MD5M Lions Protocol for a KidSight Vision Screening Event

Setting the date and preparing for the screening:

1. Contact the pre-school at which you want to hold a screening and select a tentative date and time.
2. Contact the Lion who is handling the scheduling of equipment for your District and ask to schedule the device for the date or dates you have chosen. In some cases, an alternative date may be needed.
3. Confirm the date(s) and time(s) of the event with the pre-school. You will also need the approximate number of children who will be screened.
4. Provide the pre-school with copies of the parental consent forms, this may be done by email if the pre-school agrees to print and distribute. Make sure to customize all the forms you will be using to reflect your club and district information.
5. Over prepare for the screening. Have more than enough copies of all forms and reports and a supply of plain paper or extra labels for the printer. Also, take enough pens, paperclips, staplers, etc. so you are not dependent on the pre-school for the supplies you need. The approximate number of children who will be screened will give you an idea on the quantity of forms you will need.

Two weeks prior to the screening:

- Contact the pre-school to arrange a brief meeting and walk-through to make sure everyone is prepared for the event. Any potential problems should be addressed at this time. Choose a location for the screening, almost any room that can be dimly lit and has a power outlet.
- You will need at least one table for equipment and supplies and two chairs as well as chairs for the children.
- Confirm that the pre-school is prepared to distribute the parental consent forms. About two weeks prior to the event is good timing so that not too much time elapses between asking for permission and the event itself. Set a deadline for the return of the parental consent forms because **no child will be screened without a signed parental permission.**
- If the pre-school will not be able to provide you a data base with the children's information that you would be able to load into your system in advance of the screening date, you should arrange to pick up the signed forms several days prior to the screening date. You would then enter the information in a spreadsheet to import to the screening device.

Pick Up Screening System

- Prior to the screening date pick up the screening system from the designated equipment custodian.
- Verify that all components are included with the system.
- Verify that all components are in working order.
- Verify that the batteries are fully charged.

The day of the screening:

- Your screening team should be made up of at least three Lions. One to operate the screening device, one to record and print results and one to work with the pre-school staff.
- Arrive at least a half-hour prior to the screening start time for staff introductions and to set up the screening area.
- Wear Lions vests/hats/shirts and badges for identification.
- Insure that a staff person is in the room to help move the children through the process and to hold very young children on their lap or over their shoulder.
- A Lion should never be in a room alone with a child.
- Use child size chairs where possible. Make the children feel comfortable and have fun!!!
- Before conducting the screening, orient the child to the screening room. Have someone in the room with them that they are familiar with. Explain to them that you just want to take a picture of their eyes.
- Ask if the child wears glasses. If so, screening should be conducted with glasses on. Note on the screening form that the child is wearing glasses.
- Instruct the child to keep both eyes open and look into the camera. Ask them if they can see a light. The test should only take a few seconds to perform.
- You can show them the picture of their eyes after the test is through if you wish.
- Do not remark either positively or negatively on the test results, you can just say good job!!!
- Record Results

Non-Referral

- Do not remark either positively or negatively on the test results, you can just say good job!!!
- Record results on the Parental Consent Form, Screening Site Worksheet, and on the non-referral letter.
- Write the child's name and date on the back of the non-refer letter, fold and staple for privacy. There is no reason to print PASS results.
- You will retain the Parental consent form and give the non-referral letter to the pre-school to be sent home with the child.

Referral

- A referral is indicated if the child fails any portion of the screening.
- Also, if you cannot get a reading after trying several times you should refer the child. It is possible that there is an abnormality in the eye that is preventing the screening device from obtaining a reading. The PlusOptix will indicate “pupils not found” the SPOT disk will continue to spin and will not capture a reading.
- A written referral, using a form that communicates the findings of the screening as well as any additional observations made in the school setting, should be sent to the parent/guardian within one week after the screening by the pre-school.
- Do not remark either positively or negatively on the test results you can just say good job!!!
- Record results on the Parental Consent Form, Screening Site Worksheet, and on the referral letter.
- Attach the printout from the vision screening device, one copy to the referral form, and one copy to the Parental Consent form. This will help with the follow up with the parents.
- Write the child's name and date on the back of the refer letter which also includes the printout from the vision screener, fold and staple for privacy.
- You will retain the Parental consent form and give the referral letter to the pre-school to be sent home with the child.
- It is important to notify the classroom teacher if a referral is sent so that classroom accommodations can be implemented.

Follow-Up and Tracking

- Most important component of any screening program.
- A tracking system is essential to follow-up those who are referred in order to assure that the child receives the appropriate treatment/services.
- The Lions Club conducting the screening should contact the parent or guardian within 2-4 weeks to determine if they were able to make an appointment with an eye care professional or if they need assistance. After 3 attempts with no contact over a 2 to 3 week period you can stop any follow-up attempts.
- If a parent or guardian needs assistance in finding an eye care professional, you may provide the following contact information:
- For an Optometrist:
- https://www.infantsee.org/find-a-doctor
- For an Ophthalmologist:
- https://doctor.webmd.com/providers/specialty/ophthalmology/minnesota
- At this time any financial assistance or glasses required will be handled by the Lions Club if possible.

Final Steps

- Transfer the information from the Parental Consent Form to the Screening Team Site Report and the Screening Follow Up and Indicator Report.
- Leave a copy of the Screening Site Worksheet with the pre-school.
- Send one copy of the Screening Team Site Report and Screening Follow Up and Indicator Report to your District KidSight Coordinator and keep one copy for your club after the completion of each individual screening event.
- Send the final version of the Screening Follow Up and Indicator Report to your District KidSight Coordinator once you have completed your follow up activity.
- Return the equipment to your District KidSight Coordinator or other designated equipment custodian per your coordinator's instruction.
- Each club is responsible for the equipment while in their possession and will be liable for the cost of repair if damaged.