LIFESPARK
CANCER RESOURCES

Provider First Session Checklist
Remote/Distant Sessions

Before your first session
___ Practice using the LifeSpark Zoom account (unless you have your own paid Zoom account)
___ Practice with someone using the Guided Imagery.
___ Determine where you will give the distant session and how you will set up your computer.

When matched
___ Call the Participant and set the schedule (Call within 24 hours).
___ Exchange phone numbers with them.
___ Set up recurring sessions in DaySmart (schedule all 8 sessions).

At first session
30-15 minutes before your session
___ Send your participant an email reminding them of the session.
___ Pull up the Guided Imagery page in preparation for sharing your screen.
___ Center and ground yourself.

At the LifeSpark session
___ Log into the LifeSpark Zoom account at the designated time
___ When the participant arrives in the Zoom waiting room, let them in
___ Do a short intake interview (use Participant Intake Assessment Form).
___ Tell them the first session will be shorter because of the Intake conversation
___ Ask them to lie down. Start the guided imagery
___ Give the LifeSpark session.
___ When done, check in with Participant.
___ Remember that you have a MAXIMUM of 1 hr & 25 minutes including discussion

After the session
___ Document the session. (Use Session Documentation Form - the one with the bodies on it)
___ Mark session Complete in DaySmart.

After three sessions
___ E-mail or mail copies of your first three Documentation Forms to LifeSpark.
You only have to do this once a year. LifeSpark address: LifeSpark Cancer Resources, 355 S Teller St, Ste 200, Lakewood, CO 80226

