

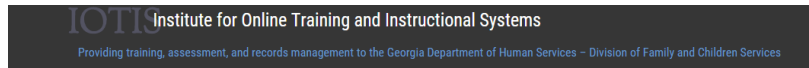
SAFE TO SLEEP INITIATIVE TRAINING INSTRUCTIONS:

Please review the chart below to determine which training you will need to complete:

DFCS Staff/Contractors	Online Course Number
All Social Services Staff (including support staff)	OCP 749 "What is Safe Sleep for Babies Train the Trainer" and OCP 749P "Professional Development Series-Discussing Safe Sleep for Babies with Caregivers" (Post Training Activity for Supervisors or Case Managers)
Office of Financial Independence staff (including support staff) who do not complete office or home visits	OFI 801 "What is Safe Sleep for Babies?" video
Office of Financial Independence staff (including support staff) who complete home or office visits with families	OFI 802 "What is Safe Sleep for Babies Train the Trainer"
DFCS contractors and providers (including support staff) who complete home or office visits with families	OCP 749 "What is Safe Sleep for Babies Train the Trainer"

Once you have determined the course number you will need to complete, follow the directions below:

1. Go to www.gadfcs.org
2. If you already have an account, log in or click on "forgot password" to retrieve your password. Your user ID is your eight digit employee ID number that is located on your paystub.



Sign In:

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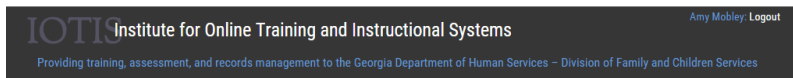
Submit

[Forgot your User ID or Password?](#)

Don't have an account?

Sign up

3. If you are a private provider or contractor and do not have an account, you can create an account.
4. If you previously created an account, but cannot remember your user ID or password, click on "Forgot User ID or Password."
5. After logging in, click on the "Online Training Courses" box.



What would you like to do?

6. If you are in Social Services or a Private Contractor/Provider, click on the Social Services link to access your course number.
7. If you clicked on Social Services, click on the “Professional Development” tab to access your training



8. If you're located in OFI, click on the OFI link to access your course number
9. If you're located in OFI, click on the “Childcare” tab and then the “Veteran Worker” tab to access your training.



10. Be sure to click on the correct online course that you determined earlier in the memo that you need to complete. Your options are OCP 749, OFI 801, or OFI 802.
11. Once you have completed the training, follow the steps to receive credit on your training transcript. If you are a private contractor/provider, you may print the Certificate of Completion for your records.
12. If you are a DFCS social services case manager or supervisor, you will need to complete the additional module “Professional Development Series-Discussing Safe Sleep for Babies with Caregivers” post training activity for Supervisors or Case Managers.
13. For additional information on monitoring and documentation of safe sleep practices by caregivers, internal DFCS staff should review the document titled the Infant Safe to Sleep Guidelines and Protocol on the ODIS website <http://odis.dhs.ga.gov/Main/Default.aspx>.
14. All DFCS staff, contractors and providers begin implementing the strategies from the training. Internal DFCS staff should also use the DFCS Infant Safe to Sleep Guidelines and Protocol.

Note: For home visits, it is **required** to observe, assess, discuss and document the sleep environment of all children 12 months or younger in addition to all children with special physical or behavioral needs including children who are not the primary subject of the report.

The DFCS Education and Training system will monitor all internal DFCS staff participants. For contractors and providers, either direct or non-direct services related, each DFCS departmental lead will monitor your participation.

If you have additional questions, please contact the following:

OFI Staff and Contractors/Providers will contact OFIregistrar@dhs.ga.gov

SS Staff and Contractors/Private Providers will contact ssregistrar@dhs.ga.gov

Thank you again for your participation in this effort. Let's use this opportunity to continue our efforts in keeping children safe!