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
  o 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 of 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.

Adapted checklist from the ITC of Greater Prince William
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