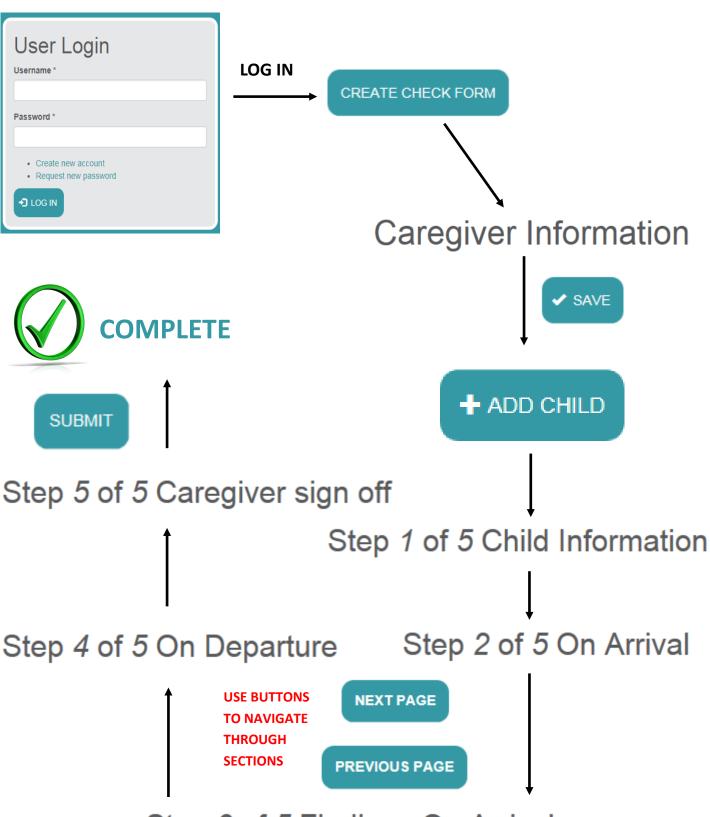


FLOW CHART

CREATE AN ACCOUNT



Step 3 of 5 Findings On Arrival



A HOW-TO GUIDE TO USING THE NATIONAL CHILD PASSENGER SAFETY DIGITAL CHECK FORM

Getting Started

All technician users must create a free account to gain access to the CPS form. CPST can access the form at:

https://carseatcheckform.org/



IMPORTANT NOTES:

Access to the system may take 1-3 business days so please plan accordingly. Requests will be reviewed Monday through Friday and approved as time permits. Personnel will not be available on weekends to approve access to the system.

Please provide a valid email. You will receive a confirmation that your request for access has been received. You will also receive an email once your account is approved which will include a link that will guide you to creating a password.

Once you have created your password. ensure your time zone is correct and click SAVE .

NEW USER

New users will have to create an account. In order to gain access to the system, all users will have to complete the following:

- Create a username.
- Provide an email.
- Provide your Name and the State where you work in CPS.
- Upload a copy of your CPS Tech or Instructor wallet card.
- Provide your CPST/I expiration date and certification number.
- Accept terms and conditions as outlined.

Administrator

 Program administrators can enter agency information (this can be used for grouping of data for reporting purposes).

Thank you for visiting Car Seat Check Form.

- You will need your CPS Certification with you when you register, as either a PDF, JPG, or PNG. Please allow 1-3 business days to be granted access to the system.
- These checks will not automatically count towards your CPS recertification. You will need to submit your checks for recertification to your certifying body.
- If you need extra permissions after your account is created, as agency administrator, state program manager, or manufacturer, please email info@carseatcheckform.org.
- Make sure to check your SPAM and JUNK folders for the automated emails.
- If you are having trouble registering and need assistance, please email info@carseatcheckform.org.

Password	Weak
	×
Confirm password	

To make your password stronger:

- · Make it at least 6 characters
- · Add lowercase letters
- · Add uppercase letters
- Add numbers
- Add punctuation



Creating a Check Form

To begin a new check form, click on:

CREATE CHECK FORM

This can be found in the

HOME

section or under

MY ACCOUNT

Caregiver Information

This section captures the information of the caregivers associated with the child(ren)/car seat(s) who are present/participating at the event. The first step is to enter the caregiver's information.

- City
- State
- Zip
- Vehicle Year
- Vehicle Make
- Vehicle Model

- What CPS agency is hosting the event? This is the agency that will have access to data for reports.
- **Select Liability Statement** Agencies can add their specific liability statement to the form. (Select *RESOURCES* tab, and click on *Custom PDF* for assistance.)
- Signature* A signature can be obtained directly on the form if you have a touch screen
 device or by using a mouse pad/cursor with laptops. (Or, check box for "Signature is on the
 paper check form".)
- Techs Participating This is where you should add any other CPST/I who is assisting with the seat check.
- What State is the event taking place in? This is to assist CPST/I who work or travel beyond
 their home State identified in their user account profile. (For reporting purposes.)
- Today's Date Enter date seat check occurred.



Tech Tip: Once the caregiver's information has been obtained, a CPST/I can add multiple seat checks (i.e. children) to the form without having to re-enter the caregiver information.

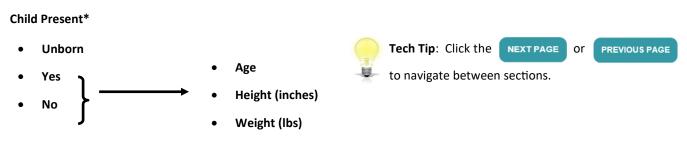
Click



once the information is complete.



This section captures the information of the child whose car seat is being inspected.



NOTE: On the check form, all fields that have an * are a required field and must be completed.



Step 2 of 5 On Arrival

This section captures how the child/car seat arrives to the event. The *On Arrival* Section will capture the following:

- Location in vehicle
- How the Child/CSS is installed
- Car Seat Restraint Type
- Car Seat Labels Missing
- Car Seat MFG (Make, Model #, Model Name)
- Manufacture & Expire Date
- Is car seat expired



Tech Tip: Data sets that have "Radio Buttons" or circles indicate that you can only select one option; data sets that have "Check Boxes" or squares will allow you to pick more than one option.

Note: Depending on your selection of options, more data sets will appear (or disappear). Known as "form logic", this assists the user experience.

Step 3 of 5 Findings On Arrival

[This section will be empty if you selected "No CSS" on Step 2.]

Note: The *Findings On Arrival* section will guide CPST/I through their seat check to ensure they consider and educate

caregivers to all aspects of their car seat. This is also where

your organization will capture misuse data.

This section captures findings around the proper or improper use of the car seat. This section will capture the following information:

- Car Seat History known*
- Car Seat Involved in a Crash*
- Car Seat Recalled*
- Car Seat Installed Per Manufacturer's Instructions*
- Car Seat Installed Per State's Law*
- Car Seat Correct Direction*
- Recline Angle Correct*



Tech Tip: There are <u>hyperlinks</u> on the digital form that will take CPST/I to a recall list as well as a list of State CPS laws.

Car Seat Harness Correct*
 Lower Anchors Correct*
 Tether Correct*
 Seat Belt Correct*

Note: If misuse is identified in any of these sections, additional options will appear to record more data about the specific misuse.

- Are there non-regulated products*
- Is the load leg installed correctly per manufacturer's instructions*

Tech Tip: Use



at any time to save your



progress. This will save your work and take you back to the Caregiver's information. This also helps when you have multiple car seats/children so you can go back and forth between check forms.

NOTE: On the check form, all fields that have an * are a required field and must be completed.



Step 4 of 5 On Departure

Similar to *On Arrival*, this section captures how the child/car seat leaves the event. This section will capture the following information:

- Location in vehicle*
- How the Child/CSS is installed*
- Is this the same Car Seat that was on arrival*
- Car Seat Restraint Type*
- Caregiver Donation*
- All corrections made prior to departure*
- Is the Car Seat Compatible with the vehicle*
- Educational Materials given*
- Documentation Box
- Car Seat MFG (Make, Model #, Model Name)
- Manufacture and Expire Date
- Is the Car Seat registered through the MFG?

Note: If departure car seat is different than on arrival, CPST/I will be have to complete additional sections about who provided the new seat and if the old seat was discarded or recycled.

Note: The Documentation Box will allow the CPST/I the ability to provide a narrative for additional documentation.

Step 5 of 5 Caregiver sign off

The last section will capture the final details. You will have to obtain the following:

- Caregiver harnessed child/doll
- Caregiver participated during the event
- Caregiver ethnicity and initials
- Vehicle Identification Number (VIN) and recall list
- Which device was used (to complete the form
- Agency Documentation Box

Note: Once all information has been entered, you will complete the form by clicking SUBMIT .

,

Tech Tip: You will not be able to submit your form if it has missing data. You will be prompted for any required data fields that have not been completed. A dialogue box will provide you with all of the incomplete fields. Those data fields will also be in red font.

- I harnessed child/doll in a Car Seat *
 - \bigcirc N/A

- · I harnessed child/doll in a Car Seat field is required.
- · I participated in installing this Car Seat today field is required.
- · Caregiver Initials field is required.
- Child/Car Seat location in vehicle field is required.
- · Child/Car Seat Installed Using field is required.
- Restraint Type field is required.

○ Yes ○ No

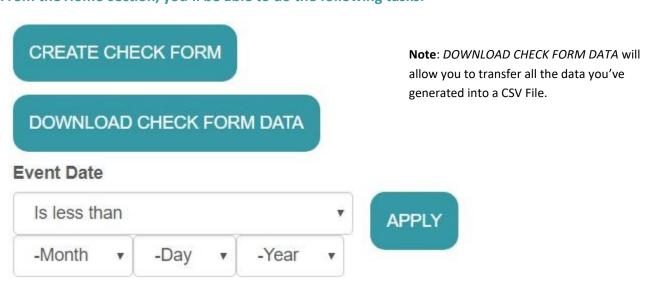


SITE NAVIGATION

HOME RESOURCES - INFORMATION - REPORT FEEDBACK MY ACCOUNT LOG OUT

Home

From the Home section, you'll be able to do the following tasks:





Tech Tip: CSV files can be used to create reports or to filter data. These types of files can also be used to import data into other software platforms.

Note: All check forms you create will live in your profile in the *Home* Section

Select

RESOURCES • for supporting documents and options:

- 1. Check Form PDF Download Provides a PDF of the paper check form. Download/save for use.
- 2. Request Custom PDF Allows agencies to submit a liability statement to customize the PDF check form.
- 3. **Sign-in Sheet** The digital check form does not collect PII. Sign-in sheet can be used if PII is needed locally.
- 4. **Agencies** A list of agencies that will show up in the *Agencies* field.



Tech Tip: An agency can add their organization information by clicking



within RESOURCES -> Agencies.

INFORMATION •

Within the INFORMATION tab, you will be able to update a user account profile, find FAQs, and the TERMS & CONDITIONS.



Tech Tip: *UPDATE PROFILE* is where CPST/I will provide their recertification information to keep the profile current.



SITE NAVIGATION

HOME

RESOURCES

INFORMATION :

REPORT FEEDBACK

MY ACCOUNT

LOG OUT



Comments/Issues

Within the *REPORT FEEDBACK* tab, users will be able to provide feedback and suggestions on how to improve the user experience with the digital (or PDF) check form.

Be as specific as possible with any technical issues, ambiguous questions, or possibly changing the question/workflow.



MY ACCOUNT

Within MY ACCOUNT, users can see their saved account information in:

CREATE CHECK FORM

or

DOWNLOAD CHECK FORM DATA



Tech Tip: Users can update or change their password in MY ACCOUNT by clicking on Edit.

Acknowledgments

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