



It starts
with kids

Instructions for Zoom

In order to continue to support you and your family for your meetings with Early Intervention Services (EIS) staff, we are using [Zoom](#), a cloud-based video conferencing platform, as part of our Hybrid Service Delivery Model. This will allow us to continue providing you with timely services. If you prefer not to use this virtual meeting tool, your EIS team can continue to support you through telephone visiting.

Zoom video communication is not secure and there are potential risks related to unauthorized disclosure or interception of personal health information. In order to mitigate these risks, we are using [Zoom for Business](#), which has settings that maximize privacy and security. These measures include generating a random meeting ID, using a meeting password, enabling the waiting room and requiring only authenticated users to join the meeting. Please discuss any questions or concerns you may have with your EIS team member. EIS will not use Zoom without your consent. To protect the safety and privacy of our staff, please do not record any of our meetings. There are several ways to use Zoom such as a computer, laptop, smart phone or tablet, as long as they have a webcam and microphone.

To connect to our meeting

In preparation for your virtual meetings with EIS, your Early Interventionist will send you a meeting link with the nine-digit meeting ID and password. You can click on the meeting link in the email invitation to join the meeting. Find more tips on Joining a Meeting [online](#).

- 1) **Tablet or smart phone:** You can download the Zoom app to your tablet or phone through the [App Store](#) or [Google Play](#). A few minutes before our virtual meeting, open the Zoom app, select “Join a Meeting” and copy and paste the link provided or type in the nine-digit Meeting ID and password.
- 2) **Computer or laptop:** Go to the Zoom website at [zoom.us](#). Click “Join a Meeting” at the top right corner and copy and paste the Meeting ID and password. This works on any web browser.

Things to consider before your meeting

1. **Position of device:** Select a place where you can see/hear us well and we can see/hear you well. Is there somewhere you can place your device so that you can be hands free if needed?
2. **Wi-Fi connection:** Is your connection reliable? Are there certain places in your home where connectivity is better? It may help to minimize the number of other devices connected to your network during our video call.
3. **Using cellular data:** If you are connecting via a smart phone and are not connected to a Wi-Fi network during the video call, it will use data from your wireless plan. We recommend connecting to Wi-Fi if available as video calls use up data quickly.