



Tele-Practice in Birth to Three Settings: Provider Checklist

For Programs Serving Deaf and Hard of Hearing Infants & Toddlers

Early intervention providers play a critical role in delivering high-quality tele-practice services for deaf and hard of hearing infants and toddlers and their families. This checklist supports providers in implementing secure, accessible, and family-centered tele-practice, using effective coaching strategies, maintaining high-quality documentation, and ensuring coordinated, responsive services.

1. Platform Use, Security & Accessibility

- ☐ Use program-approved, secure platforms that protect family privacy and confidentiality.
- ☐ Ensure informed consent for tele-practice is obtained and reviewed in accessible formats (ASL and/or spoken language).
- ☐ Support families in accessing and using technology (e.g., troubleshooting, setup, connectivity).
- ☐ Optimize video setup for visual access (e.g., lighting, camera angle, visibility of hands/face for ASL).
- ☐ Communicate any technology barriers or access concerns to supervisors or team members.

2. Coaching Practices: Observation, Modeling & Feedback

- ☐ Use observation to understand family routines, caregiver interactions, and child communication during sessions.
- ☐ Provide responsive, strengths-based feedback that builds caregiver confidence and skill.
- ☐ Model communication and interaction strategies in ways that are clear and accessible in a virtual format.
- ☐ Engage caregivers as active participants through real-time coaching during routines and play.
- ☐ Balance observation, modeling, and feedback to support meaningful caregiver learning.

3. Session Documentation & Service Notes

- ☐ Complete documentation that reflects coaching practices, caregiver participation, and child progress.
- ☐ Capture key elements of the session, including strategies used, caregiver responses, and next steps.
- ☐ Ensure documentation is clear, timely, and aligned with program and compliance expectations.
- ☐ Use documentation to support communication and coordination with the interdisciplinary team.
- ☐ Maintain records that support progress monitoring and continuity of services.

4. Takeaway Actions & Family Follow-Through

- ☐ Provide clear, simple, and routine-based strategies for families to use between sessions.
- ☐ Ensure families understand and feel confident in implementing suggested strategies.
- ☐ Share session summaries and next steps in accessible formats (visual, ASL, written, or multilingual as needed).
- ☐ Review previously discussed strategies and adjust based on family feedback and experience.
- ☐ Support families in embedding communication and language strategies into daily routines.

5. Safety, Coordination & Responsive Practice

- ☐ Follow program protocols for addressing safety concerns or urgent family needs during tele-practice.
- ☐ Communicate and coordinate with early intervention, medical, educational, and community partners as needed.
- ☐ Support smooth transitions and referrals by sharing relevant information with the team.
- ☐ Communicate any concerns, barriers, or changes in family needs to supervisors and/or team members.
- ☐ Participate in reflective practice to improve tele-practice delivery and family engagement.