

Early Intervention Telehealth Prep Checklist

At least 15 minutes prior to your scheduled virtual visit, please prepare the environment, the equipment and the connection as follows:

*All Participants:

- Make sure you have wi-fi enabled on your computer or phone used for session
- Make sure your device is fully charged or plugged in
- Log on to the platform being used for the virtual session
 - Families will accept invite to meeting sent by EI staff
- Check to make sure both audio and video functions are working properly
- Log off any other programs and close any windows that are open if using your computer
- Make sure there isn't glare coming from uncovered windows/doors
- Be prepared to 'trouble-shoot' position of camera, volume, and other issues related to video-conferencing

*Families:

- Choose a room in your home based on the activity to be addressed in session
- Have materials available if needed based on joint plan from last session or so evaluators can watch your child play during an assessment
- Please attempt to limit background noise of radios, televisions

*Early Intervention Provider(s):

- Ensure that the family's verbal consent is documented prior to 1st session
- Use password protected laptop (if available), phone or other approved device with camera for session
- Make sure you are in a room where client's confidentiality will be protected, ensuring that the session cannot be heard by others
- Post a "Do Not Disturb" sign on the door of room you are using to eliminate disruptions
- Mute phones that may interrupt session, turn off tvs/radios, and minimize any other visual/auditory distractions
- Close any other programs or windows open on the computer/device
- At beginning of session, make sure to get call back number for family member if internet connection cannot be established or is lost during session

*At the end of the session

- Briefly review how the session went for all – are there any issues to consider for next time?
- Determine date and time of next visit, if there will be one
- End session by clicking "Leave Meeting," "End Session," or by hanging up. Log out of the platform and close down your device.