

**New York City Bureau of Early Intervention Sample Checklist for Teletherapy Intervention During the Declared State of Emergency for COVID-19 (3/17/2020)**

**Instructions:** The Service Coordinator must complete this checklist to ensure that the parent/guardian understands what teletherapy entails. A single check list can be completed per child.

Child's Name:	EI#:	DOB: / /
Address:		Apt #:
City/Town:	State: New York	Zip Code:
Service Types to Be Delivered Using Telehealth:	NYEIS Service Authorization(s) #:	
Name of Therapist(s)/Teacher(s):	Phone #(s):	

<b>Checklist</b>	
<input type="checkbox"/>	SC contacts family about the possibility of using telehealth as a service delivery method.
<input type="checkbox"/>	Parent/Guardian has access to a Wi-Fi Connection.
<input type="checkbox"/>	Confirm that family has access to a smartphone/tablet/computer with webcam and speakers. <ul style="list-style-type: none"> <li>• Family's phone/tablet/computer is a(n): <ul style="list-style-type: none"> <li>○ Apple</li> <li>○ Android</li> <li>○ Windows</li> </ul> </li> </ul>
<input type="checkbox"/>	Check bandwidth (at least 1.5 Mbps) at the family's home using <a href="http://www.Bandwidthplace.com">www.Bandwidthplace.com</a> or another online option.
<input type="checkbox"/>	Parent/Guardian has used video conferencing in the past (this is not required but can help determine the parent/guardian's comfort level).
<input type="checkbox"/>	Parent/Guardian understands that a responsible caregiver must be present to participate for the entire duration of the sessions and that they will be actively participating throughout the session.
<input type="checkbox"/>	Parent/Guardian understands that virtual services pursuant to their IFSP will be in place of and not in addition to their IFSP mandate.
<input type="checkbox"/>	Parent/Guardian understands that Telehealth as an Early Intervention service delivery method is only available during the declared state of emergency for COVID-19 and that their child's services will be delivered using the method authorized in the child's IFSP once a state of emergency is no longer declared for COVID-19.
<input type="checkbox"/>	Service Coordinator has obtained signed consent from the family to initiate telehealth therapy
<input type="checkbox"/>	Service Coordinator has uploaded the signed consent into the Child Integrated Case in NYEIS.

**Please note that the NYC and NYS Early Intervention Program is not able to purchase items for families or pay for internet access.**