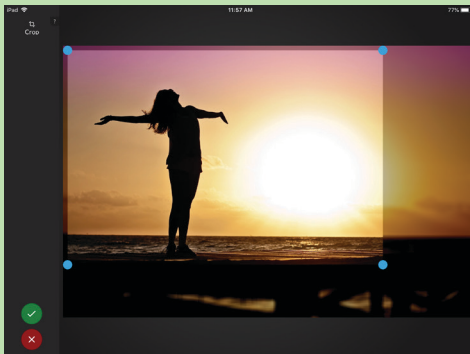
Load Image: Load image from the MyMoments Library or Camera Roll



Four Steps: Follow the steps across the top of the screen

Compose

Compose changes the composition of the image



Try cropping the image by dragging the blue dots in the corner

Images can also be rotated, straightened, or reversed

Tune

Effects in Tune change the colors and tones of the image



Add any effect to the whole image by swiping finger from left to right on the image

Switch to paintbrush mode to apply any effect to a portion of image

MyMoments® App Reference Guide

Style

Effects in Style apply realistic, painterly, and abstract effects

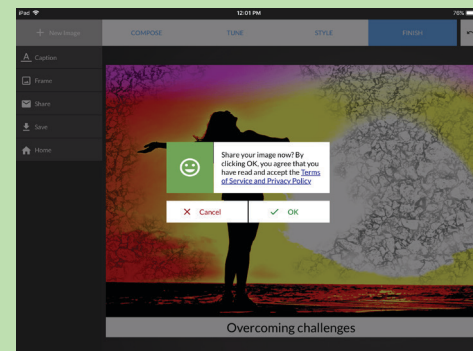
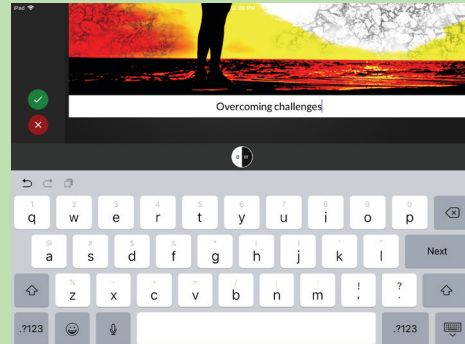


Add any effect to the whole image by swiping finger from left to right on the image

Switch to paintbrush mode to apply any effect to a portion of image

Finish

Finish allows adding frames and captions, and saving/sharing images



Frequently Asked Questions

MyMoments App

1. How do I get into brush mode?

Exit “paint can” mode for the effect, and then go back into the effect and select “brush”

2. Why isn't this effect showing up?

To apply an effect with paint can, swipe finger left and right (not up and down). In brush mode, brushing repeatedly over the same area increases the effect
Some effects won't be as visible as others, depending on the starting image

3. Why can't I crop the image smaller?

To preserve image quality, there is a cropping limit for each image

4. How can I pick a different starting image?

Use the “New Image” button in the top left part of the MyMoments screen

5. Can I use an image that is not in the standard MyMoments library?

The app allows loading images from the MyMoments® Library or the Camera Roll

Note: Customized albums can be made available to participants by storing them on Camera Roll. There is also the option to allow participants to use images that they take using the iPad camera.

6. Who will see my image?

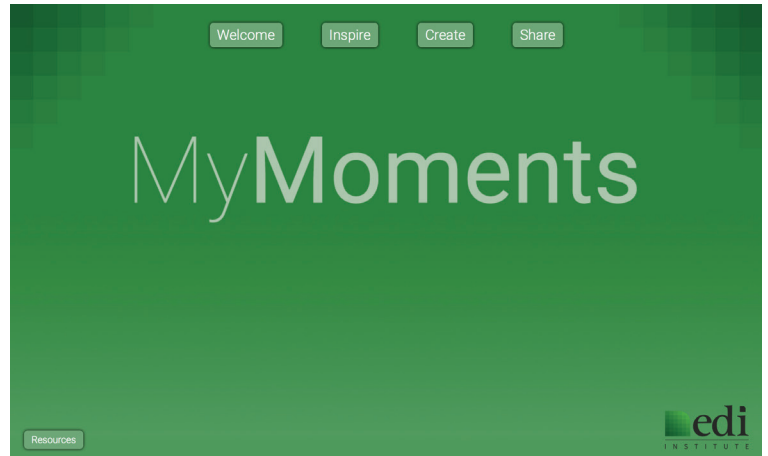
Images that are “Saved” can be seen only on the iPad

Images that are “Shared” are sent to the MyMoments Cloud, and can be accessed by authorized program facilitators. Images that are shared do not contain identifying information

Facilitation Panel

Every EDI client has access to a customized Facilitation Panel -- a web page containing all components required to conduct a MyMoments® session.

The page is organized to reflect the suggested flow of a session. The four buttons across the top of the screen correspond to the four phases of a group.



Welcome

This button links to a video of soothing nature images and music. This video was made available by a partnering organization, Healing Images. It can be played before a session, simply to create a relaxing atmosphere for the session.

Inspire

This button links to a video of sample images created with the MyMoments® App, to inspire participants and give them a sense of the types of images that can be created. After playing this video, facilitators should conduct a demonstration of the app.

Create

This button has a drop-down menu of prompts, which can be customized. These prompt pages are brought up while participants create images. There is a button to play background music during image creation.

Share

This button goes to the MyMoments® Cloud, where facilitators can create and play slideshows.

MyMoments® Cloud Reference Guide

Overview

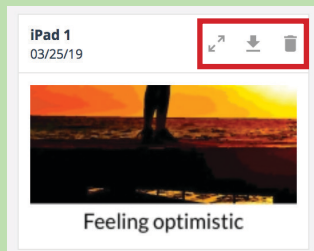
Images in MyMoments Cloud are organized in **GROUPS** and **COLLECTIONS**

The **GROUP VIEW** displays all of the images shared when logged in to the group's unique Access Code

The **COLLECTION VIEW** displays a sub-selection of images (often grouped by date or a particular session) for the purpose of sharing in slideshows or prints

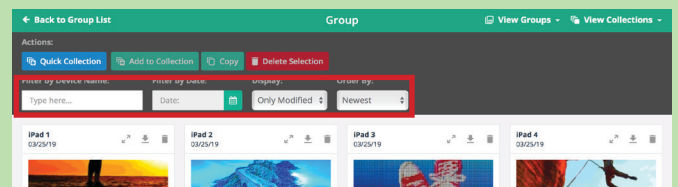
Group View

Viewing Images



The buttons on each image allow viewing full screen, downloading, or deleting the image

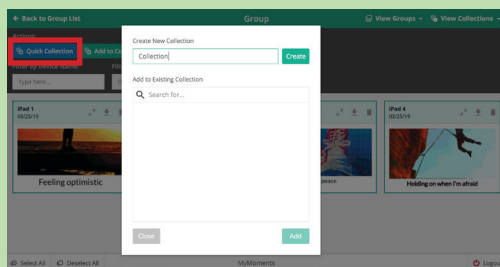
Filtering and Sorting



Filtering and sorting options allow for sorting and filtering images by device name or creation date

There is also the option to display original images

Creating Collections



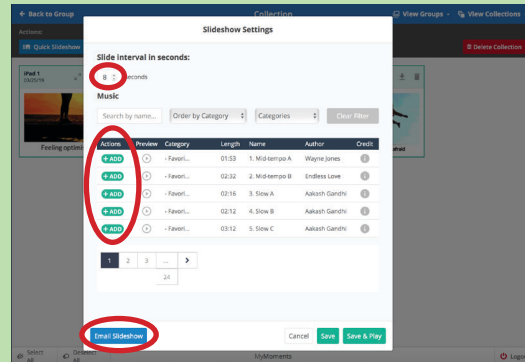
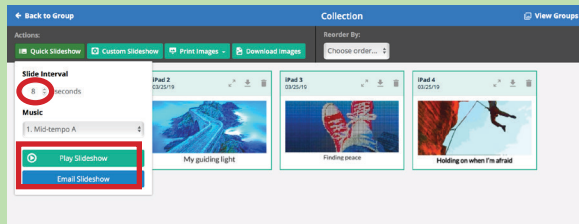
Create collections by selecting images, and clicking "Add to Collection"

The "Quick Collection" feature creates a collection of all images shared on the current date

MyMoments® Cloud Reference Guide

Collection View

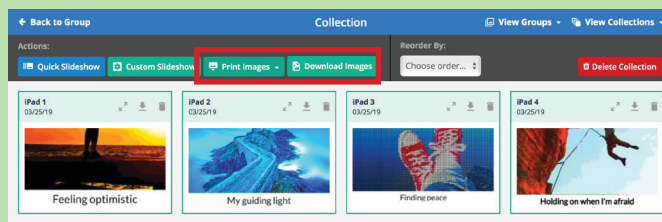
Creating Slideshows



Create a slideshow with “Quick Slideshow” (for default presets) or create a custom slideshow with “Custom Slideshow”. Add music, set the slide interval, and play.

To create a video file of the slideshow, use the “Email Slideshow” feature (available for both Quick and Custom Slideshows) to generate an email with a link to download the slideshow as an MP4 file.

Creating Prints



Under the “Print Images” tab, there are options to print images in various formats. These options will generate an email with a link to download the printable PDF files.

The “Download Images” feature will generate an email with a link to download a .zip file that contains all of the images as JPEGs.

Frequently Asked Questions

MyMoments Cloud

1. Why isn't a participant image showing up in the Cloud?

Try the following:

- Refresh the page
- Ask participant to "Share" again
- Go to Group View, not Collection View
- Make sure participant iPad is connected to wireless or hot spot
- Make sure app is logged into appropriate Access Code
- Have participant share manually from iPad if image

2. Why isn't "Quick Collection" working?

Only one Quick Collection can be created on a given date
Afterwards, images must be selected manually and added to new collections using the "Add to Collection" button

3. Why isn't the slideshow loading?

Check wireless or hotspot connection and try again
If unsuccessful, have participants share manually from their iPads

4. What is the difference between facilitators and lead facilitators?

Facilitators have access to the groups that they are assigned to

Lead facilitators have access to all groups within their organization, and have the additional ability to manage groups and facilitators

5. What is the relationship between groups and access codes?

Each group has a unique access code that designates where the images are stored

Participant iPads are logged in to the access code that corresponds to the facilitator's group

EDI® Implementation Roadmap

Roadmap Components

- 1. Training Approach**
- 2. Integration Plan**
- 3. Technology Implementation**
- 4. MyMoments® Configuration**
- 5. Measurement Plan**
- 6. Program Management**

EDI® Training Approach

Training	Components and Considerations	Workplan (Who?/When?/Where?)
Program Leadership	Program Leaders should be oriented to EDI and the steps required for establishing a roadmap for integrating EDI	
Lead Facilitators	Lead Facilitators should be trained on how to: <ul style="list-style-type: none"> • Facilitate MyMoments groups • Manage groups and facilitators • Monitor imagery • Train additional facilitators 	
Facilitators	Facilitators should be trained on how to: <ul style="list-style-type: none"> • Facilitate MyMoments groups or 1-on-1 sessions • Use the MyMoments Panel and Cloud in support of facilitation • Orient new participants to MyMoments App 	
Participants	All MyMoments participants should be trained on how to use the MyMoments App	

Sample EDI® Training Agenda (2 hours)

1) Interactive MyMoments® Session (30 minutes)

2) Facilitation Walk-through (45 minutes)

- Facilitation Panel
 - Welcome
 - Inspire (Sample Imagery, App Demo)
 - Create
 - Share
 - Resources
- Image Sharing
 - Quick collection
 - Quick slideshow
 - Prints

3) Moving Forward (45 minutes)

- Discuss EDI® Integration Models
- Complete Integration Plan
- Questions/next steps

EDI® Integration Plan

Area of Organization	Participants	Delivery Model	Frequency	Measurement
<i>Sample: Inpatient</i>	<i>Social Workers</i>	<i>Group Sessions facilitated by Lead Social Worker</i>	<i>Monthly (During monthly meetings)</i>	<i>Surveys completed by Social Workers after session Lead Social Worker to record qualitative observations</i>

EDI® Technology Implementation

Task	Considerations	Workplan (Who?/When?/Where?)
Procure Technology	<ul style="list-style-type: none">• Determine technology needs based on program size• Procure required technology (refer to EDI® Technology Procurement document)• Determine any additional program needs (printers, cables, connectors, etc.)	
Configure Technology	<ul style="list-style-type: none">• Consider program-specific needs• Configure participant iPads (refer to EDI® iPad Configuration document)• Determine facilitator devices and strategy• Determine connectivity approaches	
Maintenance	<ul style="list-style-type: none">• Determine participant iPad management and storage strategies	

Specifications

Participants iPads

- The MyMoments® app will run on iPad (5th generation or later), iPad Air, or iPad Air 2
- Devices must be updated to iOS 11 or later
- Cellular is not needed, Wi-Fi only devices are acceptable
- The minimum storage size (generally 16 GB) is acceptable
- Refurbished iPads are acceptable. Sample vendors include: TekReplay, JemJem, NewEgg, Amazon, and Best Buy (depending on available inventory, pricing and availability vary with each vendor)
- When purchasing refurbished, make sure that they come with chargers
- Cases can be found from various vendors, by searching for “tri-fold iPad case” and matching with size of iPad

Facilitator Devices

- MyMoments® Cloud will run from an iPad or laptop with web access

Projector

- An external projector or integrated projection system is required to show slideshows
- A basic projector with a minimum of 3,000 lumens and 2W internal speakers is sufficient

Cables/Adapters

- HDMI or VGA cable (to connect MyMoments®v Cloud device to projector)
- Lightning adapter (to connect iPad to projector)

1) Consider program-specific needs

- Is there a need for privacy restrictions (Camera, Safari/specific websites, downloading/deleting apps, etc.)
- Will the iPads have additional uses outside of MyMoments? Do additional apps need to be loaded?
- Will participants complete surveys after each session?
- Will additional images be stored locally on iPads (this allows for customization of starting images)

2) Create configuration profile for initial iPad

- Follow Master iPad Set-up Instructions, or request generic profile from EDI Institute

3) Restore remaining iPads from back-up

4) Perform final steps on each iPad

- Change device name on each iPad (it is also recommended to put a sticker on the back of the iPad that corresponds to the device name)

Master iPad Set-up Instructions

Initial Steps

- Turn on iPad and go through the initial set-up steps, using “Set Up Manually” Do not add a passcode. When prompted, select “Set up as new iPad”

Create an Apple ID

- When asked for an Apple ID, select “Don’t have Apple ID or forgot it” and then “Create a free Apple ID”
- Set up an account that will be used for your iPads (there is a 10-device limit, so if setting up more than 10 devices, you will need to set up additional master iPads).
- When prompted to use an email address, create a free iCloud email address
- Proceed through remaining set-up steps until you get to the home screen

Settings

- Go to “Settings” and “General”
- Go to “Software Update” Perform update as needed. If you do an update, go back into Settings after restart, and continue to next step
- Go to “iCloud” and turn iCloud photo library and photo sharing “Off”
- Go back to main “Settings” screen and turn “Bluetooth” off.
- Go to “General” settings and “Name”. Change the name to a sequential number, such as [Your Organization] XXX. It is recommended to put stickers on the back of your iPads to match the device name on each iPad
- Go to “Display and Brightness” and turn the Brightness all the way up. Turn “Auto-lock” to “Never”
- Go to “Wallpaper” and add your desired wallpaper. For a generic MyMoments background, you can go to ediinstitute.org/mymoments-background in Safari, hold down your finger on the white area, and press “Save Image” Then the image will be available in your Camera Roll
- Go to “Apple ID” and click “Review” and “Complete Apple ID Setup” You will need to enter your organization’s address and phone number, but you do not need to add billing information
- In “Settings” turn iMessage and Facetime off
- Go to “Multi-tasking and dock” and turn off “Show suggested and recent apps”
- Go to “Screen Time” and “Content & Privacy Restrictions” to change allowed apps and websites

Download the MyMoments app

- Go to the “App Store”, search for “MyMoments.org”, and download

Organize the Home Screen

- Delete any unwanted apps. Move all remaining apps, except the MyMoments app, to a folder, and name the folder “Extras”
- Drag the “Extras” folder to the right, so it goes onto a second screen
- If you have developed a participant survey, you can also bookmark the survey to the homescreen. Go to Safari and enter the URL of the survey, and then “Add to Homescreen”

Perform Back-up

- Go back to “Settings”
- Go to the top item, the name associated with the iCloud ID.
- Go to “iCloud” and “iCloud Back-up.” Back up the iPad to the Cloud. Now your additional iPads can be configured with all of these settings in one step

Setting up Additional iPads

Initial Steps

- Turn on iPad and go through the initial set-up steps, using “Set Up Manually” Do not add a passcode. When prompted, select “Restore from iCloud backup”
- Enter the Apple ID and password provided by the EDI Institute
- Choose latest backup and restore settings

Additional Settings

- Go into the “Extras” folder on the second page, and click on the “Settings” icon
- Go to “General” and “Software Update” Perform update as needed. If you do an update, go back into Settings after restart, and continue to next step
- Go to “General” settings and “Name”. Change the name to the next sequential number, such as [Your Organization] XXX. We recommend putting stickers on the back of your iPads to match the device name on each iPad

Download the MyMoments app

- If MyMoments app does not download automatically, go to the “App Store” in the “Extras” folder
- Search for “MyMoments.org” and download
- Organize the Home Screen so that the MyMoments app is on the main screen and all other apps are in the “Extras” folder on the second screen.
- Open the MyMoments App
- Click “Access Code” and enter your Organization’s Access Code, provided by the EDI Institute
- Click “Load Image” and give app access to Photos

MyMoments® Configuration

Overview

- MyMoments® Cloud is organized into Groups and Collections
- Each Group is associated with an Access Code
- Access Codes are entered in the MyMoments® App to designate which Group the images will be shared with
- Having different Groups can be advantageous to keep images from different departments, programs or facilitators stored separately
- For smaller organizations, it is possible to use Collections (subsets of images within a Group) to organize images
- Whenever multiple Groups are used in an organization, it is important that facilitators log in the MyMoments App to their Group's Access Code before any facilitating any group or individual session

Lead Facilitators

Lead facilitators manage facilitators and groups

Facilitators

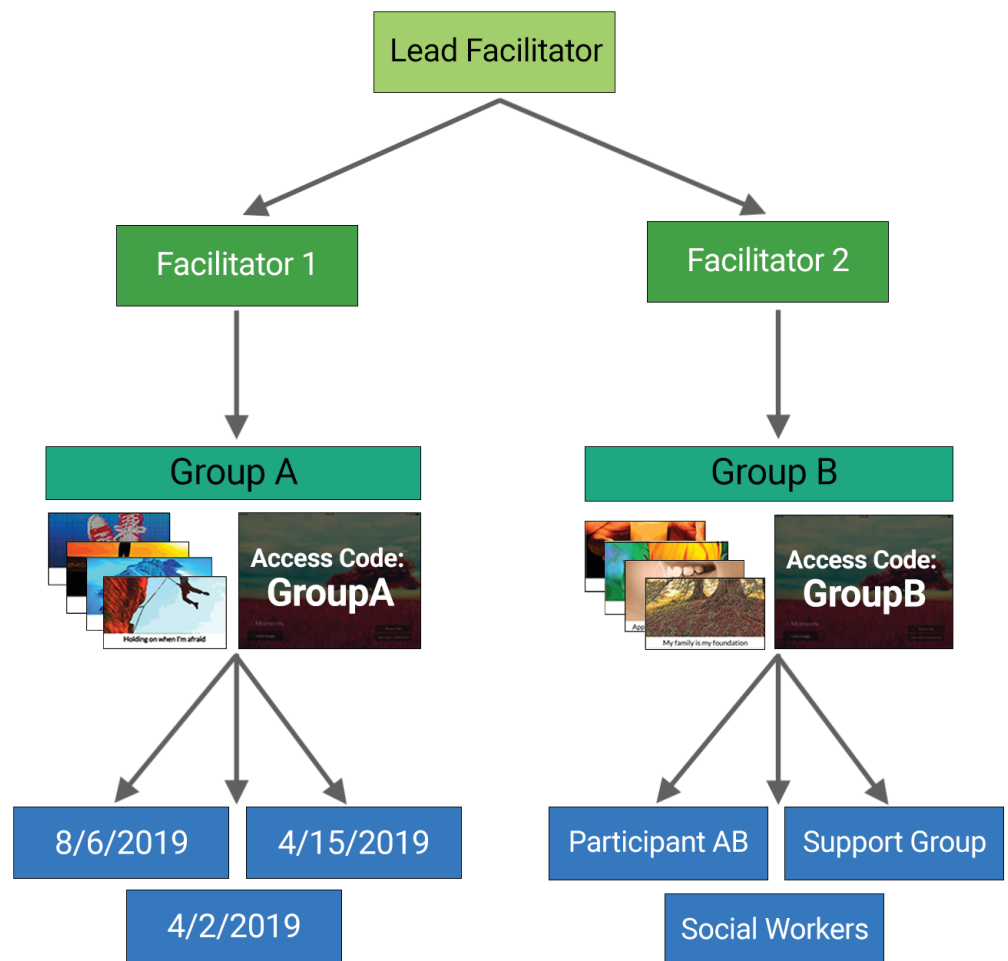
Facilitators have access to the Group(s) that they are assigned to

Groups

Shared images go to Groups corresponding to Access Code entered in the app

Collections

Collections can be organized by date, participant, group, etc.



MyMoments® Configuration

Task	Considerations	Workplan (Who?/What?)
Identify facilitators	Determine individuals who will facilitate groups or 1-on-1 sessions	<i>List names/roles:</i>
Determine how groups and collections will be structured	Determine whether facilitators will share a Group or each have their own assigned Group	<i>List groups to be created:</i>
Set up groups and access codes	Set up Groups and Access Codes	<i>List groups and corresponding Access Codes:</i>
Create facilitators and assign them to Groups	Use "Manage Facilitators" to add facilitators and assign them to their Groups	<i>List facilitator names and assigned Groups:</i>
Maintenance	Determine lead facilitator(s) who will monitor imagery (ensuring organization, appropriate content, etc.)	<i>List lead facilitators:</i>

MyMoments® Configuration

Lead Facilitator Guide

- Lead facilitators have access to all groups within an organization, and have the additional capabilities of **creating groups** and **managing facilitators**.
- To add a group, click on "New Group" and enter the name and a unique Access Code.
- To assign a new facilitator to a group, click on "Manage Facilitators" and "Add Facilitator" Facilitators can be assigned to one or more groups.

Sample Organization

Order by:

Group Name

Display:

Active

Manage Facilitators

+ New Group

Group A	Access Code: SampleA	Latest Activity: 06/06/2019	Created: 06/06/2019	Images: 0	<div>Remove</div>	<div>Edit</div>
Group B	Access Code: SampleB	Latest Activity: 06/06/2019	Created: 06/06/2019	Images: 0	<div>Remove</div>	<div>Edit</div>

Add Facilitator

Name:

Last name:

Email:

Password:

Lead Facilitator:
☐

Group Assignment

☒ Add to Group
Group A
Group B

Close

Save

New Group

Name:

Access Code:

Active:
☐

Organization:

Sample Organization

Close

Save

EDI® Measurement Plan

Overview

- Customized measurement plans are recommended to support learning, assessment, and innovation.
- Measurement plans can be designed independently or through collaboration with the EDI Institute.
- Measurement plans typical consist of qualitative evaluation by the facilitator (reviewing imagery, recording observations of groups or individual sessions), as well as feedback collected from participants (usually through surveys).
- Surveys typically include 4-5 multiple choice questions with optional fields for additional feedback.
- Surveys can be hosted online with services such as Google Forms or SurveyMonkey.
- Links to survey are often bookmarked to the iPad homescreen for easy access by MyMoments participants.
- **Participant survey questions often address the following categories:**
(specific participant question on next page)
 1. Program Experience
 2. Self-Expression and Self-Discovery
 3. Self-Esteem
 4. Connection
 5. Recovery (Patients)
 6. Teambuilding, Self-care, and Burnout (Staff)
- **Facilitator survey questions often address the following categories:**
 1. Group observations
 2. Perceived impact on participants
 3. Ease of facilitating session
 4. Suggestions for future use
- **Samples:**

MyMoments Feedback

1. MyMoments was easy to learn.

☐ Strongly agree
☐ Agree
☐ Neither agree nor disagree
☐ Disagree
☐ Strongly disagree

• • •

5. Do you have any additional feedback about MyMoments?

Participant Survey

1. Who were the participants in the group?

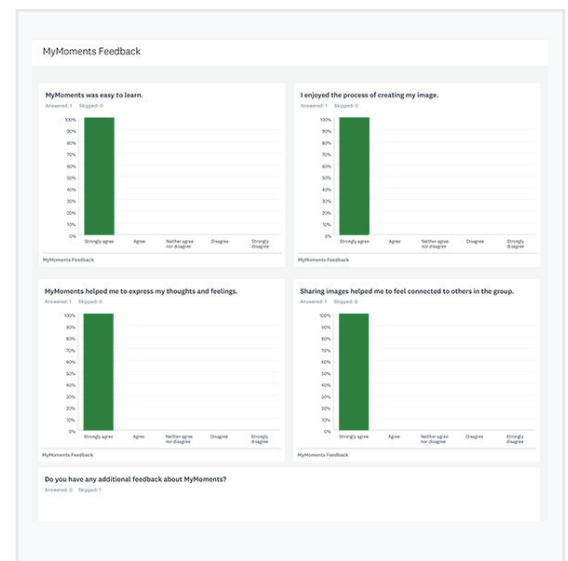
2. What did you observe during the group?

3. Did you have any technology challenges?

4. Did you learn anything that could be helpful in future groups?

5. Do you have any suggestions for future use of EDI at your organization?

Facilitator Form



Feedback Summary

Sample Survey Questions

Program Experience

- MyMoments was easy to learn.
- I enjoyed the process of creating my image.
- I received support and validation from others when sharing my MyMoments images.
- I liked sharing the images that I created with MyMoments.

Self-Expression and Self-Discovery

- MyMoments helped me to express my thoughts and feelings.
- I felt more comfortable discussing difficult topics when the conversation focused on MyMoments images.
- I felt able to share something through my images that I was otherwise uncomfortable sharing.
- MyMoments helped me to realize new insights about myself.
- Receiving feedback from others helped me to express new insights/feelings previously unknown.
- Discussing other peoples' images helped me to express new insights and feelings about myself.
- Seeing other peoples' images helped me to understand my own thoughts and feelings.

Self-Esteem

- I felt a sense of accomplishment when creating an image.
- I felt proud of the images I created.
- I felt creative when using MyMoments.

Connection

- Sharing images in the group helped me relate to and connect with others in the group.
- I felt that when someone shared an image, I could relate to them.
- I felt understood by others when sharing my images.

Patient-specific Questions related to Self-Efficacy and Readiness to Change

- MyMoments helped me to be more clear about the challenges I am facing.
- MyMoments helped me to feel optimistic about my recovery.
- MyMoments helped me to engage in my treatment program.
- MyMoments helped me to discover new things about myself which impacted my recovery.
- MyMoments contributed to my ability to understand what I have to do in order to be successful in my recovery.

Staff-specific Questions related to Team building, Burnout, and Self-care

- MyMoments helped me to learn new things about my team.
- MyMoments helped me build a sense of connection within the group.
- MyMoments allowed me to reflect on my own self-care.
- MyMoments helped me to reflect on my stressors at work.

EDI® Measurement Plan

Group	Method (Online vs. print, multiple choice or open response)	Questions (See prior pages for suggested questions)
Facilitators		
Participants - Individuals		
Participants - Staff		

Overview

- Regularly scheduled checkpoints are designed to gauge progress and provide support
- MyMoments® Assessment and Innovation Meetings are recommended **quarterly** to best support new programs
- Checkpoints and meetings involve discussion of topics including recent program activity, measurement plan review, technical questions, new ideas, and future directions
- Program leaders and facilitators are encouraged to participate in checkpoints and meetings

Sample Agenda

Review Activity to Date

- Where in the organization has MyMoments been used?
- Who have been the participants?
- How many groups or individual sessions have occurred?
- Have there been any specific happenings that should be highlighted or addressed?

Review Measurement Plan

- Does the feedback suggest any areas for improvement?
- Are there any findings that have been surprising?

Technical Questions

- Have any issues or barriers come up with the technology?

Ideas/Innovation

- Are there any new key learnings to be shared?
- Are there any requests for technology enhancements?

Next Steps

- Are there any adjustments to be made to the initial Integration Plan?
- Is there a need for additional trainings?

EDI® Program Management

Date and Time	Topics to Cover	Venue

There are three primary delivery models for EDI programs: group, 1-on-1, and individual. Depending on the setting and participants, one or more of these models may be appropriate.

Group Model

EDI is frequently implemented in group settings - both with participants and with staff. Groups typically consist of 10-15 individuals, and are led by a designated facilitator. The group format allows time for sharing and discussion.

1-on-1 Model

EDI is often used by clinicians or counselors with individual participants. In these situations, a staff member will typically teach the participant how to create imagery, and utilize the imagery to enhance the therapeutic process.

Individual Model

Individuals often use EDI on their own, usually in conjunction with, or after, an initial experience with EDI through one of the above models. Any individuals who use MyMoments during a MyMoments group or 1-on-1 session are provided lifetime access to the MyMoments app.

Group Model

Groups typically focus on a specific theme or prompt. Facilitators select themes based on the nature of the group and needs of the participants. The theme is presented as a starting point to inspire expression, but the participants are encouraged to take any direction they chose to convey their feelings and experiences. Groups typically follow the format as outlined on page 7, with adequate time is reserved for group discussion and sharing. The creation and sharing of imagery can take up the entire group or may be a component of the group.

Sample Prompts		Group Design Models
<p>Caregivers/Staff</p> <p>Team-building Our common goals... Managing change... Overcoming challenges... Understanding each other...</p> <p>Self-reflection Resilience... My purpose... Finding joy... My well-being...</p> <p>Interpersonal connection This is my story... Sharing something about myself... My hopes and dreams...</p>	<p>Patients/Participants</p> <p>Self-reflection Resilience... How I'm feeling today... What a good day looks like... My coping strategies... My warning signs...</p> <p>Self-expression This is my story... Where I am in my recovery... Sharing something about myself... My hopes and dreams... What's most important to me...</p>	<p>Incorporating imagery into existing curriculum Example: 8-week outpatient psychoeducation group with different topics each week</p> <p>Focus session with objective Example: Caregiver session based on managing change to address an organizational shift</p> <p>Component or lead-in to a broader group Example: Individuals create images of "How I'm feeling today" before starting a morning meeting</p> <p>Spontaneous use to address new objective Example: Group facilitators use MyMoments spontaneously during various groups, when specific opportunities or objectives arise</p>

1-on-1 Model

Clinicians or counselors incorporate MyMoments into their 1-on-1 work to enhance the therapeutic process. Once MyMoments has been introduced, the creation of imagery can be incorporated at any time during future sessions to support self-expression. The initial introduction of MyMoments often has a prompt, while future use is usually unplanned and tailored to specific therapeutic discussion.

Sample Prompts	Group Design Models
Self-reflection Resilience... How I'm feeling today... What a good day looks like... My coping strategies... My warning signs... Where I am in my recovery... My hopes for recovery...	Consistent, ongoing use Example: Clinician asks patient create an image at the beginning of each session to monitor progress Spontaneous use to enhance discussion Example: Patient learns to use MyMoments during an initial session, and has the option to create imagery at any time during ongoing therapy

Individual Model

Participants continue using MyMoments after they have been introduced to it through another program. This may be a part of an ongoing treatment plan with prompts/objectives, or may be used in self-directed manner without guidance.

Sample Prompts	Group Design Models
Self-reflection How I'm feeling today... My coping strategies... My warning signs... Where I am in my recovery... My goals in recovery... My hopes and dreams... What's most important to me...	Journaling Example: Patient uses imagery as a method of journaling to track progress in recovery Meditation/Diversion Example: Patient creates images as a coping mechanism during challenging times

MyMoments® Facilitation Best Practices

Avoiding Artistic Language

MyMoments is all about creating imagery to express meaningful aspects of our lives.

MyMoments images should never be judged based on artistic qualities, or viewed in any context other than how they enable people to express their personal stories.

It is recommended that facilitators avoid language such as “photography,” “art,” or “picture.”

Instead, words like “expression”, “imagery”, and “storytelling” should be used when talking about MyMoments programs.

The phrase “Expressive Digital Imagery” (EDI) is never used when discussing MyMoments with participants. The program should be referred to as MyMoments at [organization].

Demonstrating the MyMoments App

When demonstrating the MyMoments app, it is suggested to follow a sequential workflow of Compose, Tune, Style, and Finish. While following this order is not required, suggesting an outline often helps to reinforce the ease of creating imagery.

Captions help participants with reflection and sharing. Captions should be encouraged, but never required.

Room Set-up for Groups

To facilitate connection, remove barriers such as tables and arrange chairs in a U-shape.

Keep iPads at the front of the room until it is time for image creation.

Encouraging Discussion

Always emphasize that individual sharing is optional.

A list of individual and group questions is included on the following page.

Sample Discussion Questions

Questions for Individuals

- How did you come up with this idea?
- How does this image make you feel?
- How is this image helpful to you?
- What would you like the other people in the group to know about this image?
- Did you know what you wanted to create from the start or did the idea emerge as you were working?
- Was there anything challenging to you about creating this image?
- How do you plan to use this image in the future?
- For any striking features, ask what the meaning or intent was.

Questions for the Group

- What are your reactions to this image?
- Does anyone have similar feelings to what was expressed in this image?
- Does anybody else notice something about this image that they would like to share?
- Does this image bring up anything challenging for anyone?
- Does anyone have any questions that they'd like to ask the person that created this image?

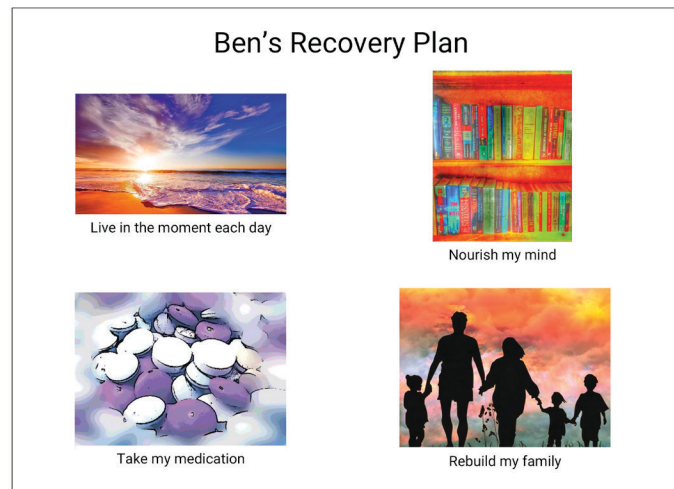
Imagery Distribution Suggestions

The MyMoments program is designed to facilitate ongoing conversation and connection that extends beyond each session

There are many ways to utilize imagery to facilitate continued engagement

Here are a few possibilities:

- **Collages** - Collages can be printed and displayed around the organization
- **Recovery/Wellness Plans** - Participants often to create recovery and wellness plans using imagery to reinforce their goals
- **Slideshows** - Slideshows can be displayed on screens in the organization
- **Badges, cards, and leave-behind tents** - Participants can wear badges or carry cards that display their images, or can distribute their images for others to see

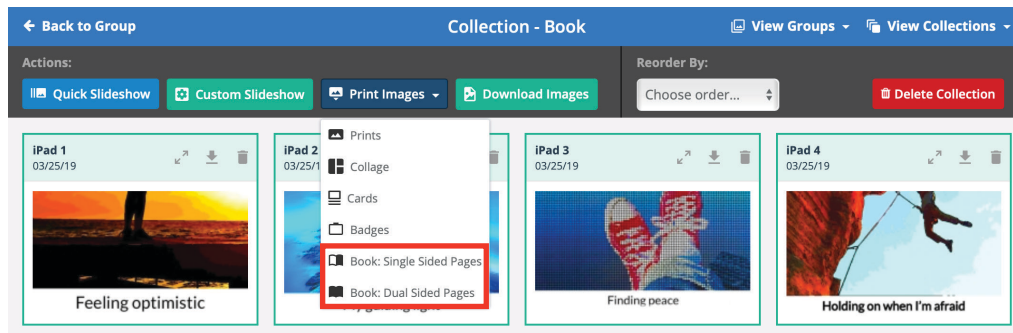


MyMoments® Book Instructions

Step 1: Create PDF of Book Pages

In MyMoments Cloud, create a collection of images for your book. Books have a minimum of 10 pages. If there are fewer images, blank pages will be inserted at the end of the book.

Under the "Print Images" tab, select "Book: Single Sided Pages" or "Book: Dual Sided Pages"



Step 2: Decide on Cover (MyMoments Cover or Create Custom Cover)

Save the following page as a PDF, or create your own PDF cover (dimensions of PDF should be 13.806" x 6.875")

Step 3: Create and Order book at Blurb.com

1. Go to "www.blurb.com"
2. On the menu bar, select "Formats" and "Photo Books"
3. Click on "Get Started"
4. Choose the size "7 x 7 in" and then, below "CREATE YOUR BOOK", click on the link that says "Have a PDF? Upload Here."
5. Click on "Upload a PDF"
6. Create a Blurb account
7. Choose "Cover & Pages in Separate File"
8. Upload the MyMoments cover PDF or your custom cover. Upload the PDF created through cloud.mymoments.org for the pages.
9. Enter book details. Recommended cover type is softcover and page type is standard photo paper.
10. Click "Upload to Blurb"
11. Due to the size of MyMoments images, there is often an error message that images are low resolution. This message can be ignored, printing quality will still be sufficient.
12. Preview and order book.