

Consultation checklist

- ☐ IRB Consent Form for the Client done
- ☐ IRB Consent Form Professionals (if present) done
- ☐ Client ID assigned by phone scanner should be noted on client forms
- ☐ TAQ-10 questions asked
- ☐ Technograph completed
 - ☐ Device/account access
 - ☐ Timeline
- ☐ Perform spyware scan
- ☐ Privacy check-up
 - ☐ iCloud account settings
 - ☐ Google account settings
 - ☐ Phone
 - ☐ Backup accounts
 - ☐ Fingerprint / passcodes
 - ☐ Email
 - ☐ Social media
 - ☐ Location sharing apps (Google maps)
 - ☐ Laptop
 - ☐ Security and Privacy settings for both operating systems
 - ☐ Examine browser extensions
 - ☐ Accounts in OS
 - ☐ Manually look through desktop applications
 - ☐ Suggest Norton antivirus scan to detect RATS
 - ☐ For Macbooks look at iCloud settings
- ☐ \$10.00 to client
- ☐ Summary form completed at end of visit
- ☐ All materials for individual client paper clipped
- ☐ Obtained advocate's email for potential follow-up (write down here): _____
- ☐ Backup recording to laptop (both recordings files)
 - ☐ Check backups