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Purdue I-EaT Lab Telehealth Checklist for Dysphagia Services

This is an informal checklist to help ensure you complete all the appropriate steps to prepare, implement, and examine telehealth for dysphagia services.

Part A of this guide: Initial considerations		
Steps	**COMPLETE**	**Comments**
Look up definitions and statutes for telehealth provision for **YOUR** state/country – Check ASHA and your State Association websites		
Read this guide in its entirety (Parts A, B, and C)		
Review citations and resources page to learn more about telehealth and dysphagia		
Consider completing telepractice trainings (see citations and resources page)		
Find your tele-champions (the team you will collaborate with) and prepare		
Part B of this guide: Preparation before getting started		
Steps	**COMPLETE**	**Comments**
Privacy and security		
Review federal guidance and updates in terms of HIPAA (HIPAA COVID-19) and FERPA		
Find out if you have secure access to a network and platform for conducting telepractice		
Find out if you have access to a secure storage and documentation system		
Licensure		
Review licensure requirements for the states you provide services in		
Billing		
Review updated information on reimbursement (federal and state considerations) and discuss regulations with your billing department - Medicaid guidance - ASHA Update on Medicare and other insurance issues		
Legal safeguards		
Check if you have liability insurance coverage for telepractice		
Work with your risk management/legal team to create informed consents and ensure a safe way to obtain signatures online		
Devise an Emergency Plan and Plan B		

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Part C of this guide: Practical guidelines		
Steps	**COMPLETE**	**Comments**
Technology		
Verify both the clinician and client have the proper hardware, software and peripheral equipment for your needs		
Check both the clinician's and client's bandwidth		
Environment/facilitators		
Confirm a facilitator or e-helper will be physically present to support the client during the session		
Train your facilitators		
Make sure both the clinician and patient are in comfortable, quiet, private rooms with proper lighting		
Check additional environment tips from this guide		
Tools		
Turn evaluation forms into electronic forms (if needed and appropriate)		
Create a list of tools needed during your session at both the clinician's and patient's end		
Prepare online reinforcements		
Create scripts and visual aids for the patients to follow during the session		
Formulate and share specific rules and guidelines about when the facilitator/aid needs to intervene		
Documentation		
Review the information you need to include in your documentation for telehealth evaluation or treatment session		
Review the information you need to include in your documentation during an emergency encounter		
Quality Control		
Periodically review your program to identify areas of improvement and potential risks		