

LIONS OF MICHIGAN FOUNDATION

PROJECT KIDSIGHT

Event & Screening Protocols – Steps for Success

1. Select a location for your KidSight screening event and contact your District KidSight Coordinator(s) to schedule your event and obtain training and certification for your event volunteers.
2. Community festivals and events, county fairs and large box stores, like Sam's Club, Home Depot and Kohl's that conduct health screenings and community workshops for families and children are great locations for a successful KidSight screening event.
3. If you are considering an outdoor event, you will need to schedule the use of a KidSight trailer, and if you do not have access to an electrical source, you will need to also schedule the use of a KidSight generator.
4. For indoor events, select locations where natural lighting (sunlight) can be blocked out and artificial lighting can be dimmed.
5. Once your event is scheduled, make arrangements with your District KidSight Coordinator(s) to obtain the required KidSight screening forms, the necessary vision screening equipment for your screening event and your 7-digit event Project Number, which will consist of the current Lions fiscal year and an additional 3-digits (for example: 1819-001 or 1819-ABC).
6. Next, assemble your KidSight team. For most events, a Certified KidSight Vision Technician and two event volunteers help with coordination, paperwork and record keeping is adequate.
7. For your event, you will need:
 - a. Parental Consent Forms, Referred Child Information & Parental Report Forms, Eye Doctor – Referred Child Report Forms and a Screening Summary Form.
 - b. An electrical source to provide power for the KidSight equipment and KidSight trailer, if necessary.
 - c. At least, one table and two chairs for parents/guardians to complete the Parental Consent Forms and any other required paperwork.
 - d. Two chairs for conducting the vision screenings – one for the child to sit it during the screening and one for the vision screening technician to conduct the screening.
8. On the day of your KidSight screening event, make sure to arrive at the event location, at least, one hour early for set-up and to power-up the KidSight equipment.
9. If you are using a KidSight trailer for your event:
 - a. Stabilize the trailer by putting down the leveling jacks on each corner with the tool located inside the trailer.
 - b. Connect the trailer to an electrical source using the proper trailer connector and heavy extension cord located inside the trailer.
 - c. Make sure the battery is charged or charging and connected properly.
 - d. Make sure the trailer has power at the outlets and the thermostat.
 - e. If necessary, power-up the heating and air conditioning unit at the thermostat, which is located in the nose of the trailer.
10. First, you should test the electrical outlets you will be using to ensure that they are working properly – a 3-pronged polarity tester is a good tool for testing electrical outlets to ensure proper wiring, etcetera. Electrical power surges can damage our KidSight equipment.

11. Plug-in and power-up the printer first and then power-up the vision screener to sync it with the printer. The wireless network symbol on the vision screener's HOME screen should be gray and sync automatically - the printer information should appear in upper left corner of the HOME screen.
12. Select the TOOLS icon on the vision screener to ensure that the date and time are correct and to enter the location of your screening.
13. Once the vision screening equipment is powered-up and ready for use, place two of your chairs approximately three feet (1 meter) apart – one chair for the child to be screened and one chair for the vision screening technician to conduct the screening.
14. For best results, the child's chair should be facing the darkest area of the room.
15. Designate an event volunteer to assist parents/guardians and the vision technician with completing and compiling the necessary screening forms.
16. Direct the parents/guardians to complete the Parental Consent Form for each child and retain all of the consent forms in an organized pile or folder.
17. After a child's consent form is completed and the child is ready to be screened, identify the child's age.
18. On the vision screener HOME screen, select the icon that best corresponds to the child's Age Range, and the vision screener will automatically begin the screening.
19. When screening the child, try to hold the vision screener such that the child's eyes are centered and square to the frame of the vision screener monitor.
20. Follow the directions indicated by the vision screener, such as Too Close or Too Far and adjust your distance very slightly until you notice the vision screener's monitor change from a blueish color to gray - a flashing circle will appear just before the image of the child's eyes is captured.
21. If the vision screener indicates Pupils Too Small, you may need to further reduce the lighting.
22. When the vision screener has successfully captured the image of the child's eyes, either All Measurements in Range or Complete Eye Exam Recommended will be displayed on the vision screener's monitor.
23. If All Measurements in Range is displayed, the child's screening is complete, and no further action is required.
24. If Complete Eye exam is Recommended is displayed, select the RETRY icon on the vision screener to insure that the results of the screening are accurate and the vision screener did not capture a false reading – sometimes, a false reading will occur if a child moves their head just prior to the vision screener capturing the image of their eyes.
25. If Complete Eye exam is Recommended is recommended for the 2nd time, select the EDIT icon, and in EDIT mode, enter the child's Gender, First Name, Last Name and Birth Date (Month/Day/Year – 00/00/0000).
26. After you are finished entering the child's personal information in EDIT mode, select OK and the vision screener will return to the "Complete Eye Exam Recommended" screen.
27. Press the PRINT icon two times to print one Measurement Report for the parent/guardian and one Measurement Report for our records.
28. Write the Date, your event Project Number, and the Reason for Referral on the Referred Child Information & Parental Report Form and direct the child's parent or guardian to complete remainder of the form.
29. Provide one copy of the Referred Child Information & Parental Report Form to the parent/guardian with a copy of child's Measurement Report and the Eye Doctor - Referred Child Report Form and retain one copy of the form for our records.
30. Advise the parent/guardian to take the child to an eye doctor, as soon as possible, for a complete eye exam and stress the importance of directing the eye doctor to return the completed Eye Doctor – Referred Child Report Form to the Lions of Michigan Foundation office in Lansing.

31. Families that require financial assistance for their child's eye exam should contact the Michigan Department of Health and Human Services at 517-373-3740 (toll free: 1-855-275-6424) or the Lions of Michigan Foundation at 517-887-6640 (toll free: 1-800-686-4556).
32. Paperclip our copy of the Referred Child Information & Parental Report Form to our copy of the Measurement Report and place them in a separate pile from the Parental Consent Forms.
33. Remember to reward each screened child with a sticker, tattoo, candy, etcetera.
34. When all screenings are finished, power down the vision screening equipment, organize the paperwork and complete the Screening Summary Form.
35. Following the KidSight screening event, return all paperwork (the Referred Child Information & Parental Report Forms and corresponding Measurement Reports - all Parental Consent Forms - Screening Summary Form) and the vision screening equipment to the KidSight District Coordinator.

For School, Agency & Large Group Screenings

1. Substitute the use of the Parental Consent Form with either the School – Agency – Group Authorization Form & Participation List or the School – Agency – Group Consent Form.
2. Direct the school, agency or group to ensure that the form(s) that they choose to utilize for the screening event is/are fully completed prior to the event.
3. One copy of each screening form should be provided to the school, agency or group and one copy of each screening form should be retained by the KidSight team conducting the screening event.
4. For each child who receives a Complete Eye exam is Recommended reading during their screening, two copies of the child's Measurement Report should be printed – once copy for the school, agency or group and one copy for our KidSight records.
5. Following the screening event, return all paperwork (Measurement Reports for each "Referred" child - School – Agency – Group Authorization Form & Participation List or School – Agency – Group Consent Form – Screening Summary Form) and the vision screening equipment to the KidSight District Coordinator.