



National Digital Car Seat Check Form Guidance Document: Virtual Car Seat Checks

Car seat checks provide caregivers with the opportunity to receive education, either in-person or virtually, about the correct use of their car seat. Best practice is to document a car seat check regardless of how it is conducted. The National Digital Car Seat Check Form (NDCF) is a useful tool to guiding and documenting a car seat check.

Here are suggestions to help ensure a successful virtual car seat check using the NDCF.

Technology

Identify a video conferencing platform that will work for the car seat check, e.g. Zoom, Google Hangouts, FaceTime, Skype, etc., and set up a meeting.

- Provide the caregiver with the meeting information.
- Encourage the caregiver to determine a meeting location with good lighting ahead of the car seat check.
- Ask the caregiver to test connectivity in the identified meeting location.

Review the [NDCF Quick Reference Guide: Use Methods](https://cpsboard.org/NDCF) at cpsboard.org/NDCF to determine the best way to access and use the NDCF.

- Depending on the type of electronic device used for video conferencing, it may be helpful to use a second electronic device for completing the NDCF in real time.
 - If a second electronic device is not available, the paper version of the NDCF can be used and the data collected manually entered at a later point in time.
 - The NDCF can be utilized without internet access by downloading and using the app.
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Caregiver Preparation

To help the caregiver prepare for the car seat check, encourage the caregiver to:

- Review both the car seat instruction manual and vehicle owner's manual section on car seat use prior to the meeting.
 - Know the age, weight and height of each child.
 - Have each child, or a doll or stuffed animal for expectant caregivers, available during the call to check harness fit and harnessing practice.
 - Coordinate someone to hold their electronic device during the car seat check.
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Child Passenger Safety Technician Preparation

In advance:

- Gather information about the child (age, weight and height), car seat and vehicle.
 - Review the car seat instruction manual for the car seat the caregiver is using.
 - Prepare resources to have readily available including a demonstration car seat and doll.
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Caregiver Agreement to Participate & Acknowledgment of Liability Statement

A key element to any car seat check is the caregiver agreement to participate and acknowledgment of the liability statement. When conducting virtual car seat checks, here are options to capture this documentation:

- Have the caregiver complete and return the [Virtual Car Seat Check: Pre-Check Form](https://saferideneews.com/resources/tools-for-cpsts) at saferideneews.com/resources/tools-for-cpsts which includes a generic liability statement.
- Share a generic or agency liability statement with the caregiver and have the caregiver acknowledge agreement by:
 - Completing the [NDCF Virtual Car Seat Check: Caregiver Agreement to Participate Form](https://carseatcheckform.org) at carseatcheckform.org.
 - Provide the caregiver with a link to this form found in the Resources tab of the NDCF user account. The caregiver does NOT need to create an NDCF user account to access this form.
 - Signing and returning the liability statement including the agreement to participate as a scanned document or picture.
 - Recording themselves reading the liability statement and agreeing to participate in a virtual car seat check either through voicemail or video.

Note: Contact info@CarSeatCheckForm.org to have an agency-specific liability statement added to the NDCF.

NDCF Documentation

Recent updates have been made to the NDCF to support use for virtual car seat checks.

- Check the “Virtual Car Seat Check” in the *Caregiver Information* section.
 - Add a note in the *Documentation Box* on the last page of the NDCF on how the caregiver provided the documentation agreeing to participate in a virtual car seat check and acknowledging the liability statement.
- For the *Caregiver Sign Off* section:
 - Ask the caregiver to answer both “I harnessed a child/doll in the CS.” and “I participated in installing this CS today.” Record the caregiver’s answers. In the *Documentation Box*, add that the caregiver verbally answered these questions.
 - For “Caregiver’s Initials”, mark “XXX” and add “Virtual Car Seat Check” in the *Documentation Box*. This will indicate that it was not possible to have the caregiver sign their initials.
- Once the virtual car seat check has been completed and the data has been entered online or uploaded, a PDF copy of the car seat check form is available to be provided to the family.

Resources

- National Digital Car Seat Check Form: carseatcheckform.org
- National Child Passenger Safety Board: cpsboard.org/NDCF
- Safe Ride News Tools: saferideneews.com/resources/tools-for-cpsts

Questions? training@CarSeatCheckForm.org