

Session Checklist for Distance Learning

Before Your Session:

- 48 hours before start time: email parent/guardian any materials or documents needed for the session.
- 24 hours before start time: email parent/guardian the Zoom/virtual meeting notice.

Conducting Your Session:

- Begin by introducing yourself by your full name and service: "My name is _____. I am your _____."
- Each session:** obtain consent, confirm location, address and emergency contact:
 - Consent statement: ask the student/client/parent/guardian if they consent to receive telehealth/distance learning for this encounter
 - Confirm the student is in the state of California
 - Confirm student's current physical address
 - Identify parent/guardian who is present with the student/client
 - Obtain emergency contact number for session
- Conclude session with confirmation of next meeting time.



Documentation:

- SOAP/session notes include:
 - How the session took place (via Zoom/virtual portal)
 - Where services took place (name of the service location: home, grandparent's home, etc.)
 - Who was present in the session (parent/guardian and name)
 - Include the Zoom 9 digit unique meeting ID/virtual ID for the session
 - Physical location of the student
 - *Ex: (Student's name) attended via Zoom from their home with (who was present) attending. Zoom meeting ID: 555-345-777. Physical address provided: 1234 Foxtail Ave. Los Angeles, CA 91345.*



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