National Digital Car Seat Check Form FAQ's

Questions not answered in these FAQs can be directed to training@carseatcheckform.org.

<u>**General**</u>

1. How do I access the National Digital Car Seat Check Form (NDCF)?
   a. Visit www.carseatcheckform.org. Current nationally certified child passenger safety technicians (CPST) and instructors can create a free account.
      i. CPST and instructors are referred to collectively as CPST throughout this document.
   b. Supporting information can also be found on cpsboard.org.
   c. Find more information about how to set up an account in "Setting Up An Account" section found below.

2. What are the advantages of the form?
   a. Check form data is available immediately. There is no delay in processing information.
   b. Technicians don't have to worry about archiving a checklist for [3 years like a paper form.](#)
   c. Organizations have access to check form data entered by all technicians working with the organization. This might assist with fundraising and development of educational materials.
   d. Technicians do not have to remember their certification number! It is pre-filled after an account is created.

3. How will the NDCF affect the daily workflow and time commitment of CPST?
   a. Streamlines data collection from car seat checks.
   b. Eliminates the problem of required missing data fields.
   c. Reduces efforts required to store, manage and clean up paper forms.
   d. Do not have to worry about running out of check forms – however it is recommended to keep a backup supply on hand to proactively be prepared for unexpected circumstances that can arise at any given car seat check.
   e. Links to NHTSA recall sites are live in the digital check form to check for car seat and vehicle recalls.
      i. These features require internet connectivity, so CPST should have at least one car seat recall list printed out when using an App without internet connection, or in case connection is lost when using the web-based platform.

4. Does the parent or caregiver need to sign a waiver and upload it to the digital car seat check form?
   a) If your agency requires a paper waiver be sure to record the unique identifying number that is generated for each car seat check on the paper form if one is being used.
   b) Please see "Liability" section below for more information.

5. Is there a way for CPST to practice using the digital car seat check form prior to use in the field?
    a. Yes! When creating a new car seat check form, CPST are encouraged to select "Training" rather than a state in the state drop down menu for where the event is taking place. TTU iCube, the system programmers, will periodically delete all files submitted under this Training option.
        i. If CPST use the Training option instead of selecting a state, they cannot go back later and change the car seat check to their state. The information submitted while in the Training option will not be added to state data.
        ii. TTU iCube will purge the system of Training submissions twice each year (June 30 and November 30.) When state coordinators run a data report, car seat checks submitted as Training will not be included in state data.
        iii. Training submissions will show in data reports run by individual technicians and organizations until they are deleted by TTU iCube on June 30 and November 30. These submissions will show as "Training" under state options.

6. Our organization is having multiple events at different locations on the same day. (For example, on National Seat Check Saturday.) How is data per location kept separate?
    a. There is an "Event" field in the section for Caregiver Information that allows for differentiating data collected at different events for the same organization.

7. How can CPST correct a mistake on a digital car seat check form?
    a. CPST can edit drafts of a car seat check form until the form is submitted. Once a check form is submitted all information is saved.
    b. If CPST need a data field corrected, CPST should submit their request through the "Report Feedback" tab in carseatcheckform.org.
    c. It is important data not be changed after submission to support fidelity of data collected. A record will be kept of changes made.
    d. See the "Additional Tips" section at the end of these FAQs for more information to avoid errors and challenges during a car seat check.

8. Is there a place for a Senior Checker/Supervisor/Tech Proxy to sign off on the digital car seat check form after all corrections have been made and a family is ready to leave?
    a. Yes, see the box for "Final Inspection Sign-Off" at the end of section 5.
        i. This is a great example of a change that has been made to the digital car seat check form based on feedback received from the CPS field.

9. What are the future plans for the NDCF?
    a. In addition to the current web-based car seat check form portal, a mobile-friendly App is planned for release by June 1, 2019. The free App can be downloaded from iTunes or Google Play. Amazon is possible in the future.
    b. Enhancements to the reporting system and data sharing options.

Setting Up An Account

1. Why do individuals need to be a currently certified CPST to use this resource?
    a. Currently certified Child Passenger Safety Technicians (CPST) are certified by Safe Kids Worldwide, the national certifying body, and have successfully completed the rigorous 3 to 4-day course. They have the knowledge necessary to provide current and technically correct information to parents and caregivers. Learn more at: https://cert.safekids.org/

2. Do CPST need to have an organizational affiliation to use this resource?
    a. No. If CPST are working independently and do not affiliate with a particular organization they do not need to complete the answer to that question on the check form. It is not a required field.

3. Once a CPST creates an account, how soon will they be able to access and use this resource?
    a. CPST must plan ahead to make sure their accounts are active prior to a check event. Technicians are strongly encouraged to familiarize themselves with the form prior to their first event. Allow 3 to 5 business days to activate a new account.
    b. A courtesy email is provided to confirm account activation, but receiving this email is not necessary to begin use of the digital car seat check form. CPST can always log into their account to confirm access has been granted.

4. How does a CPST find an existing Tech ID number when creating a check form?
    a. Once CPST type in a name in the "Additional Techs" field, the Tech ID number should auto-populate with the technician name being searched for if that technician is already registered in this digital system.
    b. CPST can also find their own technician number by clicking on "My Account".

5. What if a CPST's certification expires? Will the CPST be able to continue using the digital car seat check form?
    a. The CPST's account will be suspended until that technician submits a current proof of certification. CPST will need to upload a copy of the updated wallet card found in their individual Safe Kids certification online profile.

6. Is it available on the App Store, Google Play, and Amazon Appstore?
    a. The App will be available at no cost for use on both iOS and Android devices.
    b. iOS and Play Store availability are planned for June 1, 2019.
    c. Amazon is possible and planned, but subject to change until the process is finalized.

Data Privacy/Identifiers and Access

1. Why is demographic data (PII – personally identifying information) not included on the digital car seat check form?
    a. This digital car seat check form is meant to serve as a tool to assist certified child passenger safety technicians and instructors in collecting data about car seat checks that they perform. At the same time, we have an obligation to respect the privacy rights of parents and caregivers. Therefore, demographic data is not collected through this digital resource.

b. It is recognized that localized data can help plan for programming needs, apply for grants and funding sources, and is sometimes requested by state agencies. As an alternative, demographic data is available by zip code at American FactFinder – a site of the US Census Bureau: https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml.

2. The digital car seat check form does not have any family identifiers. How will CPST be able to keep track of families assisted with car seat checks if they need to refer back to a form that was used?

a. When using the digital car seat check form, each family is assigned a unique digital check form ID number. CPST have the option to ask families to sign in on a paper form and record the corresponding ID number for that family to maintain with local records.

   i. An optional, sample Sign In Sheet is available in the Resources section of carseatcheckform.org. In this sample, the unique ID number should be recorded on the line for "Form ID #".

   ii. Utilizing a sign in sheet would result in maintaining less paper forms overall in comparison to retaining paper check forms.

b. This unique ID number is used to track car seat check data if CPST ever need to go back and review information in a car seat check form in the digital system.

c. There is personal information included on the PDF copy/printable corresponding car seat check form for this system that does not appear on the digital car seat check form. PII will not be gathered in the digital system in order to protect personal information. However, local agencies may choose to gather and maintain that information locally on a paper form, for local level data collection, as needed.

3. Can CPST see the data collected for their state or county?

a. CPST can access data about car seat checks they have personally submitted in to the digital system.

b. Organization leads can access data submitted by CPST completing car seat checks in association with that organization when the carseatcheckform.org website or app was used.

c. In order to get state or county data, please contact the appropriate state CPS training coordinator. State CPS training coordinators will have access to car seat check data completed throughout their state.

4. How do CPST generate a report with the car seat check data they have submitted?

a. Click on the "Home" tab and then click on the "Download Check Form Data" button.

b. Raw data will be included in a report. This will provide CPST with all of the information entered for each seat check that a technician participated with.

5. Can CPST export the raw data to use in other formats?

a. Data is currently exported in CSV, but this can be opened in Microsoft Excel. This should work with any spreadsheet reader (LibreOffice, OpenOffice, and others.)

   i. CSV is widely used with data programs.

b. Enhancements to the reporting and data sharing system are included in future program plans.

6. I worked with another technician on a car seat check and the information was entered into their digital car seat check form account. Will I be able to retrieve data from the car seat check in my profile?
   a. Yes, as long as you are listed on that particular digital car seat check form under "Additional Techs." The data from that car seat check will be available to all CPST listed on the check form.

7. What if there is more than one CPST assisting the same family in the same vehicle, checking different seats on separate devices? CPST have different potential options:
   a. Technicians should create a check form for the seats they personally work on. This can result in multiple check forms for the same family, but should not result in a duplication of information for individual car seats.
      i. Only enter information for a particular seat in one digital check form.
      ii. Each check form will have its own unique ID number. This will be a different ID number than the one created on a separate device.
      iii. This is similar to use of paper forms when car seat checks are conducted for a vehicle with several children, multiple paper forms result for the same family.
   b. Be sure to record the unique ID numbers for each car seat check form associated with the family if you are collecting PII on a paper record.
   c. When only one device is available, another alternative is to have one CPST use a paper form. The information collected on the paper form can be entered manually in to the digital form once the device becomes available.

Liability

1. Our agency has a specific liability statement that we are required to use. How do we add our own liability statement to the digital car seat check form?
   a. In order to have an agency's liability statement or logo added to the PDF/printable car seat check form, please complete and submit the "Request Custom PDF" form under the Resources tab once logged in to carseatcheckform.org. Allow 1 to 4 weeks for edits to be made.

2. Do CPST need liability insurance?
   Supporting information to answer this question can be found in the following links:
   a. [Do I need liability protection as a CPST/CPSTI?](#)
   b. [I am a CPST independent contractor, should I have liability coverage?](#)
   c. [Liability videos for CPST](#)

Recertification

1. Are car seat checks submitted on the digital car seat check form uploaded to a Technician's individual Safe Kids certification profile for recertification?
   a. No. You will need to sign in to your Safe Kids certification profile and enter seat checks for recertification as done in the past.

Submitting Feedback and Questions

7. How can technicians provide feedback about the digital car seat check form, PDF/printable check form, or digital system overall?
    a. Once logged in to carseatcheckform.org, in the menu/navigation bar at the top, click on "Report Feedback", fill out the fields, and click "Submit".

8. How often will the form be updated?
    a. During the first two years of development feedback was received by CPST representing different geographic areas of the U.S., and different CPS program styles.
    b. Moving forward all feedback submitted through carseatcheckform.org will be reviewed by the National Child Passenger Safety Board (NCPSB) and the check forms will be updated on an annual basis. Updating more frequently can effect data fidelity.
    c. The National Digital Car Seat Check Form will be a continually evolving resource, similar to the National Child Passenger Safety Technician Certification Training Curriculum. It is intended that this resource will be improved based on feedback submitted by CPST to best meet the needs of the child passenger safety field overall.

9. Who should CPST or organizations contact for scheduling training for technicians to learn how to use the National Digital Car Seat Check Form?
    a. Please contact training@carseatcheckform.org.

10. Who should CPST or organizations contact with technical questions about the National Digital Car Seat Check Form system?
    a. Technical questions about the digital system, such as adding or removing CPST access, should be directed to info@carseatcheckform.org.

Additional Tips

Be proactive and prepared to avoid challenges during a car seat check while using electronic devices.

1. As CPST familiarize themselves with the digital car seat check form, consider working with a partner who is using a hard copy (PDF/printable version) of the form for the first few car seat checks. One CPST can enter data on a device in a digital car seat check form as the other CPST conducts the car seat check using a paper form.
    a. CPST actively using the digital car seat check form have reported from their experience once they became familiar with the digital car seat check form, car seat checks have taken less time to complete in comparison to using paper forms.
2. ALWAYS be sure to check that the device has not been left in a vehicle before a driver leaves a check event. Make it part of your closing routine as is done with other car seat check supplies.
3. CPST are encouraged to practice on the device they plan to use during a car seat check event. This will familiarize the CPST with how their device operates, particularly regarding length of time the device can be used, as well as the life of the device battery.
4. Be sure to charge electronic devices before a check event.
    a. CPST are encouraged to have portable chargers on hand in case a battery empties.

5. Consider the size of the device screen being used. Is it large enough for CPST to easily read and enter information?
6. Consider the sun on the day of a check event, and if CPST be able to easily view the device screen.
7. Be prepared in case a device overheats, and becomes non-operational.
8. CPST are encouraged to have PDF/printable car seat check forms present as a backup plan in an effort to be prepared for unexpected challenges while working with children and caregivers.