

Beginning Directions

- 1) Turn on computer
- 2) Click on the square with the fish
- 3) Double click on Google Chrome
- 4) Click on Gmail in the upper right corner
- 5) Click on the email from _____(therapist) that says "Join Zoom Meeting in Progress".
- 6) Double click on the blue link in the email that looks like:
 - a. <https://socrates.zoom.us/j/2204361221>
- 7) Click on the pop up: URL: zoom launcher
- 8) Click join with computer audio when prompted
- 9) Click start video
- 10) Pick a pair of headphones and put them on

Rules

- 1) Pay attention and follow directions.
- 2) Let me know if you cannot hear or see me.
- 3) Only Zoom Pro browser is allowed to be open. No other applications or websites can be accessed during teletherapy.

End of session directions

- 1) Click leave meeting
- 2) Take your headphones off
- 3) Close laptop
- 4) Put laptop and headphones in the bag/box

Email login:

Password:

If a student cannot access the email, the website is:

<http://www.southernplainedcoop.org/>

Directions:

- 1) Go to helpful links.
- 2) Click on SPEC email. That is where you will enter the email login and password if necessary

Troubleshooting

If there is no sound coming from the headphones, please check the clip which lists the sound volumes as follows:

- 1) High
- 2) Low
- 3) Mute

Teletherapy Policies & Procedures

- 1) Teletherapy will be provided to students that addresses their IEP goals during their designated therapy time.
 - a) Teletherapy to be defined as “live video conferencing where a student a therapist can see, hear, and interact with one another in real time, using webcams, headsets, and live, synchronous online learning environment.” (globalteletherapy.com)
- 2) Teletherapy will occur using the platform Zoom Pro which is encrypted and a secure means for student and therapist to work together.
- 3) Policies will be updated annually or may occur more frequently as state and federal legislation or guidelines change.
- 4) Students will be accompanied to and from therapy session by an adult or independently as deemed appropriate by the SLP/IEP team.
 - a) This decision will be made on a case-by-case basis by the SLP and/or IEP team based upon a student’s individual needs and independence.
- 5) A space will be designated for students to attend teletherapy sessions. This space should be quiet and distraction free. This space will include all the necessary equipment required for a successful teletherapy session.
- 6). During teletherapy session, the therapist will have a feature activated to provide a warning should the student open a new browser during a teletherapy session.
 - a) Therapists will also teach and review teletherapy rules as needed with students.
- 7) Therapists will have school contact information ready available to them should the school need to be contacted before, during, or after a teletherapy session.
 - a) This information will include the school’s phone number and the case manager’s contact information (direct line, mail box, or possibly cell phone number).
- 8) Teletherapy will involve the teletherapist determining candidacy for teletherapy:
 - a.
https://docs.google.com/document/d/1QGWBAmRJNGb0t7SN0r2hMUVpUEF_NWxWjXQDIIDOK24/edit?folder=0AIEfruCfKLITUk9PVA
- 9) Teletherapists can determine at any time that teletherapy is not an appropriate service delivery model for a particular student based on (but not limited to) the following: lack of progress, lack of stable internet, lack of student attendance via teletherapy, etc.

10) Teletherapists may use Zoom Pro (encrypted and secure) to participate in IEP meetings, collaborate with IEP team members, and communicate with parents. The information shared may include: progress updating, problem solving, collaboration between goals, and provide a means for “virtual homework” for students.

11) Teletherapists will complete a provider assurance statement for telemedicine as provided by the Minnesota Department of Human Services.

a) <https://edocs.dhs.state.mn.us/lfservlet/Public/DHS-6806-ENG>

12) Teletherapists will document the following information in order to remain in compliance with the Minnesota Department of Human Services:

a) Type of service provided

b) Time service began and the time service ended, with a.m. and p.m. designations

c) A description of the provider’s basis for determining that telemedicine is an appropriate and effective means for delivering services to the recipient.

d) Mode of transmission of the telemedicine service

e) Location of the originating and the distant site.

f) Form for the SLP to document this information is available at:

https://docs.google.com/document/d/1tEj53jSrRwfZxBLj_Df2JIVU870gsAuoQExaGhdJI_Ew/edit

13) Teletherapy services will be limited to three teletherapy services per student per calendar week.

For more information please see:

<https://www.asha.org/Advocacy/state/info/MN/Minnesota-Telepractice-Requirements/>

<https://www.cchpca.org/sites/default/files/2019-10/50%20State%20Telehealth%20Laws%20and%20Reimbursement%20Policies%20Report%20Fall%202019%20FINAL.pdf>

Last updated December 23, 2019

Acknowledgement of Teletherapy Policies

- 1) I will provide teletherapy to my client and address their IEP goals during their therapy time.
- 2) Teletherapy will occur using the platform Zoom Pro which is encrypted and secure means for a student and therapist to work together.
- 3) Policies will be updated annually or may occur more frequently as state and federal legislation change.
- 4) Students will be accompanied to and from therapy session by an adult or sent by a teacher or paraprofessional. During teletherapy session, the therapist will have a feature activated to provide a warning should the student open a new browser during a teletherapy session.
- 5) Therapists will have school contact information ready available to them should the school need to be contacted before, during, or after a teletherapy session.
- 6) Teletherapy will involve the teletherapist determining candidacy for teletherapy:

a.

https://docs.google.com/document/d/1QGWBAmRJNGb0t7SN0r2hMUVpUEF_NWxWjXQDIIDOK24/edit?folder=0AIEfruCfKLiTuk9PVA

Signature

Date

Student:

Speech-Language Pathologist :

Date:

Teletherapy Eligibility Questions

1. Does the student stay seated at a regular table or on the floor for 20-30 minutes when engaged in motivating tasks? YES or NO

2. Does the student have severe vision problems not corrected by prescription glasses? YES or NO

3. Does the student have severe hearing problems not corrected by the use of hearing aids? YES or NO

4. Does the student have motor difficulties that will affect controlling a computer mouse or keep his/her head up to look at a computer screen?

YES or NO

6. Does the student have access to a high-speed internet connection?

YES or NO

7. Does the student have access to a desktop computer or laptop?

YES or NO

8. Does your laptop or desktop have good video and audio capabilities?

YES or NO

9. Can another adult be present or nearby during the therapy session to either assist during therapy or in transporting students to and from a session?

YES or NO

a. *This will be based on individual need by the Speech-Language Pathologist.*

10. Is there a space that is quiet and free of distraction to use during the teletherapy session? This is necessary for teletherapy to be effective.

YES or NO

If yes was answered to the majority of the questions, teletherapy is deemed an appropriate means for providing therapy services for a student.

20 Tips for Smooth Online Therapy (Teletherapy) Session

The TheraPlatform Team has a few tips to help you make your teletherapy or telepractice session as smooth as possible. These tips are useful when using the TheraPlatform, but they are applicable for any videoconferencing tool you might use when providing teletherapy or telepractice services.

1. Learn how to use the platform—practice with your friends or family members before you meet your clients live online.
2. Learn all the technical requirements for using the platform, including required internet speed, etc.
3. Learn basic troubleshooting tips such as how to select the appropriate microphone in the settings.
4. Make sure you and your client do not use any other video tools (such as Skype) during the session. All other video tools must be turned off, so the videoconferencing platform can work properly (otherwise you will not see each other).
5. Make sure that neither your computer nor your client's computer runs updates or installs software during your online session. It would slow your connection.
6. Do not conduct a session on a brand new computer, because the first time you turn it on, it will likely begin updating already installed programs and installing new programs automatically. Keep in mind that it may take a whole day for the computer to install and update everything. This tip also applies to your client.

7. Make sure that no one at your house or the client's house tries to stream videos (such as Netflix) or play online games during a session, because it can slow the connection.

8. Make sure that neither you nor your client leaves too many browsers and websites open, especially the ones that have online games. It is better to have one browser with a website open at the time. If you need to access several websites during your session, keep a list of the links handy in a Word document and be ready to copy/paste one link at a time, as needed. If you have too many websites open, your connection can slow down.

9. Make sure that your background is minimalistic, not distracting. It will help your camera focus on you better, and it will help your client to focus better too. Consider positioning your computer/camera against plain wall or hang a plain piece of fabric behind you.

10. Consider wearing plain, solid-color shirts (pastel or jewel tones) and avoid bright colors or stripes. Very bright shirts and shirts with busy patterns (stripes) can create a distracting optical illusion.

11. Avoid wearing shiny jewelry, as it can be distracting.

12. Avoid wearing jingly jewelry, as the microphone will pick up the noise, making it difficult for the client to understand you.

13. Limit background noise, including fans, barking dogs, phones, etc.

14. Communicate with your client in advance to ensure that he or she has the right equipment and set up for the session and feels comfortable using the computer.

15. Forward these tips to your client in preparation for the session.

16. If you must type progress notes during session, consider muting your audio, as keyboarding is loud, especially if you both use headphones.

17. If you decide to use headphones during teletherapy, consider headphones with a background-noise canceling feature.

18. If you decide to screen-share websites during your session, make sure you review the particular site ahead of time. Many online games and websites include ads that are distracting or inappropriate.

19. Allow yourself some time before each session (at least 5–10 minutes) to stretch and prepare for next client.

20. Consider offering your new client a free short session to test everything and briefly educate him or her about how you will conduct the session.

If you have any tips you find helpful for conducting teletherapy sessions, please share them with us and we'll add them to our list.

<https://www.theraplatform.com/blog/250/20-tips-for-smooth-online-therapy-teletherapy-session>

