

Children's Vision Screening Manual

Prevent Blindness Indiana Children's Vision Screening

Welcome to the 20/20 team of trained Children's Vision Screeners! Through our screenings, visual defects can be identified and treated early before it puts Indiana children at an unnecessary academic and/or development disadvantage.

Prevent Blindness Indiana applauds your interest in children's eye health and for sharing in our mission to preserve sight in our community. Fifty percent of all blindness is preventable; it is our goal to diminish that number through early detection and treatment.

PBI offers public and professional education, adult and children screening programs, guidance, referral assistance, and other direct services to individuals, families and organizations.

The success of our programs depends upon contributions and the dedication of thousands of volunteers like you! We appreciate your interest and support.

Vision Screening Supplies

The Screening Team provides:

- Tape measure (at least 20 feet)
- Masking tape
- Paper clips
- Pointer (a pen)
- Pens or pencils
- Occluders (see last page for sample)
- Page protector/plastic sheet (to cover Happy Feet)
- Alcohol wipes
- Tissues (optional)

Setting Up the Screening Area

1. Allow 30 minutes for setup.
2. Tape the chart on a light-colored, uncluttered, well-lit wall at the following heights, depending on the *average* age of the children:

3 year olds	36 inches to the 20/40 line
4 year olds	42 inches to the 20/40 line
5 year olds	45 inches to the 20/40 line
6 and up	45 inches to the 20/30 line
3. Place a small piece of masking tape on the wall to mark the position of chart.

4. Place the **heels** of the Happy Feet 20 feet away from the E or letter chart, or 10 feet away from the symbol chart. Mark the position with masking tape, then cover the Happy Feet with the plastic protector and tape down.
5. For the stereopsis test, measure and mark a spot 20 inches from the base of a chair. Mark the base of the chair with masking tape and place the Happy Feet at the 20 inch mark.
6. Position any tables, chairs, and wastebaskets the screening team will need.

How to Vision Screen

The screening team consists of three to five trained volunteers, each with specific responsibilities.

Team Captain (selected from within the screening team)

- *Before Screening*
 1. Select a screening and re-screening date with input from the screening team and the school.
 2. Make sure occluders are made for each child. Have extras for re-screening.
 3. Meet with teacher(s) to discuss preparations for the screening:
 - Give preparation slips to teachers.
 - Give an “E” card to each teacher and explain the “E game” so that the teacher can practice with the children prior to the screening.
 - Give the completed parent pre-screening information slips to the teacher, to be sent home with the children a few days prior to the screening.
 - Ask the teacher/secretary to fill out the Name, Age, and Sex information on the registration form.
 - Select a quiet screening site with a 22 foot lane, good lighting, and one plain wall for the chart.
 4. As a team, choose code words to use during the screening. All code words should be positive, for both correct and incorrect answers.
 5. Be sure all screening supplies are at the screening site.
- *During Screening*
 1. See that all team members perform their responsibilities.
 2. If necessary, remind the team of code words to be used.
- *After Screening and Re-screening*
 1. Give parent post-screening information slips to be sent home with the children.
 2. After re-screening, give a copy of the registration forms to the school.
 3. Give the original registration forms, completed parent referral forms, completed volunteer time sheets, and any extra supplies to the follow-up recordkeeper immediately following the re-screening.
 4. Phone the follow-up recordkeeper 2 to 3 weeks after the re-screening to check the progress of the follow-up.

Greeter/Runner (optional)

1. Bring children (3 or 4 at a time) from the classroom to the screening area.

2. Practice the E-game or symbols with the children outside of the screening room.
3. Take one child at a time into the screening room and introduce the child to the screening team.

Screeener (must have 20/20 or 20/20 corrected vision)

1. Ask the child to stand with his heels on the Happy Feet heels.
2. If using the symbol chart, ask the child to identify the objects on a separate chart to learn what they call each object (does not have to be what you think the object is) before beginning the screening.
3. Show the child the chart and chart attendant and ask him to show you which ways the E's point or identify the symbol or letter, depending on the chart being used.
4. Screen both eyes together on the child's critical line and the line above that.
5. Cover the left eye with the occluder, and screen the right eye starting at the line above the critical line and then down the chart. Repeat with the other eye.
6. Signal the chart attendant when to display the next letter or line through the predetermined code words.
7. Tell the team recorder the last line the child passes after screening each eye.
To pass a line, the child must correctly identify one more than half of the symbols on that line.

Chart Attendant

1. Sit or stand at the chart.
2. Determine practice and critical lines based on the child's age.
3. Use the window cards to screen in a linear manner. Snake down the chart by reading left to right on one line, right to left on the next.
4. Listen to the screener's signals to determine
 - Which line to display
 - Which symbol to display
 - When to repeat a line
5. Look at the chart at all times, not back and forth from the chart to the child.

Recorder

- *During Screening*
 1. Sit halfway between the chart and the child, facing the child.
 2. Look for symptoms of eye trouble (see page 13) and record them in the remarks column of the registration form.
 3. If the child wears glasses, record that in the remarks column. *Children with glasses should always be screened with their glasses on.*
 4. Make sure the child is standing on the Happy Feet correctly and is not peeking around the occluder.
 5. Record the visual acuity of the child on the registration form when signaled by the screener.
 6. Decide if the child passed or failed the screening (see page 12). If the child failed, check "referred" on the registration form.

7. If a child cannot learn the game, write “unable to train” and for children who are too inattentive or uncooperative, write “unable to screen.” Do not refer these children, they are not considered screened.
- *After Screening and Re-screening*
 1. For children who failed screening and re-screening, record the child’s home address, parent/guardian’s name, and phone number. This information can be obtained from the teacher or the school office.
 2. Complete a parent referral form for each child who fails both screening and re-screening. Fill in the appropriate information on why the child failed the screenings.

Stereopsis (test children 3 – 9)

1. Sit in the chair and have the child stand on the Happy Feet.
2. Hold up the practice card and ask the child if he sees a letter on it. Ask him to point to the letter. If the child does not know the letter E, describe the symbol as a magic picture.
3. Put the polarized glasses on the child. Make sure the glasses do not tilt, as that can interfere with the test.
4. Hold up the “stereo blank” and “E” cards next to each other at the child’s eye level. Show the E card with the word “raised” in the upright position for the E to appear to stick out to the child. In this position, the screener’s view will read “raised” on the E card and “stereo blank” on the blank card. *Avoid tilting the cards*, as this will make it difficult for the child to see the picture clearly.
5. Tell the child to look at both cards. Suggest he might see something on these cards, then say, “If you see something on a card, point to it.”
6. Put the cards behind your back to randomly change the position of the cards. You can also hold the cards next to each other or one above the other. This helps to prevent guessing.
7. Repeat this process at least four times. The test is complete when the child answers correctly four times, out of a maximum of six attempts.
8. A child is referred if the stereopsis test is failed, regardless of the results of the chart.

Points to Remember

1. Only a trained volunteer can serve as the vision screener.
2. Screening is a serious business, but to the children it is a game. Be cheerful, but do not give the children hints.
3. Screen quickly and efficiently; children have short attention spans.
4. Encourage the child to play the game but, if the child is uncooperative, stop before his/her frustration point.
5. If the child wears glasses or contacts, screen with them on. If the child does not have his glasses or contacts with him, he cannot be screened that day. He must wait until the re-screening date.
6. Screener must have 20/20 or 20/20 corrected vision.

7. Say “good,” “fine,” or some other predetermined positive code word after every response, whether the child is right or wrong.
8. Never use words such as “test,” “failed,” or “passed.”
9. Use a new occluder for each child and throw it away after the child is screened. Do not give the occluder to the child.
10. *If a child fails the screening, he/she must be re-screened before a referral is made, unless a re-screening is not possible.*
11. Complete a parent referral form for each child failing screening and re-screening.

Follow-Up Procedures

Children’s Vision Screening is only effective when the children receive the needed attention in time. The work of the follow-up recordkeeper is extremely important.

The Follow-up Recordkeeper

- Receive the follow-up materials, original registration forms, completed parent referral forms, and completed volunteer time sheets from the team captain.
- For each completed parent referral form:
 1. Complete a referral follow-up card by using the information on the parent referral letter. Keep this card on file and add information as it becomes available/necessary.
 2. Mail the following information to the parent/guardian of each child who failed both screenings:
 - A parent referral form with the “reason for referral” information
 - An addressed “Dear recordkeeper” postcard
 - An examiner’s report form
 3. Using the information on the registration forms, complete screening results sheet 1A.
 4. If the parent(s) fail to contact the recordkeeper in two weeks, mail the second parent letter.
 5. If the parent(s) do not respond after one more week, phone the parent. Emphasize the importance of a professional eye examination for their child.
 6. When all paperwork is complete, mail a copy of the registration form, form 1A, form 1B, and the volunteer time sheet to:

Prevent Blindness Indiana
70 E. 91st Street, Suite 204
Indianapolis, IN 46240

 Also send a copy of any doctor’s letters you receive.

Feel free to call PBI with any questions you might have—thank you for making a difference!

(317) 815-9943 or (800) 232-2551