Technology and Home Environment Tele-Intervention Checklist

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

Prepare your Environment
• Choose an optimal room in your home based on the planned activity
• Make sure there isn’t glare coming from uncovered windows/doors
• Have provider-requested materials for the activity available
• Remove other items/toys that may be distracting
• Mute phones that may interrupt
• Turn off TV’s, radios, other auditory/visual distractions
• Test hearing devices (i.e., ensure batteries are working, have spare batteries available)
• Change child’s diaper/take to the toilet
• If necessary, feed child before session
• Identify the exact time the session will begin and end
• Post “Do not disturb signs”, if needed

Prepare your Equipment and Connection
• Make sure a power strip is on and/or the plug is secure
• Turn on the computer
• Make sure the camera and microphone are connected and working
• Have headphones available to help eliminate the echo effect
• Log off of any other programs/windows that are open on the computer
• Log onto the program being used using your username and password - Consider posting it by the computer in a discrete location
• Run the “test” feature, if available
• If recording the session via a third-party software program, start the program and test as necessary
• Make sure other computers in the house are turned off as other traffic will reduce bandwidth and limit the quality of the internet connection
• Have a cell phone number for the provider available if an internet connection cannot be made

Ending the Session
• Discuss any problems with the connection
• Determine the date and time of the next session
• “Hang up” and close down the program site
• Close down the recording site
• Notify others in your household that you have ended the session