



LIONS VISION SCREENING CHECKLIST

Before the Screening:

- Attend a Lions KidSight USA training session, (see pg. 38-39) or attend a vision screening training session put on by your District.
- Make contact with Child Care Center or School District in need of screening services and confirm Date(s) and Time
- Send the school/child care center the pre-screening paperwork. (see pg. 30-34)
- *Even if you intend on using only an Instrument-Based tool, we recommend bringing charts as a back-up method in cases of technical difficulty or poor environmental conditions (poor lighting, dark pupils, etc.)*
- Locate and verify PlusOptix or Spot screener is fully charged and operational the day before screening
 - Pack extra batteries and/or charging cords
 - Alcohol Wipes, Occluder Glasses, Paddles
 - Tape Measure, Masking Tape, Laser Pointer and Coloring Sheet (optional)
 - Pens, Paperwork
 - WLF brochures, stickers, bookmarks (Ask Keith at WLF if you need some)

At the Screening:

- Do what Lions do best and **Serve!** Have a great time changing kids' lives! 😊
- Obtain the registration form from administration
- Select the appropriate age setting on your screening device
- Refer to tool-specific Instructional Guide for steps in import/export procedures
- Record results on "The Registration Form" *Tip: It is helpful to have someone filling this out throughout the screening vs. the screener doing both.*
- Verify glasses are worn if this information has been checked "Yes" on the Registration Form.
** Reminder: A screening is a screening, not a diagnosis! Please do not share any information that contains language or values reserved for a medical office.*

****HIPPA:** (Name and Birthday are **confidential** information) Please ensure all forms containing children's names or other personal information are returned to the administration team.

- *Important!** Determine who will assist in the follow-up process. (i.e. nurse/child care provider or Lions)

After the Screening:

- If Instrument-Based Tool was used:
 - DELETE any and all personal information that was entered
 - Carefully remove batteries and place everything back in proper storage bag.
- Complete "Vision Screening Report Form" based off of the information on "The Registration Form" as soon as possible following the screening
- Give Vision Screening Results, "Registration Form", to nurse or administration so that results may be sent home to parents
- Submit Vision Screening Report form to District Vision Screening Chair – or other appointed person.

District Chair is then responsible for submitting all Vision Screening Report Forms to Keith Mueller at the Wisconsin Lions Foundation.