

**KTSRO Child Passenger Safety Inspection Station
Program Manual-Updated 8/2017**



The Kansas Child Passenger Safety Seat and Inspection Station Program is funded and managed by the Kansas Traffic Safety Resource Office and KDOT’s Bureau of Traffic Safety, Information and Technology.

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Introduction

Welcome to the State of Kansas Child Passenger Safety Program. Child Passenger Safety (CPS) is recognized and supported by the National Highway Traffic Safety Administration (NHTSA). NHTSA provides funding to all states, Kansas included, for the purpose of supporting child passenger safety activities.

The Kansas Traffic Safety Resource Office's goal is to assure a statewide, comprehensive and integrated Child Passenger Safety program is in place to serve as a resource for families/caregivers, communities, professionals, agencies and organizations. KTSRO is continually working to improve its Child Passenger Safety Program by developing consistent guidelines and procedures that address program quality, effectiveness, efficiency, and communication, and to better address the needs of the residents of the State of Kansas.

KTSRO will work to assure quality by strengthening its support of state CPS technicians and instructors. This will be achieved through identifying technician and/or instructor candidates and supporting them through training opportunities. KTSRO will also monitor technician and instructor certification activity and help support re-certification with an annual "CPS Technician Update" including resources such as car seat sign-off opportunities, and online continuing education opportunities.

Effectiveness and efficiency will be addressed through assessing program resources and monitoring services made available statewide. To do so, existing partnership activity will be encouraged and new potential partnerships will be approached. Currently our program consists of approximately 120 partner inspection station /distribution sites throughout the state. Whether you are a new program location or are currently participating with us, we appreciate your dedication and commitment to providing safe travel opportunities to the children of Kansas.

While you are free to operate your program in a manner that best fits your needs and the needs of your community, we ask you to adhere to the procedures and guidelines described in this manual. Communication is a key component to the CPS Program; technicians and instructors are encouraged to offer feedback on changes that may improve the overall efficiency and effectiveness of program execution.

This manual should be considered a growing and changing document that will be updated as needed to improve program processes. This manual is meant to be a guide for the CPS Technicians and Partners. Information contained within this guide is subject to change and may not be all inclusive of program policies. Site managers are encouraged to call KTSRO with questions or feedback about the program 800-416-2522.

Inspection Station / Distribution Sites

Inspection Stations offer proper car seat installation education with hands-on techniques. Car seats are provided at no cost to eligible families that are currently receiving assistance through State of Kansas Programs, as defined below.

Inspection Station Training Requirement:

Inspection Stations **must** have a certified CPS Technician. Certification training is provided by KTSRO and other agencies at various locations throughout the state; however, the station or student will be responsible for the registration fee, payable to Safe Kids Worldwide. A list of current trainings in the state can be found at: www.ktsro.org/trainings

Sites are strongly encouraged to have at least one of their certified technician(s) attend the annual Kansas CPS Technician Update. The Update is a great opportunity for the technician(s) to strengthen their skill-set and complete all of their 2 year recertification cycle requirements. The update (put on by KTSRO) is free to attend and rotates between Topeka and Wichita every year.

Inspection Station Contact Person:

The Inspection Station will designate a contact person to make administrative decisions for car seat distribution. KTSRO needs to be contacted when there has been a change in the site contact person, or an event that renders the site contact person unable to perform their duties, or a change in the site location information.

Ordering Car Seats:

KTSRO Inspection Stations have the opportunity to order car seats every six months by completing and submitting the Car Seat Order Form to KTSRO. Car seat order forms can be emailed or faxed to KTSRO. **ORDERS WILL NOT BE FILLED IF:**

- The Inspection Station fails to return any required paperwork by the requested due date.
- The Inspection Station fails to return the packing slip & confirmation of receipt of your car seat order to KTSRO, which each station receives upon delivery of the car seat order.

Procedure:

Inspection Stations should keep records/documents/forms based upon their agencies retention schedule requirements. Other than the current year's paperwork, if their agency has the capability, records may be scanned and kept electronically for reference. Accountability is the key to continued funding of the CPS program. KTSRO will hold meetings, as needed, to discuss documents, reporting requirements, and paperwork retention.

Inspection Stations:

- Will provide certain reports to KTSRO;
 1. Completed KTSRO Inspection Station Verification Forms,
 2. Six month or annual Car Seat Order Forms (Including receipt of seats and shipping form),
 3. Faxed copies of KTSRO Child Passenger Safety Seat Checklist forms for distributed car seats.
- Will distribute program seats to eligible families that provide one of the following:

1. WIC nutrition program checks:

WIC Check

The WIC check is the food prescription issued to a WIC client. It is similar to a personal check and should be treated just as carefully. All the information listed below must be present on the check before you take it. The client name printed on the check is the person the foods are intended for. Only the person listed under the signature line may redeem the check.

This is an example of a WIC check.

The image shows a sample WIC check form with the following fields and callouts:

- 1**: Pay to the order of any Authorized Kansas WIC Vendor Only
- 2**: Payable through: United Community Bank 64-1968 611
- 3**: AUTHORIZED FOOD - NO SUBSTITUTIONS (Child 2 to 5 yr old female)
Quantity Description:
2 gallons Fat Free, Skim, 1/2%, 1% or 2% Milk
36 ounces Cereal
1 64 oz container Juice (no refrigerated juices)
1 dozen Large Eggs, grade AA or A
2 14 to 16 oz cans Canned Beans
- 4**: 1120012349
- 5**: Do not use before this date: 10/05/2011
- 6**: Do not use after this date: 11/05/2011

Other fields include: Clinic: 0 Abilene WIC Clinic-Dickinson Co 1-785-263-4179; Client: 123456789 Doe, Jane; Fill in actual purchase date: (Month/Day/Year); Center's Initials; Pay Exactly; Vendor must Deposit by: 12/04/2011; and a signature line for Doe, Mary.

It should contain these items printed on the check:

1. WIC Clinic where the check was issued with phone number;
2. Client information including WIC ID number and name;
3. The authorized foods, quantity and size;
4. WIC check number;
5. First and last dates of use;
6. Caregiver(s) name (person authorized to use the check).

2. KanCare Health Plans:

These are the three KanCare Providers. Please keep this information sheet available so that you can verify that their cards are valid.

A. Sunflower State

Below are your actual ID cards. One of these cards is an extra copy. Check to make sure all information is correct. Please detach the cards from this letter. Always carry your Sunflower State Health Plan ID card with you. These cards are to be used for all of your Sunflower State healthcare needs. You will just need to show it when you get medical care.



Name:
 Medicaid #:
 Effective Date:
 PCP Name:
 PCP Phone:
 PCP Address:

Name:
 Medicaid #:
 Effective Date:
 PCP Name:
 PCP Phone:
 PCP Address:

If you have an emergency, call 911 or go to the nearest emergency room (ER). If you are not sure if you need to go to the ER, call your PCP or Sunflower State's 24/7 nurse line at 1-877-644-4623 (TDD/TTY 1-888-282-6428).

If you have an emergency, call 911 or go to the nearest emergency room (ER). If you are not sure if you need to go to the ER, call your PCP or Sunflower State's 24/7 nurse line at 1-877-644-4623 (TDD/TTY 1-888-282-6428).

B. Amerigroup

Card Front

 www.myamerigroup.com/KS	Effective Date: Date of Birth: Subscriber #:		
Amerigroup Kansas Medicaid Member Name: Medicaid ID Number: Primary Care Provider (PCP): PCP Telephone #: Vision: 1-855-866-2623 Dental: 1-855-866-2627 Member Services and Behavioral Health: 1-800-600-4441 Amerigroup On Call/Nurse HelpLine: 1-866-364-2544			

Card Back

	<p>MEMBERS: Please carry this card at all times. Show this card before you get medical care. You do not need to show this card before you get emergency care. If you have an emergency, call 911 or go to the nearest emergency room. Always call your Amerigroup PCP for non-emergency care. If you have questions, call Member Services at 1-800-600-4441. If you are deaf or hard of hearing, call 1-800-855-2884.</p> <p>MIEMBROS: Llevo contigo siempre esta tarjeta de identificación. Muéstrela antes de recibir atención médica. Usted no necesita mostrar esta tarjeta antes de recibir atención de emergencia. Si tiene una emergencia, llame al 911 o vaya a la sala de emergencias más cercana. Llame siempre a su PCP de Amerigroup para la atención que no es de emergencia. Si tiene alguna pregunta, llame a Servicios para Miembros al 1-800-600-4441. Llame al 1-800-855-2884 si es una persona sorda o tiene problemas de la audición.</p> <p>HOSPITALS: Pre-admission certification is required for all non-emergency admissions, including outpatient surgery. For emergency admissions, notify Amerigroup within 24 hours after treatment at 1-800-454-0720.</p> <p>PROVIDERS: Certain services must be preauthorized. Care that is not preauthorized may not be covered. For preauthorization billing information, call 1-800-454-0720.</p> <p>PHARMACIES: Submit claims using Caremark RXB #: 904036; RXPCN: ADV, RXGRP, RXGRF. For technical help, call Caremark at 1-800-366-6331.</p> <p>SUBMIT MEDICAL CLAIMS TO: AMERIGROUP - PO BOX 61010 • VIRGINIA BEACH, VA 23466-1010 USE OF THIS CARD BY ANY PERSON OTHER THAN THE MEMBER IS FRAUD. EL USO DE ESTA TARJETA POR CUALQUIER PERSONA QUE NO SEA EL MIEMBRO CONSTITUYE FRAUDE.</p> <p>8521 1113</p>
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4. **Kansas Farm Worker Health Program:** This is an immigrant health program based on income tax information; if they qualify they can receive a KTSRO car seat.
 - Will provide a car seat to pregnant women 30 days before their due date, anything sooner is at the technicians discretion.
 - Will limit distribution to one seat, per child, per family. Additional seats for extended and immediate family are NOT allowed and will not be provided by this program.
 - Will provide another car seat to the same child if:
 - the child has outgrown the initial car seat issued and the family can provide proof they are still eligible
 - The family has been in a car crash and can provide a police report.(Either at that time or later, depending on circumstances).
 - Will have site users agree to sign the waiver on the CPS Checklist form, acknowledging participation in the program.
 - Will provide a safe location for car seat inspection and education.
 - Will inspect car seats for all individuals requesting the service without regard to race, creed, or religion.
 - Will NOT limit distribution of car seats exclusively to site clients, all eligible individuals must have equal access to seats regardless of their status as a client or non-client of the participating site.
 - Will not distribute program seats to other distribution or inspection station sites, or non-qualified individuals without prior approval from KTSRO.
 - Will teach parents/caregivers how to properly secure the child safety seat;
 - This is the most critical step to providing a child safety seat and **must** be done by a Certified CPS Technician.
 - CPS technicians will provide the following education/assistance to all parent/caregivers for child recipients:
 - ✓ National Highway Traffic Safety Administration most current recommendations
 - ✓ Kansas Law:
 - Children who weigh less than 40 pounds must ride in a child safety seat.
 - Children who weigh at least 40 pounds but less than 80 pounds **and** who are less than 8 years of age, **and** less than 4'9" tall, must ride in a federally approved child restraint system.
 - Children who are more than 8 years old and less than 18 years old and more than 4 feet 9 inches in height should be properly secured in a safety belt.
 - ✓ Children under 12 years old **and** 100 pounds are to ride in the back seat, if possible.
 - Determine the proper safety restraint for the child based on the child's height, weight, and age and developmental level. Explain to the parent/caregiver why the chosen seat is appropriate for the child.

- Show the parent/caregiver how to place the child correctly in the seat.
 - Use car seat instructions – show the recipient where the instructions are located.
 - Have the parent/caregiver demonstrate their ability.
 - Correct any errors and have them redo it until you are satisfied.
- Show the parent/caregiver how to properly install the seat in the vehicle, use client’s vehicle, when possible.
 - Refer to the car seat instructions and vehicle instructions.
 - Demonstrate how to install the seat in the vehicle or on a training seat.
 - Have the parent/caregiver demonstrate their ability in the vehicle.
 - Correct any errors and have them redo it until you are satisfied.
- Remind the parent/caregiver to keep the instructions with the seat and, when possible, assist the parent/caregiver with mailing in a completed registration card that accompanies each seat. The manufacturer of the seat will notify parent/caregivers directly in the event the seat is recalled.
- Encourage the parent/caregivers to call you with any questions or concerns. Be sure to give them a business card if you have one.
- **If a parent or guardian refuses to sign the liability waiver / release form, or resists your instruction regarding safety seat use and installation, simply state that due to issues of liability, you cannot provide a safety seat without educating a recipient first.**
- **No donation or payment for a car seat can be accepted.**

Promoting Your Program within Your Organization:

Your CPS involvement will largely depend on your ability to enlist and maintain the support of the leaders within your organization. New programs often come and go, depending upon what is currently “the hot issue” of the day and where funding is being directed. Be sure to meet with your agency administrators at least once per year to discuss the successes and future goals of your Inspection Station.

Car Seat Check Events

KTSRO is actively involved in developing and promoting car seat check events in all regions statewide. Events/activities are recommended in high visibility areas. In order to assist CPS Technicians and / or Inspection Stations please contact KTSRO ahead of your event and we would be glad to list it on our website and also email CPS Technicians in your area in an effort to enlist their assistance with your event.

Technician's specific to the area of the event/activity will be solicited first; this will allow an opportunity for technicians to achieve requirements for recertification; thereby, increasing technician involvement within the CPS community and gaining needed experience.

Events/activities are an opportunity to educate the public and raise child passenger safety awareness.

Advertising:

Host locations are asked to advertise a car seat checkup event by contacting a local radio station, placing an ad in the newspaper, post information on the host location website, Facebook page, and/or in their newsletter. If requested to provide an interview, be prepared with current information.

Event hosts are encouraged to speak with local schools concerning a potential community service opportunity for students. Student volunteers would be asked to greet vehicles and provide informational materials, checklists, and a writing utensil.

Event supplies:

The following supplies are suggested for CPS Checkup Events or Inspection Stations:

The Kansas Highway Patrol Public Resource Officers CPS Trailers are equipped with these supplies.

First Aid Kit	Hand wash wipes
Latch Manuals	Durable work gloves or latex gloves
Noodles sections	Educational material (CPS brochures)
Weight scale	CPS Check Forms
Tape Measure	Table (unless provided by host location)
Clipboards x 4	Road cones (unless provided by host location)
Locking clips	Scissors
CPS Recall lists	

Recall Lists

Technicians will need to reference recall information to provide a more comprehensive service to site users. Recall information may be found at: www.KTSRO.org/child-passenger-safety-resources

Special Needs Car Seats

Special Needs Restraints

Occasionally families may ask technicians how they may obtain a special needs car seat when their insurance company has denied their request. There is an option technicians may want to recommend to families:

1. Contact the Department of Health and Environment, Cherie Sage or Daina Hodges, with Safe Kids Kansas: 785-296-1223 or 785-296-0351, to ask if assistance may be available.

INSPECTION STATION TECHNICIANS ARE NOT RESPONSIBLE FOR CHOOSING THE CORRECT SEAT FOR THE CHILD. DO NOT ATTEMPT TO CHOOSE A SPECIAL NEEDS SEAT; THIS SHOULD BE DONE BY THE CHILD'S PHYSICIAN OR MEDICAL TEAM.

Special Needs Contacts:

Ronda Lusk, RN, BSN

*Certified Child Passenger Safety
Training Course Instructor
Community Health Coordinator
Safe Kids Wichita Area Coordinator*
Via Christi Hospitals Wichita
West River Plaza
2622 W. Central, Suite 102
Wichita, KS 67203
PH 316.946.5045
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Ronda.lusk@viachristi.org

Phyllis Larimore RN, BSN, MPH, PhD(c)

*Certified Child Passenger Safety
Training Course Instructor
Program Coordinator*
Center for Childhood Safety
518 Hospital Hill Center
Children's Mercy Hospital & Clinics
2401 Gillham Road
Kansas City, MO 64108-4619
816-234-1607
(816) 855-1995 FAX
(816) 458-5166 Pager
(913) 484-7236 Cell
plarimore@cmh.edu

Additional Information

Disposal of Unsafe or Expired Seats:

It is important technicians share information with site users concerning safety seats and limited life expectancy. Factors of climate, the amount of abuse sustained while in use, crashes, and storage conditions all influence how long a seat can be safely used. Many seat manufacturers print expiration dates on the seats and most recommend seats not be used for longer than six years.

Once a safety seat is found to be unsafe or expired, it must be destroyed in a way that makes the seat unusable. This will prevent someone from picking it up and using it again.

Techniques for destroying a safety seat include:

- Sawing the seat in half
- Crushing the seat
- Removing all padding and destroying the straps, then writing “**DANGER! SEAT IS NOT SAFE TO USE!**” with a permanent marker before disposing of it.

Car Seats Involved in Crashes

If a child safety seat is in a serious crash, it must be destroyed, even if it does not appear to be damaged. In all cases a CPS Technician should advise a caregiver to check with the car seat manufacturer directly to see what their current policy is regarding continued use of their car seat.

The National Highway Traffic Safety Administration (NHTSA) has guidelines that allow for re-use of seats that have been involved in minor crashes. According to NHTSA, a minor crash is one in which all of the following apply:

- A visual inspection of the child safety seat, including inspection under any easily movable seat padding, does not reveal any cracks or deformation that might have been caused by the crash;
- The vehicle in which the child safety seat was installed was capable of being driven from the scene of the crash;
- The vehicle door nearest the child safety seat was undamaged;
- There were no injuries to any of the vehicle occupants; and
- The air bags (if any) did not deploy.

According to NHTSA, crashes that meet all of the above criteria are much less severe than the dynamic testing requirement for compliance with Federal Motor Vehicle Safety Standard (FMVSS) 213 and are unlikely to affect future child safety seat performance. For those situations where any of these criteria has not been met, or if there is uncertainty whether damage to the seat has occurred, NHTSA advises parents or caregivers contact their automobile insurance company regarding its policy on replacement of seats.

Expiration of Car Seats:

The maximum life span of a car seat varies. According to the Juvenile Products Manufacturing Association, six years is a generally accepted limitation for safety seats. However, please refer to your car seat manufacturer’s recommendations by contacting them directly.

Keeping Up With Child Passenger Safety Issues:

- The following websites are just a few excellent resources to share or reference:
 - National Highway Traffic Safety Administration <http://www.nhtsa.dot.gov>
 - National Child Passenger Safety Board <http://cpsboard.org/>
 - KTSRO <https://www.ktsro.org/child-passenger-safety-technicians-and-instructors>
 - Safe Ride News <http://www.saferidenews.com>
 - American Association of Pediatrics www.aap.org
 - Safe Kids Worldwide www.safekids.org

Attachments

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