**Telepractice Pre-Session Checklist for Adult Sessions**

**Home environment:**

* **Reduce background noise (turn off tv, have less distraction of other family members, close doors)**
* **Make sure other family members know not to disturb you**
* **Remove common visual distractions**
* **Choose where you will sit: choose one spot that will be the spot each week for the session (kitchen table, desk, etc.)**

**Technology check:**

* **Computer, laptop or tablet is plugged in!! We definitely want to avoid running out of battery in the middle of a session.**
* **There must be a camera and microphone either *in or attached to the computer and working during the entire session.* Both parties must be able to see and hear each other throughout the session per national guidelines.**
* **Internet connection is good. If you are unsure it is best to find a spot as close to the wifi router as possible.**
* **No other programs are running on the computer during the session, unless asked to by your clinician. This saves the internet from becoming slow.**
* **Test your Zoom meeting settings and connections prior to your first session by going to** [**https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-**](https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-)
* **Provide your clinician with a cell phone or landline number in case the Zoom connection isn’t working**

**Session Preparation:**

* **The clinician will send a link for the meeting with the lesson plan. Please REVIEW the lesson plan prior in case there is paperwork/activities you are asked to bring.**
* **Make sure any materials the clinician has asked you to have are ready, at the table.**
* **Make sure the environment is ready: other family members are not disturbing you, the computer is charged, materials are ready, etc.**