**TIPS FOR ACT 264 MEETINGS DURING TELHEALTH**

\****Invest in the prep*** (Reviewing paperwork with family beforehand, familiarizing self with the paperwork etc.)

*\*****Get parent signatures on releases***or ***write in verbal permission given via video conferencing – or permission via email***

\****Send out meeting link beforehand*** (only a day or two so it doesn’t get lost in email). ***Send out a calendar invite if possible with embedded link***

\*Timeframe for meetings tends to be longer ***(1.5-2 hours)***

\*Facilitator manages:

 ***Introductions (Ask people to introduce one by one by cueing each person to speak)***

 Have participants put their ***full name and organization in zoom id***

 ***Roles*** (time keeper, notes, monitoring chat box etc.)

 ***Setting the stage*** (going over meeting agenda, grounds rules e.g., sharing air time, respectful communication, collaborative spirit)

\****Encourage video participation****,* as much as possible, particularly when speaking

\****Support caregivers and youth (as appropriate) to have access to video*** participation. Troubleshoot ahead of time

\****If a family only has audio participation***, work to keep them engaged in the conversation, i.e. ask for their thoughts/reactions to responses/discussion

\****Consider if screen sharing is right for your meeting*** (sometimes it’s better to see faces and reactions versus looking at the form)

\****Have everyone mute themselves unless they are talking***

\****Have people self-manage mute/unmute***

\*Be ***efficient, clear, and thoughtful of time*** when you speak. Let team know ahead of time you may need to interrupt to keep meeting on task within time limits

\****Review next steps and set a next meeting***while participants are present