

### Vision Screening Procedure Used by Manawa Lions

1. We contacted the Manawa Elementary School to set up a date to do the vision screening.
2. We sent the school the vision screening information, including parental permission form. Grades being screened were K, 1 & 3.
3. The school emailed a spreadsheet to our screening chairperson to upload to the camera. The spreadsheet listed the six classrooms, alphabetically by last name for each of the classrooms, of the students to be screened.
4. However, each name had an assigned consecutive number 1 through 77 down the left side of the spreadsheet.
5. Each classroom took its turn, waiting in the hallway, with students in the same order as on the spreadsheet, lined up by the teacher. Lion #1 had a copy of the spreadsheet and verified the student's first and last name as they entered the screening room, to sit down. He then communicated the assigned number to Lion #2 who had the camera and did a search for that number and making sure the name matched it. He proceeded to screen the student and as the student exited, he quietly let Lion #1 know whether there was a pass or fail. Lion #1 noted this on the spreadsheet.
6. Lion #3 handed out bookmarks to the student as they left the screening room.
7. 75 students were screened in one hour. Two students were absent that day.
8. The screening chairperson downloaded the camera results onto a thumb drive and had the school coordinator verify that she could pull up the results on the thumb drive. The school was going to print off the results for each student.

## SPOT REPORT PROCEDURE

- 1) After exporting the completed file from the camera to a thumb file you will see files that look like the following on the thumb drive

Spot\_15031  
Spot\_15031\_20251029\_081634  
SpotSubjects Niagara Oct 28 2025 .csv

Export file  
Export file  
import file

This assumes that you use the same thumb drive to import the students, etc

- 2) The next step is to click on the second file -  
Then you will get a file combination that looks like below

Spot\_15031\_20251029\_081634

db  
import  
log  
pdf  
pgv

click on this file

- 3) The next step is to click on the db file and you will get something that looks like below

patient.db  
SpotResults.csv  
SpotResultsExtended.csv  
SpotSubjects.csv

click on this file

- 4) Then click on the second file -

SpotResults.csv

You will get a file that looks like (please keep this confidential)

Id	Location	First Name	Last Name	Gender	Date of Birth	Age (in Months)	DoB or Age	Prescriptio	Record ID	Years
1					4/12/2020	66	dob	None	15031_OR_175_20251028_080756_0	5.50
2					7/29/2022	38	dob	None	15031_IR_403_20251028_082810_0	3.17
3					9/7/2016	109	dob	None	15031_IR_215_20251028_084643_0	9.08
4					1/29/2013	152	dob	None	15031_IR_288_20251028_103136_0	12.67
5					6/20/2016	112	dob	None	15031_IR_216_20251028_083259_0	9.33
6					6/12/2014	136	dob	None	15031_OR_254_20251028_093413_0	11.33
7					4/15/2014	138	dob	None	15031_IR_255_20251028_094741_0	11.50
8					4/24/2017	102	dob	None	15031_IR_217_20251028_084503_0	8.50
9					1/10/2017	105	dob	None	15031_IR_218_20251028_084533_0	8.75
10					3/14/2013	150	dob	None	15031_IR_902_20251025_194007_0	12.50
11					8/19/2023	26	dob	None	15031_IR_900_20251025_193407_0	2.17
12					11/30/2016	106	dob	None	15031_OR_219_20251028_085044_0	8.83
13					1/16/2021	57	dob	None	15031_IR_139_20251029_074411_0	4.75
14					9/27/2018	85	dob	None	15031_IR_100_20251028_082138_0	7.08
15					4/17/2020	66	dob	None	15031_IR_176_20251028_074913_0	5.50
16					7/29/2021	51	dob	None	15031_IR_140_20251029_081119_0	4.25
17					12/19/2018	82	dob	None	15031_IR_101_20251028_093849_0	6.83
18					5/27/2015	125	dob	None	15031_IR_256_20251028_094810_0	10.42
19					1/5/2021	57	dob	None	15031_IR_142_20251029_074656_0	4.75

- 5) Then sort this file - hit the very upper left cell to highlight the entire report  
You likely will also need to expand the columns to show complete contents  
Hit the sort & filter icon in the editing box  
Hit custom sort; select my data has headers  
Then sort by age or (in months) if you choose not to create the row at the end  
From here you can paint in the necessary rows to get the count by age group  
The count will show on the very bottom of the screen  
If the file is not large, you can easily count those records "in range" or "out of range"

to calculate years  
like in this case you would  
put +H34/12 and then  
copy that formula down  
to the rest of the cells