



First 5 California CARES Plus Program

July 2015

Dear CARES Plus Lead Agencies:

We are pleased to announce the availability of First 5 California's online tobacco training, ***Kids and Smoke Don't Mix***, a CORE requirement for CARES Plus participants.

This training provides educators and caregivers the tools they need to help keep children safe from second-hand smoke. The training is sponsored by First 5 California and created by the California Smokers' Helpline (1-800-NO-BUTTS). The online training also is required in First 5 California's Child Signature Program (CSP).

As a Lead Agency, it is your responsibility to inform participants of this CARES Plus training requirement. We have provided you a participant announcement with the following information:

- The online training is available in both English and Spanish.
- The training takes approximately 45 minutes to complete.
- Participants who already completed the training for CSP within the last 24 months do not need to repeat this requirement.
- During registration, participants should identify the program for which they are taking the training as "CARES Plus."
- Participants do not need to complete the online training all at once; they can stop at any time, and continue where they left off when they resume.
- Participants must complete all sections of the training before they are able to print their Certificate of Completion.
- The Certificate of Completion is generated only for the person registered for the training, so the training must be completed by participants, individually.
- The deadline for completion is May 31, 2016.

We recommend you cut and paste the entire attached announcement into an e-mail and send it to all of your CARES Plus participants as soon as possible. Links are provided in the announcement for participants. Educators who are not part of CARES Plus are also welcome to take the training. There is no charge for the training, so please feel free to publicize its availability.



First 5 California CARES Plus Program

As a Lead Agency, you can monitor your participants who have completed the training at this website: <http://helpline.ucsd.edu:8080/jasperserver/login.html>. At the login page, use “county” for both user ID and password. There are two reports for each fiscal year, which are updated daily:

1. The county report lists the name, e-mail address, completion date, workplace, business name, and business address for each participant.
2. The statewide report identifies the number of individuals who have completed the training in each county.

For your convenience, reports may be exported into PDF or Excel formats. Lead Agencies have access to reports for participants in CARES Plus as well as CSP 1, CSP 2, and CSP 3. To focus on one program, simply export the report to Excel and sort by program.

Counties operating CARES Plus and one or more of the CSP programs are likely to have many participants who completed the online training through CSP. CSP sites are required to keep Certificates of Completion on file, and you may request copies of those certificates or a countywide report with CARES Plus participants clearly marked.

If you experience any technical difficulties with the training or reports, please contact the help desk at cshtcares@ucsd.edu.

Thank you for helping to implement this important training. And remember: *Kids and Smoke Don't Mix*.

The CARES Plus Team
CARESPPlus@ccfc.ca.gov