



LIONS/LIONESS VISION SCREENING CHECKLIST

Before the Screening:

- Attend a Prevent Blindness Wisconsin Certified Children's Vision Screener Training to renew certification
- Make contact with Child Care Center or School District in need of screening services and confirm Date(s) and Time
- Determine ages and number of children to be screened
- Pack or obtain age-appropriate chart(s). (See "Approved Screening Tools")
 - Alcohol Wipes, Occluder Glasses, Paddles
 - Tape Measure, Masking Tape, Happy Feet(optional)
 - Pens, Paperwork
 - WLF brochures, stickers, bookmarks, posters (Ask Meghan at WLF if you need some)
 - *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.)*
- If using Instrument-Based Tool:
 - Determine if you are going to use Quick Capture Function or if you are going to Import Class list. Anonymous/Quick Capture function requires no additional steps prior to screening
To utilize import/export functionality:
 - Refer to tool-specific Instructional Guide for steps in import/export procedures
 - Obtain list of assigned personalized ID numbers from school nurse or child care provider. (Name and Birthday is confidential information) Rather, we recommend using a number and birthdate for each child so that personal information remains known only to school or day care center.
 - Make sure tool is fully charged the day before the screening.
 - Pack extra batteries and/or charging cords

At the Screening:

- Do what Lions do best and **Serve!** Have a great time changing kids' lives! 😊
- Use age-appropriate tools to screen children, and record results on "Vision Screening Results Brochure"
Tip: It is helpful to have someone filling these out throughout the screening vs. waiting until the very end.
- Observe ABC's (See "The ABC's: Signs of Possible Vision/Eye Problems") and make note of any observable concerns
- Give Vision Screening Results to nurse or child care provider so that results may be sent home to parents.
** 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.*
- *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" as soon as possible following the screening
- 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 Meghan Postelnik at Wisconsin Lions Foundation.