

# Virtual Provider Fair

## What is the Virtual Provider Fair?

The purpose the Virtual Provider Fair is to allow consumers, family members or legally authorized representatives the opportunity to gain knowledge of the various Home and Community Based (HCS) providers in Harris County. Unlike the physical provider fairs, the online Virtual Provider Fair will provide the opportunity for individuals to gain valuable knowledge 24 hours a day, 7 days a week.

The Mental Retardation Services Division (*MRSD*) website receives nearly 2,000 visitors per month, with 70% of the individuals viewing HCS provider related information. With demanding schedules families are discovering the ease in which to obtain information via the use of technology. The Virtual Provider Fair gives families the opportunity to search for an appropriate Harris County provider in the comfort of their own environment and as their schedule permits.

MHMRA of Harris County is inviting all Department of Aging and Disability Services (DADS) authorized Harris County HCS providers to submit a video clip describing their services to be included in the MRSD Virtual Provider Fair. This service is offered at no charge to providers. Consumers and families will be able to log onto the MRSD website and view all available HCS provider videos.

## How do I submit my video for inclusion to the website?

Providers wanting to include their HCS videos on the Virtual Provider Fair have two options:

### If your company has a website:

- You may host the video through your website/server and MHMRA will link your video to the Virtual Provider Fair.
- If you host the video on your own website/server you are not bound to the file format, size or time limits listed below under 'Requirements.' However, you are bound to the other listed requirements.
- You will need to provide your website address which will be used to host your video.

### If your company does not have a website:

- You will be allowed to host your video on MHMRA's website and server.
- Subsequently, you must also adhere to the file format, size and time limits specified below under 'Requirements.'
- You will need to submit your video clip via mail on a CD or DVD.

Submit all website addresses and video clips to: Evanthe Collins, MHMRA of Harris County, 7011 Southwest Freeway, Houston, Texas, 77074. Email: [evanthe.collins@mhmraharris.org](mailto:evanthe.collins@mhmraharris.org) / Telephone: (713) 970-7217.

## Requirements

File Format: Windows Media Video (.wmv)  
 Size Limit: 50 MB  
 Time Limit: Entire media clip should not exceed 3 minutes  
 Other:

- Monetary gifts and/or promotional items should not be included within the video. Advertisement of items and/or inclusion of content deemed inappropriate by MHMRA staff will result in the exclusion of the video clip from the website.
- HCS participants must hold an active license with DADS.
- Each HCS provider must obtain a press release from all consumers and family members appearing in the video, even if the individual does not have a speaking role. Each press release should be kept on file at your company.

## Recommendations

You may view other video clips on the *MRSD* Virtual Provider Fair to use as an example of what information should be included in your HCS video. Below are listed recommendation, which are not required to participate in the fair, but may assist you in developing an optimal video for internet presentation.

- Video dimensions should be at least 720 x 480 pixels
- Include within your HCS video presentation:
  - \* Audio track
  - \* Company name and contact information (e.g. telephone number/email)
  - \* Company missions/goals
  - \* Specialty/Unique Services and Staff (e.g. multi-lingual/professional certifications)
  - \* Visuals of staff/homes/community activities

## How Do I Access the Virtual Provider Fair?

The Virtual Provider Fair may be accessed by visiting the MHMRA of Harris County - *MRSD* website. The web address is: [www.mhmraharris.org](http://www.mhmraharris.org). From the MHMRA webpage choose 'Mental Retardation & Autism Services.'