

## WORKSHEET – Therapist Checklist for Video Counseling Session

- Eliminate potential distractions on your end
- Make sure you have confidentiality in your workspace
- Consider noise machine outside your door for privacy
- Consider using noise cancelling headphones
- Check your background, what can clients see?
- Check sound and lighting
- Have a back-up video platform ready to go
- Determine appropriateness of client for teletherapy
- Discuss any possible recording and disable client recording
- Make sure consent is on file
- Have emergency plan on file
- Greet client, check sound
- Obtain location of client
- Ask client about privacy for the visit
- Discuss any distractions that may come up
- Let client know you will communicate by text if cut off
- Discuss back-up plan if platform fails
- When ending session, smile, raise hand to say goodbye