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 join 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