OKLAHOMA

PEDiatric vision screening

Protocol

Version: 04/01/18
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Based on using the PediaVision SPOT VS100 Vision Screener
The Lions of Oklahoma is expanding its various programs of eye care and meeting vision needs for Oklahomans to include eye screening for children. While our target group is 6 months to 6 years old, we can and will screen children thru 12th grade. Our program is part of the national Lions KidSight USA program.

Through this program, we intend to take eye screenings to pre-school children throughout Oklahoma. The initial program is aimed at children enrolled in private nursery/daycare centers and other public, pre-school, pre-kindergarten or kindergarten programs that do not have access to pediatric eye screening programs and other public events.

This program using the Welch Allyn or Plusoptix cameras screen for the following potential pediatric vision issues.

- Astigmatism: irregularly shaped corneas or lenses
- Myopia: nearsightedness
- Hyperopia: farsightedness
- Strabismus: misalignment of the eyes
- Amblyopia: also called lazy eye
- Anisometropia: unequal refractive power
- Anisocoria: pupil size anomalies

When a Lions Club sponsors a screening in their town they should seek all facilities/schools for young children for this important work. Our goal should be to at least screen "every child" between the age of 6 months and 6 years of age. Some clubs would like to run this screening on an annual basis but remember you are competing for use of the Pediatric Eye Screening kits which are used throughout the state. Plan to make your screening as complete as possible during the time you have the kit.

Setup at a facility can be done in just 10 minutes when the site has been checked out ahead of time. If a facility has only 20 children, screening can generally be performed with 10 minutes of setup time, 20 minutes to screen all children and 10 minutes to pack up and leave the facility. It is possible to visit 3 different facilities on the same day.

*Training is required for all volunteers who will be using the Oklahoma Lions Pediatric Vision Screening program. Call the OK Lions state office for more details: 405-947-6540.*

*NOTE: The screening equipment is stored and controlled from the OK Lions State Office by our state Lions Service Foundation Executive Director. It is each Lions Club's responsibility to retrieve and return the equipment in person from the state office or pay for shipping from and back to the state office.*
SELECTION CRITERIA FOR SCREENER TRAINEES

The Oklahoma Lions KidSight USA program will require a number of trained Lion screeners who can administer the screenings to the young children. Individual Lions Clubs will be asked to provide our state office administrative assistant with the names of members willing to receive the required training and serve as screeners for their geographic area.

The program is based on the use of the Welch Allyn SPOT VS100 Screener (*SPOT screening device*). While the training for and operation of this equipment is quite simple there are some factors in the selection of screener trainees that clubs should be aware of:

1. The SPOT screening device operates like a camera; screener will input child's age range to start the device. It comes with a wireless printer for printing results, as well as printing paper and extra inkjet cartridge(s). Proposed trainees should be competent with using a cell phone or other device with light typing capability and have a steady hand with the ability to take clear images.

2. Our program's target group is 6 months to 6 years old but we can and will screen through the 12 grade. Screenings are generally done at nursery, daycare, pre-school, and pre-k/kindergarten facilities as well as public/private school facilities. Trained screeners should be flexible with their availability to meet the facilities time desires.

3. Although the Spot camera screening process is done entirely from a distance of 3 feet from the child, it is important to remember that screeners will be in communication with children throughout the course of a screening. **Screener, trainees and helpers must have the patience, attitude, personality and experience that will enable them to work well with various age children.**

4. Since we will be working with children in a public setting, screeners could be on rare occasions subject to a background check. It is the Lions Club's responsibility when scheduling with a facility to find out if that facility requires a background check, and if so, if they will handle the background check procedure or if the Lions Club needs to do that. There is a sample Oklahoma State Bureau of Investigation (OSBI) form that will be provided to the Lions Club along with the customizable forms to be used in setting up the screening event.

Lions Clubs should carefully consider these criteria before naming screener trainees. The success and expansion of this program will depend on how efficiently and professionally we can administer these screenings.
Lions of Oklahoma
Pediatric Vision Screening Program

VOLUNTEER RECORD
(Optional-for Lions Club Use)

Name: ___________________________ Date: ____________

Address: ________________________________

City: ___________________ State: _______ Zip: ____________

Home Phone: _______________ Business Phone: __________________

Cell Phone: __________________ E-Mail: __________________

Date of Birth: ___________ Occupation: __________________

Social Security Number: __________________ (needed for background check)

Employer: __________________

Address: __________________

Lions Club affiliation: __________________________ District: _______

Special certification (CPR, Medical, Etc.): __________________________

Have you ever been convicted or pleaded guilty to any crime(s)? Yes ____ No ____

If yes, describe each in full (use back of page if necessary): __________________

Have you ever been refused participation in any other youth related program? Yes ____ No ____

If yes, explain: __________________

Please list 3 references, at least one of whom is not a member of your Lions Club:

Name: ___________________________ Phone: _______________

Name: ___________________________ Phone: _______________

Name: ___________________________ Phone: _______________

As a condition of volunteering for the Oklahoma Lions KidSight Screening Program, I give permission for
the above named Oklahoma Lions Club to conduct a background check on me, which may include a review
of sex offender registries, child abuse and criminal history records. I understand that my participation in this
program is conditional upon Oklahoma Lions receiving no inappropriate information on my background. I
hereby release and hold harmless from liability Oklahoma Lions, its officers, volunteers, employees, or any
other person or organization that may provide such information.

_____________________________ _______________________
Applicant Signature Date
INSTRUCTIONS FOR CONTACTING FACILITIES TO SET UP PEDIATRIC VISION SCREENING

Under the Oklahoma Lions Kidsight USA Vision Screening Program, it is the responsibility of each local Lions Club to seek out and contact public or private schools and day care centers to determine if they are willing to allow a Lions Kidsight eye screening for their children.

Before contacting the facility to be screened, contact the OK Lions Service Foundation Director at 405-947-6540 (or exdir@oklionsfoundation.org) and ask to have the pediatric screening forms and information emailed to you may have the information needed to present our program to the school administrator.

A sample letter is included in this manual. This letter should have the local Lions Club name and contact information added and sent to the facility by the club. Whenever possible, personal contact by telephone should be made by a club member, an appointment made, and the letter hand delivered. Clubs should plan the screening at least 2-3 weeks in advance, since the facilities need to distribute the Parental Consent forms and screening equipment reserved from the state office.

If there is interest on the part of the facility to host a screening, the club should establish a tentative date and then contact the OK Lions Service Foundation Executive Director (405-947-6540) to reserve the equipment (if available for that date) and have the necessary forms sent to the club. A memorandum of understanding should then be executed with the facility. The consent forms can then be given to the facility for distribution to each child's parent or guardian. Signed consent forms must be returned to the child care facility prior to the date of the screening.

**NO CHILD CAN BE SCREENED UNLESS A SIGNED CONSENT FORM FOR THAT CHILD IS ON HAND PRIOR TO THE SCREENING.** In some cases, the facility may have its own consent form it wishes to use.

Remember that this program is currently focused for children between the ages of 6 months to 6 years who are enrolled in childcare, early education, or pre-k/kindergarten facilities since this is the most prudent method of screening as many children in our target group as possible. This does not prevent the clubs from using the screening device at other venues and with children thru the 12 grade.

**A note about "Visavance (formally Prevent Blindness Oklahoma)"**:
Visavance has been and currently is performing pediatric eye screenings for some facilities in Oklahoma. It is not our intent to replace them at these facilities. If you contact a facility and they tell you they are already having this screening done by or any other organization let the facility know that you are willing to assist in the future if the need develops.
Date: ______________________

Dear Administrator:

The ______________________ Lions Club is excited to inform you that it now has the capability of performing pediatric eye screenings of children from 6 months old through the 12th grade. Members of our Lions Club have been trained in the use of the Welch Allyn SPOT Vision Screener and are available to perform screenings at your location.

The SPOT vision screener we use is capable of detecting the following possible vision issues: Astigmatism (blurred vision), Myopia (nearsightedness), Hyperopia (farsightedness), Anisometropia (unequal refractive power), Strabismus (eye misalignment), Amblyopia (also called lazy eye), and Anisocoria (pupil size deviations).

The individual screening takes just a few seconds and is performed from a distance of three feet. There is no physical contact with the child and no eye drops are administered. Our equipment provides a print-out of the results for those children whose screening indicates a need for a follow-up complete eye exam. This print-out is then given to you for forwarding to the parent. We provide parental consent forms and cover letters for you to send to the parents prior to the screening date.

It is important to understand that this is only a screening and does not constitute an eye examination or diagnosis of vision problems.

This service is offered free of charge by the ______________________ Lions Club under the Lions of Oklahoma Kidsight Screening Program and our national Lions KidSight USA.

Please contact us to discuss how and when we can provide this vital service. I can be reached at _____________.

Sincerely yours,

__________________________________________(Lion's Name)

_____________________________ Lions Club
MEMORANDUM OF UNDERSTANDING:

Between the __________________________ operating under the Lions of Oklahoma and the Local Lions Club __________________________ to perform SPOT Vision Screening for children registered Facility Name at the facility on or about __________________________.

                                      Date

The Lions Club trained volunteers will perform the screening using the Welch Allyn Spot vision Screener. We will provide printed results of each screening that indicates a potential eye concern to the facility so it may be forwarded to the parents/guardian of the child screened. The Lions Club will also provide blank consent forms and referral letters.

The childcare or school facility will distribute consent forms to all parents and insure that signed forms are on hand prior to the screening. We are only able to screen children that have completed consent forms. The childcare or school facility will distribute all individual screening results and referral information to the parents who will be responsible for all follow-up of referrals.

The childcare or school facility also will insure that a member of their staff/faculty will be present in the screening room whenever children are being screened.

Signed:

______________________________  Lions of Oklahoma and __________________________ Lions Club
                                      __________________________
                                      Date
                                      __________________________
                                      Date

Childcare or School Facility authorized representative
MANAGING SCREENING PAPERWORK

When conducting a screening, you will be handling five (5) items of paperwork. They are listed below along with the proper disposition of each:

1. **Consent forms**
   
   The blank consent form file will be available to you prior to your screening so you can **add your club name** to the form and print enough copies to give to the facility director prior to the date of the screening so that they can send the forms to each parent and have them returned prior to the screening. It is recommended you provide these forms to the facility 2 to 3 weeks prior to the screening date. The facility will keep and be responsible for the consent forms so the Lions can stay within the Federal HIPPA Laws and guidelines. The facility will make available to the Lions those children whose parents have returned a consent form allowing their child to be screened.

2. **Individual screening printouts**
   
   This is the measurements and eyes image that are produced by the camera and then printed using the wireless printer. The current recommended procedure is to only print screenings that recommends a full eye exam on the back of the Refer Letter (see #3).

3. **Results (Pass or Referral) Letter for Parents/Guardians**
   
   Each club should preprint an adequate number of the pass letters **after they have customized the form with their club name at the top and bottom**. The Referral letter should also be customized with the screening club’s information. Preprint both letters before the screening event. Screening failure rate averages in the 10% range so preprint appropriate number of both letters for your event. The referral letters should be loaded into the printer on the day of the screening so any screening that is “referred” can be printed on the back of the refer letter for the parents. The pass letters will be given to the school staff so they may be sent home with those children who pass the screening.

4. **List of pediatric eye care specialists and possible Lions Club assistance**
   
   Some clubs may wish to supply a list of eye care professionals in their area. If you do so, it is recommended that this list be given to all participants in the eye screening since we recommend that all children between the ages of 3 and 5 see an optometrist or ophthalmologist at least once. Lions Clubs may also choose to include a statement of assistance available for those families who are unable to financially afford a comprehensive eye exam and eyeglasses for their child.

5. **Accounting sheet**
   
   Please print a copy of this file for each screening location. It should be filled out the screening and returned to the Oklahoma Lions Service Foundation director. Local clubs are encouraged to keep a copy for their records as well.

**Please note that the following forms should be modified by adding your local Lions Club name.**

1. Letter to Facility Administrator
2. Memorandum of Understanding
3. Parent Consent Form (available in Spanish)
4. Parents/Guardian Letters (pass/fail letter)
5. Accounting Sheet
Local Lions Clubs Saving Kids’ Sight

The __________ Lions Club, Lions of Oklahoma and Lions of the USA are pleased to announce Lions KidSight USA, a nationwide program to safeguard the vision of children aged 6 months through 6 years.

According to educational experts, 80% of learning is visual. So, if a child can’t see well then the child can’t learn well. Yet most young children don’t have their vision screened until they have problems learning or paying attention in school. By then, it may already be too late. Unless vision problems are detected early and corrected, they risk becoming permanent by age 7.

Lions in the USA already screen more than 500,000 kids per year through state-wide and local programs often known as “KidSight.”

Our mission is simple - use our local Lions Clubs to ensure eye screenings are available to all children and then encourage follow-up care is given because every child deserves to learn and see the world clearly.

This pediatric eye screening is free. Therefore, we are asking you to please sign the attached permission slip so we may include your child in this important eye screening.
OKLAHOMA
Lions KidSight USA
Pediatric Vision Screening Program
CONSENT FORM

On ___________ the ___________ Lions Club in your community will conduct a free vision screening for all children in your child's day care or educational facility. The screening equipment being used may determine the presence of eye disorders including far and near sightedness, astigmatism, anisometropia, strabismus and anisocoria. The screening is done by a photographic process from a distance of three feet. No physical contact is made with the child and no eye drops are administered.

I understand the following regarding this program:

1. **The information obtained from this vision screening is preliminary only, and does not constitute a complete exam or diagnosis of vision problems.**

2. **There is no charge to participate in the vision screening process.**

3. **The results of my child's individual screening will be provided to me by the pre-school/day care or facility (mentioned above).**

4. **Should the screening indicate any abnormality, a complete eye examination and any follow-up care is my responsibility.**

5. **If referred, I authorize my child's eye care professional to release the results of my child’s eye exam to the pre-school/day care facility and to the Lions Eye Health.**

6. **I will not hold the Lions Club organizations, or the day care or educational facility accountable for any errors of commission, omission, or any other misdiagnosis.**

☐ I, the undersigned, hereby give permission for my child to **participate** in the screening.

OR

☐ I, the undersigned, hereby request that my child not **participate** in the screening.

**NO CHILD WILL BE SCREENED WITHOUT A SIGNED CONSENT FORM**

Signature of parent or guardian  
PLease print  
Date

Child's Last Name_________________________  
First Name_________________________

Age: _______ Male: _______ Female: _______

Parent or Guardian's Name_________________________  
Phone #_________________________

Address  
(Street)_________________________  (City)_________________________  (Zip Code)_________________________
To the parents or guardians of __________________________________________________________

Facility ___________________________________________ Date _________________________

The _____________ Lions Club in coordination with Oklahoma Lions KidSight USA thank you for the opportunity to be part of your child’s health care by participating in our KidSight Eye Screening Program.

**Your child’s screening was within the acceptable criteria. No risk factors were indicated.**

**Our Lions screening tested your child for the following potential eye issues:**

- **Myopia** – “Near-sightedness” is when the eyes focus incorrectly, making distant objects appear blurred. It can be treated with glasses.
- **Hyperopia** – “Far-sightedness” is the difficulty seeing objects that are near. Untreated this can contribute to “crossing of the eyes” but can be corrected with glasses.
- **Astigmatism** – A condition in which the cornea has an abnormal curve causing out-of-focus vision.
- **Anisometropia** – This condition can adversely affect the development of binocular vision in infants and children. The brain will often suppress the vision of the blurrier eye in a condition called Amblyopia or “lazy eye.”
- **Anisocoria** - is a condition where the pupil of one eye differs in size from the pupil of the other. Your pupil is the black circle in the center of your eye. The pupils of your eyes are usually the same size.
- **Strabismus** – Eyes are not directed to an object simultaneously. Sometimes the eyes deviate outward and sometimes inward.
- **Gaze** – eye alignment measurement.

As the photo indicates, this screening was done with our cameras at a distance of 3 feet as the child focused on the front of the camera. Even though this is just a screening tool, it takes an image of both of the child’s eyes, then evaluates and compares to the preset criteria of the camera based upon the age of the child and normal vision measurements. If the screening determines that one or more of the indicators is outside the normal measurements, a detailed printout is sent home with the recommendation that the child receive a full eye exam. **These vision screenings are done as a Lions Service Project at no cost to the school or the parents.**

Even though your child passed the camera’s criteria, your child’s eyes are continuing to develop so we encourage a yearly vision screening.
TO THE PARENTS OF_______________________________________________________________
Facility_______________________________________Date______________________________

The _________ Lions Club in coordination with Lions KidSight USA thank you for the opportunity to be part of your child’s health care by participating in our KidSight Eye Screening Program.

*Your child’s screening indicates one or more of the following risk factors as shown in red on the screening sheet (either attached or printed on the back of this letter) and indicated below.
*We recommend you follow-up by taking the screening sheet to your child’s vision doctor to determine appropriate eye care decisions.

The Lions screening indicated your child may be at risk for the following marked factor(s).

( ) **Myopia** – “Near-sightedness” is when the eyes focus incorrectly, making distant objects appear blurred. It can be treated with glasses.
( ) **Hyperopia** – “Far-sightedness” is the difficulty seeing objects that are near. Untreated this can contribute to “crossing of the eyes” but can be corrected with glasses.
( ) **Astigmatism** – A condition in which the cornea has an abnormal curve causing out-of-focus vision.
( ) **Anisometropia** – This condition can adversely affect the development of binocular vision in infants and children. The brain will often suppress the vision of the blurrier eye in a condition called Amblyopia or “lazy eye.”
( ) **Anisocoria** - is a condition where the pupil of one eye differs in size from the pupil of the other. Your pupil is the black circle in the center of your eye. The pupils of your eyes are usually the same size.
( ) **Strabismus** – Eyes are not directed to an object simultaneously. Sometimes the eyes deviate outward and sometimes inward.
( ) **Gaze** – eye alignment measurements

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## OKLAHOMA

### Myopia

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SETTING UP A SCREENING AREA

General Space Requirements:
Screenings should be conducted in a room as free from distractions as possible and in which lighting can be controlled. There should be enough space for a table, a screening team of three people, the child, and at least one adult facility staff person. Ideally there is space for 3-5 kids to be screened in the room to observe the process which will help calm their apprehensions.

Screening Distance:
The distance from the front of the camera to the patient's eyes is one meter, or 3.3 feet. The camera screen will indicate with a blue screen and a message - too near or too far -. When at the correct distance, the camera screen will turn a brown shade and then using very small movements while in the brown zone to move forward or back to achieve the spinner in the display. When the spinner is visible hold the camera steady for 1-2 seconds and it will automatically capture an image of the subject’s eyes. **There is no button to push.** The use of chairs for the screener and the subject is advisable having the subject facing the dark area of the room. Experience has found that using a room that can accommodate 3-5 children to be screened allows the children to observe the process there by removing some of the unknown and nervousness of the child while waiting their turn as well as allowing their eyes to dilate.

Light in the Room:
It is important that the screening area does not have direct sunlight or lighting from halogen or other heat producing bulbs. Avoid lighting, mirrors or other reflective surfaces in front or behind the subject. The screening device or child should not be looking directly into a light source or reflection. You may need to draw blinds or shades to help lower the bright light level in the room. The room does not have to be dark but subdued lighting. Fluorescent lighting is okay, but try to reduce the number of lights or bulbs lit if possible. If the camera screen tells you "pupils too small" or "pupils not found," try dimming the lights to help dilate the pupils to an adequate size.

If possible, most overhead lights should be turned off. If room is too dark, use a small lamp close to the printer and not shining directly on the subject so eyes will be dilated as much as possible.

**It is advisable for the screener not to wear light color shirt to minimize reflective bright light into the child’s eyes which possibly could affect the eye dilation.**
HOOKING UP AND TURNING ON EQUIPMENT

The screening equipment comes in one large case containing the smaller case with the camera screening device, a wireless printer and extra ink for the printer, printer paper, sheets of reward stickers and various forms required for the screening.

The camera should be completely charged before the screening event.

The screener should always “strap up” for camera safety by making sure they place their hand thru the strapped attached to the camera to avoid dropping the camera.

Remove and identify all items. Once the camera screening device is charged only the printer needs to be plugged in; it is advisable to have an extension cord available.

VERY IMPORTANT-READ CAREFULLY:

- Press the buttons lightly on the printer camera screening device.
- Use only the pre-moistened cleaning cloth provided to clean the touch screen of the camera.
  Use a soft cloth to clean the lens if it gets dirty. Never use a cleaning solution or water alone to clean any of the electronics.
- The electronic equipment should never be stored in a cold or hot place. A garage or automobile is not a good environment even for temporary storage.
SCREENING PROCEDURE

Screening can be done efficiently using a three-person screening team: one person to handle the screening camera, a second person to manage the printouts giving those to the facility personnel to write the child’s name on the referral letter (thereby meeting HIPPA requirements) and also managing the accounting sheet, and the third person to control the lights and give out the Reward Stickers. These duties can be further split up depending upon number of helpers. Management of the children should be left as much as possible to the staff of the facility.

Allow at least 15 minutes to set up the equipment. Turn on the equipment as soon as possible so that the camera has a couple of minutes to adjust to lighting conditions in the room. Check the WIFI image on the camera screen to make sure the camera and printer are connected. On average, allow about 3 to 5 minutes to screen each child. As you become more proficient with the equipment, this time will shorten, but there will always be the occasional uncooperative child or false reading that will require more than the minimum average time. Just before the screening begins, you might ask the facility's coordinator to send in the more confident children first. Children returning to class with their "Lions Sticker" will help more timid children gain confidence.

If you screen a child who wears eyeglasses, the screening should be done with the eyeglasses on. If you are unable to screen children who wear eyeglasses, make sure you still give them one of the Lions Stickers. Every child should receive a sticker if wanted.

If space allows, keeping three to five children in the room is beneficial. As they wait their turn, this allows their eyes to start to dilate and helps them become familiar with the non-intrusive process to ease any concerns they may have.

The actual screening area should be arranged so that the child being screened is not facing the door or other light source. Also, make sure the vision screening camera is not pointed toward direct light.

Pre-position chairs 3 feet apart facing each other prior to bringing in the first child. The screener should be seated with the camera screening device held at chest level with both hands, with room to adjust the camera screening device forward or away from so the distance of one meter is established and maintained. The child should be seated in a chair or, in the case of a very young child, seated in the lap of a parent or staffer. Holding that position as closely as possible will make the screenings go faster. Keep the camera screening device as level with the child's eyes. A blue screen on the camera screening device indicates distance needs to be corrected (message=too near or too far). A brown screen appears when correct distance is achieved and then micro movements are used to achieve the spinner that appears on the screen at which time the device will automatically capture an image of the subject's eyes. There is no shutter button to push to capture the child’s eyes.

Suggestion: Ask the child to look for the flashing lights or “birdies” inside the camera. For some children, ask them to COUNT how many birdies that they see, while the lights are flashing. This is a great way to get a child to focus on the front screen of the camera. Avoid other noises or conversations by helpers that will draw the child’s attention away from the camera. In some cases, you can count with the child. It usually completes the test results by the time the child reaches a count of 5 or 6.
After the screening camera has captured the child's eyes, it will automatically indicate on the screen whether the screening was a “pass” (screening complete) or a “referral” (complete eye exam recommended). If the screening is a “pass”, announce this for the person handling the accounting sheet and sticker helper. Tell the child they are through and go get a sticker and ask for the next child to be screened. If the screening is a referral, announce to the person handling the accounting sheet and printer that you will be printing a copy of this screening. Since we only print referrals, the printer operator will know that this is a referral. **Do not say this is a fail.** Tell the child to go get a sticker and ask for the next child to come and take a seat. The printer volunteer should view the printout as to what item(s) were out of the norm. This information should be transferred to the accounting sheet and the staff person should then put the child’s name on the referral letter/printout. The facility may wish to keep a list of the children that are given referred sheets so they may follow-up with the parents/guardians.

**NOTE: If screening a cooperative child in a properly lighted screening area and the screener is unable to capture a reading after 3 attempts, the screening should be counted as a referral for a complete eye exam,**
Reward Stickers
CONTACT NUMBERS

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To schedule reserving or shipping of screening kits:

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