



Telehealth Practices/Guidelines for Virtual Screening (2020-2021 School Year)

What to Expect

- YScreen intends to offer emotional health screening through Zoom. We encourage parents and students to review Zoom's privacy policy found at the following link: <https://zoom.us/privacy/>.
- Appointments will be scheduled for 1.5 hour time slots in order to allow adequate time to complete all portions of the screening process; minimum appointment time will be 30 minutes
- School Counselor(s) at each screening site will serve as a liaison between the YScreen Program staff and student/parent(s) as needed to communicate screening details (i.e. appointment date/time, zoom meeting details, etc.) **No screening results or details will be shared with ANY school staff or kept in the academic record.**
- Advanced Safety Planning will occur with the student prior to taking the screen
 - YScreen staff will confirm the student's
 - current location (address) at the time of screening appointment
 - phone number to be reached at in the event connection is lost

What to Wear

We ask that a student dress for telehealth screening in the same way they would dress if participating in person at school.

General Telehealth Etiquette

- Participation in telehealth screening should occur from an area free of distractions (audio and visual). Headphones are recommended to preserve privacy as well as improve sound quality and reduce distractions.
- Use a private space that has a door if living with other people. **It is important that other adults, children, and pets are not regularly walking through the space being used and that no one else can see or hear the video meeting.** This protects the student's privacy. Please talk with others in the household about the importance of confidentiality.
- Ensure that your camera is on and not blocked and that your face is visible. **Blurring of your background or use of any filters is not permitted.**
- We ask that participation happens from a desk or table when possible.
- Make sure to end sessions by using the red "Leave Meeting" button.

No Show Policy

- If a student does not join their assigned appointment time, YScreen staff will:
 - attempt to contact the student using the student cell phone number and email address provided on the parent consent form
 - wait a maximum of 10 minutes before cancelling the appointment
 - reschedule one time before moving student's name to the end of the screening list

Questions

If you have any questions, please contact Lindsey Bruins, YScreen Coordinator at (920) 906-6571 or Erin Brendelson, RN, Coordinator of Health and Safety Programs (FDL School District) at (920) 906-6548.