



University of Wyoming

*UW ECHO
Participant Guide*



UW

College of Health Sciences
Wyoming Institute
for Disabilities

University of Wyoming Project ECHO is facilitated through the Wyoming Institute for Disabilities (WIND).

WIND is an academic unit in the College of Health Sciences and a University Centers for Excellence in Developmental Disabilities (UCEDD). WIND works to assist individuals with developmental disabilities, their families, professionals, and University of Wyoming students through education, training, community services, and early intervention.

www.uwyo.edu/wind/echo | projectecho@uwyo.edu

WHAT IS ECHO?

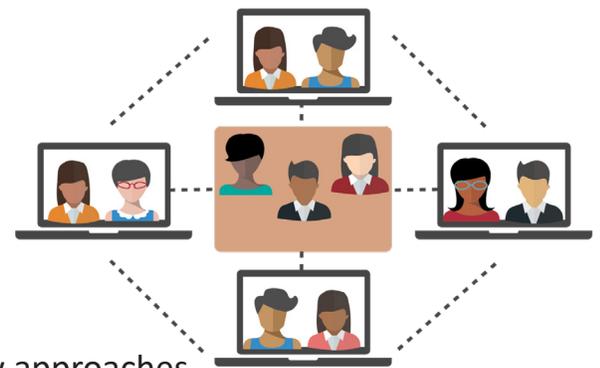
Project ECHO™ is an interprofessional practice network where education and/or healthcare professionals learn together. Short didactic lectures and case presentations are conducted during recurring video conferences. Participants learn best practices to support the individuals they serve by implementing real-time solutions, improving systems, and removing barriers to care.

UW ECHO Networks provide ongoing support for educators, healthcare providers, and families in a rural state where specialized knowledge is not always locally available. By removing these barriers to specialized knowledge, outcomes for students, patients, and families are improved.

ALL TEACH. ALL LEARN.

The heart of the ECHO model is its hub-and-spoke knowledge-sharing networks, led by expert teams. Case-based learning and mentorship, is key to the ECHO model and supports local professionals and communities to gain the expertise required to provide needed services.

Participants gain skills and confidence and learn about new approaches for applying their knowledge across diverse cultural and geographical contexts.



- ✓ Join sessions online via Zoom
- ✓ Connect through your desktop, laptop, tablet, or phone
- ✓ Join from the comfort of your classroom, office, or home
- ✓ Professional credits are available
- ✓ No cost to participants

UW ECHO by the Numbers: Fall 2014-Spring 2020

801
ECHO
Sessions

16,095
Total
Participants

1,033
Professional
Development Hours

98%
Satisfaction
Rating

STRUCTURE OF A SESSION

1. Start Session

- Zoom room is open 20 minutes prior to session start
- Troubleshoot technology with facilitators

2. Introductions and Announcements

- Facilitators, Participants, Didactic Presenter

3. Didactic Presentation

- 30 minutes or less - Includes time for Q&A



4. Case Presentation

- Case presentation or case narrative presented
- Clarifying questions from participants
- Recommendations, strategies, and considerations are discussed
- Summary of recommendations are sent to case presenter following the session

5. Final Announcements

- Upcoming session information
- Reminder about weekly session evaluation
- Reminder about where to access materials

****Participants have the option of pre-registering for ECHO sessions. While not required, it is recommended as you will receive information and materials prior to the session.****

Register for upcoming sessions at www.uwyo.edu/wind/echo (choose the network you want to attend)

Sign up for weekly ECHO announcements by emailing projectecho@uwyo.edu

Sign up to share a case presentation by emailing projectecho@uwyo.edu

EVALUATIONS

An evaluation will be emailed to you following the session. Professional development credits are awarded based on your attendance and evaluation. Your input is also incredibly valuable in shaping the content and needs of future ECHOs.

WAYS TO PARTICIPATE

ECHO is an interactive community: presenters, stakeholders, and community members all communicate and support each other during a session. Participants are expected to be engaged in asking questions after the didactic and to provide feedback for the case.

Case narratives are the best way to solidify skills learned in the didactics and receive directly applicable advice. If you would like to present a case narrative, contact projectecho@uwyo.edu.

1. Contribute to Meaningful Discussions

- "Thank you for sharing."
- "This is relevant to me in the following ways _____"
- "Tell me more about the way it impacted _____"
- "That's a great idea, however _____"
- "Tell me more about _____"

2. Actively Engage

- Be ready to learn
- Reduce distractions
- Avoid reading/sending messages or doing other work
- Invite others to attend
- Use presenter's prompt or guiding questions

3. Open Your Mind to Diverse Views

- Learn from others
- Adopt the spirit of improving, not proving
- Value all perspectives
- Be mindful of who is not in the room

4. Lead By Example

- Share your knowledge
- Share the recorded session with others
- Your contributions are invaluable

5. Maintain Confidentiality

- Follow FERPA and HIPAA protocols

Thank you for:

- Increasing quality participant engagement
- Reducing awkward silence gaps
- Avoiding "sit and get" learning
- Encouraging professional learning standards
- Creating a positive experience for all

What are the big ideas you are taking away from this session?

How will this information improve the quality of your work?

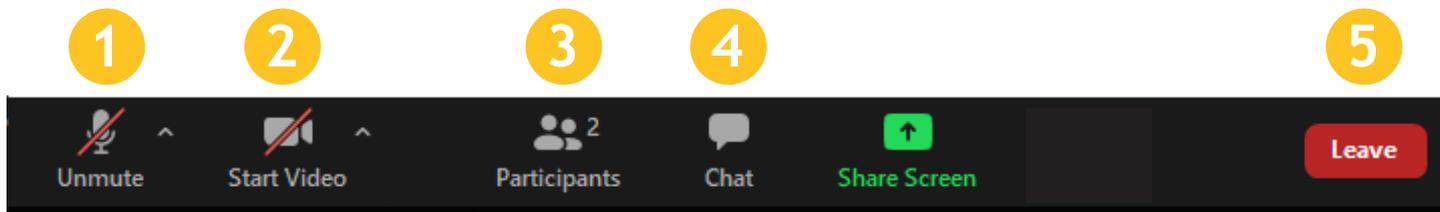
What aspects of the session interested you the most?

*Who are you going to share this information with?
How?*

ZOOM GUIDE



1. Click on the Zoom link provided on the UW ECHO website or weekly session announcement.
2. Select "Join Audio by Computer." You can test the volume of your speaker and mic to ensure they are working by clicking on "Test Computer Audio."
3. A toolbar will appear by hovering over your Zoom window. Some of the features you may use include:



1. Mute/Unmute - Mute or unmute your audio. Use the unmute option to enable your microphone during discussions or Q&A. Please leave your audio muted during presentations to minimize background noise.

2. Stop/Start Video - Start or stop your video feed. ECHO is an interactive community and we highly encourage participants to leave their video feeds on during sessions.

3. Participants - View a list of session participants.

4. Chat - The in-meeting chat allows you to send chat messages to other users or the entire group during a session. This feature can be useful in asking questions to didactic or case presenters. Click on the "Chat" icon. Type your comment or question in the chat box and then hit "Enter".

5. Leave Meeting - Leave the video meeting.

Renaming Your Profile

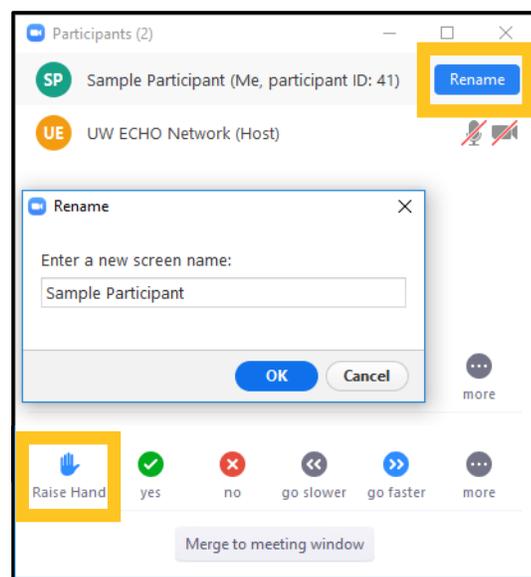
Please rename your profile to your first and last name, and the organization you represent. This helps our team count you in attendance for professional development credits and helps build our community.

Click the "Participants" icon. Click on "Rename" next to your user name. Rename your profile in the dialogue box. Click "OK."

How to "Raise Your Hand"

The "Raise Hand" feature is helpful if you have a question for the facilitator or presenter.

Click the "Participants" icon. Click the "Raise Hand" option at the bottom. Once the facilitator calls on you, use the "Unmute" button to enable your microphone and provide your comment.



Accessibility - Zoom provides access for users with physical disabilities, blindness, and low vision through a range of [keyboard shortcuts](#). Additionally, instructions on how to access closed captioning will be given at the beginning of each session.