

## **MD 24 POLICY AND PROCEDURE FOR CHILDHOOD VISION SCREENING AND REPORTING ADOPTED BY THE COUNCIL OF GOVERNORS JANUARY 2019**

Following is the POLICY AND PROCEDURE for the Childhood Vision Screening Program for MD24 that will satisfy the points of the Virginia Code [22.1-273](#) based on revisions dictated by HB 1409 as pertains to Virginia Lions for children vision screening in the **PUBLIC SCHOOL SYSTEM** of Virginia. There are FOUR components to the amended Code, outlined below, which we must follow **if required by our local school board or school administrator:**

- I. **Lions KidSight USA Foundation**, a recognized Lions children vision screening authority in the US, be adopted by MD24 as the overall Board governing our children vision screening program in both the pre-schools and the public schools. **This will provide the oversight and expertise required by the Virginia Code.**
  
- II. **Lions members**, at the local school board's discretion and guidance, may be responsible, individually or club sponsored, to:
  1. Obtain TB risk assessment or skin test – **use local health care provider/clinic**
  2. Obtain FBI Central Criminal Records Exchange background check
  3. Obtain DSS search of the Registry of Child Abuse and Neglect
  4. ID Verification  
**To obtain background checks and ID verification, follow instructions below.**
  5. Obtain official national certification as a vision screener

**To obtain required National certification, Lion members** will study the Lions KidSight USA Screener Training Manual, available online at [www.LionsKidSightUSA.org](http://www.LionsKidSightUSA.org) web site, take the free Certification Test on line and obtain their Certified Screener Certificate, valid for 5 years.

**Lion Members** will maintain his/her own **Folio** containing the TB screening results, both background checks, ID Verification and Certified Screener Certificate which can be shown to school administration when reporting to perform screening.

- III. All **data** from Lions screening will be sent to the **Childhood Vision Screening Chair, or designated Lion**, of their respective District, to be uploaded into the Lions KidSight USA data base, **complying with Virginia Code data requirements**. See below for details of data collection and transmittal.
  
- IV **Lions Clubs** will follow up with the school principals to obtain follow-up results on those children marked "Referred" and pass this information on for uploading. Lions will use the printout from the SPOT vision screener as the required document given to the school principal to pass to the parent as notification of "**Referral**". It is suggested that sample informational forms found on the Lions KidSight Foundation website be used with the printout to satisfy the Section D requirement of the Virginia Code. Prior to the

beginning of the school year, or prior to beginning screening, the **Lions Club** will contact the School Board or School Principal to determine which points in the Code, **if any**, are being observed in that school District as enforcement of the Code it is discretionary.

**Permission Slips** are **not required** in the public school system and Head Start. Permission slips **are** required in the private day care centers.

**Instructions for documenting data required for data-entry:**

**A.** The following information is **needed just once** to populate your Club’s information:

Club Name:  
Complete Address:  
Primary Contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**B.** The following information needs to be provided **each time** for **each screening event**:

Event Name:  
Complete address where event will take place:  
Date of event:  
Club name sponsoring event:  
Screening Device Used: SPOT / EYE CHART [Circle one]

**C.** Screening Results templates for **each separate event**:

Submission template for total number of screenings in both age groups:

|                            | # Tested | # Referred with Indicator | Results of referral |
|----------------------------|----------|---------------------------|---------------------|
| 6 months to 6 years of age |          |                           |                     |
| 7 years of age to 10 years |          |                           |                     |

Referral indicators: (for example - 15 astigmatism, 4 myopia, 1 hyperopia, 1 gaze deviation)

Clubs are asked to fill in the format above when submitting data to their District Chairperson.

Lions listed below are authorized by Lions KidSight USA to enter data from screenings into the Data Base.

|                     |                                     |  |
|---------------------|-------------------------------------|--|
| <b>District 24L</b> | Lion Rose Burrus<br>Lion Jane Stoll | <a href="mailto:rose.burrus@comcast.net">rose.burrus@comcast.net</a><br><a href="mailto:mjane4@earthlink.net">mjane4@earthlink.net</a> |
| <b>District 24C</b> | Lion Tammie Brightwell              | <a href="mailto:lionva@verizon.net">lionva@verizon.net</a>   |
| <b>District 24I</b> | Lion Margene Hartsough              | <a href="mailto:margene234@aol.com">margene234@aol.com</a>   |

Questions about **data entry only** may be directed to the Lions listed above for each District. All other questions pertaining the history, mission, purpose, etc. should be directed to the **State Chairperson**:

|                            |                   |  |
|----------------------------|-------------------|--|
| <b>MD24 KidSight Chair</b> | PID Hauser Weiler | <a href="mailto:hauser2020@gmail.com">hauser2020@gmail.com</a> |
|----------------------------|-------------------|--|

## **Instructions for obtaining required Background Check and ID Verification:**

Lions are directed to **individually login** to the source below to obtain both Background Checks and ID verification, if they do not have their own preferred source. **The cost per Lion is \$8.00:**

Source: PreSearch Background Services, Inc.  
310 Stuntz Ave., #201  
Ashland, WI 54806

To obtain a back ground check, the Lion or Lions Club will use the following **District Specific Login**:

24L - [CLICK HERE](#)

24C - [CLICK HERE](#)

24-I - [CLICK HERE](#)

Follow the on-screen instructions to obtain a background check that meets Virginia Code requirements and complete payment. Each District Governor has appointed an Administrator to track the Lions in each District that have obtained a background checks, and these names can be provided to the District Governor or Lions Club to verify that the club Lion is qualified to screen in the public school system. ***Only the individual Lion requesting the background check will have the report and will be responsible to present it to the school administration, if requested.***

2018-2019 District Background Check Administrators:

|      |                        |  |
|------|------------------------|--|
| 24-L | Lion Valerie Gangwer   | <a href="mailto:vgangwer@su.edu">vgangwer@su.edu</a>           |
| 24C  | Lion Tammie Brightwell | <a href="mailto:lionva@verizon.net">lionva@verizon.net</a>     |
| 24-I | PID Hauser Weiler      | <a href="mailto:hauser2020@gmail.com">hauser2020@gmail.com</a> |

Prepared January 2019  
PID Hauser Weiler  
MD24 Sight Conservation Chairperson

Approved January 11, 2019  
CC John Knepper  
MD24 Council of Governors