LIFESPARK
CANCER RESOURCES

Provider First Session Checklist
IN-PERSON Sessions

Before your first session
___ Tour the facility with the LifeSpark site coordinator.

When matched
___ Check DaySmart for availability
___ Call Participant and set the schedule (Call within 24 hours)
___ Exchange phone numbers, including an emergency contact phone number
(have them save your number in their phone)
___ Give Participant the address for the location of the sessions
___ Set up recurring sessions in DaySmart (Schedule all 8 sessions)
___ If the location requires it, notify them of your schedule by email.

At first session
___ Arrive early to set up space (table, linens, bolster, music)
___ Do a short intake interview (use Participant Intake Assessment Form)
___ Give the LifeSpark session
___ When done, check in with Participant
___ Remember that, depending on location, you may have a maximum of 1.5 hours so that
the next provider can use the room.

After Participant leaves
___ Put room back to where it was when you arrived
___ 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