



7120 NW 11th Place
Gainesville, FL 32605

KidSight Vision Screening Operating Procedures:

1. Select and screen children by their age group, utilizing the “Select Age” arrow on the Home screen of the PlusoptiX S12 (Cor R models) mobile vision screening device. The age selections are Birth to one; one year & one day to age two; two years and one day to age three, and so forth. Any child over the age of six years and one day will be screened by touching the tip of the arrow. The age range is confirmed by the number appearing in the Patient’s Age box above the arrow.
2. Stand 4 feet away from the child. If using a neck strap, make sure it hangs around the hip level. Push the device out to the fullest extent of the strap, or “shoot from the hip”, making sure the device is maintained at a 45-degree angle and Smiley’s nose is aimed level with the child’s eyes. Tuck your elbows in at your side to provide extra stability.
3. Stand with one foot slightly in front of the other, as if you were riding a surfboard. This will allow you to lean your body forward slightly to achieve the 3.3 feet, or 1 meter, the distance needed between Smiley’s nose and the child’s eyes.
4. Press and release the large orange “Shutter” button on the handle. Watching the eyes on the screen, lean your body forward or backward until you see solid green circles around each pupil. Avoid moving your arms forward and backward to move the device in range. This makes it too easy to lose the visibility of the eyes on the device screen. When you see solid green circles around each pupil stand steady and the device will “ping” when it obtains enough infrared information to render a result.
5. If the device renders a “PASS” result, simply return to the “Home” page by touching the large red X in the lower right corner of the device screen and select or confirm the age group of the next child to be screened.
6. If the device renders a “REFER” result, you can touch the  data page icon and confirm there is at least one value in RED. This value can be either a number or letters, such as HYO or MYO. Then touch the Printer” icon in the lower-left corner of the device screen. You will find it next to the “Tools” icon. DO NOT screen a second time if the result is a solid red “Refer”.
 - a. When you touch the “Printer” icon a keyboard will appear. Type the child’s entire first and last name making sure to use the spacebar between the names. Touch the box “First Name” and then the box



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“Last Name.” The device will automatically move through the month, day, and year of the DOB. Touch the green checkmark in the lower right corner of the device screen. Watch the SD card icon at the top of the screen and make sure a green checkmark appears next to the icon before moving on to screen the next child. This indicates the screening has been saved to the SD card.

- b. **VERY IMPORTANT:** It takes the device about 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 screening the next child or removing the SD card from the device.
 - c. If using the P12 label printer, simply turn the device towards the printer and remain aiming the device at the printer until the entire label finishes printing out.
7. If the device renders a result of “REFER OR TRY AGAIN,” you will want to check the Status Messages page to review 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.
 - b. You will want to check the clarity of the photo, making sure there are two solid green circles around each pupil and that there is a clear and crisp digital picture.
 - 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.

8. 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.



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9. Continue to complete the bottom of each Consent Form by checking the appropriate screening result. As usual, you will need to ask the Facility Director to make copies of the "Refer," "Inconclusive," and "Unable to Screen" Consent forms; one to stay with the facility and the original to be retained by the screener.

10. Should your club choose to use the Florida KidSight Administrative Office for follow-up services you should send a scanned copy of the original signed Consent Form and a scanned colored copy print-out 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 aids in successful follow-up procedures.

 - b. Screening results:
 - i. Scan a copy of the Transmittal Sheet followed by a copy of the "Refer" Consent form and the screening results Measurement Report. There should be one result for each "referral," two results for "inconclusive" and up to three for the "unable to screen."
 - ii. Submit all scanned paperwork to, but only include **one** result for each "referral", "inconclusive", and "unable to screen" in your upload for each child:
floridakidsight.com/screening-upload-center/
 - iii. Please do not staple the consent forms to the results.
 - iv. Please DO NOT mail the USB (\$09) or SD card to the KidSight office as this causes a 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 five pre-programmed receiver operating characteristics (ROC). This is commonly referred to as the "referral criteria." The Florida KidSight Foundation, Inc. has determined that **ROC 4** is the setting of choice. 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.



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11. 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.
12. The Kidsight Administrative office will directly communicate with parents/guardians via mailed referral packets and by text for follow-up details. The office will also communicate with the Facility Directors by sending email confirmation of the processed referrals.
13. Should your club decide to provide follow-up services with a copy of the screening result Measurement Report, the signed parent consent form, and a list of community eye care providers that will provide comprehensive eye exams to children should accompany the Vision Screening Results letter to parents.

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