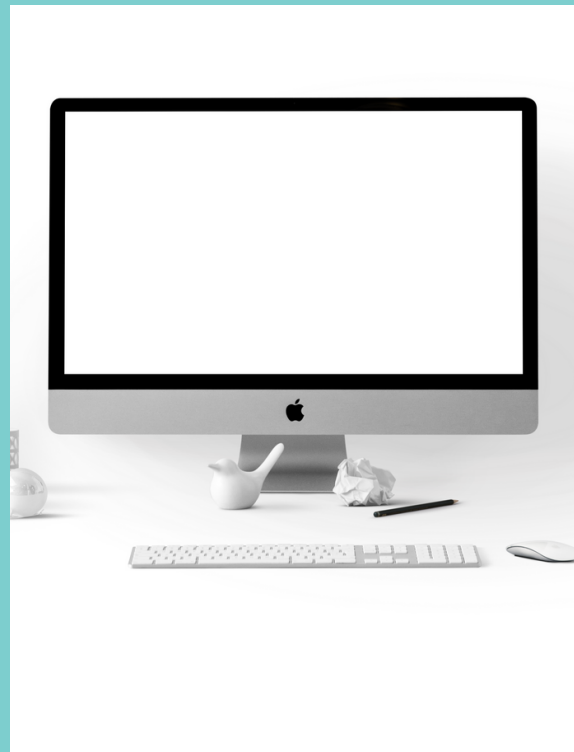


HOW TO: CONDUCT A TELEHEALTH SESSION

From equipment needed to proper etiquette



EQUIPMENT



In order to conduct a Telehealth session, use of a telephone or computer with internet is required. Ensure proper setup is user friendly by offering a practice session to your client.

FORM A RELATIONSHIP

Establish a connection and the use of rapport with your client by asking how they are doing. Your client's comfortability is important even if over a computer.



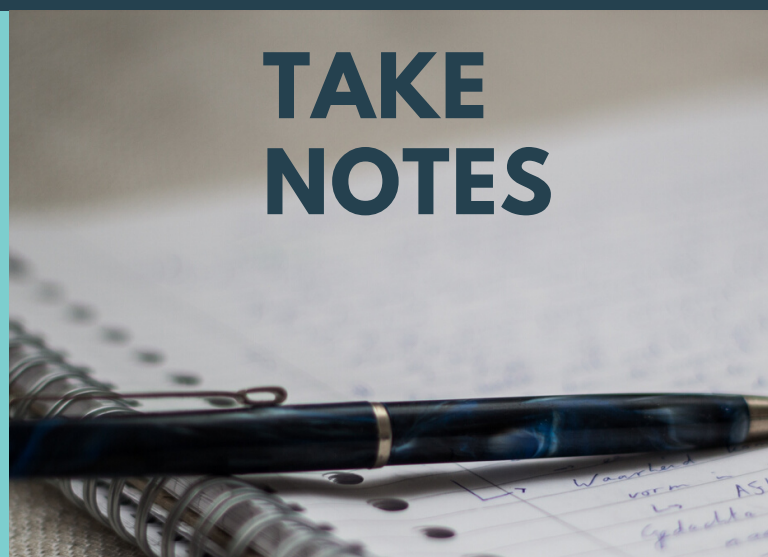
FIND SOMEWHERE QUIET



Conduct the session in a place with minimal distractions for you or your client. Make sure you are aware of everybody that will be taking part in the session.

Take accurate and detailed notes during the session regarding your client's progress.

TAKE NOTES



SMART GOALS



Continue to implement SMART goals while recording your client's progress. Discuss any concerns with parent/caregiver (when applicable)

Kindly remind client or guardian of next session. Record notes on current session . Ask for their feedback! Everyone can always improve. Afterall, it is our job to help them.