



Virtual Early Intervention ITP Provider and Service Coordinator Checklist

Provider Name: _____

Prior to delivering virtual early intervention, ITP professionals must do the following:

<input type="checkbox"/>	Complete the “NCHAM Tele-Intervention 101 Providers Module at https://www.infanthearing.org/ti101/providers/index.html
<input type="checkbox"/>	Be licensed where client receives early intervention, even if the family being seen is not in Idaho. State(s) Licensed: _____
<input type="checkbox"/>	Deliver virtual EI in a room with a closed door that is private and cannot be overheard or viewed by individuals that are not involved in the virtual EI visit. If no rooms are available, your workstation is a suitable option if you can assure an effective virtual EI session and take measures to protect the privacy of the session.
<input type="checkbox"/>	Test the lighting and acoustic conditions to ensure an optimal audio/visual environment.
<input type="checkbox"/>	Ensure only the agreed upon ITP professional(s) is present for the virtual EI visit.
<input type="checkbox"/>	State Staff - Use your Department issued computer and Department’s Cisco Webex platform to provide virtual EI visits, and in addition use a secure Wi-Fi network that requires a unique password when provided from a home office.
<input type="checkbox"/>	Contractors - Use the Department’s Cisco Webex platform to provide virtual EI visits using a secure Wi-Fi network that requires a unique password when provided from a home office.
<input type="checkbox"/>	Review the “Virtual EI Family Flyer” and “Virtual EI Family Technology Questionnaire” with the family to discuss their comfort with technology, internet connectivity, and the virtual EI method.
<input type="checkbox"/>	Obtain a signed “Virtual EI Consent Form” from the family to ensure mutually agreed upon virtual EI services are provided to the child and family/caregiver.
<input type="checkbox"/>	Advise families that a Bandwidth of 1.5 Mbps should be used for upload and download (http://www.bandwidthplace.com). Families should also check with their internet or wireless provider for any monthly limits on their data usage plan. The ITP is not responsible for any additional data cost incurred as a result of receiving Infant Toddler Program services through Virtual EI.
<input type="checkbox"/>	Provide the “Virtual EI Troubleshooting Guide” to the family to assist them with technology issues. ITP cannot assist the family with their personal devices including but not limited to computers, tablets, cell phones, etc.
<input type="checkbox"/>	Provide the “Virtual EI Home Preparation Checklist” to the family so they can prepare their home environment and technology for the virtual EI visits.
<input type="checkbox"/>	Perform a “test call” with the family prior to the first IFSP virtual EI visit to check technology and connectivity.
<input type="checkbox"/>	Establish alternative connections (e.g., telephone, e-mail) and clear paths to technical assistance for the family/caregiver prior to the first session.
<input type="checkbox"/>	Add virtual EI visits to the child’s IFSP and obtain a physician’s signature.

<input type="checkbox"/>	Disclose to the family your identity, current location, telephone number, Idaho license number, as applicable, and anyone else joining the visit at the start of each virtual visit.
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