



Lions Screen Kids Sight

Overview - Turnkey Vision Screening Outline

Introduction

The **Lions Screen Kids Sight Vision** Screening Program for Yavapai County elementary schools launched with a Pilot Vision Screening program in 2018 and has continued to the present. This vision screening program will continue in 2025-2026. The elementary schools that are potential candidates to screen this year, are listed in **B2. Candidate Yavapai County Elementary Schools List**. These schools will need to be contacted to confirm their participation and are not being vision screened by any other entity. The program is decentralized, with individual vision screening teams setting up and running the vision screening events. The overall program will continue to be managed by the **Vision Screening Coordinator** (Lion Doug George) and the other **Vision Screening Coordinating Committee** members (Lions Bruce Chadderdon, Bob Cunningham, Rudy Hernandez and Rhonda Smith) as needed. The Coordinator will coordinate with each screening team the scheduling of the schools that are in their cluster and will sign out the Spot Vision Screener kits.

The current four Lions vision screening teams will set up and run the vision screening events for the candidate schools. They are the host Lions teams. They are: Chino Valley, Cottonwood, Prescott Noon and Prescott Sunrise. There are three at-large vision screeners from other non-host Lions clubs or former clubs, available to participate in events that are managed by the four host teams. They are: one member of the former Prescott Noon Lioness club and two new vision screeners from the Prescott Valley club. They may be joined by one or more additional new screeners in the future. There are 3 Spot Screener kits available to sign-out, similar to signing-out reserved library books, for a period of one week. The Cottonwood Lions vision screening team has acquired 2 Spot Screener kits that they will use for their events. The remaining 3 teams need to share the original 3 kits and it will be the responsibility of the **Vision Screening Coordinator** (Lion Doug George) to check the kits in and out and maintain the schedule. The Cottonwood team can also sign out an additional kit for large schools if it needs to. Please make kit reservation requests early, to be assured there will be no conflicts and please return kits promptly.

A3. Turnkey Vision Screening Outline

The purpose of the outline and it's documents is to provide step-by-step instructions on how to set-up and run a vision screening event in Yavapai County. The first two steps, Selecting Schools to Vision Screen and Recruit Team to Vision Screen in each club, were executed approximately simultaneously in 2018 and 2019. At this stage in the program, the teams have been recruited and the schools have been assigned to specific host teams primarily by geographic clusters, although the addition of new schools and new team members may still continue. Each host team has already determined how many Spot Screening Kits will be needed for each school and how many Lions will be used for vision screening and color testing. Host teams should continue to consider that there are other teams and at-large vision screeners that may be able to assist them in running screening events.

Host team leaders need to contact current schools in the spring before the school term ends in late May. Contacting last year's schools requires only a phone conversation to introduce the team, review any changes from last year, confirm vision screening and color testing locations, sign an updated M.O.U. and set a tentative screening date. The screening date is confirmed by the **Vision Screening**

Coordinator when the appropriate number of Spot Screening kits are reserved. For new schools, it would be necessary to set up a school meeting and make a full presentation. The **Vision Screening Coordinator** can offer assistance with both tasks. The Outline provides full details about how to prepare for and how to run a school meeting and which documents will be required.

Once a school meeting date has been set for new schools, there are documents that need to be sent to the school before the meeting date. Additional documents will need to be brought to the meeting as well. All these documents are reviewed at the school meeting. At the conclusion of the school meeting, confirm the locations that will be used for both vision screening and color testing and set a tentative vision screening date. This date needs to be confirmed by the **Vision Screening Coordinator**, by reserving the appropriate number of Spot Screening kits before the date can be finalized. New school meetings should be concluded by May, before the end of the school year.

The teams should then complete the tasks needed to train new team members over the summer. Get copies of the fingerprint ID cards and Kid Sight Certifications to keep on file and set up a training session. Reimbursements for fingerprint ID cards are no longer available, to preserve the small remaining balance for possible future expenses.

Check with the **Vision Screening Coordinator** (Lion Doug George) to see if a training session has already been scheduled. Otherwise, contact the **Vision Screening Coordinator** to request the scheduling of a training session. Usually, only one training session is scheduled each year.

The last three sections of the Outline (H, I, J) provide details on how to do final planning before a vision screening event, how to run an event and how to do the follow-up after an event. These will be the most used sections of the outline. In the planning stage, once the vision screening date has been confirmed by the **Vision Screening Coordinator**, which includes reserving the needed number of Spot Screening kits, schedule your team members and any other teams that you want to participate.

In preparing for a vision screening event, contact the school about 1 week prior for final details and send out a final details e-mail with map to all team members, other assisting teams and at-large vision screeners. On the day of the event, run the event for both vision screening and color testing (only for preK/kindergarten) using the Pass/Refer system and fill out the tally worksheet, returning the 3 x 5 cards to the school at the end of the event. After the event, send a thank you e-mail to the school, return the Spot Screening kit(s), fill out and send the Final Tally sheet to the **Vision Screening Coordinator**, and fill out the fill-in-the-blanks event evaluation and send to team members, school and **Vision Screening Coordinator**.

Finally contact the school approximately 5 weeks after the event to do follow up on referred students that may need financial assistance and see to see if there are any absentees that need to be screened. Maintaining complete records of events, school contacts and event evaluations will make it easier to run events at the same schools in future years. As always, thorough preparation leads to smoother events.

Note: New rules from ADHS (Arizona Department of Health Services) mandated by the 2019 Arizona vision screening legislation were released in 2024. These are for district and charter schools. They do not apply to private schools. The three mandated grade levels are entry into school (prek or K), 3rd and 7th grades. Photoscreeners/autorefractors are not permitted to be used for students over the age of 5 for the mandated grade levels. They can be used for all other grade levels regardless of age.