

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