

## Evaluation for a Supervisee's Telehealth/Teletherapy Services

Trainings attended  
 Years of experience  
 Population(s)  
 Diagnosis(es)

Competency Area	Needs Improvement	Able to Perform	Proficient
<b>Training</b>			
Trainings attended			
Competency with technology currently used			
<b>Practice setup</b>			
Meet KY regulations and employer's protocols			
Technology selection and configuration - secure, user friendly, BAA, contingency plans			
Client's setup - secure location, environment, network, and devices			
Technology security - passwords, 2FA, disk encryption			
Marketing? Is it compliant with ethics and law?			
Is scope of practice, preparation of client, HIPAA			
Adequate consent form			
Registration process is efficient and compliant			
Payment system			
<b>Intake process</b>			
Registration process			
Client screened for appropriateness			
Clinician verification of identity and license procedure			
Client notification of supervision (if applicable)			
Client verification of identity and location procedures			
Safety plan			
<b>Sessions</b>			
Verify identity and location			
Assisting clients with technology and resolving issues			
Explain consent, payment, and other forms			
Secure signature method and procedures			
Review safety and backup plans			
Use of effective communication skills and tools			
Safety plan review			
Evaluate the session with client			
<b>Administrative follow up</b>			
Documentation of sessions			
Billing for sessions			

**Supervisee's development plan:**