



san diego county office of  
**EDUCATION** **LIVINGWORKS**  
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# AB1808 Checklist for COEs

## Preparation and Planning: April – August 2020

- COE identifies a **AB1808 Lead** to work with **SDCOE Lead** (Heather Nemour)
- 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 licences
- 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)
- Send out URL Link with your county code to identified districts using the provided [Email Template for 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](mailto:amanda.tobin@livingworks.net) for technical issues
- Monitor license usage and reallocate licenses as necessary to ensure all 600 are used

## Launch STUDENT Training: September 2020 – May 2021

- Quantify the number of user licenses you are allocating to each identified district (out of the 500)
- Send out a separate student URL link and code with instructions on how students can access the training along with suggestions for integrating training into distance learning
- Check on your districts privacy policies around student permission/parent notification protocols
- AB1808 Lead** assists districts with programmatic questions
- Inform districts to contact Amanda Tobin at [amanda.tobin@livingworks.net](mailto:amanda.tobin@livingworks.net) for technical issues
- 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 [How To Query License Usage Data By School District](#)
- 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	<a href="mailto:heather.nemour@sdcoe.net">heather.nemour@sdcoe.net</a>
Technical Assistance with Reports COEs starting with A - N	Charisma De Los Reyes	<a href="mailto:Charisma.delosreyes@sdcoe.net">Charisma.delosreyes@sdcoe.net</a>
Technical Assistance with Reports COEs starting with N - Z	Violeta Mora	<a href="mailto:viomora@sdcoe.net">viomora@sdcoe.net</a>
LivingWorks Team		
<i>Please share the contacts below with your districts so learners can reach out directly if they are having technical issues with the training</i>		
Technical Issues with LivingWorks Start	Amanda Tobin	<a href="mailto:amanda.tobin@livingworks.net">amanda.tobin@livingworks.net</a>
Technical Issues with LivingWorks Start	Kathleen Synder	<a href="mailto:kathleen.snyder@livingworks.net">kathleen.snyder@livingworks.net</a>