



Lions Screen Kids Sight

Turnkey Vision Screening Outline:

Lions Vision Screening Program in Yavapai County

A. Overview of Outline and Program (Folder)

1. A1. Overview - Turnkey Vision Screening Outline
2. A2. Index of Outline Documents
3. A3. Turnkey Vision Screening Outline

B. Schools to Vision Screen - List of candidate schools (Folder)

1. B1. Overview - Schools to Vision Screen
 - a. List of schools to screen, B2. Candidate Yavapai County Elementary Schools List
 - b. Lions Club Host Teams are assigned to schools in their community/cluster, B6. School Clusters Team Assignments
 - c. Results of schools screened in 2019, B7. Details For 27 Schools Screened in 2019
2. List of schools not to screen
 - a. B3. YCESA Client Schools List - Screened by Jenn Miller
 - b. 1 Humboldt School District elementary school that was to participate, cancelled.
3. Potential additional students to vision screen
 - a. Pre-schools – See draft list - B4. Yavapai County Unverified Childcare List
 - b. Home-schooled students – B5. AFHE Contact Information
4. The next step - contact the schools
 - a. Refer to D1. Overview – Contact Schools

C. Recruit Team - Recruit a team of screeners in your club (Folder)

1. C1. Overview - Recruit Team To Vision Screen
2. Have your B.O.D. authorize vision screening as an official activity to insure LCI Liability Insurance coverage
3. List of 4 full host teams and one partial team with contact info
 - a. C2. List of Lion Vision Screening Teams
4. Select size of team to match school size
 - a. Look at enrollments of assigned schools in Outline Section “A” above
 - b. Determine how many Spot Screening kits will be needed
 - i. C3. Single Spot Vision Screening Kit Inventory
 - ii. 1 Kit: 0 – 140 students; 2 kits: 141 – 280 students; 3 kits: above 280 students
 - c. You will need 2 Lions per vision screening station
 - d. You will need 1 Lion per color book
 - e. Plan to request assistance from other teams and partial teams if needed for specific vision screening events
5. Team Requirements
 - a. Send recruit e-mail, C7. 3 Steps Needed to Become a Vision Screener
 - b. Get Fingerprint ID card on-line or renew Fingerprint ID card on-line
 - i. C4. Notes on Applying for the Fingerprint Card
 - ii. C6. Notes on Renewing a Fingerprint Card
 - c. Get Kid Sight Certification on-line
 - i. C5. Notes on Applying For KidSight Certification
 - d. Participate in or prepare to schedule a training event over the summer

D. Contact Schools (Folder)

1. D1. Overview – Contact Schools
2. The first step in planning for vision screening events - contact schools
 - a. This needs to be done in the spring, before the end of the previous school year
3. Select contact person (principal, etc.)
 - a. For both previous schools and for new schools, use contacts listed in B2. Candidate Yavapai County Elementary Schools List
4. For previous schools, call current contacts at those schools:
 - a. Discuss plans to vision screen for the upcoming school year
 - b. For preschools and private schools, will send updated consent forms in 2 formats
 - i. D2. Vision Screening Consent Form
 - ii. D3. Vision Screening Consent Form – Opt Out
 - c. Confirm locations for vision screening and color testing
 - a. Review mandated grades due to the release of ADHS Rules for 2024-2025. Lions will screen pre-K/K age 5 and below, 1st, 2nd and 4th grades. Lions will not screen 3rd or 7th grades.
 - b. Review any other potential changes from the previous year.
 - c. Get updated M.O.U. signed for all schools; good for 2 years
 - i. Schools need to fill in the grades to be vision screened after consultation with their Lions team, D5. Vision Screening MOU - Detailed
 - d. Set a tentative vision screening date
 - e. Confirm vision screening date with Vision Screening Coordinator
 - f. Reserve Spot Screening Kit(s) for vision screening event
 - i. D7. Overview – Reserve Spot Vision Screening Kit
 - g. D9. Vision Screening Opt-Out Form for District and Charter Schools: is an optional form for schools to use for parents that do not want their children vision screened.
2. For new schools, initiate contact by phone
 - a. Describe the program using D8. Program Summary
 - b. Ask if pre-K at school; include in screening
 - c. Ask latest enrollment figures for grades K-2, 4 or preK-2, 4
 - d. Require face-to-face meetings
 - e. Schedule meetings between April and May, before the end of the school year
 - f. Confirm school meeting date with Vision Screening Coordinator
 - i. Determine if a member of Coordinating Committee can attend, if desired
3. Reserve Spot Screening Kit to take to meeting
 - a. D7. Overview – Reserve Spot Vision Screening Kit

E. Prepare For School Meeting (Folder)

1. E1. Overview – Prepare For School Meeting
2. Pick team representatives to attend meeting
3. E-mail preliminary documents to school before meeting
 - a. E2. Vision Screening Program Background
 - b. E3. Vision Screening Introduction
 - c. E4. Summary of Vision Screening Procedures
4. Review presentation, E5. Opening Presentation
5. Documents to Bring - Prepare school documents to bring
 - a. E6. Photoscreener Agency Approvals
 - b. D2. Vision Screening Consent Form for preschools and private schools
 - c. D3. Vision Screening Consent Form – Opt Out for preschools and private schools
 - d. E7. Vision Screening Referral Letter
 - e. D5. Vision Screening MOU - Detailed

- f. E8. Format For 3 x 5 Index Card System
- 6. Just before the meeting, sign out reserved Spot Screening Kit
 - a. D7. Overview – Reserve Spot Vision Screening Kit
 - i. Confirm Spot Screener is charged

F. Go To School Meeting (Folder)

1. F1. Overview – Go To School Meeting
2. Make presentation E5. Opening Presentation
3. Explain the purpose of this meeting
4. Briefly go over E6. Photoscreener Agency Approvals
5. Go over E3. Vision Screening Introduction
 - a. Note organizations have published peer-reviewed papers in support of vision screening of children
 - b. Note vision issues this sophisticated screening instrument can detect in seconds
 - c. Note that the vision screening process will be described in more detail below
 - d. Note that there are 3 documents that need to be reviewed
 - i. They can be modified by the school if needed, but those modifications need to be reviewed by the Vision Screening Coordinator.
 - ii. Get new MOU signed
 - a. Will specify which grades will be vision screened by Lions, to comply with the newly released of ADHS rules
 - b. Good for 2 years
 - c. D5. Vision Screening MOU – Detailed
 - iii. Go over referral letter and follow-up - E7. Vision Screening Referral Letter
 - a. The nurse or health official should send out with contact information
 - b. The school should follow up in 6-8 weeks on such referrals to determine if the student was examined by an eye care professional
 - c. If the student hadn't seen an eye doctor, Lions Clubs may be able to provide assistance for eye examination and glasses to families with financial challenges.
 - iv. Consent form required for preschools and private schools. Determine which format that will be employed and review form
 - a. D2. Vision Screening Consent Form
 - b. D3. Vision Screening Consent Form – Opt Out
6. Review F2. Summary of Vision Screening Procedures - Highlights
 - a. Start vision screening in the morning
 - b. Plan to screen younger grades first
 - c. E8. Format For 3 x 5 Index Card System
7. Decide which color testing format will be employed
 - a. F3. Overview – Color Testing Format Options
 - b. Option 1 – For smaller schools
 - c. Option 2 – For larger schools
8. Select rooms that vision screening and color testing will be done in
 - a. F4. Vision Screening Room Requirements
 - b. F3. Overview – Color Testing Format Options
9. Select tentative vision screening date
10. Advise school that it will be contacted a week before the event for final details
11. Indicate that the school needs to review and sign the MOU
 - a. Lions Team Leader will sign the MOU for the Lions
12. Send out thank you e-mail reinforcing action items (F5. Sample Thank You E-mail)
 - a. Attach MS Word format versions of Consent forms, Referral letter and MOUs

13. E-mail 7 reference documents referred to in E6. Photoscreener Agency Approvals
14. Confirm vision screening date with Vision Screening Coordinator
 - a. Reserve Spot Screening Kit(s) for vision screening event
 - b. D7. Overview - Reserve Spot Vision Screening Kit
 - c. The number of Spot Vision Screening kits is determined by the number of students actually screened at each school the previous year, assuming no other changes. Posted enrollments will be used for new schools.
 - d. Also factor in that there could be potential grade changes once ADHS vision screening rules are released.

G. Train Team (Folder)

1. G1. Overview - Train Team
2. Schedule a training event over the summer before school begins if possible
 - a. Confirm that new team members have their Fingerprint ID card & Kid Sight Certificates
 - b. Find training venue
 - c. Ask for assistance in running a training event from Coordinating Committee
 - d. Reserve Spot Screening Kit(s) for training session
 - i. D7. Overview - Reserve Spot Vision Screening Kit
 - ii. C3. Single Spot Vision Screening Kit Inventory
 - e. Just before training event, sign out reserved Spot Screening Kit
 - i. Confirm Spot Screener is charged
3. Color Training
 - a. G2. Overview – Color Testing
 - b. G3. General Color Testing Instructions
 - c. G4. Color Score Sheet
 - d. G5. Tips For Color Testing
4. SPOT Vision Screener Training
 - a. G7. Spot Vision Screener Basic Instructions
 - b. Set-up & demonstrate tripod/platform; review kit inventory
 - i. G8. Tripod Instructions
 - ii. C3. Single Spot Vision Screening Kit Inventory
 - c. Hands-on training session using Spot Vision Screener.
5. Vision Screening Program Training –
 - a. G9. Overview - Vision Screening Program (Program background) ACF grant, Lions clubs, schools, enrollments)
 - b. E2. Vision Screening Program Background
 - c. E6. Photoscreener Agency Approvals
 - d. Vision Screening Introduction, Consent Form, Referral Letter and MOU
 - e. G10. School Vision Screening Instructions for Screeners
 - f. E8. Format For 3 x 5 Index Card System
 - g. G11. Vision Screening Reminders
 - h. G12. Problem Solving
 - i. G13. Sample Filled Out Tally Worksheet
 - j. G14. Sample Filled Out Final Tally Sheet
6. Discuss Lions funding options
 - a. G15. Financial Assistance Options
 - b. G16. Application For Lions Eye Care Assistance
7. Discuss Lions of Yavapai
 - a. G17. Overview - Lions of Yavapai
8. Team Credentials (Store Credentials of Lions by team folder)
 - a. Copies of Fingerprint ID cards

- b. Copies of Kid Sight Certifications
- 9. Running a vision screening event
 - a. G18. Overview - Running a Vision Screening Event
 - i. Vision screen event planning
 - ii. Vision screening event
 - iii. Post vision screening activities

H. Vision Screening Event Planning (Folder)

1. H1. Overview – Vision Screening Event Planning
2. The ADHS rules have been released for 2024. Review documents H7. Overview - Implementing Vision Screening Rules and H8. Overview - Status of Vision Screening Certification.
3. Pre-planning needs to start in the spring, before the end of the previous school year.
 - a. Use D1. Overview - Contact Schools to contact schools about any changes including potential grade changes due to the pending release of ADHS rules and forms to be sent and filled out, and for setting up a vision screening date. This includes reserving the vision screening kits
 - b. Send school H6. Vision Screening Program Review and Checklist
 - c. Send School updated MOU, Consent forms, Vision Screening Opt-Out Form for District and Charter Schools and Referral Letter as needed
 - d. Send School E8. Format For 3 x 5 Index Card System
4. Confirm which members of the Lions host team will attend the vision screening event
5. Request assistance from other partial and full teams if needed
 - a. Utilize C2. List of Lion Vision Screening Teams as a contact list
6. Ask all participants to bring their ID cards to the vision screening event
7. Get the MOU signed by the school and returned to the team leader. The Team leader will sign the MOU. He will keep a double signed copy, send a copy back to the school and send a copy to the **Vision Screening Coordinator**
8. Call school 5 -7 days before event for final details
 - a. H2. Final Details
 - b. Discuss any residual safety protocols for COVID-19 that will be used for this event
 - c. For preschools and private schools, confirm that consent forms have been signed for students that will be screened
 - d. Remind schools about 3X5 cards format, E8. Format For 3 X 5 Index Card System
9. Send out final details e-mail, maps & vision screening notes to team members, assisting teams and Coordinating Committee member
 - a. H3. Sample Final Details E-mail
 - b. H4. Sample Maps of 2018 School Locations
 - c. G11. Vision Screening Reminders
10. Create a task list to assign team members to staff Spot Screening station(s), color testing books and tally station
 - a. H5. Sample Task List
11. The weekend before the screening event, sign out reserved Spot Screening Kit(s)
 - a. D7. Overview – Reserve Spot Vision Screening Kit
 - i. C3. Single Spot Vision Screening Kit Inventory
 - ii. Confirm Spot Screener and book lamp are charged for each kit

I. Vision Screening Event (Folder)

1. I1. Overview – Vision Screening Event
2. Bring copies of ID cards and Kid Sight Certs
3. Bring all items for 1 to 3 kits, C3. Single Spot Vision Screening Kit Inventory

4. Bring event documents
 - a. Filled-out task list
5. Other documents in documents folder in each kit
 - a. Forms: G4. Color Score Sheets, I2. Event Key, I3. Tally Worksheets, J3. Final Tally Sheet, J5. Sample Fill-in-the Blank Evaluation Form
 - b. Reference documents: C3. Single Spot Screening Kit Inventory, E8. Format For 3 X 5 Card System, F4. Vision Screening Room Requirements, G3. General Color Testing Instructions, G5. Tips For Color Testing, select pages from G7. Spot Vision Screener Basic Instructions, G8. Tripod Instructions, G11. Vision Screening Reminders, G12. Vision Screening Problem Solving, and I1. Overview – Vision Screening Event
6. Allow 30 to 40 minutes to set up before screening will commence. This will include setting-up possible safety protocols for COVID-19
7. Confirm residual room lighting will not be a problem by doing a test screening
8. Use construction paper and blue tape to block bright windows
9. Assign team members to staff the Spot Screening station(s), color testing books and tally station from task list
10. Rotate team members periodically to give each screening experience and to rest
11. Do color testing of preK and kindergarten according to format selected
 - a. Option 1 – For smaller schools, stop screening during color testing
 - b. Option 2 – For larger schools, continue vision testing with fewer Spot Screeners
 - c. F3. Overview – Color Testing Format Options
12. Encourage schools to minimize wait times between classes
 - a. Have the next class coming to testing area when the current class is half done
13. Fill out tally worksheet(s)
 - a. Harvest 3 x 5 cards & tally after each class is done
 - b. List number of students screened, passed and referred by age for each class
 - i. G13. Sample Tally Worksheet
14. Return 3 x 5 cards marked and sorted for each class by Pass and Refer/Nonconforming to the school
15. Leave a copy of event key – I2. Blank Vision Screening Event-File Key
16. While packing up, remind school representative about referral letters and 5-6 week follow-up call

J. Post Vision Screening Activities (Folder)

1. J1. Overview – Post Vision Screening Activities
2. Send out thank you e-mail to school, J2. Sample Thank You E-mail
 - a. Ask the school if it would be interested in having the Lions return next year
 - b. Determine if schools want you to return to screen absentee students
3. Return signed-out Spot Screening kits promptly
 - a. D7. Overview - Reserve Spot Vision Screening Kit
 - b. Confirm all items are accounted for using inventory
 - c. Re-charge Spot Screener(s) and reading lamp(s)
4. Using the data from the filled out Tally Worksheet(s), fill out Final Tally sheet and e-mail to **Vision Screening Coordinator**
 - a. J3. Final Tally Sheet Blank
 - b. G14. Sample Filled Out Final Tally Sheet
5. Fill-out the blank fill-in-the-blanks evaluation form for all screening events and send out to team members, school and **Vision Screening Coordinator** (Lion Doug George)
 - a. J5. Fill-In The Blanks Evaluation Form . Teams should fill out only those sections of this form that will be that will be useful to them.

6. Call schools in 4 - 5 weeks to follow-up on referrals and to see if any Lions financial assistance is needed. Also ask about screening absentees
 - a. G15. Financial Assistance Options
 - b. G16. Application For Lions Eye Care Assistance
7. Communicate the future status of that school with Vision Screening Coordinator
8. The **Vision Screening Coordinator** will monitor vision screening events to assure evaluations and tallies are completed, as well as equipment returns
9. Teams need to maintain data files and records of screening events as reference for future year vision screening events
 - a. Copies of team member Fingerprint ID cards and Kid Sight Certifications
 - b. Copies of school MOU's
 - c. Copies of tally and final tally sheets
10. Future website is planned

K. Select Original Outline Documents (Folder)

1. D2. Vision Screening Consent Form
2. D3. Vision Screening Consent Form – Opt Out
3. D5. Vision Screening MOU – Detailed
4. E7. Vision Screening Referral Letter

L. Reference Docs 1 (Folder)

1. These are the 7 reference documents for document E6. Photoscreener Agency Approvals
 - a. Advantages, limitations and diagnostic accuracy of photoscreeners
 - b. Pediatric Vision Screening - AAPOS Revised 5_28_15
 - c. KidSight LKSUSA-Training-Manual-Rev.2017.11.07 pg 1 - 15
 - d. HANDOUT-3-5 VS RIVHSA Atlanta_2018
 - e. AmericanAcademyOfPediatricsVisionScreeningStatement-2012-983-6
 - f. Flip chart Visual Acuity Screening for Amblyopia Risk Factors Compared to the PlusoptiX
 - g. Sample Vision Screening Introductory Letter 1

M. Outline, Updates & Support Documents (Folder)

1. Reference - KidSight Training Manual Pg 1-15
2. Reference - Spot Vision Screener Instruction Manual - Directions For Use
3. Miscellaneous documents

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