





AB1808 Checklist for COEs

□ AB1808 Lead completes the LivingWorks Start online training □ Ab1808 Lead identifies 3-5 testers to take training and test out URL link/county code and provide feedback to SDCOE Lead □ Ab1808 Lead reviews the following information: □ AB1808 & LivingWorks Start one-Page Overview □ Introductory Video of LivingWorks Start Online Suicide Prevention Training (20 minutes) □ SDCOE Suicide Prevention Resource Guide for School template □ SDCOE Teen Guide to Mental Health & Wellness □ May 20th AB1808 Webinar for COEs recording □ July 30 Webinar: Managing LivingWorks Start Reports recording □ Other updated information on SDCOE AB1808 website □ Inform SDCOE Lead if you will not be using all of your 600 licenses □ Notify SDCOE Lead, if your COE AB1808 lead has changed □ Launch STAFF Training: August – December 2020 □ Quantify the number of user licenses you are allocating to each identified district (out of the 600)		Preparation and Planning: April - August 2020					
□ Schedule a call or virtual meeting with SDCOE Lead for Q & A and project overview (Optional) □ AB1808 Lead works with their COE to develop a strategy to identify districts to access training lice □ AB1808 Lead completes the LivingWorks Start online training □ Ab1808 Lead identifies 3-5 testers to take training and test out URL link/county code and provide feedback to SDCOE Lead □ Ab1808 Lead reviews the following information: □ AB1808 & LivingWorks Start one-Page Overview □ Introductory Video of LivingWorks Start Online Suicide Prevention Training (20 minutes) □ SDCOE Suicide Prevention Resource Guide for School template □ SDCOE Teen Guide to Mental Health & Wellness □ May 20th AB1808 Webinar for COEs recording □ July 30 Webinar: Managing LivingWorks Start Reports recording □ Other updated information on SDCOE AB1808 lead has changed ■ Launch STAFF Training: August — December 2020 □ Quantify the number of user licenses you are allocating to each identified district (out of the 600) □ Send out URL Link with your county code to identified districts using the provided Email Templat School Districts and attach the LivingWorks Start Promotional Flyer for Schools (be sure to fill in the box on bottom of front page with your name and contact information) □ Ab1808 Lead assists districts with programmatic questions □ Inform districts to contact Amanda Tobin at amanda.tobin@livingworks.net for technical issues <th></th> <th colspan="6">COE identifies a AB1808 Lead to work with SDCOE Lead (Heather Nemour)</th>		COE identifies a AB1808 Lead to work with SDCOE Lead (Heather Nemour)					
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☐ Monitor license usage and reallocate licenses as necessary to ensure all 500 are used

Monitoring User Licenses: May 2020 – June 2021

Monitor license usage by "enrolled", "in progress" or "completed" through the Managers Portal at		
https://connect.livingworks.net/login using the same username and password as your Start training		
account OR		
Request license usage report from SDCOE technical team, Charisma or Violeta		
Monitor training completion to avoid losing a valuable license		
To query licenses usage data by school district use <u>How To Query License Usage Data By School District</u>		
Schedule a meeting with SDCOE technical team to provide additional support if needed		

AB1808 Contact Information

San Diego County Office of Education (SDCOE) Team					
Programmatic Information and Assistance	Heather Nemour	heather.nemour@sdcoe.net			
Technical Assistance with Reports	Charisma De Los	Charisma.delosreyes@sdcoe.net			
COEs starting with A - N	Reyes				
Technical Assistance with Reports	Violeta Mora	viomora@sdcoe.net			
COEs starting with N - Z					
LivingWorks Team					
Please share the contacts below with your districts so learners can reach out directly if they are having					
technical issues with the training					
Technical Issues with LivingWorks Start	Amanda Tobin	amanda.tobin@livingworks.net			
Technical Issues with LivingWorks Start	Kathleen Synder	kathleen.snyder@livingworks.net			