



Information and Protocols Training

2025 Update

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What Is KidSight Outreach?

The goal of Tennessee Lions Charities and our KidSight Outreach vision screening program is to improve the vision of preschool-age children. Our KidSight Outreach vision screenings provide early detection of potential vision problems which are treatable before a child enters kindergarten, removing an obstacle that could have hampered the early stages of their educational, social, and personal development.

Tennessee Lions Charities' KidSight Outreach program was the first pediatric vision screening program to focus on preschool and kindergarten students. For more than twenty years, KidSight Outreach has provided free vision screenings to the children of Tennessee between the ages of 12 and 72 months, ensuring that those children with potential vision problems do not begin school at a disadvantage because of an undiagnosed vision problem.

Unlike other vision screening programs, Tennessee Lions Charities' KidSight staff conducts dedicated follow-up with parents after the screening has been conducted. These follow-up efforts ensure parents are aware the results of the screening, are educated about the potential vision problems their child might face, and understand the need for treatment. Our staff also helps parents in need find financial assistance through their local Lions Club, assist with scheduling exams if there is a language barrier, and help find travel resources if that need is present.

How Does KidSight Outreach Operate?

1. Lions Club volunteers conduct screenings in their community's daycares, preschools, and Head Start centers.
2. Results are mailed to KSO offices at TN Lions State HQ. Here KSO staff catalogs data, maintains our HIPAA-compliant database, prepares results for parents and the school with detailed explanations of the program, and prepares referral packets for children who were referred which explain the referral process and the importance of seeking treatment.
3. KidSight Outreach results are returned to the school within five business days.
4. 3-4 months after the results have been returned KSO staff begins following up with the children who were referred. These follow-ups ensure that the parent is aware of the result, ensures the parent understands the importance of the screening, and ensures that the parent can afford the exam and treatment. If not, our staff helps parents find funding for treatment through local Lions Clubs.

Does KidSight Outreach Make a Difference?

In over 20 years of screening for potential vision problems, our volunteers have formed partnerships with educational leaders and daycare providers in their communities. Under the Lions banner, our KidSight Outreach program has become an essential part of the yearly curriculum for educators across Tennessee. We have provided free vision screenings to **over 700,000** preschool and kindergarten students in Tennessee. Of those students screened, **over 40,000** have been referred for potential vision problems.

"I just want you to know how thankful I am for your program! My son had had his vision checked at his doctor's appointment the previous summer and passed that exam. We had no idea he was struggling with his vision! The fact that he was able to get glasses before starting kindergarten (and baseball season!) was very beneficial to him. Thank you SO MUCH!! I'm a speech-language pathologist for the school system. I serve in an elementary school and head start, so I've seen your program at work for years! I was thrilled to know that you were going to be doing screenings at my son's preschool as well."

– Caroline Allen, mother and educator.

KidSight Outreach vision screenings provide early detection of potential vision problems. Our trained Lions Club volunteers conduct screenings at no cost to the child or screening site. The vision screening instruments used in our KidSight Outreach vision screening program are calibrated to specifically detect **Amblyopia**, a problem that must be identified and treated at an early age to prevent low vision and/or blindness.

What Is Amblyopia?

Amblyopia occurs in early childhood and is the leading cause of decreased vision among children. Amblyopia is characterized as reduced vision in one eye caused by abnormal visual development early in life. When nerve pathways between the brain and the eye are not properly stimulated, the brain favors one eye over the other.

Symptoms include a wandering eye, eyes that may not appear to work together, or poor depth perception. Both eyes may be affected.

Our KidSight Outreach vision screenings also detect the following:

Strabismus: When the eyes are not directed to an object at the same time.

Anisometropia: A difference in the need for glasses between the two eyes.

Hyperopia: Far-sightedness.

Myopia: Near-sightedness.

Astigmatism: Unequal focusing of light rays as they enter the eye, causing a blurring of objects.

Media opacity: An object that prevents light from entering the back of the eye.

For more information about KidSight Outreach please visit our website.

www.TennesseeLionsCharities.org



KidSight Outreach Vision Screening Protocols – 2025

I. KidSight Outreach Consent Forms – For Kindergartens/Daycares/Preschools

- a. Please use the most recent version of the KidSight Outreach consent forms.
 - i. February 2025 is the current consent form.
 1. *This form gives parents a link to Rosie's KidSight Story to increase their awareness about the benefits of early detection vision screenings*
 2. ***This form also includes a results option for children Currently Under Treatment and clarifies the Currently Under Treatment question for parents***
 - ii. English, Spanish, & Arabic forms were attached along with this document for your convenience.
 - iii. Screening teams may request consent forms by email - arthurwilhoite@tnlions.com
 - iv. Or visit our website to download them as well - www.tennesseelionscharities.org/consentforms
- b. KidSight Outreach Consent Forms should be used for screenings conducted for students in kindergartens, daycares, and preschools.
 1. If you screen grades 1-12, please use KidSightPlus consent forms and follow those protocols.
- c. **Please ensure that each child's consent form has been signed before screening.**
- d. ***We cannot process consent forms that are missing signatures.***
- e. Please **DO NOT** indicate the result of the screening at the bottom of the consent form. KidSight Outreach staff are required to indicate the results, even if your screening team has already done so. Two indications can be confusing when results are returned to parents.

II. KidSight Outreach Cover Sheet

- a. **Ensure that email addresses have been provided for the contact at the screening site and the Lions Club contact.**
 - i. Sending results back via email is a cost-saving measure and greatly increases our rate of turnaround.
 - ii. Being able to reach the screening site contact is also immensely helpful to our follow-up efforts for referred children.
- b. **Only one club should be listed on the cover sheet.**
 - i. The KSO cover sheet is how we track all of the KidSight Outreach data per club.
 - ii. If two clubs work together on a screening, please divide the screenings by club before sending the consent forms to our KidSight Outreach offices.
 - iii. This is the only way to ensure that your club receives proper credit in our reports and LCI's KidSight USA database.

III. Safety Measures

- a. All screeners should adhere to the safety guidelines set by the school/screening site they are visiting.
- b. There should be no contact with the children.
- c. A teacher or staff member should be present at all times.

IV. Mail Screenings to KidSight Outreach Offices

- a. Please mail all KidSight Outreach screenings to our offices at Tennessee Lions Charities, Inc.
Tennessee Lions Charities, Inc.
505 Fesslers Lane
Nashville, TN 37210

- b. Please send in the consent forms, attached results, and cover sheet from your screenings **within a week after the screening date.** Our staff processes and returns screening results promptly. The faster that results are sent to our offices the faster they are returned to the screening site.

V. Screening Instrument Printouts

- a. **If a child is uncooperative or refuses to focus on the camera, do not print a result.**
 - i. We will treat the lack of cooperation as an unreadable result.
- b. **Attach a result printout to every consent form when the child is cooperative.**
 - i. If a child is cooperative and focuses on the camera, but no measurable result is found after three attempts, still attach a printout – preferably multiple examples of no measurable result (2-3).
 - ii. We cannot assume the liability of passing or referring a child without a printout attached to the consent form.
 - iii. Consent forms without an attached printout will be marked **UNREADABLE**.
- c. **Please ensure that the results have been printed fully before attaching the printout.**
 - i. Result labels not fully printed will be marked UNREADABLE.
- d. Only use the Plusoptix Adhesive Labels – TLC has purchased enough labels for all clubs that participate in KidSight Outreach to use the adhesive labels. We will provide them for the clubs.
 - i. Our KidSight staff has developed a digital library to improve patron service and our conversations with parents. We scan all consent forms into this library and stapled labels often tear during this process. Making the switch to adhesive labels is free to all clubs and speeds up the processing of KidSight results.

VI. Screening Instrument Settings

- a. Please ensure that your screening instrument is set to the appropriate age group and referral criteria – ROC4 for PlusoptiX vision screeners.

VII. What Constitutes an Unreadable Result?

- a. Consent forms without a result printout.
- b. Incomplete printouts.
- c. Handwritten results.
- d. Indications that the child is uncooperative/would not look at screening the instrument.

VIII. Children Older than 72 Months or Younger than 12 months

- a. The KidSight Outreach program is designed for children within the age range of 12 months to 72 months.
- b. We have received funding based on these parameters. As a result, only children within that age range can be counted in our official KidSight Outreach numbers.
- c. Children outside of our age range that are screened will still be processed and still receive the full benefits of the KidSight Outreach program. However, they cannot be credited to our official totals.
- d. **Children outside of our age range should be the exception, not the rule.**
 - i. In July 2024, we launched **KidSightPlus** a vision screening program for grades 1-12. We cannot devote time and resources to screenings that consist mostly of children in grades 1-12.
 - ii. If there are a few children in kindergarten who are over age 6, include them with KidSight Outreach forms.

Please direct any questions or requests for screening materials – coversheets, consent forms, results & stickers to KidSight staff at Tennessee Lions Charities, Inc. Contact information found on the first page of this document.

KidSight Outreach Timeline

Part One: KidSight Outreach Data Collection and Results Return

Time Frame: Average Completion Time: Five Business Days

Maximum Time Allowed: Ten Business Days

1. Lions Club volunteers schedule and conduct KidSight Outreach vision screenings in their community.
2. KidSight Outreach consent forms with results attached and corresponding KidSight Outreach coversheet are sent to KidSight offices at the TN Lions State HQ in Nashville.
3. Once received, KidSight Outreach staff attach the KidSight Outreach Trip Ticket to each screening session.
 - a. This trip ticket notes all important dates for the session and staff member responsible for them.
 - b. A partially completed trip ticket is included with your KidSight Outreach results receipt.
4. After beginning the trip ticket, KidSight staff catalog the results of each session as Pass/Refer/CUT/Unreadable.
5. Next, KidSight staff update the KidSight Outreach database and scan all consent forms into the KidSight Digital Library.
6. Once this is completed, KidSight staff return the results to the screening site contact provided on the KidSight Outreach coversheet.
 - a. Note: Steps 5& 6 are completed on average within five business days – the maximum time allowed is 10 business days.
 - b. Passing results, consent forms for children currently under treatment (CUT), and children with Unreadable results are returned to screening site contact via email.
 - c. Each category of results is in its own file and includes a copy of the trip ticket and KidSight Outreach coversheet.
 - d. The goal of the KidSight Digital library is to return copies of the actual consent forms to parents that way they can see the results of the screening and have more information than just the pass letter generated by our database.
7. Once the passing, CUT, and Unreadable results are returned to the screening contact, KidSight staff prepared an informational referral packet for the parents of children referred by the program.
 - a. Referral packets include:
 - i. A letter explaining what KidSight Outreach is and when the screening took place.
 - ii. A copy of the student's consent form with results attached and the referral result indicated.
 - iii. A copy of the KidSight Outreach referral criteria for the student's age group.
 1. This allows parents to compare the results of their child's screening to the referral criteria and better understand the reason for a referral.

- iv. A letter from Dr. Sean Donahue at Vanderbilt which explains the benefits of preventative screenings like KidSight, early detection, and seeking treatment before a child enters Kindergarten.
- v. An evaluation form which is to be completed by the examining doctor and returned to the KidSight offices at the state HQ.
 - 1. This is used to illustrate the outcomes of the screeners' work, gauge the effectiveness of our program, and will be reviewed by Vanderbilt in their research.
- vi. Lastly, a list of doctors who have agreed to work with children referred by our program is included as a reference for parents.
 - 1. Parents may use any doctor they wish, these are only for reference. KidSight Outreach does not refer any child to a specific doctor.
- 8. After the referral packets are prepared. They are sent back to the screening site contact via U. S. Mail.
 - a. The screening site is informed that they will receive these referral packets via U. S. Mail and should distribute the results to the parents of referred children in our email to the screening site that contains the passing results.
 - b. As with passing results, the average return time for referral packets is five business days – maximum time allowed is 10 business days.
- 9. After the Passing/CUT/Unreadable results have been emailed to the screening site contact and the referral packets are prepared, KidSight staff send a results receipt to the Lions Club KidSight Contact provided on the KidSight Outreach cover sheet.
 - a. Results receipts contain a copy of the trip ticket and KidSight Outreach cover sheet.

Part Two: Follow-up Maturation

Time Frame: 3-4 Months from End of KidSight Month

- 1. After KidSight Outreach screening data has been collected (added to database and digital library) and results have been returned to the screening site, screening reports are compiled and the follow-up maturation process begins.
- 2. Screening reports are sent out on the 15th of each month and contain the screening data received during the previous month.
 - a. KidSight Months begin on the first of a month and run through the 15th of the next month to allow clubs time to send their data to KidSight Offices at the state HQ.
 - i. For example July KidSight data is received from July 1st – August 15th.
 - ii. The July Screening report is sent out on the 15th of August (barring holidays/weekends)
- 3. All referrals from a month begin maturation after the screening report is sent out to clubs.
- 4. Maturation allows parents time to:
 - a. Receive referral packets from the screening site contact
 - b. Contact KidSight staff with questions
 - c. Schedule appointments with doctors

- d. And return evaluation forms to KidSight staff before the follow-up process begins.
- 5. During the maturation period, KidSight staff will update the KidSight Digital library with incoming follow-up data, but no follow-up is conducted by staff until the maturation process has completed.
 - a. Example: All referrals from July mature from August 15th to November 15th.
 - b. The maturation period may be extended to four months based on conversations with parents about concerning the how far out examinations are being scheduled.

Part Three: KidSight Outreach Follow-up

Time Frame: 1-2 Months

1. KidSight staff begin the KidSight Outreach dedicated follow-up process after each month's referrals have had time to mature.
2. The KidSight Outreach Trip Ticket is updated with the start date of the follow-up.
3. The KidSight Outreach follow-up process consists of:
 - a. An initial email to the parent/guardian of the child referred.
 - i. We allow 1-2 weeks for response to this email
 - b. If no response is given to the initial email, KidSight staff make a phone call to parents/guardian.
 - i. If this results in a message being left, KidSight staff send a second email to the parent/guardian.
 - ii. We allow 1-2 weeks for response to this message and email
 - c. If no response, a second phone call is made and a third email is sent.
 - i. 1-2 weeks for response.
 - d. After these attempts to make contact with the parents of the referred child, KidSight staff email the screening site contact to see if they have received confirmation about the child having been examined or receiving glasses. We also ask the screening site contact to let us know if the parents/guardians need financial assistance as well.
4. The goal of these follow-up efforts is to establish a conversation with the parent/guardian and discuss the results.
 - a. We ensure that referral packets were received
 - b. Review results with parents/answer any questions parents may have.
 - c. Confirm if treatment has been received or plans for treatment have been made
 - d. Get the name of the examining doctor if possible from parents (more parents are hesitant to share this information post Covid)
 - e. Offer financial assistance from local Lions Clubs if needed
 - f. Offer scheduling/transportation assistance if needed
 - g. Remind parents of the benefits of seeking treatment before Kindergarten if a parent has doubts about the need for treatment
5. Results from these follow-up attempts are added to the corresponding month's follow-up log and stored for reference should the child be referred in the future.

6. If KidSight staff learn about the results of an exam from a parent, staff member will prepare another evaluation form for the examining doctor to complete.
 - a. This is faxed to the examining doctor within two business days of information being gained.
7. KidSight staff spend roughly 1.5 hours following up with parents/guardians/school contact of each child that is referred through KidSight Outreach. (2,400 hours for children referred in 2024.)
8. After each session's follow-up time has come to a close, KidSight staff update the trip ticket again closing out the session.
9. Each month's follow-up logs are reviewed and statistics are updated for productivity records.
10. New Follow-up information comes in at random times, and these records are never officially closed, but updated as needed.

Part Four: Post Follow-up

Time Frame: Variable

1. After a session is closed, additional information may be gained.
 - a. Evaluation forms have been received a year or more after the screening was conducted. This information is updated in the appropriate follow-up log.
2. Evaluation forms are reviewed by Vanderbilt's Pediatric Ophthalmology staff, but the time frame for this process can run from a few months to a year.
3. Parents have called in requesting copies of their child's results after a move, thanks to the digital library, we can provide them with that information.
4. These examples are provided to show that while results are returned to the screening site in a few days, KidSight's follow-up and patron service can last for years.

Financial Support for Tennessee Lions Charities and KidSight Outreach

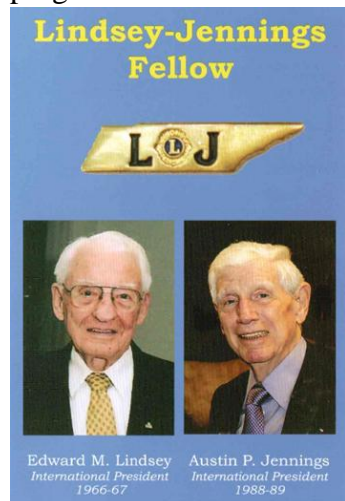
Tennessee Lions Charities' mission is to serve the children and families of Tennessee. Our KidSight Outreach vision screening program provides early detection of potential vision problems which are treatable before a child enters kindergarten, removing an obstacle that could delay or alter the early stages of their educational, social, and personal development.

Thanks to over two decades of volunteer service by the Lions of Tennessee, hundreds of thousands of children have started their lives without potential vision problems going unnoticed. However, screening is just the first step in KidSight Outreach's process. Unlike other screening programs, TLC's KidSight Outreach staff dedicates thousands of hours to the follow-up process for children referred by screenings. In 2021, our Productive Follow-up Rate was 90%! Visiting delegates from Lions Clubs International have commented that Tennessee Lions Charities' KidSight Outreach vision screening program's follow-up protocols are the most thorough of any screening program they have observed or discussed.

While KidSight Outreach offers local clubs an opportunity to volunteer in their community, there is a cost associated with KidSight Outreach. The average cost of screening a child is \$6.00, a small price to pay to ensure that a child can begin their education without a vision problem going unnoticed. We could not dedicate ourselves to KidSight Outreach without the support of our local Lions Clubs and the leaders of Tennessee's Lions Club community. If your club participates in KidSight Outreach, please consider donating to support TLC and KidSight Outreach so that Tennessee's program can continue to outshine the rest of the nation.

How Can You or Your Lions Club Support Tennessee Lions Charities and KidSight Outreach?

Tennessee Lions Charities has two fundraisers in place to support our KidSight Outreach vision screening program.



The Lindsey Jennings Fellowship is the highest honor that the Lions of Tennessee use to recognize individuals who have demonstrated their unselfish service to mankind.

Edward Lindsey and Austin Jennings were instrumental in establishing one of the first dedicated pediatric vision screening programs in the world. Tennessee's KidSight Outreach vision screening program was used as an example for years as Lions in other states began to develop their interests in serving preschool children.

With each \$1,000 donated to Tennessee Lions Charities, an individual can be named a Lindsey-Jennings Fellow. Applications are available on our website.

<https://www.tennesseelionscharities.org/ljf>

A new fundraiser to support the KidSight Outreach vision screening program is the KidSight Outreach Sustaining Donor Initiative. This program allows individual Lions to make smaller monthly donations to continuously support KidSight Outreach.

Members of the KSOSDI earn a unique Lions pin each year they are a member, and their donations will eventually earn an L&J as well!

More information can be found on our website's home page.

