

# Technology Checklist for Professionals Considering Live Video EI Visits (i.e. Telehealth)

Technology Checklist for Professionals	Yes	No
Do you have a <b>secure internet connection</b> at home?		
Do you have a <b>webcam and speakers</b> with your device (e.g. smartphone, tablet, or laptop)?		
Does your <b>internet or mobile data plan</b> have enough <b>data capacity</b> to accommodate the use of live video visits (i.e. telehealth)? <i>Note: Families &amp; professionals are responsible for any additional data cost incurred as a result of participating in live video visits.</i>		
Do you have <b>internet speed (bandwidth)</b> to use video during a live video EI session? <i>Use <a href="http://speedsmart.net">speedsmart.net</a> to see if it meets upload and download speed of 1.5 Mbps.</i>		
Do you have <b>basic knowledge of computers or other equipment that will be used?</b>		
Are you able to <b>help a family learn how to use the technology and attend to technical difficulties</b> that may arise with the internet, audio and/or video?		
Do families you serve <b>have tools and resources</b> to engage in live video visits? <i>Encourage them to use and submit the <a href="#">Family Technology Checklist</a>.</i>		
Did families you serve <b>consent</b> to this service delivery method?		
Do you have a <b>private and secure space</b> where you can use the internet and equipment, along with access to a power source, <b>without interruptions or confidentiality being violated?</b>		

## Prior to the Session

- Make sure your device is fully charged or plugged in securely to a power strip
- Test your connection, camera and microphone (check for lighting and glare)
- Have headphones available just in case they are needed for best audio quality
- Log off any other programs/windows that are open on the device
- If possible, limit other connections to the internet in your household that may be competing for internet speed/bandwidth during your EI visit
- Choose a private room for your sessions and “Do Not Disturb” sign, if needed
- Mute phones and turn off TVs, radios, other auditory/visual distractions
- Review [joint planning document](#) (pdf) and [Planning for the Use of Video Conferencing](#) (pdf)



## Office of Civil Rights (OCR) Guidance for Use of Technology During COVID-19

*"Under this Notice, covered health care providers may use popular applications that allow for video chats, including Apple FaceTime, Facebook Messenger video chat, Google Hangouts video, or Skype, to provide telehealth without the risk that OCR (Office for Civil Rights) might seek to impose a penalty for noncompliance with the HIPAA Rules related to the good faith provision of telehealth during the COVID-19 nationwide public health emergency. Providers are encouraged to notify patients that these third-party applications potentially introduce privacy risks, and providers should enable all available encryption and privacy modes when using such applications."*

*"Under this Notice, however, Facebook Live, Twitch, TikTok, and similar video communication applications are public-facing, and should not be used in the provision of telehealth by covered health care providers." Source: [HHS.gov](https://www.hhs.gov)*

