

## **Wisconsin Lions Foundation Vision Screening Manual Supplement Document**

*Please read this important document related to conducting vision screening in the community. This document is now added to the Vision Screening Manual and should be reviewed, understood, and followed like all other materials in the Vision Screening Manual.*

### **Setting Up & Implementing a Vision Screening Program**

#### **HIPPA & Privacy Concerns**

The Health Insurance Portability and Accountability Act (HIPAA) generally refers to the Federal Law governing patient privacy. Lions, in doing vision screening, are not actually conducting medical exams resulting in a diagnosis; we are doing screening resulting in a referral when necessary. Therefore, our HIPAA exposure is somewhat limited. However, we still need to be totally aware of our responsibility to protect our subjects' privacy.

- We should not include any children's or family's names or addresses in any discussion of the screening results.
- Parents/guardians should sign permission forms allowing their child to be screened.
- The permission form should have an "opt out" check box next to a statement allowing authorized screening personnel to contact the parent/guardian to determine if the child needing a referral actually received professional care. If the "opt out" box is checked no contact can be made.
- All records having any name on them need to be maintained in a strictly confidential manner for the period of time dictated by state law and then shredded during disposal.
- Any transmission of screening data should be done without inclusion of names or addresses.

#### **Use of Parental Permission Forms**

As indicated above, a parent/guardian should sign a consent form allowing their child to be screened. This form should clearly indicate the following:

- A statement that the procedure is non-invasive (doesn't touch the child).
- A statement that the screening is not a substitute for a comprehensive eye examination by an eye doctor.
- A statement that since the procedure is a screening there will be a certain number of false positive and false negative results that may result in a referral when the child is "fine" or the procedure may not detect a problem a child has. A comprehensive exam by a doctor does not always result in an eyeglass prescription. A doctor may choose to "watch" a condition to see if it progresses.
- A clear statement that if the parent/guardian feels the child has a problem they should have the child examined by an eye doctor regardless of the results of the screening.
- An "opt out" check box next to a statement allowing authorized screening personnel to contact the parent/guardian to determine if the child needing a referral actually received professional care. If the "opt out" box is checked, no contact can be made.

If parent/guardian permission is not obtained, the child should not be screened. In some instances the school/agency will have obtained universal parental permission for any test. In this case you may not have to obtain additional permission.

### **State and Local Requirements**

Determine from the local school authorities the requirements that exist for state and local regulations and laws relating to interactions with children in the school system. Some jurisdictions require background checks and, possibly, a TB skin test. Please review and comply with the regulations in your area.

Laws may be different for the public school system child vision screening as opposed to screenings in private day care centers for children under six years of age.

### **How to Interact with Children Safely and Effectively**

- Make it “Fun”.
- Never be alone in a room or confined space with a child.
- Have a teacher, school nurse, or teacher’s aide help line the children up and keep them occupied until it is their turn.
- Try not to have the waiting children interact with the child being tested.
- Don’t have too many lined up at one time.
- Smile at the children all the time.
- Do not show frustration if a child is not cooperating. Retest on another day if necessary.
- Always tell the children they “did a great job”.
- Do not touch children. If they need direction in standing/sitting in the proper location by touching their shoulder, have the school personnel do this. Do not do this yourself.
- Give clear instructions as to where the child should look. Again, make it a game. When the screening results are obtained, tell the child, “you win”.
- If you give out stickers for the child to wear after the screening you should hand it to them so the child can place it on him or herself.
- You may hand the sticker to the school personnel for placement. Do not place it on the child yourself.



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## You referred a child during vision screening, now what?

If the school identifies the child as being in need of assistance in order to afford the follow-up referral, we can help. The Wisconsin Lions Foundation and Shopko Optical are proud to be partners in assisting children with their vision.

The Kids in Focus Voucher program provides a free eye exam and, if applicable, a free pair of eyeglasses for children in need. Common examples of children who benefit from the program include children without vision insurance or Badger Care vision benefits and children who are already on free or reduced lunch. However, these are not requirements. We want you to refer any child who you identify as needing support.

In order to proceed, please make sure you have parent/legal guardian consent to give basic information about the child, including first and last name, desired Shopko location, and a shipping address.

Please provide this information to the Wisconsin Lions Foundation Project Director by calling (715) 677-4969 or emailing [kmueller@wlf.info](mailto:kmueller@wlf.info).

Thank you for supporting our children and their vision health!