DISTANCE CHECK INS

**Tips for Rehabilitation Counselors**

**working from home**

## graphic of pencil and paperPREPARE IN ADVANCE

If you expect to support your caseload remotely in the near future, look at the client’s goals in advance and prepare growth topics for the weeks ahead.

Opt for content that’s easily accessible online, in a variety of mediums.

## graphic of a clockSCHEDULE CHECK-IN TIMES

Set time when you and your caseloads/support contacts can touch base and have them prepare questions they had during their e-Training.

Make use of video conference tools that allow for multiple people to dial in.

## SET UP A WORK ZONE

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Set up a comfortable, well-lit area and designate it for work.

Avoid working from the couch or bed – when it is time to relax your brain might find it hard to shut off work thoughts.

## graphic with several question marksCREATE AN ONLINE QUIZ

Check in on your caseload learning progress through online methods.

Use a tool like Google Forms to make a check-in quiz that can fill out with their device.

## graphic of several comment boxesOVER-COMMUNICATE

Set out your expectations clearly in all relevant communication channels.

Make sure caseload know exactly when their appointments are with you, submit their progress, or ask questions. Ensure proper releases are on file per your agency policies on tele-communication.

## BE FLEXIBLE

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Be empathetic of the home situation of your clients as some may not have available family support or reliable internet.

Be open to their unique needs.