Child Passenger Safety
Senior Checker Update

Ruth Harshfield, Safe Kids Oregon
Director
February 4, 2015
Webinar Objectives

- Safe Kids Buckle Up (SKBU) Program
- Safe Kids Oregon
- Safe Kids Worldwide CPS Certification
- Senior Checker Protocol
- Checklist Form
- National CPS Board
- Hot Tips
- Oregon CPS Program
Safe Kids Buckle Up Program

Event and Inspection Station Registration

Safe Kids Worldwide Checklist Forms

Requires at least 1 CPS Technician and 1 Senior Checker

Process designed to reduce risk of errors and omissions

Not a part of National Child Passenger Safety Certification
Buckle Up Programs in Oregon

- Safe Kids Oregon
- Safe Kids Coalition Participants
Safe Kids Coalitions apply to participate and identify a Buckle Up Coordinator

Coordinator Responsibilities

- Incorporate SKBU protocol into local criteria
- Ensure Senior Checker profiles are updated in June
- Ensure Senior Checker certification numbers and expiration dates are current
- Develop local criteria to select, support and evaluate Senior Checkers
- Removal of Senior Checker when needed
- Assure criteria are met
Registered & Approved Events

The Buckle Up Coordinator or designee register events & identify senior checker(s)

SKBU checklist forms MUST be used

Completed checklist forms are collected and sent to SKWW quarterly

Date from scanned forms is reported back from SKWW to each SKBU program
Overview of Safe Kids Oregon

- State Office for Safe Kids Worldwide
- Program of Oregon Public Health, Injury and Violence Prevention Section
- Focus on child injury prevention for ages 0 – 19
- Safe Kids Buckle Up Participant
Safe Kids Oregon CPS Efforts

- Promotes Motor Vehicle Occupant Safety
- Supports 6 Local Safe Kids Coalitions
- Hosts Buckle Up for CPS Programs without Coalitions
Letter of Agreement for CPS Programs in areas without local Safe Kids Coalitions
Senior Checker Overview

A CPS Technician who

- Has expertise, organizational and communication skills
- Responsible for checklist forms being correctly completed
- NEVER works alone – at least 1 certified technician with them
- Makes the final inspection of a car seat installation
Criteria to become a Senior Checker

- At least 12 months of certified CPS Technician experience
- Currently certified CPS Technician or Instructor
- Extensive knowledge of SKBU Checklist form
- Meet additional criteria of local coalition
- Check a minimum of 35 seats in the past year
<table>
<thead>
<tr>
<th>More Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular participation in seat checks</strong></td>
</tr>
<tr>
<td><strong>Coordinates &amp; participates in continuing education</strong></td>
</tr>
<tr>
<td><strong>Knows new technology</strong></td>
</tr>
<tr>
<td><strong>Able to say “I don’t know but I will find out”</strong></td>
</tr>
<tr>
<td><strong>Great communicator</strong></td>
</tr>
<tr>
<td><strong>Checklist form expert</strong></td>
</tr>
<tr>
<td><strong>Has own installations checked</strong></td>
</tr>
<tr>
<td><strong>Leads by example</strong></td>
</tr>
<tr>
<td><strong>Selected, evaluated, approved by local coordinator</strong></td>
</tr>
</tbody>
</table>
Senior Checker Annual Maintenance

www.safekidsweb.org

Update profile for new fiscal year in June

Update profile during fiscal year when changes occur

Maintain current CPS Technician expiration date
www.safekidsweb.org

CPS MANAGEMENT TOOL

CPS LOGIN

Coalition Number or User Name

Password
www.safekidsweb.org

Senior Checker Login

CPS MANAGEMENT TOOL

SENIOR CHECKERS
LOGIN AS SENIOR CHECKER
REGISTER AS A SENIOR CHECKER

SENIOR CHECKER LOGIN

Email:
Password:

Login

Register as Senior Checker  |  Forgot Password?
www.safekidsweb.org

CPS MANAGEMENT TOOL

SENIOR CHECKERS

LOGOUT

Status: Current

Expiration: 4/1/2015

EDIT PROFILE

CHANGE PASSWORD

SENIOR CHECKER PROTOCOL

This is not a part of your National CPS Certification.

Definition of a senior checker: The individual who makes the final inspection of an installation of a child restraint before it leaves the inspection station and is responsible for assuring that the necessary paperwork is correctly completed; including the SKBU checklist forms. The Senior Checker has the expertise, organizational and communication skills to ensure that each seat leaving the SKBU event/CSSIS has been inspected and the caregivers are secure with the information that was provided. Senior checkers NEVER work alone and always have a certified technician on site with them.

CRITERIA TO BECOME A SENIOR CHECKER:

- Must be a currently certified CPS Technician or Instructor
- Must have at least 12 months of consistent certified CPS Technician experience
- Must have extensive knowledge of the SKBU Child Passenger Checklist form
- Must have checked a minimum of 35 seats within the past year
- Must meet additional criteria of your local coalition or chapter; if applicable
- Must meet the Senior Checker Profile
  - Participates routinely in seat checks and/or an inspection station
  - Coordinates and/or participates in refresher classes or technical updates
  - Comfortable and knowledgeable with new technology
  - Able to say “I don’t know”, but knows where to seek the answer
  - Communicates effectively to fellow techs and caregivers
Senior Checker Status Suspension

Safe Kids Buckle Up indicates suspension when

Profile not updated by July 31\textsuperscript{st}, suspended until information is updated and approved by Coalition Buckle Up Coordinator

Certification expires, placed on suspension until expiration date is updated

CPS Technician or local Coalition Coordinator can update
Tips for Senior Checkers

- Confirm all CPS technicians participating are currently certified
- Make a list of technician(s) name and certification number(s)
- Start event with an overview of correctly completing the checklist
- Establish expectation that form will be complete prior to asking for Senior Checker review and sign off
More Tips

• Use #2 pencils

• Enter coalition number on each form

• Prefill the event date or double check that it is filled in

• Make sure caregiver signs disclaimer and checks off “Caregiver sign off” and initials on the bottom
Check Sheet Form

<table>
<thead>
<tr>
<th>Child Present</th>
<th>Unknown</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seat: Checked Before?</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Child First Name</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ON ARRIVAL**

1. Child/CSS location in vehicle
   - Front row
   - Back seat

2. CSS installed using (select all that apply)
   - No CSS (Mark - Go to #10)
   - Integrated Seat (Mark - Go to #12)
   - Uninstalled
   - Unrestrainted (Mark - Go to #15)
   - Seatbelt
   - Tether
   - Lower anchors

3. Restraint type:
   - RF only w/o base
   - RF only w/ base
   - BF convertible
   - BF w/ harness
   - Lap/Shoulder (Mark - Go to #21)
   - Car bed
   - Other

4. CSS MFG:
   - Britax
   - Chicco
   - Evenflo
   - Graco
   - Harmony
   - Orbit
   - Recaro
   - Diono/Sunshine Kids
   - Other

5. Model Number

6. Mfg Date (MM/DD/YYYY):

**FINDINGS**

7. CSS history known
   - Yes
   - No
   - N/A

8. CSS involved in a crash

9. CSS label missing

10. CSS expired

11. CSS recalled

12. CSS correct direction

13. CSS Harness correct

14. Recline Angle correct

15. Lower anchors correct

16. Tether correct

17. Seatbelt correct

**ON DEPARTURE**

18. Child/CSS location in vehicle
   - Front row
   - Back seat
   - Other seating location

19. CSS installed using (select all that apply)
   - No CSS
   - Integrated Seat (Mark - Go to #10)
   - Uninstalled
   - Unrestrainted (Mark - Go to #15)
   - Seatbelt
   - Tether
   - Lower anchors

20. Coalition provided a new CSS?
   - Yes
   - No
   - N/A

21. Restraint type:
   - RF only w/o base
   - RF only w/ base
   - BF convertible
   - BF w/ harness
   - Lap/Shoulder
   - Car bed
   - Other

22. CSS MFG:
   - Same as 4,5,6 (Mark - Go to #25)
   - Baby Trend
   - Britax
   - Chicco
   - Combi
   - Evenflo
   - Graco
   - Harmony
   - Orbit
   - Recaro
   - Diono/Sunshine Kids
   - Other

23. Model Number:

24. Mfg Date (MM/DD/YYYY):

25. Child/CR Correct
   - Yes
   - No

26. CSS/Vehicle Compatible
   - Yes
   - No

27. Education materials given
   - Yes
   - No

Technician discussed: (Select all that apply)

28. Airbags

29. Unsecured seatbelt

30. Properties

31. Unattended children in or around cars

32. Next steps

Caregiver sign off:

33. I reassessed child/seat in CSS

34. I participated/installed CSS today

Caregiver Initials: Donation:

Comments:

**COALITION #**

EVENT

INSPECTION STATION

CSSIS #
<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Present</td>
<td>☐ Unborn ☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Seat Checked Before?</td>
<td>☐ Yes ☐ No</td>
<td></td>
</tr>
<tr>
<td>Child First Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Child Number Two**

- **Child’s Age**
- **Child Birth Date (MM/DD/YYYY)**
- **Height**
- **Weight/lbs**
  - Options: ☐ Days ☐ Month(s) ☐ Year(s)
22. CSS MFG:
- Same as 4,5,6 (Mark - Go to 25)
- Baby Trend
- Chicco
- Evenflo
- Harmony
- Orbit
- Recaro
- Tomy (Learning Curve, 1st Years, Compass)
- Dorel (Cosco, Eddie Bauer, Safety 1st, Maxi Cosi)
- Other

23. Model Number:

24. Mfg Date (MM/DD/YYYY):

25. Child / CR Correct
- Yes
- No

26. CSS/Vehicle Compatible
- Yes
- No

27. Education materials given
- Yes
- No

Technician discussed: (Select all that apply)
- Airbags
- Unused seatbelt
- Projectiles
- Unattended children in or around cars
- Next steps

Caregiver sign off:
- Yes
- No
- N/A

33. I harnessed child/doll in CSS
- Yes
- No
- N/A

34. I participated/installed CSS today
- Yes
- No

Caregiver initials

Donation $ 

Comments

COALITION #

- EVENT

CSSIS #

- INSPECTION STATION
- Form is Optional - developed to assist Buckle Up Coordinators with event reporting
- Can be used for registered events hosted by someone other than Buckle Up Coordinator for event reporting
- May be submitted along with forms to the Buckle Up Coordinator.

**CPS Technician Report Form**

<table>
<thead>
<tr>
<th>EVENT DATE:</th>
<th>LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this form to report CPS activities to Safe Kids Coalitions who register CPS events with Safe Kids Worldwide. Registered check-up events must use the Safe Kids BLUE English and CHIL-SPAN Spanish checklists and submit forms with this report to their Safe Kids Coordinator. Individual appointments for seat checks and seat distribution may also be reported on this form.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>County</th>
<th>Location</th>
<th>Hours to</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Coordinator:</th>
<th>Organization:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT TYPE (please check all that apply):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Community Events (health fair, parade, store-opening, etc.)</td>
</tr>
<tr>
<td>□ Educational Workshop (parents, caregivers, children, agencies, businesses)</td>
</tr>
<tr>
<td>□ Child Safety Seat Check-Up Events</td>
</tr>
<tr>
<td>□ Child Safety Seat Distribution Events</td>
</tr>
<tr>
<td>□ Child Safety Seat Checks by Appointment or Drop-in</td>
</tr>
<tr>
<td>□ Distributed injury risk prevention materials</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendance at the event (estimated):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Number of children:</td>
</tr>
<tr>
<td>□ Number of parents/caregivers/grandparents:</td>
</tr>
<tr>
<td>□ Number of Volunteers working with coalition:</td>
</tr>
<tr>
<td>□ Number of CPS Technicians:</td>
</tr>
</tbody>
</table>

| Grand total of ALL attendees (above four spaces combined): | |
|----------------------------------------------------------| |

<table>
<thead>
<tr>
<th>Names of Technicians who instructed participated (a separate attendance sheet with names may be attached):</th>
</tr>
</thead>
</table>

**SEAT CHECKS**

**Please check box for: Child Safety Seat Check-Up Clinic [ ] or Fitting Station [ ]**

- [ ] Total number of seats checked (including new installs and new seats distributed): |
- [ ] Total number of new seats distributed by organization: |
- [ ] Number of checklist forms completed (count paper forms, not seats): |
- [ ] Total numbers (donations, corporate, individual, and seat rentals): |
- [ ] Media events (media advance, press releases, TV studio visits, and press media releases): |

**Individual Seat Checks by Appointment or Drop-in for (Month):**

- [ ] Total number of seats checked (including new installs and new seats distributed): |
- [ ] Total number of new seats distributed by organization: |

Submit this form and original check sheets is your Safe Kids Event Coordinator within 20 days of the event. Contact coordinator for mailing address, if needed.

- Safe Kids of Multnomah County, Emma Churchill muchurch@safigw.org
- Safe Kids of Clackamas County, Sandy Fromm sandi.fromm@safekids.org
- Safe Kids Northwest Oregon, Rusty Hanaford rhanaford@safekidsnw.org
- SK CD Oregon, Riki Hendricks riki.hendricks@safekidsoregon.org
- SK Portland Metro, Laurie Drum ldrum@safekidsmetrolnd.com
- SK Washington County, Donna Allawa Donna.Allawa@safekids.org
- SK Willamette Valley, Kelly Greens kelly.greens@safekidsoregon.org

Last updated 10/2010
Ultimate authority over the certification and re-certification processes

SAFE KIDS CPS CERTIFICATION  http://cert.safekids.org/

CUSTOMER SERVICE

• Toll free: 877-366-8154 (available 9 am to 7 pm ET weekdays)
• Email: cps.certification@safekids.org

The Safe Kids Buckle Up Program is not a component of CPS Certification
WEBSITE INCLUDES:

- CPS Express Newsletter –
  [http://cert.safekids.org/resources-faqs/cps-express](http://cert.safekids.org/resources-faqs/cps-express)
  - E-newsletter sent to all certified technicians. It is sent to the official mailing address on CPS online profile
  - Editions includes tips for recertification and updates from the field.

WEBSITE INCLUDES:

- **BECOME A TECH**
- **I'M A TECH**
- **COURSE ADMINISTRATION**
- **ORGANIZATION MANAGEMENT**
- **RESOURCES – FAQS**
- **GET A CAR SEAT CHECKED**
- **FIND A TECH**
- **FIND A COURSE**
Re-Certification Requirements

- **Five seat checks**
- **Community education**
- Six hours of [CPS technical continuing education units](#)
- **Register and pay** - **Must have:**
  - Completed all five seat checks (entered and CPSTI approved)
  - Entered at least six CEUs
  - Entered your community event information

Once done and within 4 months of expiration date, "Click Here to Continue" will take you to the payment screens. Once complete, recertification will be processed in two days.
National CPS Board

www.cpsboard.org

• Provides program direction and technical guidance.
• Works collaboratively with the National Highway Traffic Safety Administration (NHTSA), the ultimate authority over the curriculum, and with Safe Kids Worldwide, the Certifying Body
• Supports CPS recertification with Online CEU Sessions and Quizzes
  • [http://cpsboard.org/certification-recertification/](http://cpsboard.org/certification-recertification/)
Oregon CPS Program

Statewide

ODOT Transportation Safety Division – Occupant Protection Program

Carla Levinski, Program Manager

Carla.L.Levinski@odot.state.or.us

503 986-4199

## Regional Oregon CPS Programs

<table>
<thead>
<tr>
<th>Counties Served</th>
<th>CPS Technician Training</th>
<th>Community CPS Education Mini-Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Region 1:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clackamas, Multnomah, Washington</td>
<td>Tammy Franks</td>
<td>Tammy Franks</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:TFranks@LHS.ORG">TFranks@LHS.ORG</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(503) 413-4665</td>
</tr>
<tr>
<td><strong>Region 2:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benton, Clatsop, Columbia, Lane, Lincoln, Linn, Marion, Polk, Tillamook, Yamhill</td>
<td>Tammy Franks</td>
<td>Nicole Charlson</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:TFranks@LHS.ORG">TFranks@LHS.ORG</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Nicole.L.Charlson@odot.state.or.us">Nicole.L.Charlson@odot.state.or.us</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(503) 986-2763</td>
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</thead>
<tbody>
<tr>
<td>Region 3: Coos, Curry, Douglas, Jackson, Josephine</td>
<td>Rosalee Senger</td>
<td>Rosalee Senger <a href="mailto:Rosalee.A.Senger@odot.state.or.us">Rosalee.A.Senger@odot.state.or.us</a> (541) 957-3657</td>
</tr>
<tr>
<td>Region 4: Crook, Deschutes, Gilliam, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, Wheeler</td>
<td>Debbie Miller</td>
<td>Debbie Miller <a href="mailto:Debbie.A.Miller@odot.state.or.us">Debbie.A.Miller@odot.state.or.us</a> (541) 388-6429</td>
</tr>
<tr>
<td>Region 5: Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, Wallowa</td>
<td>Billie-Jo Deal</td>
<td>Billie-Jo Deal <a href="mailto:Billie-Jo.M.Deal@odot.state.or.us">Billie-Jo.M.Deal@odot.state.or.us</a> (541) 963-1387</td>
</tr>
</tbody>
</table>
THANK YOU

Your commitment to child safety is appreciated.
www.safekidsoregon.org

Ruth Harshfield, Safe Kids Oregon Director
971-673-1028, ruth.harshfield@state.or.us
Oregon Public Health, Injury and Violence Prevention
800 NE Oregon St., Suite 730
Portland, OR 97223