



Louisiana Lions Eye Foundation

Cubsight Program Policies & Procedures



- Our program screens children from 8 months to 72 months old. If they are within a couple of months of these ages, you may screen them, but not older than that. We do not follow up on any children outside of our age ranges.
 - Our program uses the approved screening equipment endorsed by the Lions Clubs International Kidsight Program – any other equipment is not to be used.
 - PlusOptix S12R or S12C screener
 - WelchAllyn Spot Camera
 - WelchAllyn SureSight screener
 - If you allow another club to borrow the screening equipment, please fill out the transfer form and maintain a copy for your records until it is returned to the “home” club. This will help us keep track of where our equipment is at all times.
 - Any club that is not willing to comply with these board approved policies and procedures will not be allowed to use our equipment.
1. Clubs to schedule screening and provide a copy of the consent/referral form to location of choice for distribution to children to be screened. Our program screens children between 8-72 months.
 2. Conduct screening as trained. Check the form for the following items **BEFORE** screening the child:
 - a. Please make sure that the form is signed by the parent or guardian giving us permission to conduct the screening. If it is not signed, you can get verbal authorization from the parent over the phone. If this is the case, please document the name of who you spoke with in the signature line giving us permission to perform the screening. If we cannot get permission from the parent, we cannot do the screening on that child.
 - b. Please be sure to check the consent form to see if the child is under the care of an Eye Doctor and should be wearing glasses. Please check the proper box in the results section if the child is wearing their glasses or not. If they are wearing glasses, please have the child leave the glasses on for the screening as we want to check to see that their glasses are correcting their vision properly.
 3. Screening requirements:
 - a. No direct sunlight should be in the room – if there is a window, make sure that the sunlight is not being directed into the camera front. Fluorescent lights are okay for the screening, but try to dim the room as much as possible.
 - b. Should be about 3-4 feet away from the child to take the picture. Camera should be at eye-level with the child’s face.
 - c. Make sure that the camera is level during the screening.
 - d. If the child has been crying or has watery eyes, this may affect the outcome of the reading.
 - e. Problems with readings and how to possibly fix:
 1. Pupils not found: Restart the measurement on eye level of the child and make sure the pupils are not covered by hair, eyelashes or the eyelid.
 2. Pupils too big: The size of one or both pupils is over 8 mm. Increase the lightning in the room so that the pupils get smaller.
 3. Pupils too small: The size of one or both pupils is below 4 mm. Decrease the lightning in the room so that the pupils get bigger. Can ask the child to wiggle their toes or shake around or put a pair of non-reflective sunglasses on them (can be purchased at the dollar store).

4. Camera picture out of focus: Please make sure to have the right distance to the patient (3-4 feet).
 5. Too much IR ambiance light: Close the curtains or block sunlight coming through any windows in the room as best as possible to avoid too much light in the room.
 6. Patient does not focus the camera: Please measure again and make sure the patient is focusing on the nose of the smiling face on the camera.
 7. Measurement incomplete: The measurement result is n/a. Repeat the measurement and make sure that the pupils are not covered by hair, eyelashes or the eyelid.
 8. Corneal reflexes are too dark: Dim room light so that the pupils get bigger.
4. After screening first student, please print the result sticker to verify that the camera settings are correct - should say 8-72 in upper right hand corner of sticker and ROC4 on lower left hand corner of sticker. Select correct age group if upper right hand corner is incorrect and screen child again. If the bottom left hand does not say ROC4, call Cherie Foret (Cubsight Program Coordinator) at (504) 481-1054 for instructions on resetting to proper program. If both are correct, proceed as usual.
 5. Record results on consent/referral form in the result's section of the form.
 - a. Pass - If you receive a "Pass" result, circle "PASS" with a red marker and put an "X" through the "REFER" section. DO NOT print the results for those who pass the screening.
 - b. Refer - If you receive a "Refer" result, circle "REFER" with a red marker and print results sticker placing the results sticker in the box provided on the form. This will result in ONLY printing results for any child referred. You do NOT need to repeat the screening to verify that they are a "REFER"
 6. After screening all children, the club has 2 options:
 - a. Ask screening location to make copies of the results forms or go have a set of copies made at location of choice. Return all original consent/referral forms back to screening location for distribution. This option will allow our program to deliver the results of the screening back to the family on the same day. Then fill out the Cubsight Screening Cover Page and send all copies of the consent/referral forms with cover letter as soon as possible to:

Louisiana Lions Eye Foundation Cubsight Program
2020 Gravier St., Suite B
New Orleans, LA 70112
 - b. If you are unable to obtain copies of the forms that day, please place original consent/referral forms in envelope along with the cover sheet filled out as completely as possible and send in to the above address for processing as soon as possible. Make sure that you mark that the school did NOT receive a copy of the results on the cover sheet. The Cubsight office will make the copies of the consent/result forms and send back to the screening location along with referral packets for the children within 2-3 weeks after receipt in Cubsight office.
 7. Please let the school know that they will be receiving an envelope containing referral packets for each of the children that received a "REFER" result once the screening results are processed in our office. These referral packets should be handed out to each child to bring home to their parent/guardian. These referral packets contain a letter to the parent explaining that we recommend that they take their child to see an eye doctor based on our screening results, a portion for the doctor to fill out and return to our office once the child is seen in their office, and a list of doctors in their area to assist them in finding an eye doctor if they do not already have one.

Care tips for the camera:

1. Charge the camera after each use.
2. When plugging in the instrument to charge, plug the charging cord into the wall first then plug it into the device. This will prevent a power surge from going directly into the camera.

3. Should the battery in the camera die while you are at a screening, you can plug the device in and continue to screen children.
4. If the batteries die in both the camera and the printer at the same time, you can put regular alkaline batteries in the printer until you can charge the printer with the rechargeable batteries. **ONLY** use the rechargeable batteries in the camera - **NO ALKALINE BATTERIES**.
5. **DO NOT** leave the camera, printer, and printer paper in your vehicle for an extended period of time, as the device and the printer paper is heat & cold sensitive. It is okay to leave it in the car for a couple of hours if you need to run errands before returning home after a screening.
6. If you are in need of more supplies for the camera (printer paper, stickers for the children, rechargeable batteries, etc.), please contact the Cubsight program at (504) 525-7235 or Lion Cherie Foret at (504) 481-1054.