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## Online Therapy Pre-Intake Preparation

*This is a checklist to prepare you for online therapy. Please take a moment to check the items below to make the best session it can be. Thanks!*

### Creating Confidential Space

- is the space private?
- can you lock the door?
- if not, will others who have access to the space respect your request for privacy and not enter the room? Can you/have you had a conversation with them? were they receptive?
- can others outside the room hear you talking?  
if so, can you create white noise with a fan or other form of background noise? (preferably placed outside the doorway of the room you're in)
- do you have headphones or earbuds in case you want them? This will allow your provider's voice is kept private and is only hearable by you. If you have a hard time finding confidential space, here are some examples that others have used. These are not ideal, but should be considered secondary choices if an ideal setup is not available. If you use any of these, please make sure that the space is comfortable to you. Being comfortable is also highly important.

- laundry room
- walk-in-closet
- basement
- attic

● actual last resort: your car parked in a safe, private spot. (We want to emphasize that private does not mean secluded. Please do make sure you are in a safe location.)

## **Technical Setup**

- a laptop or desktop computer are ideal — preferably the biggest screen size that you have available to you (that you can also have in a comfortable, confidential space).
- If you're using a tablet or phone, please prop up the device so that it is stable and that the camera is about level with your eyes.
- position your device's camera is about level with your eyes. You might prop up your device or monitor on other items, such as books.
- turn on lights so you are well lit and don't have a bright light source directly behind you.

## **Clear Your Internet**

- your is computer as close as you can to your WiFi router (the box that makes the WiFi.) Plugging your computer into the router with a cable is a preferable option.
- close out of any programs you don't need which use your Internet connection, especially Skype (be sure to "quit," not just close the window), Dropbox, Google Drive, and other file synchronization/sharing services, Cloud backup software, Close web browser tabs or windows that you don't need, and anything else you can find that's open. Additionally, make sure your antivirus program and system software updates aren't scheduled to run during the session.