



2020 RESOURCE GUIDE

CHILD PASSENGER SAFETY MINI GRANT

PROGRAM REQUIREMENTS – Mini Grantee Responsibilities

Implementation Strategies

Mini Grantees may choose to use any of the following methods:

1. Child Passenger Safety Educational Class and child safety seat distribution in vehicle
2. Child Safety Seat Inspection Station and child safety seat distribution in vehicle
3. Individual Appointments and child safety seat distribution in vehicle

Child Passenger Safety Educational Class

1. CPS education classes should be a minimum of 60 minutes. This strategy should incorporate all of the following:
 - a. Use of one of the standardized curriculums developed and distributed by the COSP. The COSP will provide instructor notes and an electronic copy of the curriculum to all Mini-Grantees. The COSP **does not** support using the “Don’t Risk Your Child’s Life Video” or any other video as a primary means to educate families.
 - b. If there are Spanish-speaking families, a Spanish version of the curriculum may be provided to assist with education.
2. Curriculums available as of January 2020 include:
 - a. CPS Best Practice Overview / English Mini Grant Presentation – Includes detailed slides and lecture notes for presenters.
 - b. CPS Best Practice Overview / Spanish Mini Grant Presentation – Spanish language slides with detailed lecture notes in Spanish; content/translation has been approved by GA DPH Communications. NOTE: This is only available to counties who indicate Minority Outreach on the application.
3. If Grantees are aware of any non-English speaking minority groups within their community that could benefit from the program but have not reached out due to a lack of resources in the clients’ language(s), they are encouraged to contact the Minority Outreach Program Specialist. The Program Specialist can assist with providing resources and technical assistance, up to and including onsite visits and teaching classes when possible.
4. Parents and caregivers must install the child safety seat - not the technician. The CPS Technician should be there to instruct/guide and assist as needed; the parent or caregiver must be the last one to touch the seat.

5. CPS Technicians should spend enough time with the parent to ensure they have reviewed not only best practice for the infant or child, but also next steps for the child(ren).
6. The COSP Child Safety Seat Check Form **must** be used for all child safety seat distribution and vehicle instruction.

Child Safety Seat Inspection Station or Individual Appointments

The COSP fully supports inspection stations and individual appointments as a strategy to educate and distribute the child safety seats. This strategy should incorporate a minimum of 45-minutes with clients and bullets 3-6 as listed above.

Child Safety Seat Distribution Guidelines

1. Child **MUST BE PRESENT** to receive a child safety seat.
2. If the child already has a child safety seat, a replacement with a grant funded child safety seat cannot be offered unless the child has outgrown the current seat, or it is considered unsafe. **Note:** If a seat is deemed to be unsafe because it is expired, recalled, missing pieces, etc. and it will be replaced, grantees are encouraged to keep the unsafe seat and dispose of it.
3. Child safety seats must be distributed to parents or caregivers who otherwise could not afford a seat and do not have a seat for their child.
4. Agencies must use a standard protocol for determining client eligibility, (e.g., WIC, Medicaid, Peach Care, or other standard financial eligibility criteria used by the health agency). It is recommended that eligibility be determined at the start of the training.
5. If parent is pregnant, child safety seat distribution should occur no earlier than the 7th month of pregnancy to ensure they have enough time to receive education and vehicle instruction before infant arrives. If the parent does not want to use a convertible seat because they will receive an infant carrier, perhaps as a shower gift, then a child safety seat should not be distributed until infant outgrows their seat. Parent can still be educated on the use of the seat they have for the infant.
6. Child safety seats provided through the grant may not be distributed at checkup events or road checks.
7. In support of the child safety seat program evaluation, grantees must place a "You Don't Have to Bear It" Teddy Bear Sticker on each child safety seat received through this program before giving the child safety seat to an eligible parent or caregiver.

Use of Teddy Bear Sticker (TBS) and TBS Program

Participating agencies are encouraged to work within their community to ensure that at least one local emergency response agency (i.e. law enforcement, EMS, or fire department) is participating in the Teddy Bear Sticker program.



Reporting when a child safety seat has been involved in a crash, helps the COSP document serious injuries prevented and children's lives saved as a result of this program. Collecting this data is essential to justify future funding for this program.

- Agencies can participate in the TBS Program by completing the TBS form for each motor vehicle crash involving a stickered child safety seat.
- Complete separate forms for each stickered seat and mail or email the form(s) back to the COSP.
- Child safety seats with Teddy Bear Stickers are eligible for replacement through the TBS Program.
- The COSP also provides safety items to the reporting agency.

Program Communication, Reporting, and Documentation

1. **Ownership and/or responsibilities of the grant cannot be changed or delegated to another agency without first contacting COSP.** Further, it is the responsibility of the applying agency to notify the CPS coordinating agency of any changes in designation.
2. An e-mail address and phone number for the CPS Coordinator must be provided. E-mail will be the primary method of communication concerning grant activities. **The COSP office must be notified of any changes to the CPS Coordinator contact information (current certification card should be submitted at time of change).**
3. Each agency will be provided with static links to Google Forms for reporting monthly activity and ordering seats. All participating organizations will use these links submit brief monthly reports and requests for additional child safety seats. **Monthly reports and seat orders are due by 12 Noon on the 5th of the month.**
 - Monthly reports document the number of child safety seats distributed, the number of classes held, inspection station or one-on-one appointments, and any public information and educational materials disseminated. This includes any media outreach both formal and informal. Copies of media (links to articles, copies of social media posts, etc.) should be provided.
 - If the agency was unable to conduct any activity during a month, the reason for this should be documented in the monthly report. The monthly reports permit the COSP to provide additional resources or assistance, or both based on communicated needs.

4. The program clients and the certified CPS Technician must complete a Child Safety Seat Check Form for each seat that is checked. The check forms are available by filling out the Public Information and Education and Tools Order Form (See page 10). The participating agency must also maintain records documenting each client's eligibility (i.e., WIC, PeachCare, Medicaid, etc.) and must store and keep confidential in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
5. The COSP develops talking points to increase awareness of life-saving benefits of child safety seats, booster seats, and safety belts. These are approved by DPH Communications and are disseminated to all Mini- Grantees. All mini-grant awardees are encouraged to utilize the talking points and share on social media as applicable and available.
6. COSP can request an audit of equipment, forms, class information, or any other mini-grant related items to verify compliance. Failure to respond to requests or lack of compliance can result in suspension of grant activities or removal of the grant.

MINI GRANT RESOURCES:

Agencies selected to participate in this program will receive the following:

- Child safety seats
- Technical assistance with program implementation, administration, and reporting
- Additional help with building local coalitions, program improvement, and CPS Technician support
- Training or referral to training for staff interested in becoming a certified CPS Technician and also for staff needing to recertify to maintain CPS Technician status
- Supporting program items, such as educational materials, forms, etc.

DEFINITIONS:

Applying Agency

Local health agencies are eligible to apply for the CPS Mini-Grant. For the purpose of this Mini-Grant, local health agencies are defined as public health departments, emergency medical services, and district public health offices. Another community agency or organization may coordinate the local CPS program as the CPS Coordinator, but one of the above-mentioned health agencies must sponsor and sign the application as the Applying Agency.

Authorized Representative

This is the person authorized by the Applying Agency to enter into the Mini-Grant and sign the application.

CPS Coordinator

The CPS Coordinator is the person who will receive all correspondence for the program and implement the information, regulations, and program goals. An email address and phone

number must be provided for the CPS Coordinator. The CPS Coordinator may also be the CPS Technician who teaches the education classes.

CPS Technician(s)

Applicants must have a certified Child Passenger Safety Technician (CPST) on staff or a certified CPST within their community that will conduct the educational classes or inspection station (one on one appointment) and distribute the car seats. **Only a CPST can distribute car seats.**

Community Collaboration

Applicants are encouraged to collaborate with other organizations in their community that have certified CPSTs available to check child safety seats after the educational classes and during inspection station hours. These collaborative partners could include individuals from community organizations such as health departments, law enforcement, emergency medical services (EMS), fire departments, hospitals, and others, but may also include any other CPS Technician currently certified by Safe Kids Worldwide.

CPS MINI-GRANT AWARDS:

Mini-Grant awards will be announced by December 30, 2019. New awardees will receive an initial supply of child safety seats within four to six weeks.

- **Maximum initial allotment for new Grantees is a total of up to 10 Convertible and 4 High Back Booster child safety seats (depends on awardees' facility storage capacity). Current grantees may order what is needed to bring their current inventory to 6 convertibles and 4 High Back Boosters up to level.** All Grantees will order their initial and subsequent seats via the Google Form. If you do not have links to the Forms, please contact the COSP team at injury@dph.ga.gov. The COSP may adjust the number of seats awarded based on the agency's reported inventory or the number of counties participating in the program.
- **Each organization receiving seats as part of the Mini-Grant must confirm receipt of the seats by sending an e-mail to injury@dph.ga.gov that includes the quantity of each type of child safety seat received.**

Each month supplemental child safety seats can be requested as a participating agency distributes their initial supply of child safety seats.

- The agency must submit a Supplemental Seat Request via the Google Form which indicates the number(s) and type(s) of additional seats requested. **The request must be submitted by 12 noon on the 5th of the month in order to receive seats by the end of that month.**
- The agency must be in compliance with the monthly reporting requirement (i.e., reports must be current) in order to request supplemental seats. If a county is more than one month behind on reporting, child safety seats will be not distributed.

RESTRICTIONS ON CHILD SAFETY SEATS:

1. The COSP continues to seek additional funding for child safety seats to support the growth of this program. The child safety seat maximum inventory for counties each month is restricted to 6 convertibles and 4 High Back Boosters.
2. If you have seats in inventory that are approaching 1 year of age, you must notify the COSP office immediately for pick-up and redistribution to a county in need.
3. Please refrain from providing child safety seats to a family who already has a seat for a child or who could put a younger child in the older child's seat (reference Child Safety Seat Distribution guidelines).
4. The child MUST be present in order to receive a seat and be properly fitted.
5. Child safety seats should not be replaced due to being dirty or if the family needs a seat for their second vehicle or another caregiver.

RESOURCES:

1. Child safety seat resources are limited. It is important to be good stewards of the program procedures. This should be a supplemental program, supporting existing efforts in the community. The grant is not intended to fully meet the community need and it is expected that additional seats/funding for program will be needed.
 - o A supplemental resource packet is available, including information on possible grant opportunities.
2. All workers (both full time and volunteers) are considered mandated reporters and should complete the state appropriate mandate reporter training.
<https://oca.georgia.gov/mandated-reporting>
3. Certification for CPS Technicians is valid for two years. CPS Technicians should refer to <http://cert.safekids.org/> for details about the recertification requirements and process. Briefly, CPS Technicians must complete the following during the two-year cycle in order to recertify.
 - o Five (5) verified seat checks by a certified CPS Technician Instructor or Proxy
 - o Community education (one two-hour checkup event or four hours of community education). A Community Event does include your CPS classes held for the Mini Grant Purposes (category 4 hours of Community Education).
 - o Six (6) CPS continuing education units (CEUs). Online and in-person courses are available to assist CPS Technicians in obtaining the required CEUs. More information can be found at www.cpsboard.org and <http://cert.safekids.org/>

- Register and pay recertification fee before current certification expiration date.
 - The Child Occupant Safety Project will offer CPS Technician Recertification and Renewal classes. For more information please contact the COSP office.
4. The Child Occupant Safety Project regularly offers the CPS Technician Certification class. More information on CPS Technician Certification classes offered by other organizations, please visit <http://cert.safekids.org/> and click on "Find a Course".
 5. The COSP is committed to helping CPS Technicians maintain their certification. If you need assistance with completing the recertification requirements or with logging your information into the Safe Kids Certification Management Web site, please call 404-463-1487 or email at injury@dph.ga.gov.