Basic Setup for Videoconferencing Group Therapy

Who will be leading the technical side of the meeting?

- **Administrative staff** handle scheduling aspects and sending of meeting links.
- **Hosts** (clinicians or clinical support staff) work behind the scenes during meetings—trouble-shooting technical issues, assisting patients, and pulling them out of group if needed with the goal of bringing them back in.

How to set up your meeting invitation

- Sign into the web portal for the video platform (e.g. Zoom)
- Click "meetings"
- Click "schedule a meeting"
- Choose the date and time for your meeting
- Select any other settings you would like to use
- Click "save"

Host responsibilities

- Immediately go into "chat" option and select option for participants to chat with host only
- Manually admit each participant (staff and patients) when they sign on
- Make other staff (e.g. the therapist) a cohost so they can manage features if needed
- Announce private chats will only be available between participant and host
- Create breakout rooms for one-on-one meetings with a patient if needed
- If a patient is being inappropriate, not safe, etc., the host can turn off video, mute audio, or send patient to waiting room
- Can also call patients prior to group as another reminder and help to troubleshoot gaining access to meeting link

Invitation and reminders

- Ensure participants have video access
- Send new meeting link to the group each week
- Send upcoming meeting reminder

Recommended settings (done in advance)

- **Note:** Proper releases must be obtained to email patients the meeting link.
- Assign cohost to ensure backup plan
- Turn on waiting room feature, which can be customized (e.g., its name) for clarity
- Turn off private chats between participants
- Disable desktop/screen sharing for participants
- Embed password in meeting link for one-click join
- Allow participants removed to breakout room to rejoin
- Allow participants to rename themselves (remind them to use first name only to ensure safety and privacy)
- Show a "join from your browser" link in the email invite
- Show international numbers link on invitation email
- Toll call selected
- Audio notification for when participants join or leave (only to be heard by host)
- Audio type: "telephone and computer audio"