



KidSight Vision Screening Operating Procedures:

1. Select and screen children by their age group, utilizing the left side of the "home" page on the plusoptiX S12C mobile vision screening device.
2. If the device renders a "PASS" result, simply return to the "Home" page of the mobile vision screening device and select the age group of the next child to be screened.
3. If the device renders a "REFER" result, simply touch the "Printer" icon on the lower left corner of the device screen. You will find it next to the "Tools" icon.
 - a. When you touch the "Printer" icon the qwerty board will appear. Make sure to select the Date of Birth from the available drop down menus and then type the child's first and last (family) name. The GREEN checkmark will highlight in the lower right corner of the device screen. Simply touch this green checkmark and look for a yellow triangle to appear. This happens very quickly. A green checkmark should appear in the yellow triangle and you should notice a green checkmark superimposed on the "Printer" icon. This indicates the screening has been saved to the SD card.
 - b. **VERY IMPORTANT:** It takes the device between six and ten seconds to "write" the photo image of the child as a .pdf file to be saved to the SD card. Please take caution to allow enough time to save the .pdf before removing the SD card from the device.
4. If the device renders a result of "REFER OR TRY AGAIN", you will want to check a few things:
 - a. The message may prompt you to check the lighting. The ambient room light should be comfortable enough to read a newspaper by.
 - b. You will want to check the clarity of the photo, making sure there are two green circles around each pupil.
 - c. You will want to check the distance between you and the child.

After making all necessary adjustments for photo quality, lighting, and distractions, please make three attempts to capture a valid screening. Save all three attempts to the SD card for further review by the Florida KidSight Administrative Office. These are considered "INCONCLUSIVE" results.

5. There will be occasions when a child is shy, crying, or excessively wiggly. These are the children you will be "UNABLE TO SCREEN".

The Consent Form has a space for each of these categories.

6. Continue to complete the bottom of each Consent Form by checking the appropriate screening result and returning them to the Facility Director to be forwarded to the parents. As usual, you will need to ask the Facility Director to make copies of the "Refer", "Inconclusive", and "Unable to Screen" Consent forms for the parents. The Florida KidSight Administrative Office should be sent the original signed Consent Form along with the SD card or color print-outs of the screening results.
 - a. Please encourage Facility Directors to have parents fill out the Consent form completely, including gender, Zip code, and Area code. These items are very important to ensure that paperwork is processed properly. This also aides in successful follow-up procedures.
 - b. Screening results:
 - i. Print and mail the screening results along with the consent forms. There should be one result for each "referral", three results for "inconclusive" and up to three for the "unable to screen". Please do not staple to consent forms to the results. Please DO NOT mail the USB or SD card to the KidSight office as this causes delay in getting the referral letters sent out as well as added expense in lost or damaged USB or SD cards.
 - c. The plusoptiX S12C mobile vision screener has pre-programmed receiver operating characteristics (ROC). This is commonly referred to as the "referral criteria". The Florida KidSight Foundation, Inc. has determined that ROC 5 is the setting of choice; however, the actual referral criteria are slightly different. There may be occasions when the screening device indicates a child is a "REFER", but is considered a "PASS" according to the criteria set forth by Dr. Nausheen Khuddus. Caution is required to avoid creating anxiety when sharing results.
7. There will be times when a screening takes place at an event or somewhere other than a preschool. Often, the parents are present at the time of screening and you will be able to educate them and immediately share the screening results. There is a place on the Transmittal Sheet to indicate this.
8. The Kidsight Administrative office will continue to directly communicate with parents/guardians via mailed referral packets and by phone for follow-up details. The office will also continue to communicate with the Facility Directors by sending a "Thank You" summary letter.

Thank you to all clubs and members who support this very important program through continued commitment and dedication in making a difference in the lives of children being served by the KidSight screening program.