In conjunction with the School Nurse/Administrators Guide, this guideline is intended to provide a path to follow from finalizing a schedule, training, equipment drop-off and then pick-up. Let’s keep four goals very much in mind:

1. Safety of Lions Club volunteers.
2. Successful screening of students by confident school nurses/administrative staff.
3. Reinforce and strengthen relationships with schools (Nurses, Administrative Support, and Principals, etc.).
4. Maintain Lions Club reputation.

With our goals in mind, careful preparation and attention is certainly required.

Just as we have during normal times, we as Leads will need to contact the Site Coordinator, the school nurse or administration person who will conduct the screening(s). We have done this in the past by phone or email. Keep doing that. You may find Zoom is a helpful additional means of communicating after the first contact. Many schools already have familiarized their staff with the Zoom application.

Zoom will be particularly helpful for training and familiarization after equipment delivery and before screening takes place. The Zoom application is available for most, if not all, internet connected devices. Select the device of your choice. Once you download the application and establish an account, Zoom offers basic free service for “meetings” lasting no longer that 40 minutes. School staff may be able to host a meeting if you believe a longer session may be required.

*For reference, keep in mind the Welch Allyn Spot Vision Screener “Instructions for use” manual. Pages 9-13, 19-20 and 23-26 may be helpful to you as you help school site coordinators become comfortable with screening. This manual is available in our Spot Kit. It is also available on the OKS website at: http://www.nhlions.org/healthservice/Spotinstructions.pdf*

**Scheduling**

* Lions Club KidSight Coordinator contacts school site coordinator (S/C) to seek a date(s).
* Obtain approximate number of students to be screened – will they screen one or just a few, or do they want to screen many more?
* Assign a Lead and back-up – availability for prep work and access on the proposed date(s).
* Send confirmation to school S/C, Lead and back-up support person. Include a copy of the Nurse and School Administrator’s (Program) Guide.

**First Contact**

* Call the S/C (nurse, admin).
* Reconfirm screening date(s).
* Confirm they have the Guide previously sent.
* Determine comfort level/preference with using Zoom for some training interaction. (Yours and their’s)
* Determine and agree on equipment delivery date and time and preliminary equipment return date.
* Confirm approximate number of children to be screened.
* Discuss Spot training/familiarization needs & preferences.
* Invite questions/provide answers.
* Provide own contact information (phone/email).
* Send Email confirmation to school S/C and back-up including contact information (own and back-ups) – see template at end of this document

**Equipment Delivery**

* Mask up
* Equipment – equipment/supplies wipe down
* Travel to school, call S/C on arrival and make the delivery outdoors, if possible.

**Training/Familiarization/Support**

Site Coordinators should become comfortable with the Spot screener before they invite students in for screening. Some may have the time to carefully read the Nurse/School Admin Guide, while others may need additional support. Some S/C’s might like to talk/Zoom with you as the Lead right after you deliver the equipment or a day or two later. You as Lead will need to work that out and agree on a means of connecting (phone or Zoom).

It’s likely the S/C will need additional support, depending on where they are in the process. Keep in mind, they will have the Spot in their hands; you as Lead will not. That’s one of the reasons Zoom may be a big help.

Here are some issues you might touch on.

* Pre-Event Following Equipment Delivery (phone or Zoom)
* School Nurse/School Administration S/C Guide – encourage use and reference for its step-by-step process
* **Ask them NOT TO CHANGE network connection or printer configurations.**
* Keep it simple. Initially, touch on the basics: strap around neck/hands of the lens, turning Spot on, direct student data entry of Subject ID, first and last name, etc.
* If the S/C wants to screen many, we might suggest screening just one or a few as a way to start out.
* Discuss the number of students to be screened. If just one, direct Spot entry is easy to do. If just a few, a Spot Queue can be created before starting through direct Spot entry. After the first student’s information is entered, that entry work can be saved. Then the other children’s information can be added starting at the Home screen.
* If more than a few, stress the need to develop a SpotSubjects.csv file. It’s easy to do. They will need to consider the need for help getting student to and from the screening location.
* Ask about space/location to be used. Again, just a few students or many more will be key. Can lights be dimmed? Can windows and doors be closed?
* Screening Underway
* Student Information needs correction
  + Can be edited on Subject Information screen via the Results screen – click on name for spelling errors, if unexpectedly wearing or not wearing glasses, that can be easily changed, etc.
* Problem with image capture
  + Student is wearing glasses – further reduce light. Chin up or down to center the eyes behind the eye glasses.
  + Have the student tilt their head slightly up or down while still looking through glasses.
  + Flag button is for when no image can be captured.
* Need and manner of turning Spot off if more students will be screened tomorrow. (We’ll want to keep to a single report & data export to keep things simple.)
* Exporting and Report Printing
* Turn on the Spot screener.
* Gently orient and then insert the USB drive.
* Tool, Export, do NOT check box to exclude personal information
* Remove USB, save pdf files to S/C computer
* Insert USB drive
* Tool, Export, check box to exclude personal information
* Remove USB, send file to Lions Club Lead Screener
* Clearing Spot and USB (possible Zoom)
  + Offer to walk them through the process, if necessary.
* Only done ***after*** all reports have been printed ***AND*** depersonalized data file has been emailed to the Lions Club Lead Screener.

**Equipment Pick-Up**

* Contact S/C on agreed equipment pick-up date.
* Travel to school and call S/C on arrival.
* Arrange for hand-off outside the school or lobby if necessary.
* Mask up
* Equipment wipe down – on-site if possible: Spot case & strap, Spot screener, USB drive, envelop containing un-used paper, and wipe package, printer and Spot kit case.

**Final Steps**

* At home, check Spot’s Queue and History file to ensure they are clear. Check the USB drive to ensure it has been cleared. Delete files if necessary.
* Send a very brief thank you note to the S/C reminding them we can help with exams and glasses. See template.
* Check Spot battery charge – re-charge if necessary.
* Equipment Storage – safe and reasonably warm
* Arrange for hand-off of kit, as necessary.

**Template Emails**

Feel free to use your own language and style instead of what’s below.

Date Confirmation Email

I am glad we were able to connect on the Lions Club’s KidSight equipment lending program.

* We agreed that I will deliver the equipment and supplies to you (insert date) at (insert time).
* We should be able to Zoom or talk that same (or another agreed upon) day at (time) for a brief familiarization. Once we complete this, if you feel you need more time, we’ll set that up.
* I understand that you plan to screen students the following day (insert date) between the hours of (insert time range). I’ll do my best to be available during that time. Alternatively, you can also contact (insert back up person) including phone #.

If I have missed something, something changes or you have questions, please feel free to contact me.

Regards,

Lead name

Lead phone #

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank You Email

Dear or Hi (insert name): I enjoyed working with you on our KidSight Lending program and hope you felt it was helpful to your school, and in particular, to your students and their families.

Please remember that if family finances are an issue in getting and exam or glasses, the Lions Club is willing and able to help. Please refer to the Nurses and School Administrators’ Program Guide we shared with you previously, specifically page 5, for information about insurance and Lions Club help.

If you have any comments or questions, please let me know.

Sincerely,

Lead’s Name

Lead’s phone