



GUIDELINES FOR SETTING UP A KIDSIGHT VISION SCREENING

SEVERAL WEEKS BEFORE THE SCREENING –

- Determine a location for your screening. It should provide an area for your registration table, a waiting area for the children and their parents, and a dimly lighted area where the screening will be done. Determine the equipment you will need – tables and chairs for the registration and waiting areas, and possibly a tent if there will be an issue with lighting.
- Decide on a date, and an alternate date for the screening.
- If your Club does not have a Spot Unit, go to the KidSight website, "lionsdistrict2s3kidsight.org", and contact a nearby Custodial Club to arrange to borrow the unit. You can also arrange to borrow any equipment you will need from the Custodial Club or the District KidSight Administrator.
- If your screening will be at a community event or public venue (such as a library, a mall, etc.) in your community, you may contact your local newspaper to advertise the screening. Print flyers that can be distributed in your area. If the screening will be held in a school setting, you can print flyers to be sent home with the students. Submit your screening event date and information to our website calendar.
- If your screening will be done at a community event or public venue, make sure to have permission slips prepared to be completed by the parent/guardian of the child to be screened.
- Purchase stickers to be given to the children after they are screened.

THE DAY BEFORE THE SCREENING –

- Check the Spot unit, printer, and the other equipment in the Spot carrier. Make sure that the unit is fully charged, and that you have the equipment on the inventory list for that unit.

THE DAY OF THE SCREENING –

- Wear your KidSight or Lions shirt or vest.
- For school events, arrive at a time arranged with the teacher/nurse who will be running the screening. He/she should be able to give you the list of the children to be screened before the event, so that the names can be loaded into the Spot before you begin the screening.
- For community screenings, make sure to give yourself enough time before the screenings begin to set up your tables, chairs, banners, etc.
- Assign jobs for your volunteers – giving out permission slips, lining up the children, etc. **Only Lions who have been certified as Spot Vision Screeners at a District KidSight Training Session are authorized to operate the Spot unit during the screenings. In any facility licensed by the State of Texas, (schools, day care centers, etc.) Lions performing the screenings must also be DSHS Certified.** Other volunteers in your group can help with the children or hand out permission slips.
- Although the Spot Unit records the number of children screened, it is a good idea to also keep a manual list of the number of how many children are screened and the number of referrals.

Print out only results needing optometrist referral on the back of your letter to the parents. Do not go into any detail with the parents of the children you are referring for further examination and treatment. Do not use the words “PASSED” or “FAILED” when discussing results with the parents.

FOLLOWING THE SCREENING -

- Make sure to return the equipment to the Spot carrier by checking the inventory list provided. If more than one Spot has been used at the screening, take particular care not to mix the equipment. Each piece of the equipment will have a piece of patterned “duct tape” attached so that the individual components can be matched up and returned to the correct carrier.
- If you have any issues with the screening equipment, make sure to report them to the Spot Custodian for follow up.
- Go to the KidSight website and fill out the screening report.
- If you have borrowed the Spot or equipment, make sure to return it at the agreed time.
- Screening Clubs should retain parental permission slips for 6 months. Screening Clubs should not delete screening information from the Spot. Custodial Clubs should retain Spot screening information on a flash drive for six months.