

## ASHA TELEPRACTICE CHECKLIST FOR SCHOOL-BASED PROFESSIONALS

This checklist is designed to assist educational audiologists and school-based speech-language pathologists to provide service delivery via telepractice. Each section includes step-by-step considerations—from preparation to implementation:

- **Preparation:** Familiarize yourself with federal, state, and ASHA resources.
- **Planning:** Begin laying the groundwork for effective telepractice service delivery.
- **Environment:** Create a professional environment in your workspace.
- **Technology/Equipment:** Tips and techniques to optimize your technology and equipment.
- **Tips for Working with Parents and Caregivers as Facilitators:** Help parents/caregivers understand their roles and the value they add to the session.

<b>Preparation:</b> Familiarize yourself with federal, state and ASHA resources.			
STEPS	COMPLETE	IN PROCESS	NOTES
Review <a href="#">U.S. Dept of Education</a> [PDF] guidance relevant to telepractice including: <ul style="list-style-type: none"> <li>• <a href="#">FERPA and COVID-19</a> [PDF] (includes sample consent form)</li> <li>• <a href="#">HIPAA for Professionals</a></li> </ul>			
Learn <a href="#">state laws and guidance</a> for telepractice, including state licensure and teacher certification laws.			
Read <a href="#">Medicaid</a> [PDF] guidance applicable to telepractice.			
ASHA resources: <ul style="list-style-type: none"> <li>• <a href="#">ASHA Telepractice Practice Portal</a></li> <li>• <a href="#">ASHA Telepractice Evidence Map</a></li> </ul>			

<b>PLANNING:</b> Begin laying the groundwork for effective telepractice service delivery.			
<b>STEPS</b>	<b>COMPLETE</b>	<b>IN PROCESS</b>	<b>NOTES</b>
Confirm that the school district/organization/practice has a <a href="#">Business Associate Agreement (BAA)</a> to ensure encryption.			
Verify that you and the student have the proper <a href="#">equipment and Internet access</a> .			
Verify contact information for students, including phone number, email, and address.			
Verify that a <a href="#">facilitator</a> will be physically present to support the student during the session.			
Schedule sessions in advance with the family.			
Familiarize yourself with the telepractice platform you'll be using. <ul style="list-style-type: none"> <li>● Ensure that your platform is encrypted and secure.</li> <li>● Obtain parental consent as needed.</li> <li>● Practice sharing the tools and different therapy materials ahead of time.</li> </ul>			
Prepare materials in advance for each session. <ul style="list-style-type: none"> <li>● Keep material accessible and within reach.</li> <li>● Make sure the materials are usable when accessed via the telepractice platform.</li> </ul>			
Plan for a break every few hours to stretch, take a walk, hydrate, etc.			

<b>ENVIRONMENT:</b> Create a professional environment in your workspace.			
<b>STEPS</b>	<b>COMPLETE</b>	<b>IN PROCESS</b>	<b>NOTES</b>
Select a quiet space (ideally a room with a door), with proper lighting and background to eliminate distractions.			
Be sure your background looks professional. <ul style="list-style-type: none"> <li>• Sit with your back to a wall to avoid a “busy” or “messy” background.</li> <li>• Consider using a virtual background.</li> </ul>			
Dress professionally when providing telepractice services. <ul style="list-style-type: none"> <li>• Dress as you would if you were going to an office—it is important to establish and maintain a professional appearance.</li> </ul>			
<b>TECHNOLOGY/EQUIPMENT:</b> Tips and techniques to optimize your technology and equipment.			
<b>STEPS</b>	<b>COMPLETE</b>	<b>IN PROCESS</b>	<b>NOTES</b>
Before each session, check placement of camera and video monitor via the platform.			
Before each session, check microphones and sound via the platform.			
Connect your computer to your router via an Ethernet cable for the most stable, reliable connection.			
If using WiFi, sit as close as possible to your router.			

<ul style="list-style-type: none"> <li>● Ask others in your home to avoid using the WiFi while you are providing telepractice services.</li> </ul>			
<p>Perform a tech “trial run” with parents before beginning services.</p> <ul style="list-style-type: none"> <li>● Make sure that the family can access the platform and can join the session easily.</li> </ul>			
<p>Prepare to troubleshoot the audio and visual aspects of the platform.</p> <ul style="list-style-type: none"> <li>● Have a contingency plan in place before providing services.</li> </ul>			
<p><b>TIPS FOR WORKING WITH PARENTS AND CAREGIVERS AS FACILITATORS:</b> Help parents/caregivers understand their roles and the value they add to the session.</p>			
STEPS	COMPLETE	IN PROCESS	NOTES
<p>If comfortable, exchange contact information (e.g., cell number to call or text, email address) before beginning telepractice services.</p>			
<p>Ask the facilitator to sign onto the platform approximately 5 minutes before the start of the session to troubleshoot technical difficulties.</p>			
<p>Remind the facilitator to prepare client for the session (have the client take care of personal needs before the start of the session).</p>			

<p>Explain the role of a facilitator during the session (i.e., silent observer unless otherwise asked).</p>			
<p>Explain to the facilitator how you would like to address questions that they may have during the session (e.g., wait until afterward to ask/answer).</p>			
<p>Based on the client’s needs, explain to the facilitator behavioral expectations for the client.</p>			

*Acknowledgments: Thanks to Tracy Sippl, Associate Coordinator, Special Interest Group 18, (Telepractice) for her contributions to this resource.*