



DEPARTMENT OF  
**PUBLIC  
HEALTH**

# Appleton Health Department Procedures

<b>Title:</b> Child Passenger Safety Program Procedure			
<b>Procedure #:</b> N_200_1_PRO			
<b>Creation Date:</b>	5.20.24	<b>Last Approved Date:</b>	8.21.2024
		Reviewed Annually	
<b>Description:</b>	Procedure for the Child Passenger Safety Program		
<b>PHAB Domain/ Standard/ Measure (LINK):</b>	4.1.2 A Participate Actively in Community Health Coalitions		
<b>Statutory Authority/ Evidence Base/ Links:</b>	<a href="#">Child Safety Restraint Systems Section 347.48 Wisconsin Statutes</a> <a href="#">Child Safety Restraint Systems Section 347.48 Wisconsin Statutes</a> <a href="https://docs.legis.wisconsin.gov/statutes/statutes/347/iii/48">https://docs.legis.wisconsin.gov/statutes/statutes/347/iii/48</a>		
<b>Author(s)/ Reviewer(s):</b>	Val Davis, Julie Erickson, Sonja Jensen, Katie Schink-Pawlowski		
<b>Procedure Approval Tracking</b>			
<b>Created/ Reviewed/ Revised Date</b>	<b>Division Supervisor Signature</b>	<b>Department Medical Advisor (if required)</b>	<b>Health Officer or Designee Signature (Name/Title)</b>
Created 5/20/24	Sonja Jensen		Charles Sepers/ Health Officer
<a href="#">Revised 7/10/2025</a>	<a href="#">Sonja Jensen</a>		<a href="#">Charles Sepers/ Health Officer</a>

## Purpose

~~A Child Passenger Safety (CPS) program will ensure caregivers have access to a car seat for their children along with proper installation and education.~~ The child passenger safety program aims to reduce injuries caused by improper car seat use by ensuring children in our community have access to appropriate car seats and equipping caregivers with the knowledge and tools needed to keep children safe in and around vehicles.

## Procedure

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## Referrals

1. Referrals ~~can be made~~ are received from community partners (such as WIC), self-referrals or other agencies ~~Public Health staff, WIC, Community partners, or self-referral for families/individuals~~ for caregivers who need child passenger safety education and/or a no-cost car seat for their child. Referrals arrive via phone, fax or website form request.

1. ~~2.~~ Incoming referrals are reviewed by the intake nurse and given to a CPST PHN. ~~given to lead CPS tech to be assigned and recorded on spread sheet.~~

~~3.2.~~

3. ~~CPST tech~~ will reach out to the client to gather necessary information ~~and schedule an appointment.~~

a. Caregiver name, date of birth, phone number and address

b. Child's name

c. Child's date of birth

d. Child's height and weight

e. Car seat needs

f. Car seat model and manufacturer (if they have their own seat)

a. Vehicle year, make and model that the seat will be installed in.

b. Information needed:

~~Childs name~~

~~Age~~

~~Height~~

g. Weight

~~Car seat model and manufacturer~~

4. ~~Vehicle year, make and model~~ CPST adds the referral to the Car Seat Inventory, Distribution and Tracking spreadsheet on the CPS Referrals tab<sup>i</sup>.

5. CPST creates a profile for the caregiver in the EHR. CPST completes Car Seat Prescreen and schedules an appointment in the EHR (see below for scheduling details).

6. CPST adds appointment details to Fitting Station Schedule spreadsheet<sup>ii</sup>

7. CPST prepares a paper chart for the appointment. Paper chart includes:

a. Car Seat Paperwork Cover Page (Purple) ~~Purple cover sheet~~<sup>iii</sup>

b. Voucher form<sup>iv</sup> (voucher seat only)

c. CPS Referral and Scheduling form<sup>v</sup> (non-voucher seat appointment only)

d. Car Seat Check Form<sup>vi</sup>

e. BOTS Recipient Survey form<sup>vii</sup> (voucher seat only)

[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program \(N 200\)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program (N 200)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx)  
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f. Educational materials

- 6-8. Appointments at AHD monthly fitting stations are priority, followed by Grand Chute Fire Department fitting stations, then one-on-one appointments if a client is unable to attend a fitting station. See below for fitting station and one-on-one appointment details.

### Voucher Seats

1. If the client needs a voucher car seat, CPST will ensure the client is eligible. Eligibility includes having a City of Appleton address ~~those who live in City of Appleton needing a car seat and must qualify for who are on or qualify for~~ Badger Care, meet WIC income guidelines, or ~~have a child eligible for~~ reduced school lunches.
  - A maximum of one voucher car seat per child can be given in a lifetime. CPST will use Car Seat Inventory, Distribution and Tracking spreadsheet and/or EHR records to see if the client has already received a voucher seat.
2.
  4. CPST will review car seat inventory and determine car seat type to be given. CPST will make every effort to choose a car seat that fits the needs of the child and caregiver.
3. Try to use convertible seats for infants unless underlying circumstance.
4. CPST completes the voucher form and creates a paper chart as described above.
5. Voucher seats are ordered, and the inventory is managed by the Lead CPST.
1. Appointments can be scheduled with the caregiver to be held at a mutual agreeable time and location.

### Fitting Stations

1. The Appleton Health Department fitting stations are held on the second Tuesday of the month, from April ~~October~~ to October at Appleton Fire Station #5, 1701 W Brewster Street. The fitting station runs from 1-5pm, with the ~~The last appointment should be scheduled for~~ starting at 4:30pm.
2. Time slots are 30 minutes each.
3. Appointments for 1 car seat are scheduled for one 30-minute time slot.
4. Appointments for two or more car seats are scheduled for two consecutive 30-minute time slots.

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5. During the months of November through March the CPST will assist clients in scheduling car seat fitting station appointments at the Grand Chute Fire Department in coordination with Outagamie County Public Health.
6. CPST will explain to the client that education and installation of a car seat will take at least 30 minutes and the caregiver is expected to take an active role with the install.
7. Instruct the caregiver to bring the vehicle owner's manual and the car seat manual if they have personal seat.
8. CPST will schedule an in-person interpreter (when available) for caregivers that are non-English speaking. If an in-person interpreter is not available, video or telephone interpretation will be used.
9. AHD will staff at least 2 CPSTs at each AHD fitting station.

### Day of Fitting Station

1. Lead CPST emails the Fire Station contact person to remind them of the scheduled fitting station.
2. Print a copy of the Fitting Station schedule spreadsheet and ensure paper charts are prepared for each appointment.
3. If voucher seats are needed, CPSTs will retrieve necessary seats from storage.
4. Bring a demonstration doll
5. Bring a laptop to look up car seat manufacturer instructions if paper manual is not available.

### At Fire Department

1. If the fire station garage door is closed upon arrival, go to the front door of the fire station located on Brewster Street and ask staff to open the door and remove fire apparatus and/or other department gear from the bay.
2. All AHD fitting station supplies are in the fire station bay storage closet (storage bin with forms, scale and miscellaneous supplies, pool noodles, folding table and Fitting Station sign.)
3. Have all staff and volunteers sign in and out on Safe Kids Check In form (Needed for Buckle Up Grant).
4. Position 'Fitting Station' sign in the fire station driveway on Brewster Street.
5. Put each appointment's paper chart on a clipboard.
6. When a caregiver arrives hand them the clipboard and ask them to fill out the top portion of the Car Seat Check Form. A check form must be completed for each seat that is checked.

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7. CPST completes seat check install per installation guidelines in accordance with the National Child Passenger Safety Certification Training Program. Review the most up to date Car Seat Recall/Defects and Safety Notices<sup>viii</sup>. <https://www.saferidenews.com/resources/tools-for-cpsts/recalls/>
8. Complete education and documentation on the check form.
9. Caregiver completes the caregiver sign off portion on the check form and signs the AHD voucher form and BOTS Recipient Survey if they received a voucher seat.
10. If caregiver gives a monetary donation, put money in a donation envelope, fill out money slip and attach it to the envelope.
11. Caregiver leaves
12. CPST marks the number of adults and number of children present for the appointment on the printed Fitting Station Schedule. This information is needed for the Buckle Up Report.
  - a. For example, if 2 adults and 2 children come for one time slot, record 2A2C.
  - b. If registrant is a no-show, record NS.
  - c. For a pregnant mom use 1A1C.
  - d. If one family comes for multiple time slots only record information next to one of their appointments.
13. CPST completes purple cover sheet.
14. CPST completes car seat registration card if applicable
15. Bring all completed forms and donations back to health department.
16. Check supplies to see if anything is needed for next fitting station (forms, noodles, etc.)

### After the Fitting Station

1. After returning to the health department, look over the forms to make sure everything is filled in and completed correctly.
2. All paper charts go to lead CPST.
3. Place completed registration cards for car seats in outgoing mail slot.
4. Donation envelopes are given to Administrative Support Specialist (Admin).
5. Lead CPST completes 'Buckle Up' grant form for all completed check list forms.
6. Lead CPST updates the Car Seat Inventory, Distribution and Tracking spreadsheet
7. Paper charts are given to Admin to complete the following:
  - a. Create a Car Seat activity in the EHR
  - b. Attach all forms to the activity
  - c. Enter car seat check form data on the National Digital Check Form website.
  - d. Give paper charts back to Lead CPST for filing

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## One-on-One Appointments

1. If the client expresses an urgent situation (i.e. pregnant and due before next fitting station) or the client is not available to attend a fitting station the CPST will make arrangements to see the client for a one-on-one appointment. Appointments can take place at the client's home or in a public place.
2. One-on-one appointments are scheduled for 60 minutes
3. CPST will explain to the client that education and installation of car seat will take 30-60 minutes and the caregiver is expected to take an active role with the install.
4. Instruct the caregiver to bring the vehicle owner's manual and the car seat manual if they have personal seat.
5. CPST will schedule an in-person interpreter (when available) for caregivers that are non-English speaking. If an in-person interpreter is not available, video or telephone interpretation will be used.
6. If a voucher seat is needed, CPST will retrieve the necessary seat from storage.
7. Bring a demonstration doll if necessary.
8. Bring a laptop to look up car seat manufacturer instructions if not available.
9. Bring the paper chart, a LATCH manual, recall list and any other miscellaneous supplies.
10. Ask the caregiver to fill out the top portion of the Car Seat Check Form. A check form must be completed for each seat that is checked.
- CPST completes seat check install per installation guidelines in accordance with the National Child Passenger Safety Certification Training Program. Review the most up to date Car Seat Recall/Defects and Safety Notices<sup>viii</sup> <https://www.saferidenews.com/resources/tools-for-cpsts/recalls/>
- 11.
12. Provide education and documentation on the check form.
13. Caregiver completes the caregiver sign off portion on the check form and signs the AHD voucher form and BOTS Recipient Survey if they received a voucher seat.
14. If caregiver gives a monetary donation, put money in a donation envelope, fill out money slip and attach it to the envelope.
15. CPST completes purple cover sheet.
16. CPST completes car seat registration card if applicable
17. Bring all completed forms and donations back to the health department.
18. Paper chart goes to the lead CPST.
19. Place completed registration cards for car seat in outgoing mail slot.
20. Donation envelope is given to Administrative Support Specialist (Admin).
21. Lead CPST completes 'Buckle Up' grant form for all completed check list forms.

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22. Lead CPST updates the Car Seat Inventory, Distribution and Tracking spreadsheet

23. Paper charts are given to Admin to complete the following:

- a. Create a Car Seat activity in the EHR
- b. Attach all forms to the activity
- Enter car seat check form data on the National Digital Check Form website.
- c. —
- b. Give paper charts back to Lead CPST for filing
- d. —

### Installation

1. Install car seat per installation guidelines in accordance with the National Child Passenger Safety Certification Training Program.
2. Review the most up to date Car Seat Recall/Defects and Safety Notices.  
<https://www.saferidenews.com/resources/tools-for-cpsts/recalls/>
3. Complete Safe Kids Installation Checklist. Have caregiver sign and initial consent and release of liability on the form.
4. If family is receiving a car seat, have the caregiver complete the mandatory Recipient Survey Form, and sign the car seat voucher. CPS Tech should complete voucher form.

### Record Retention and Certification

- 1) 1. The completed ~~Safe Kids Installation~~Car Seat Check Forms Checklist, car seat voucher, and Recipient Survey Form will be maintained for 7 years. ~~Scan and upload forms into appropriate folder.~~
- 2) 2. The City of Appleton Health Department will maintain proof of current Child Passenger Safety Technician Certification for any ~~individuals~~staff members installing car seats performing child passenger safety duties.

### BOTS Grant and Seat Ordering

1. AHD will follow grant objectives and deliverables as stated in BOTS grant.
2. Seats are ordered through car seat manufacturer recommended by BOTS grant.
4. Lead CPST manages seat inventory and available grant funds.
3. —
2. Lead CPST organizes delivery and storage of seats.

### 5.4.

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# Appleton Health Department Procedures

## Definitions

[AHD - Appleton Health Department](#)

CPS Program - Child Passenger Safety Program

CPST- Child Passenger Safety Technician

[EHREHR - Electronic Health Record](#)

PHN - Public Health Nurse

WIC - Women, Infants and Children

## Attachments and References

[The LATCH Manual \(most current version\)](#)

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

[Car Seat Referral, Scheduling and Documentation Workflow](#)  
[City of Appleton\Shared Documents\Nursing\CPS Program Resources](#)

[Car Seat Inventory, Distribution and Tracking spreadsheet](#)

[Fitting Station Schedule spreadsheet](#)

[Purple Cover Sheet](#)

[Voucher Form](#)

[CPS Referral and Scheduling form](#)

[Car Seat Check Form \(English\)](#)

[Car Seat Check Form \(Spanish\)](#)

[BOTS Recipient Survey form](#)

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

[National Digital Check Form website <https://carseatcheckform.org/>](#)

[The LATCH Manual \(most current recent version\)](#)

[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](#)

**[Title: Child Passenger Safety Seat Appointment Scheduling](#)**

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# Appleton Health Department Procedures

## ~~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~~

**PHAB  
Domain/  
Standard/  
Measure  
(LINK):**

~~4.1.2 A Participate Actively in Community Health Coalitions~~

**Statutory  
Authority/  
Evidence  
Base/ Links:**

~~Child Safety Restraint Systems Section 347.48 Wisconsin Statutes~~

**Author(s)/  
Reviewer(s):**

~~Val Davis, Julie Erickson, Sonja Jensen, Katie Schink-Pawlowski~~

## ~~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~~
  - ~~a. Appleton resident~~
  - ~~b. Income eligible (must qualify for WIC, Badger Care and/or free and reduced lunch)~~

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- ~~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

## 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](#)

[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program \(N 200\)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program (N 200)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx)[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N\\_200\\_1\\_PRO\\_ChildPassengerSafetyProgram\\_8.21.2024.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N_200_1_PRO_ChildPassengerSafetyProgram_8.21.2024.docx)



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<b>Title:</b> <del>Child Passenger Fitting Station</del>				
<b>Procedure #:</b> <del>N_200_3_PRO</del>				
<b>Creation Date:</b>	<del>4.24.24</del>	<b>Last Approved Date:</b>	<del>8.21.2024</del>	<b>Reviewed Annually</b>
<b>Description:</b>		<del>Procedure for Child Passenger Fitting Station</del>		
<b><u>PHAB Domain/ Standard/ Measure (LINK):</u></b>		<del>4.1.2 A Participate Actively in Community Health Coalitions</del>		
<b><u>Statutory Authority/ Evidence Base/ Links:</u></b>		<del><u>Child Safety Restraint Systems Section 347.48 Wisconsin Statutes</u></del>		
<b><u>Author(s)/ Reviewer(s):</u></b>		<del>Val Davis, Julie Erickson, Sonja Jensen, Katie Schink-Pawlowski</del>		
<b>Procedure Approval Tracking</b>				
<b>Created/ Reviewed/ Revised Date</b>	<b>Division Supervisor Signature</b>	<b>Department Medical Advisor (if required)</b>	<b>Health Officer or Designee Signature (Name/Title)</b>	
<del>Created 4.24.24</del>	<del>Sonja Jensen</del>		<del>Charles Sepers/ Health Officer</del>	

## Purpose

~~A procedure for the Appleton Child Passenger Safety Fitting Station to ensure that the process is efficient and equitable for families who need child passenger safety seat installation and education.~~

## Procedure

### Scheduling

- ~~1. Schedule in Fitting Station Outlook Calendar, follow scheduling instructions.~~
- ~~2. Schedule interpreter service if needed for fitting station after appointment with client is scheduled.~~

~~[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program \(N 200\)/N\\_200\\_1\\_PRO\\_ChildPassengerSafetyProgram\\_07.10.2025.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program (N 200)/N_200_1_PRO_ChildPassengerSafetyProgram_07.10.2025.docx)[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N\\_200\\_1\\_PRO\\_ChildPassengerSafetyProgram\\_8.21.2024.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N_200_1_PRO_ChildPassengerSafetyProgram_8.21.2024.docx)~~



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## Day of Fitting Station

~~Print Excel spreadsheet for appointment schedule. This should have age, height, weight of child to determine what seats will be needed for car seat vouchers. Bring seats, if needed, to fire station. Update car seat inventory on spreadsheet. Make sure you have copies of vouchers needed. Have BOTS surveys if providing seats with voucher. One survey per seat given must be completed. Try to use convertible seats for infants unless underlying circumstance. Convertible seats will last longer. Keep track of names of clients receiving seats so duplicate seats are not given to same client in the future. Bring printed copy of Excel spreadsheet schedule. Bring Safe Kids check in form for staff and volunteers to sign in and out. All forms and supplies should be in bin located in storage closet at Fire Department #5. Bring laptop to look up car seat manufacturer instructions if not available.~~

## ~~At Fire Department~~

~~If garage door is closed go to front door of fire station located off Brewster St. If equipment is in stall find firefighter to clear/move equipment. Supplies are in storage closet (storage bins, forms, pool noodles, scale, doll, extra seats, etc.) Have all staff and volunteers sign in and out on Safe Kids Check In form (Needed for Buckle Up Grant). When registrants arrive for appointments record how many adults and children attend for each appointment on schedule. For example, if 2 adults and 2 children come for one time slot, record 2A2C. If registrant is a no-show record NS. For a pregnant mom use 1A1C. If one family comes for multiple time slots only record information next to one of their appointments. This information is needed for the Buckle Up Report. Complete a car seat checklist form for each vehicle at the fitting station using pencil. Check form for completion and ensure the tech has written their tech number on the form when they have finished installing the seat(s). If registrant has a voucher, have them complete and sign a BOTS survey for each seat provided. Also have them sign the voucher form. Bring all completed forms and donations back to health department at the end of the evening or the following day. Check supplies to see if anything is needed for next fitting station (forms, noodles, etc.)~~

## After Fitting Station

~~After returning to health department, look over forms, make sure everything is filled in and completed correctly. If any errors use a white out pen to make corrections. Fill out 'Buckle Up' grant form for all completed check list forms. If voucher was used, make a copy of car seat checklist form. Place copies, signed vouchers, and completed BOTS surveys in Lead CPS Technician's mailbox for filing. Paperclip original car seat check list forms and place in Lead CPS Technician's mailbox for filing. Place completed registration cards for car seats in outgoing mail slot. If any donations were received, write amount, and date on note and give to Administrative Assistant.~~

[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program \(N 200\)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program (N 200)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx)[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N\\_200\\_1\\_PRO\\_ChildPassengerSafetyProgram\\_8.21.2024.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N_200_1_PRO_ChildPassengerSafetyProgram_8.21.2024.docx)



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## 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~~

## 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~~

<sup>i</sup> Car Seat Inventory, Distribution and Tracking spreadsheet  
City of Appleton\Shared Documents\Nursing\CPS Program Resources

<sup>ii</sup> Fitting Station Schedule spreadsheet  
City of Appleton\Shared Documents\Nursing\CPS Program Resources

<sup>iii</sup> Car Seat Paperwork Cover Page (Purple)  
City of Appleton\Shared Documents\Nursing\CPS Program Resources

<sup>iv</sup> Voucher Form  
City of Appleton\Shared Documents\Nursing\CPS Program Resources

<sup>v</sup> CPS Referral and Scheduling form  
City of Appleton\Shared Documents\Nursing\CPS Program Resources

<sup>vi</sup> National Digital Check Form website <https://carseatcheckform.org/>  
Car Seat Check Form (English)  
<https://www.cpsboard.org/ndcf/>

Car Seat Check Form (Spanish)  
<https://www.cpsboard.org/ndcf/>

<sup>vii</sup> BOTS Recipient Survey form

[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program \(N 200\)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program (N 200)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx)  
[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N\\_200\\_1\\_PRO\\_ChildPassengerSafetyProgram\\_8.21.2024.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N_200_1_PRO_ChildPassengerSafetyProgram_8.21.2024.docx)



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[City of Appleton\Shared Documents\Nursing\CPS Program Resources](#)

viii [Car Seat Recall/Defects and Safety Notices https://www.saferidenews.com/resources/tools-for-cpsts/recalls/](https://www.saferidenews.com/resources/tools-for-cpsts/recalls/)

[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program \(N 200\)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/Child Passenger Safety Program (N 200)/N 200 1 PRO ChildPassengerSafetyProgram 07.10.2025.docx)[https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N\\_200\\_1\\_PRO\\_ChildPassengerSafetyProgram\\_8.21.2024.docx](https://cityofappleton.sharepoint.com/sites/HealthDepartment-Teams/Shared Documents/General/POLICIES/Nursing/N_200_1_PRO_ChildPassengerSafetyProgram_8.21.2024.docx)