



## Representative Checklist for remote Eyegaze Edge evaluations

- Send the client information sheet and HIPAA form to the family
- Collect the client information sheet and HIPAA form from the family
- Contact the client's SLP to verify their participation in remote evaluation

### What you'll need from SLP:

- Arrange a date and time for remote assessment
- Ask for the SLP's preferred method of observation (Facetime, Zoom, Skype or Google Hangouts), and be sure you have the appropriate program installed on your phone.
- Review the basic data that will be collected during assessment (calibration accuracy and basic communication functions)

### What you'll need from family:

- Collect the contact information (phone number, email) from the primary caregiver who will be working with you, the client, and the Eyegaze Edge. They must be available for both days of the evaluation.
- Confirm a date for delivery of the system (day 1) and remote evaluation with SLP (day 2)

### Day 1—Deliver the system:

Leave your Eyegaze Edge system with an overbed table and arm attached at client's house, coordinating with client rep for immediate retrieval. If you are not providing the table with the arm attached you must be sure the caregiver installs the clamp in a safe position. Remember to include an installation info sheet with the system, and be sure the caregiver has access to a user manual and set-up/calibration video.

Arrange a time to remotely coach the caregiver, via phone or video conferencing, to get system working for the client prior to the SLP assessment. Plan for 2 hours – you'll use both TeamViewer and a video conferencing software to see and communicate with each other.

**5. Day 2—SLP evaluation day:**

Coordinate with the client’s caregiver to connect to TeamViewer and video conferencing before the SLP connects. Once they are set up, add the SLP into your video conferencing software so they can hear and see the demonstration.

Facilitate the Eyegaze Edge demonstration: Calibration, Phrases and Keyboard typing. Provide a brief overview of Eyeworld for client and SLP to see.

After the SLP session, coordinate with the client for follow-up, send funding packet if needed, and arrange for pick-up of the Eyegaze Edge system. When you take back the equipment, sanitize the system. The table and arm can be cleaned with antibacterial wipes, but the electronic components must be cleaned carefully with alcohol.

