

Checklist for Planning a Tier 1 Vision Screening

- View or review the UDOH online training module (A) on how to administer a tier 1 vision screening.
- Schedule the mass vision screening date with the school administration.
- Notify parent/guardian of mass vision screening date, with an opportunity for the parent to opt-out their child.
- Reserve the room to be used for the vision screening.
- Determine how many volunteers will be needed. Ideally, have two volunteers for each screening line. Small schools may only need 5 lines, larger schools may need 10 lines. NEVER use other students as screeners. UDOH will maintain a list of approved outside entities that may assist with tier 1 vision screening.
- Work with PTA to arrange volunteers. Make sure the volunteers know to be at the school early enough to receive training. All volunteers must be trained prior to assisting with the screening. This can be done by a school nurse OR by volunteers viewing the UDOH online training module (B) for volunteers.
- Determine how students will be brought to the screening room. Will the teachers be given a scheduled time? Will they be called down from the office?
- Determine how results will be recorded. Will each screener be given a list of students to mark results for each child? Will the rescreener record results only for those who don't pass (and assume all other pass)? If using this second option make sure you have a procedure set up to know which students are absent the day of the screening, including those students who are tardy.
- Determine how rescreening will be done. Will it be the same day, different day?

Day of the vision screening:

- Gather equipment. This includes charts, tape or footprints to mark where the student will stand, occluders, pointing devices, garbage bin, class lists, pen/pencil, etc.
- Set up the equipment (place charts on the wall at eye level for the students, tape or footprints on the floor, chairs for volunteers, etc.).
- Determine how results will be recorded. Will volunteers record all results, only those who don't pass, will only rescreener record results, etc.
- Students who were absent the day of the mass screening should be screened on another day.

Instructions for Volunteers:

1. Come early enough to get instruction on how to proceed.
2. Have student positioned correctly on tape or footprints (arch on measured line).
3. Provide a clean occluder for each student. Student should keep both eyes open and not press the occluder on the eye. No part of the eye should show behind the occluder. Do not allow the student to lean the head or torso forward, turn the face, or tilt the head during testing.
4. Have student cover one eye with occluder, read line. Have student cover second eye, read line.

5. Student must get more than 50% correct with EACH eye to pass. Younger students may need help holding occluder.
6. If students get less than 50% correct with EITHER eye they must be rescreened.
7. If the student wears glasses put occluder OVER their glasses. If the student says they forgot their glasses, screen them anyway (many will still pass). If they do not pass – rescreen on another day.
8. If using two volunteers per line those two volunteers should work together to make sure student doesn't peek around the occluder.
9. Remind volunteers that they need to keep results confidential to comply with privacy laws.

Rescreening

1. Rescreening can either be the same day or a different day, but should be within 30 days of initial screening.
2. If the student cannot pass on the critical line, the rescreener should move up the chart until the student can identify the majority of optotypes correctly. Record this line as the results. Vision acuity is recorded as a fraction. The numerator is always 20. When using the 10-foot chart convert to the 20-foot equivalent. The denominator represents the line the student passes. Therefore, if the student read the symbols on the 32-foot line, record the vision as 20/32.
3. Refer any student who does not pass the screening/rescreening using UDOH vision referral form. Follow-up on all referrals

Follow-up

- Document results for all students who were screened.
- Follow-up on all referrals.
- File annual report with UDOH.

Helpful Tips:

- If the student is unable to pass the line with the first eye there is no need to continue screening. The rescreening will determine the line the student passes. This will allow the mass screening to flow faster and more smoothly.
- Window cards should not be used, masking tape can be placed below the critical line to mark it.
- Vision screening can be done without volunteers, but it will take much longer. DO NOT use students as volunteers. If your school cannot get enough volunteers you can work with community resources to find adult volunteers (e.g. approved outside entities, school staff, parents, college students). If you still cannot get volunteers you may need to screen one class at a time yourself. This will take significantly longer than using volunteers.