



Virtual Early Intervention Home Preparation Checklist for Families

At least 15 minutes prior to your scheduled virtual visit, please 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 materials available for the activity that was determined by you and the provider at the previous session during joint planning
- ✓ Mute phones that may interrupt
- ✓ Turn off TV's, radios, other auditory/visual distractions
- ✓ Identify the exact time the virtual visit will begin and end
- ✓ Post "Do not disturb signs", if needed

Prepare your Equipment and Connection

- ✓ Ensure that your computer is booted up and ready to go
- ✓ Make sure the camera and microphone are connected and working
- ✓ Have headphones available to help eliminate the echo effect, if needed
- ✓ Log off any other programs/windows that are open on the computer
- ✓ Make sure other computers in the house are turned off as other traffic will reduce bandwidth and limit the quality of the internet connection
- ✓ Log onto the virtual program site using your username and password - Consider posting it by the computer in a discrete location
- ✓ Make sure you are using your Wi-Fi secure home network, if available
- ✓ Run the "test" feature, if available
- ✓ 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 virtual visit
- ✓ "Hang up", close down and log off the virtual program site
- ✓ Notify others in your household that you have ended the virtual visit