

FAMILY GUIDE

S.A.V.E.S PROJECT · SAFETY · AWARENESS · EDUCATION

S.A.V.E.S PROJECT

Website guide for participants, parents, guardians and caregivers.

S.A.V.E.S PROJECT
SAFETY · AWARENESS · EDUCATION

FAMILY GUIDE

Meet savesproject.com

Everything you need from the S.A.V.E.S Project is on our website: how to enroll, your Participant Tool Kit, printable ID cards, safety education and your family app, S.A.V.E.S CONNECT.

Taking part is always free for families.

Scan to Open the Website
savesproject.com

On the Website, You Can

Enroll
Request enrollment and learn what to have ready.

Your Tool Kit
What's in it, and how to replace a lost ID card or tag.

Sign In to CONNECT
Keep your loved one's photo and information current.

Be Found Faster
How the QR code helps someone call you.

Learn to Stay Safe
Wandering, water safety, calling 911 and more.

Reach Us
Call, email, mail or send a message.

> **In an emergency, always call 911 first.** Never wait to call 911, not even to search first. You can always cancel if help is not needed.

support@savesproject.com · 810-328-3074

1 What's on the Website

Page	What It Is For
Home	Who we help, how the S.A.V.E.S Project works and the Help a Participant lookup.
Programs	S.A.V.E.S Project ID, the Blue Envelope Program, your Participant Tool Kit and printable downloads.
Safety Education	Wandering, calling 911, if someone is missing, home safety, water safety, and understanding autism and dementia.
How to Enroll	Who can enroll, what to have ready and the Request Enrollment form.
Database	The Help a Participant lookup for anyone who finds a participant.
Sign In	Opens S.A.V.E.S CONNECT, your family app.
FAQ, Contact, Privacy	Quick answers, ways to reach us, and how we protect your information.

2 Enrolling

The S.A.V.E.S Project serves people of every age with special needs, autism, a developmental or cognitive disability, dementia, or anyone who may struggle to communicate or stay safe in an emergency.

1. **Request enrollment.** Click **How to Enroll** and fill in the **Request Enrollment** form, or reach out to a S.A.V.E.S Project partner near you.
2. **Register together.** A partner agency or S.A.V.E.S Project representative completes the registration with you.
3. **Receive your Tool Kit** with an ID card, lanyard tag and QR stickers.
4. **Keep it current** in S.A.V.E.S CONNECT, with a quick check-in about every 4 months.

What to Have Ready

- Names and phone numbers of emergency contacts
- Medical conditions and medications
- What can upset or overwhelm them, and what helps them feel calm and safe
- How they communicate, including whether they are speaking or non-speaking
- Their school or care facility, if they have one
- For drivers: a copy of the license, registration and proof of insurance for the Blue Envelope

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3 Your Participant Tool Kit

In Your Tool Kit	What It Does
ID Card	A wallet card with the participant's name, birthday, participant number and QR code.
Lanyard Tag	Worn on a lanyard, backpack or belt loop.
QR Stickers	Weather-resistant stickers for phones, bags and mobility aids.
Blue Envelope and Window Decal	For drivers: the envelope goes on the sun visor and the decal in the lower left corner of the back window.
Home Responder Sheet, Checklists and CONNECT App Handbook	Information for responders at home, plus safety checklists.

Lost the ID Card or Tag?

1. Go to the **Programs** page and scroll to **Downloads**.
2. Choose the **printable** version to write on by hand, or the **fillable** version to type in.
3. Print it, fill it in and laminate it.

The Safety Education page also has a printable **Home Safety Checklist** and **Calling 911 and If Someone Goes Missing**.

4 Signing In to S.A.V.E.S CONNECT

1. Click **Sign In** at the top right of any page, then **Open CONNECT**.
2. Enter the email the S.A.V.E.S Project has on file for you. We email you a 6-digit code. There is no password.
3. Type the emailed code, then the code from your authenticator app.

> **No account yet?** Accounts are created during enrollment, and you receive an invitation email. If you didn't get one, call 810-328-3074 or email support@savesproject.com. The **S.A.V.E.S CONNECT Family Guide** shows how to save the app to your phone and use every feature.

5 If Someone Finds Your Loved One

The QR code on the ID card, lanyard tag and stickers opens the **Help a Participant** lookup on the website. Anyone can also search by participant number, or by first name, last name and birthday.

They See	They Don't See
Your emergency contacts and the city you live in, so they can call you.	Medical details, stressors, de-escalation information, your address or photo. Only trained responders see those, in S.A.V.E.S RESPONDER.

Call 911 first. Tell the dispatcher the address of the emergency, your name and phone number, then the participant number.

6 Safety Education and Privacy

- The **Safety Education** page explains why wandering happens, what to say when you call 911, the first 15 minutes if someone is missing, home safety, water safety, and understanding autism and dementia.
- We never sell, rent or share participant information for advertising, and we don't keep criminal records in the database.
- Schools and care facilities see a profile only when you turn sharing on in S.A.V.E.S CONNECT, and you can turn it off at any time.
- The **Data Retention Schedule** on the Privacy page explains how long each kind of record is kept.
- Sign up for our newsletter at the bottom of any page. If you'd like to support our work, the **Donate** page explains how to give once or monthly.

Getting Started Checklist

- ☐ Bookmark savesproject.com
- ☐ Keep your Tool Kit together
- ☐ Print the Home Safety Checklist
- ☐ Request enrollment
- ☐ Sign in to S.A.V.E.S CONNECT
- ☐ Read the Safety Education page

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Contact the S.A.V.E.S Project

Questions, problems with the app, or a resident, student or participant whose information needs fixing? Email your questions to **support@savesproject.com**.

Call

810-328-3074

Leave a message and we will call you back.

Email

support@savesproject.com

For questions, enrollment, training and app help.

Mail

511 Olde Towne #80514
Rochester, MI 48307

For forms, letters and checks.

Online

savesproject.com

Send a message from the Contact page, or use Messages in the app menu.

In an Emergency, Always Call 911 First

The S.A.V.E.S Project is not an emergency service, and messages are not watched around the clock. Never wait to call 911. You can always cancel if help is not needed.

The S.A.V.E.S Project (Special Needs, Autism, Vulnerable Person, Elderly and Safety) is a Michigan 501(c)(3) nonprofit, EIN 39-3660134. Families never pay to take part.

Thank you for helping keep vulnerable people safe across Michigan.