



DEPARTMENT OF
**PUBLIC
HEALTH**

Appleton Health Department Procedures

Title: Child Passenger Safety Seat Appointment Scheduling			
Procedure #: N_200_2_PRO			
Creation Date:	04.09.24	Last Approved Date:	8.21.2024 Reviewed Annually
Description:	Procedure for Child Passenger Safety Seat Appointment Scheduling		
<u>PHAB Domain/ Standard/ Measure (LINK):</u>	4.1.2 A Participate Actively in Community Health Coalitions		
Statutory Authority/ Evidence Base/ Links:	Child Safety Restraint Systems Section 347.48 Wisconsin Statutes		
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Procedure Approval Tracking			
Created/ Reviewed/ Revised Date	Division Supervisor Signature	Department Medical Advisor (if required)	Health Officer or Designee Signature (Name/Title)
Created 04.09.24	Sonja Jensen	n/a	Charles Sepers/ Health Officer

Purpose

Procedure to ensure that appointment scheduling for child passenger safety seat installation and education appointments is an efficient and equitable process.

Procedure

Voucher Program

1. A client must meet the following criteria to qualify for free child passenger seat from City of Appleton



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- a. Appleton resident
 - b. Income eligible (must qualify for WIC, Badger Care and/or free and reduced lunch)
2. If above criteria are met and client requests a car seat, schedule for next fitting station if opening available in Outlook Calendar titled 'Fitting Station'.
3. Time slots are marked off for the second Tuesday of the month, April-October from 1-5pm. The last appointment should be scheduled for 4:30pm.
4. Let client know the dates of upcoming fitting stations and available time slots.
 - a. For families having one seat installed, schedule one 30-minute time slot.
 - b. For families having two or more seats installed, schedule two consecutive 30-minute time slots.
 - c. Explain to client that education and installation of car seat will take 30-60 minutes.
 - d. Provide the location of the car seat fitting station:
 - i. Appleton Fire Department #5, 1701 W. Brewster St., Appleton, 54914.
 - e. Ask client to bring vehicle manual.
5. If the client expresses an urgent situation (i.e. pregnant and due before next fitting station), let them know a technician will call them to make alternate arrangements.
6. Notify a CPS Technician of situation so they can reach out to client.
7. Fill out referral form and save here J:\Nursing\Car Seat referrals and appts to Nursing: Car Seat Referrals and Appointments.
8. Fill out a car seat voucher for each child in need of seat. Please fill out as much information as possible (height, weight, birthdate, due date, vehicle year, make and model).
 - a. Note if client needs interpreter and which language.
 - b. If they are scheduled for fitting station, notify Lead CPS Technician via teams.
 - c. If they have an urgent need for an individual appointment, put in Lead CPS Technician's mailbox and send Teams message.

Services for General Public

1. If a client already has a car seat but needs help installing it
 - Schedule these clients in the Outlook Calendar using the process above.
 - A voucher does not have to be filled out for these appointments.

Definitions

Car seat-approved child passenger restraint system

CPS-Child Passenger Safety

BOTS – Bureau of Transportation Safety

Voucher – Wisconsin Bureau of Transportation Safety (BOTS) grant funded car seat documentation form

WIC – Women, Infants and Children



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Attachments

The LATCH Manual (most recent version)

[National Child Passenger Safety Certification Training Program Technician Guide](#)

Voucher Form

Installation Checklist

Recipient Survey

Referral Tracking Document

[Car Seat Recall/Defects and Safety Notices](#)