



# Louisiana Lions Eye Foundation Cubsight Program Procedures for Lions Clubs Welch-Allyn Screeners



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.
2. Conduct screening as trained. 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.
3. Screening requirements:
  - a. No direct sunlight should be in the room - try to dim the room as much as possible.
  - b. Should be about 12-18 inches 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. Start with the left eye first. Look through view finder and focus a little above the pupil. Listen for the chirp to become a steady beep then will hear a "ta-da" sound (if chirp is slow, you are too far away, if chirp is fast, you are too close).
  - f. Checking for a good reading:
    1. Check the reliability reading along the left hand side of the screen. Number should be greater than or equal to 6. If less than or equal to five, print the result and repeat the test. If you are unable to get a 5 or better after up to three attempts, attach all results to form.
    2. Check the readings for an asterisk (\*) by S, C, &/or D. If there is an asterisk next to any of these, regardless of whether or not it is a reliable number, print the results and rescreen the child and print those results as well.
    3. If you are unable to get a reading in one or both eyes, print what you can get (if any) and indicate what eye(s) you were unable to get a reading in on the form.
4. Stick the printout(s) from each child to their consent form in the block provided. **DO NOT** try to grade the screening results. You must send the results in to the office for grading.
5. After screening all children, please place original consent/referral forms in envelope along with the cover sheet filled out as completely as possible and send in to the address below for processing as soon as possible. The Cubsight office will process the results of these screening results and send back to the screening location along with referral packets for the children needing referral within 2-3 weeks after receipt in Cubsight office.

Louisiana Lions Eye Foundation Cubsight Program  
2020 Gravier St., Suite B  
New Orleans, LA 70112

6. 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. Plug the camera in to charge 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. **DO NOT** leave the camera, printer, or printer paper in your car for an extended period of time, as the devices are heat & cold sensitive. It is okay to leave them in the car for a couple of hours if you have errands to run after your screening.
4. If the battery dies while you are at a screening, you must plug it in to recharge it. You cannot use the camera while it is plugged in and charging.
5. The printer takes regular alkaline batteries.