

Murrieta Valley Unified School District

TeleMental Health via Video Conferencing Checklist

*Screen students to determine appropriateness for TeleMental Health. Is the student currently emotionally suitable at the point for this format or are they at-risk? Is the student able to negotiate any technical difficulties? Where will the parent/guardian physically be? Is the student already isolated?

Pre-Session Checklist

- ✓ If you are conducting 1 on 1 continuous counseling sessions with students, be sure the consent form has been discussed, signed and returned to the school counselor. Discuss potential risks, benefits and an emergency plan.
- ✓ Ensure the consent form has been signed by both parents if separated or divorced, regardless of legal custody.
- ✓ Discuss privacy during session (i.e. anyone else in the room, sound insulation between rooms).
- ✓ Discuss distractions during session (i.e. other in the home, television, pets).
- ✓ Discuss technical requirements - computer with a webcam, audio (or headset), Wi-Fi, Access to Office 365 Teams.
- ✓ Disable recording feature.
- ✓ Discuss back-up plan should you lose connection/video or audio.
- ✓ Provide your office phone number and extension in case there is a disruption in connection.
- ✓ Make sure you have direct and quick access to the Aeries emergency contact screen, colleague contact and emergency services.
- ✓ Know Duty to Warn, Protective Service laws, forms and numbers.
- ✓ Schedule appointment through Office 365 Teams and send an invite to the student.

Immediately Before the Session

- ✓ Check lighting (should have lighting to the side or front of you).
- ✓ Check background and remove distractions and/or personal items.
- ✓ Check camera and visuals.
- ✓ Check audio.
 - Start Session
 - Have student check their visual
 - Verify sufficient privacy on their end (ask if anyone else is in the room)
 - Reiterate informed consent
 - Review how a student may contact you via phone or email if there is a disruption in connection
 - Verify the location of the student

- Review emergency resources and have a protocol for an urgent situation (be sure emergency service information on file matches client location). Be sure and document if the student is at a location that is different than what is listed in Aeries.)
- Review the phone number(s) that can be used to reach the student if there is a disruption in connection. List alternative phone number(s) if different than those listed in Aeries.
- After the Session
 - Be sure and document your meeting/session in Aeries.