

Safe Sleep Baby Workshop Toolkit

FRC Class/Workshop:

1. **Materials to have:**
 - a. Safe Sleep Baby PowerPoint for Caregivers/Parents
 - b. Safe Sleep Bay brochures
 - c. Safe Sleep Baby DVD (you can also use the YouTube video if you have online access)
 - d. Sign-in Sheet (parents must fill out/sign as evidence that they've received the workshop)
 - e. Intake Survey (parents must fill out ALL sections)
 - f. Pre Tests (Parent/Provider Questionnaire A)
 - g. Post Tests (Parent/Provider Questionnaire B)
 - h. Supplemental Forms: Myth and Fact Activity, FAQ sheets, and Healthy Sleep for Babies
2. **How to Conduct SSB Workshop:**
 - a. Have parents fill out and sign the Sign-in sheet (this needs to be signed by ALL parents at the beginning of the class).
 - b. Introduce yourself (name, agency, title).
 - c. Have each parent fill out the Intake Survey and collect the surveys when they finish filling them out.
 - d. Ice breaker (Example: have parents state name and age of baby).
 - e. 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.
 - f. 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).
 - g. 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.
 - h. ****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.***
 - i. ****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.***
 - j. ****Please DO NOT use the Pack-N-Play as an incentive for the class or use as a raffle.***
 - k. ****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.***
 - l. 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)).
 - m. Bundle all paperwork collected from workshop together.

- n. Submit all forms online from each parent/caregiver (you will be using the Persimmony Database beginning July 1, 2017).
- o. ****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.***
- p. ****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.***
- q. ****Please call Ashley Kelly at (916) 244-1938 or email her at akelly@thecapcenter.org for any questions.***

In-Home Workshop:

- 3. **Materials to have:**
 - a. Safe Sleep Baby PowerPoint for Caregivers/Parents
 - b. Safe Sleep Bay brochure
 - c. Safe Sleep Baby DVD (you can also use the YouTube video if you have online access)
 - d. Sign-in Sheet (parents must fill out/sign as evidence that they've received the workshop)
 - e. Intake Survey (parents must fill out ALL sections)
 - f. Pre Test (Parent/Provider Questionnaire A)
 - g. Post Test (Parent/Provider Questionnaire B)
 - h. Cribs for Kids Hold Harmless Agreement (if parent/caregiver is getting a Pack-N-Play)
 - i. Graco Pack-N-Play (if parent/caregiver is getting one)
 - j. Supplemental Forms: Myth and Fact Activity, FAQ sheets, and Healthy Sleep for Babies
- 4. **How to Conduct an In-home SSB Workshop:**
 - a. Have parent fill out and sign the Sign-in sheet.
 - b. Fill out the Intake Survey with the parent.
 - c. 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.
 - d. Go through the SSB PowerPoint for Caregivers/Parents (answer questions parents may have along the way).
 - e. 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.
 - f. Discuss the Supplemental Forms with the parent.
 - g. 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".
 - h. 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.

- i. 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).
- j. Bundle all paperwork collected from workshop together.
- k. Submit all forms online from the parent/caregiver (you will be using the Persimmony Database beginning July 1, 2017).
- l. *Please call Ashley Kelly at (916) 244-1938 or email her at akelly@thecapcenter.org for any questions.***