



Lions Screen Kids Sight

Go To School Meeting

1. Make the opening presentation for the meeting, E5. Opening Presentation
 - a. General introduction of program. Stress that there is no cost to the school.
 - b. Explain why vision screening
 - c. Discuss advantages of photoscreening
 - d. The vision screening process
 - e. Reporting of results
 - f. Color testing also done for kindergarten students
2. The purpose of this meeting is to fully discuss the program that was first introduced by the pre-meeting phone call and pre e-mailed documents. During the course of this meeting, documents will be reviewed that spell out the relationship between the Lions and the school and the tasks each will perform.
3. Briefly review document, E6. Photoscreener Agency Approvals to demonstrate the acceptance of vision screening with photoscreeners for students.
 - a. Indicate that you will e-mail the reference documents after the meeting.
4. Review document E3. Vision Screening Introduction:
5. The following organizations have published peer-reviewed papers in support of vision screening of children: National Institutes of Health, American Academy of Optometry, American Academy of Ophthalmology, and American Academy of Pediatrics.
6. This sophisticated instrument can, in seconds, screen children for these vision issues:

Astigmatism - irregularly shaped corneas or lenses	Myopia – nearsightedness
Strabismus - misalignment of the eyes	Hyperopia – farsightedness
Anisometropia - unequal refractive power	Anisocoria - pupil size anomalies
Amblyopia risk factors - reduced vision in one eye	
7. The vision screening process has already been described in the opening presentation and will be reviewed in more detail in a few moments.
8. There are 3 documents referred to in the Vision Screening Introduction, that now need to be reviewed. These documents can be modified by the school if needed, but those modifications need to be reviewed by the Vision Screening Coordinating Committee. They are:
 - a. MOU (Memorandum of Understanding), D5. Vision Screening MOU – Detailed, between the Lions and the school. It will specify which grades will be vision screened by Lions, to comply with the newly released of ADHS rules.. This memorandum spells out the actions of both the Lions and the school:
 - i. Lions - Perform instrument-based vision screenings and provide results of screenings to the school, including recommended referrals.
 - ii. District and Charter Schools: 1a. Prior to the screening, the school or district will ensure it has identified each student for whom a parent or guardian has submitted to the school a statement of objection for any reason to screening their student. 2a. The school will ensure no student is presented to the Lions for screening for whom such objection was submitted. Private and Preschools: 1b. Ensure an effective consent form is on file for each student to be screened; 2b. Present for screening only students for whom such consent is on file; 3. Ensure staff members are present in the screening area when students are there; 4. Communicate to parent or guardian of each student for whom the screening recommends referral for further examination by an eye care professional; 5. Follow up on such referrals.

- iii. This agreement will be good for 2 years if there are no changes.
 - b. Sample Referral Letter (E7. Vision Screening Referral Letter) that the school may use to send notice home to the parent or guardian of a referred student that recommends that student should be further examined by an eye care professional. This should be on color paper when such letters are sent by the school staff to parents/guardians.
 - i. School staff or health official should provide contact information with referral letter
 - ii. The school should follow up in 6-8 weeks on such referrals to determine if the student was examined by an eye care professional.
 - iii. 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.
 - c. Consent Form for private schools including pre-schools and, which must be signed by parents before students can be screened.
 - i. Review both consent form versions D2. Vision Screening Consent Form and D3. Vision Screening Consent Form – Opt Out, to see which the school prefers.
9. 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.
 10. Review E4. Summary of Vision Screening Procedures e-mailed to the school, using the highlighted version for this presentation F2. This is a self-explanatory summary of steps taken during a vision screening event in bullet format. Point out the highlighted bullets instead of going through the entire document, line-by-line. Also:
 - a. Explain that the best time to vision screen is in the morning.
 - b. Plan to screen the youngest grades first.
 - c. Review the 3 x 5 index card format, E8. Format For 3 x 5 Index Card System
 11. Review color testing and decide which color testing format will be employed. Review F3. Overview – Color Testing Format Options which reviews Option 1, for smaller schools and Option 2, for larger schools.
 12. Demonstrate the Spot Vision Screener on adults with the lights in the room reduced.
 13. Tour the school locations and select rooms that vision screening and color testing will be done in. Refer to: F3. Overview – Color Testing Format Options and F4. Vision Screening Room Requirements.
 14. Select several tentative vision screening dates.
 15. Advise the school that it will be contacted a week before the event to resolve final details.
 16. Indicate that the school needs to review and sign the MOU or make changes and sign a modified MOU, and e-mail it to the Lions Team Leader. The Lions Team Leader will sign the MOU for the Lions. Any school changes to MOUs require review by the Coordinating Committee before they can be effective. Such review may require rework and re-signing. (Usually signed after the meeting)
 17. Discuss any health safety protocols if needed.

After The meeting

18. Send out a thank you e-mail reinforcing actions items, (F5. Sample Thank You E-mail)
 - a. Attach MS Word format versions of **Consent** form (D2. Vision Screening Consent Form and D3. Vision Screening Consent Form – Opt Out), **Referral** letter (E7. Vision Screening Referral Letter) and **MOU** (D5. Vision Screening MOU – Detailed if the school wants them).
19. E-mail 7 reference documents referred to in E6. Photoscreener Agency Approvals
20. Confirm one of the tentative vision screening dates with the Vision Screening Coordinator (Lion Doug George) by reserving the appropriate number of Spot Vision Screening Kits for that date. (See D7. Reserve Spot Vision Screening Kit).
 - a. 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.
21. Confirm the selected vision screening date with the school.