



Pepperdine University

GSEP

(Graduate School of Education and Psychology)

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Introduction

Pepperdine University has three clinics that are used for Doctorate Students research and for Graduate Students practicum experience. These clinics currently have a stand-alone video recording system for each room consisting of multiple cameras, microphones, and DVD recorders. Client sessions are recorded by therapists to DVD discs. These discs are stored at respective Pepperdine-GSEP Clinics. In some cases, the DVD discs are shipped between campuses for supervisory review. Currently the system does not fulfill all of the needs of the graduate students, clinical supervisors, and faculty members.

Clinics locations

Pepperdine has three mental health clinics that need to have ability to securely share clients recorded sessions video files. All transport, retrieval and storage of video files shall be HIPAA compliant to avoid inadvertent information disclosure. The compliance with HIPAA is a key aspect of this recording system.

Clinic overview

Each clinic has several treatment rooms that shall be equipped with the video and audio recording and streaming system.

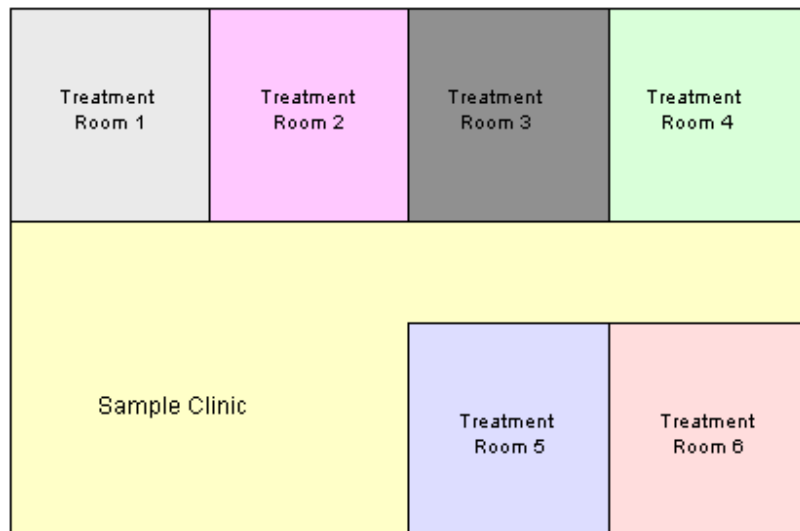


Figure 1: Typical treatment rooms clinic layout

Video stream shall be available in real time during the session or at a later time after the session is completed. Streaming of the video can be delayed by up to 2 minutes after recording is started.

Most of the videos will be deleted within 30 days from recording date, some may be retained for up to 7 years. Archived videos should be available for recall and playback on demand. (It is possible that archived videos may need time to be restored. The maximum restore time is 5 hours). Videos to be retained, will be marked by the user. When videos are marked for deletion, the videos will be automatically deleted 30 days after a user marks it for deletion.

Typical Therapy Room

A typical therapy room contains two couches or chairs, two cameras, two microphones and the recording equipment. Therapist shall have an easy access to recording control. Equipment installed in the therapy room may not have any fans or generate any noise. Transient video files can be stored in the recording equipment while being transferred to the cloud storage. Maximum transient storage time is 90 minutes. If the recording equipment is turned OFF on the middle of the recording and then turned back on, all transient files are immediately erased.

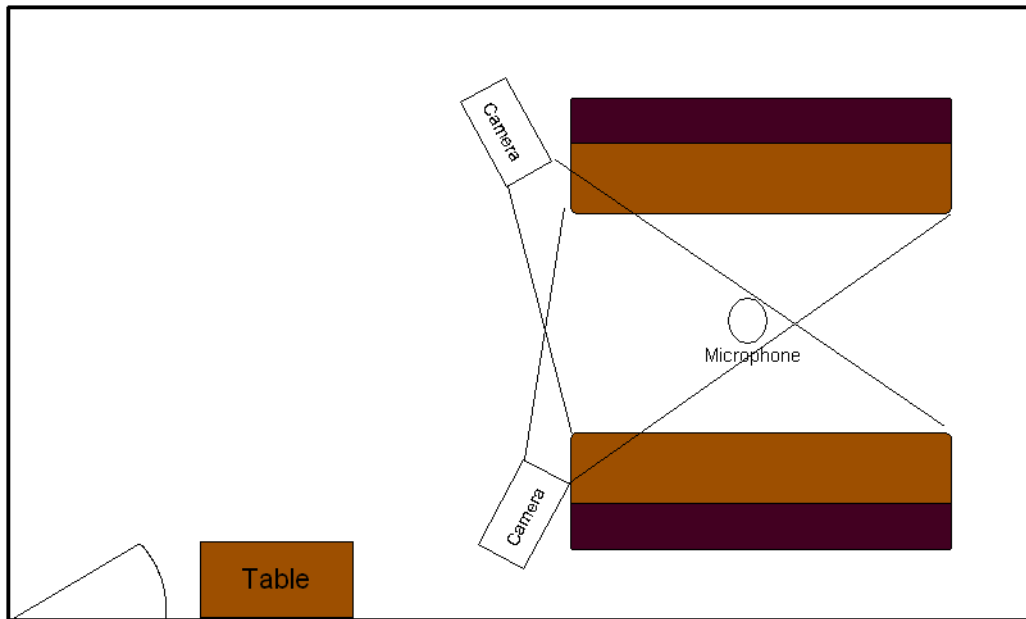


Figure 2: Typical therapy room layout

User Access

The system shall be securely accessible within the Pepperdine network only. Access from the outside of the Pepperdine network scope is not allowed. Access to the files should be IP specific to Pepperdine.

A website gateway shall be provided for an easy access to the requested video files. This web site shall be located outside of the Pepperdine network and managed by a third party vendor. The website shall have provisions to mark files for deletion or retain files for archiving. Depending on the access level, each administrative role shall have a specific access to the system and files. Each user shall have ability to share files with the designated supervisors.

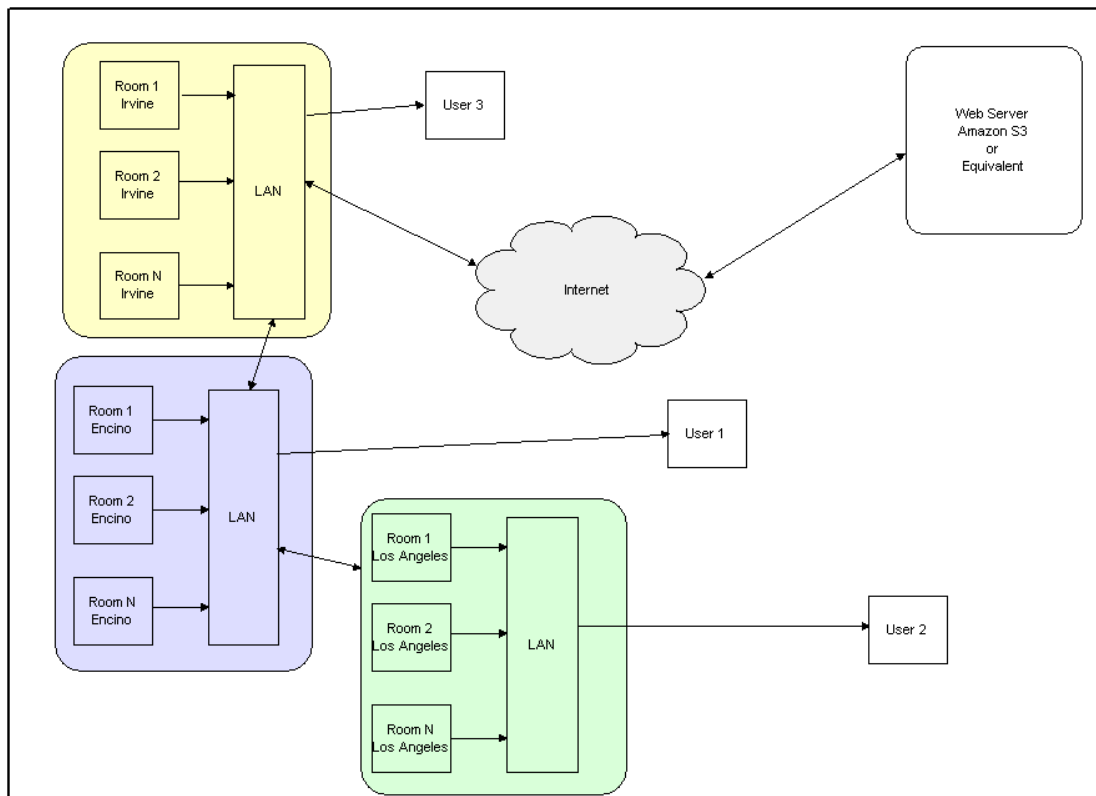


Figure 3: Access to the videos is available through Pepperdine network only and is IP locked

System access roles

System access provides for maintenance and use of the video recording system. Diagram below shows the access level depending on the individual's role. Detailed file access log will be available for auditing confidential files access.

ROLES			
IT Administrator	Clinic Director	Clinical Supervisor/ Faculty Member	User/Therapist
Room Setup	Create User	View shared videos	View own videos
Camera PTZ	Delete Users	View shared live video stream	Share videos with Supervisor
MIC gain	Modify Users	Mark videos for deletion	Mark videos for archiving
IP configuration	Reset User Password	Mark sections of the videos. Bookmarking	Delete Videos
Security	Mark videos for deletion		Mark sections of the videos. Bookmarking
Room status			Mark videos for deletion
Reboot system			

Figure 4: Access roles for the video system

Video Player

Web based video player shall enable users to view pre-recorded video files or streaming video. The video player shall be loaded from a browser and may require additional plugins for proper operation.

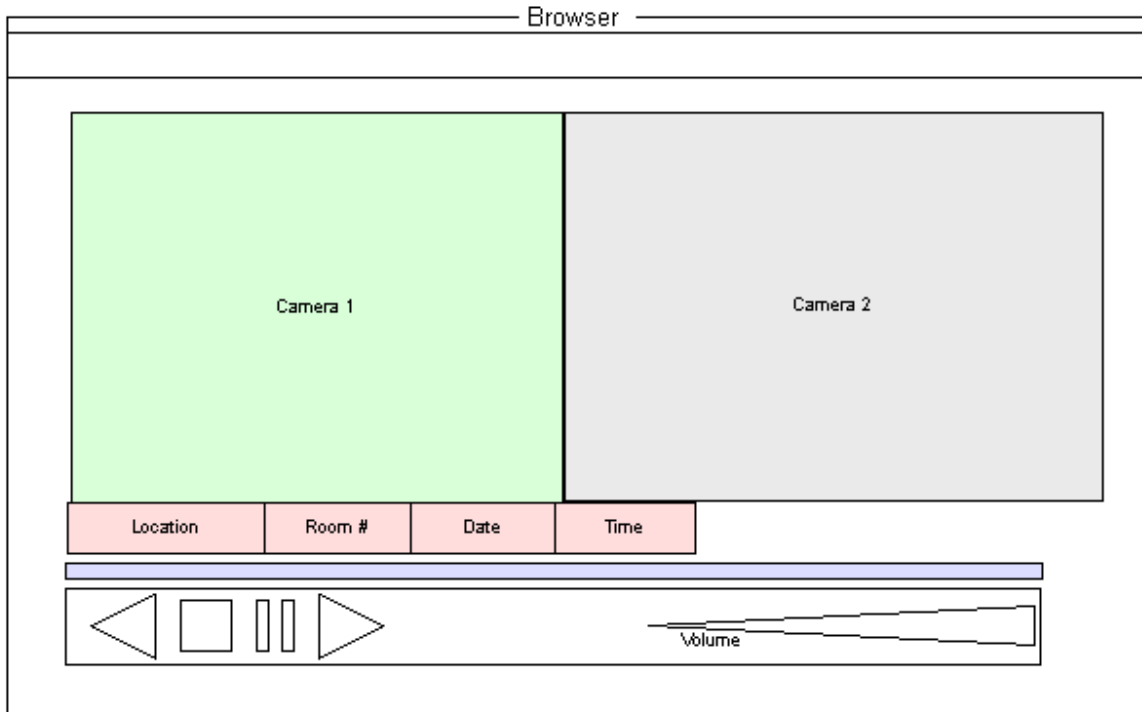


Figure 5: Recommended screen layout

Video player shall display video from camera 1, video from camera 2, location of the clinic, room number, date, and time. This information is required to identify video files. The final on screen layout will be determined during initial pilot system installation.

Integration

The system should have ability to interface with Pepperdine system and accept campus wide student IDs. Details of the interface will be worked out with the Pepperdine IT.

Detailed Requirements

Feature	Description	Comments
General		
Number of locations	3 locations	Irvine, Encino and Los Angeles
Number of rooms	22	
Maximum simultaneous users	22	Maximum users viewing the same file at the same time would be 2. The system shall accommodate simultaneous recording in all rooms.
Power requirements	Power consumption <150W	
Mounting	Possible wall mount touch screen user interface.	
Live Streaming	System shall provide live streaming of the video.	Stream can be delayed up to 2 minutes
Video storage		
Type	Shall be HIPPA compliant cloud storage	Transient local storage is allowed for 90 minutes.
Video storage size	Dependent on number of recording	
Location	Cloud based (Amazon Web Services or equivalent)	Vendor can propose different solutions of off-campus storage.
Archiving video files	Vendor shall propose solution for maximum storage of 7 years.	Cloud based (Amazon Web Services or equivalent)
User interface		
Viewer only (Browser based)	Used by supervisors and users to review session footage	Allow easy view of specific sessions marked by therapist. Meta data shall include bookmarks with short description.
Recording	User will need to log in to their account and start recording. Alternatively a pin code can be assigned to start recording which associates with the student account.	
Indexing	Video file shall be named with date, time, location, and room number.	
Hardware		
Video Cameras quantity	2 per room with USB video output with Zoom Pan and Tilt or Zoom only. Used for initial set up only.	This may change depending on the system design.

Video Resolution	720p nominal, minimum resolution shall be 480p.	
Video camera type	Pan, tilt and zoom would be a plus. Vendor can recommend different solution.	Zoom shall be x3-5 optical. When system is not recording, the camera should point into the ceiling.
Ceiling microphones	1 per room. Vendor may recommend proper location	Noise canceling and echo canceling is required to provide high quality audio sound. Possible use of surface microphones.
Recorder control	Recorder control shall be wall mounted. Vendor can recommend different solution.	
Additional Hardware	Wires, jumpers, signal extenders, and converters.	All wires must be plenum rated.
IT equipment	As needed based on the design	
Retrieval system		
HIPAA	All connections to the system shall be SSL encrypted and protected.	
Retrieval is based on permissions	Video retrieval is based on the roles assigned to users.	
Maintenance		
Maintenance guide	Detailed maintenance guide shall be provided for use by Pepperdine IT	
Installation guide	Detailed installation guide shall be provided with the system.	
Warranty	Warranty shall be 3 years from the date of the installation and cover replacement or repair of failed components.	

Contact Information

For additional details about this RFP, please contact the persons listed below:

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End of RFP