Safe Sleep Baby Workshop Toolkit

**FRC Class/Workshop:**

1. Materials to have:
	1. Safe Sleep Baby PowerPoint for Caregivers/Parents
	2. Safe Sleep Bay brochures
	3. Safe Sleep Baby DVD (you can also use the YouTube video if you have online access)
	4. Sign-in Sheet (parents must fill out/sign as evidence that they’ve received the workshop)
	5. Intake Survey (parents must fill out ALL sections)
	6. Pre Tests (Parent/Provider Questionnaire A)
	7. Post Tests (Parent/Provider Questionnaire B)
	8. Supplemental Forms: Myth and Fact Activity, FAQ sheets, and Healthy Sleep for Babies
2. How to Conduct SSB Workshop:
	1. Have parents fill out and sign the Sign-in sheet (this needs to be signed by ALL parents at the beginning of the class).
	2. Introduce yourself (name, agency, title).
	3. Have each parent fill out the Intake Survey and collect the surveys when they finish filling them out.
	4. Ice breaker (Example: have parents state name and age of baby).
	5. Have parents fill out the Pre Test (Parent/Provider Questionnaire A)🡪 parents must put their names in the upper left-hand or right-hand corner.
	6. Go through the SSB PowerPoint for Caregivers/Parents (answer questions parents may have along the way or ask them to wait until the end of the workshop to ask questions).
	7. Have parents fill out the Post Test (Parent/Caregiver Questionnaire B)🡪 parents must put their names in the upper left-hand or right-hand corner. If time allows, review the answers to the Post Test with the parents.
	8. ***\*AT THE END of the workshop, please explain that based on the information provided on the Intake Survey, some parents might qualify to receive a Pack-N-Play. Explain that they will receive a call within the next couple of days (24-48 hours after workshop) as to whether they will receive one.***
	9. ***\*Please DO NOT mention the Pack-N-Play at the beginning of the workshop, doing so may lead parents to provide skewed information on the Intake Survey to get a “free” Pack-N-Play.***
	10. ***\*Please DO NOT use the Pack-N-Play as an incentive for the class or use as a raffle.***
	11. ***\*DO NOT bring Pack-N-Plays to workshop. Based on the answers parents provide on the Intake Survey, you will call them 24-48 hours after the workshop to let them know if they will receive one.***
	12. Collect ALL paperwork from each parent/caregiver who has participated (this includes the Sign-in Sheet (all parents will sign on ONE sheet- you do not need to provide individual Sign-in Sheets for each participant), Pre Test, and Post Test)).
	13. Bundle all paperwork collected from workshop together.
	14. Submit all forms online from each parent/caregiver (you will be using the Persimmony Database beginning July 1, 2017).
	15. ***\*Please Note: Even if your agency buys their own Pack-N-Plays, all paperwork needs to be completed and submitted for each Pack-N-Play given out.***
	16. ***\*Please have parents sign and date the Cribs for Kids Hold Harmless Agreement if they receive a Pack-N-Play 24-48 hours after the workshop (attach this form to their other paperwork as well and update and submit this information in the database). Whoever is providing the Pack-N-Play will also sign and date as the “witness”. You can have the parents come by your agency to pick up the Pack-N-Play or you can deliver it to their home.***
	17. ***\*Please call Ashley Kelly at (916) 244-1938 or email her at*** ***akelly@thecapcenter.org*** ***for any questions.***

**In-Home Workshop:**

1. Materials to have:
	1. Safe Sleep Baby PowerPoint for Caregivers/Parents
	2. Safe Sleep Bay brochure
	3. Safe Sleep Baby DVD (you can also use the YouTube video if you have online access)
	4. Sign-in Sheet (parents must fill out/sign as evidence that they’ve received the workshop)
	5. Intake Survey (parents must fill out ALL sections)
	6. Pre Test (Parent/Provider Questionnaire A)
	7. Post Test (Parent/Provider Questionnaire B)
	8. Cribs for Kids Hold Harmless Agreement (if parent/caregiver is getting a Pack-N-Play)
	9. Graco Pack-N-Play (if parent/caregiver is getting one)
	10. Supplemental Forms: Myth and Fact Activity, FAQ sheets, and Healthy Sleep for Babies
2. How to Conduct an In-home SSB Workshop:
	1. Have parent fill out and sign the Sign-in sheet.
	2. Fill out the Intake Survey with the parent.
	3. Have parents fill out the Pre Test (Parent/Provider Questionnaire A)🡪 parents must put their names in the upper left-hand or right-hand corner.
	4. Go through the SSB PowerPoint for Caregivers/Parents (answer questions parents may have along the way).
	5. Have parents fill out the Post Test (Parent/Caregiver Questionnaire B)🡪 parents must put their names in the upper left-hand or right-hand corner. Review the Post Test with the parents and discuss any questions they got wrong.
	6. Discuss the Supplemental Forms with the parent.
	7. If parent receives a Pack-N-Play, please have them sign and date the Cribs for Kids Hold Harmless Agreement. Whoever is providing the Pack-N-Play will also sign and date as the “witness”.
	8. Please unbox and set up Pack-N-Play for parent/caregiver in their home (if parent/caregiver receives one) and show them how to set up and breakdown the Pack-N-Play.
	9. Collect ALL paperwork from the parent/caregiver (this includes the Sign-in Sheet, Intake Survey, Pre Test, Post Test, and C4K Hold Harmless Agreement- if parent/caregiver receives one).
	10. Bundle all paperwork collected from workshop together.
	11. Submit all forms online from the parent/caregiver (you will be using the Persimmony Database beginning July 1, 2017).
	12. ***\*Please call Ashley Kelly at (916) 244-1938 or email her at*** ***akelly@thecapcenter.org*** ***for any questions.***