

Sight Savers
America

KIDCHECK PLUS
A Sight Savers America Program

Implementation Booklet
2011 - 2012

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We are excited about 2011-2012 as our first full school year with the KidCheck Program being a department of Sight Savers America (SSA)! Thank you for all you have done to make KidCheck a success in your school system and we hope you will be able to continue to serve as a Local SSA KidCheck Coordinator this school year.

Sight Savers America has obtained funding that will allow all SSA KidCheck screenings in your school system to be conducted wirelessly during the 2011-2012 school year! The schools that we selected to participate in the new wireless system will now be called SSA KidCheck Plus. The elimination of the current paper-based screening process in your school will streamline the screening and follow-up process.

This new SSA KidCheck Plus system will provide a more customizable and efficient process than the paper-based screening. Your school system will be able to select from a menu of health screening options in order to tailor the health screenings to best fit the needs of your students. The SSA KidCheck Plus wireless system will automatically generate parental report forms at the end of the screenings allowing you to view results electronically. This system will also automatically submit vision referrals for children failing SSA KidCheck vision screenings to Case Specialists here at Sight Savers so the process of individually case managing follow-up can immediately begin. All of this will save you valuable time allowing you to more quickly focus on the other children who need referrals or other monitoring following the SSA KidCheck screenings.

We appreciate the strong support of your school superintendent and the support from all levels of your school system. As a Local SSA KidCheck Plus Coordinator, you are a valuable and essential part of the program. We hope you will continue to make SSA KidCheck Plus an annual event. We encourage you to continue being creative and to involve other school system faculty and staff along with your PTO and other community groups. We will continue to work with you to build the necessary partnerships for successful school-based health screening events and to assist in the coordination of necessary follow-up services. We hope the information contained in this Implementation Booklet will further guide you in organizing your Sight Savers America KidCheck Plus events.

Thank you for your leadership in improving the health and educational opportunities for students in Alabama. We look forward to speaking with you soon to schedule dates for your SSA KidCheck Plus events.

Sincerely,

A handwritten signature in black ink that reads "Jeffrey L. Haddox".

Jeffrey L. Haddox
President & CEO
Sight Savers America

A handwritten signature in black ink that reads "Chad Nichols".

Chad Nichols
Director of KidCheck
Sight Savers America



Commitment Form- 2011-2012 School Year

This form must be completed and returned to:

Jennifer Williams
Statewide Director
337 Business Circle
Pelham, AL 35124
jwilliams@sightsaversamerica.org
205-942-2627 ext. 235
Fax: 205-942-5201

Superintendent

I intend for my school system to participate in the Sight Savers America KidCheck Plus Program during the 2011-2012 school year. I understand that all screening events will now be wireless and participating students will receive a range of basic health screenings such as height & weight, BMI, temperature, blood pressure, vision & dental screenings, heart & respiratory rates, heart & lung sounds, and eyes, ears, nose, and throat exams.

Name of School System: _____

Name of School Superintendent: _____

Signature of School Superintendent: _____

Phone: _____ Email Address: _____

Local SSA KidCheck Coordinator (School Nurse or Other Primary Contact)

I understand that by returning this form, my school system is committing to participate in the SSA KidCheck Plus Program during the 2011-2012 school year and I intend to serve as the Local SSA KidCheck Coordinator for my school system. All SSA KidCheck Plus screening events will now use wireless technology instead of using the paper-based screening forms. Each screening event must be scheduled with the SSA KidCheck Department because only one SSA KidCheck Plus event can occur in any one day. A staff member of Sight Savers will attend all scheduled screening events and will bring all necessary hardware for the wireless system including netbooks, routers, printers, etc.

I agree to work with the SSA KidCheck Department during the planning, implementation, and follow-up phases of the SSA KidCheck Program this school year. If our school system plans change or if our Local SSA KidCheck Coordinator changes, I will contact the SSA KidCheck Director as soon as possible.

I agree for our SSA screening events to not duplicate the existing vision-screening and follow-up eye care program funded by the Alabama Department of Education in Grades K/2/4 statewide (Grades K/2/4/6 in *Black Belt counties*). All children failing SSA KidCheck vision-screenings should be referred to Sight Savers America for follow-up eye care services with a local eye care professional.



Commitment Form- 2011-2012 School Year (cont.)

Name of Local SSA KidCheck Coordinator: _____

Signature of Local SSA KidCheck Coordinator: _____

Address: _____

Phone: _____ Email Address: _____

School Name	Grades Served	# of students	Requested Event Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of Partnering College of Nursing: _____

Name of Nursing School Contact: _____

Address: _____

Phone: _____ Email Address: _____

Steps to a Successful Event

1. Send home Parental Consent Forms to each parent early in the school year to maximize participation.
2. Submit Superintendent's SSA KidCheck Plus Commitment form to SSA KidCheck Office.
3. Build partnership with a college nursing school to administer SSA KidCheck Plus.
4. Work with SSA KidCheck and partnering college nursing schools to determine participating schools, dates, and locations. Please note: SSA KidCheck staff will bring hardware for wireless screenings to each event and so all screenings must be scheduled in conjunction with SSA KidCheck Office. Only one KidCheck Plus screening event can be held on any given day and so events will be scheduled on a first come, first serve basis.
5. Work with SSA KidCheck Office to ensure that a SSA KidCheck Plus training event occurs on-site of your partnering nursing school before SSA KidCheck Day.
6. Build a Local SSA KidCheck Steering Committee to assist in locating needed equipment & supplies and to provide lunch for nursing students and volunteers on SSA KidCheck Day.
7. Determine screening stations and locate necessary equipment and supplies for each.
8. Work with SSA KidCheck Office to involve state partners such as ALL Kids.
9. Provide ALL Kids enrollment forms to parents of children who do not check that their child is insured on the Parental Permission Form.
10. SSA KidCheck Plus *should not* vision-screen children in grades K, 2 & 4 since the State of Alabama already provides this service.
11. All children failing an eye screenings will be automatically referred electronically to Sight Savers America and SSA provides individual case management of follow-up eye care services.
12. Report success stories to SSA KidCheck Department of children's health problems that were detected and treated because of the SSA KidCheck Plus screenings.



Information & Forms

The following list of basic information and template forms will be provided to you.

- **Vision Screening Instructions** - These instructions are important if you vision screen.
- **Likely Equipment and Supply Needs** This is a general guide, but should be customized if you're providing additional screenings.
- **Parental Consent Form and Parent Survey** This form is provided to you and should be standard for all of schools participating in SSA KidCheck Plus.
- **Data Collection** - *All SSA KidCheck Plus data will automatically be sent to Sight Savers America for data analysis. SSA KidCheck is HIPAA compliant in terms of data and security and this information will be disclosed to parents on the parental consent form that we provide you.
- **Parent Report Form** - This form will be automatically generated at all SSA KidCheck Plus events and will be printed on site. One copy is sent home to the parent and one copy is kept in the student's file at school.
- **NOTE: Please note that your school system will no longer be using paper-based KidCheck Assessment Forms since your events will now be electronic. Also, please note that you will no longer need to provide vision screening referrals to Sight Savers America following your screening events. Those necessary referrals will now be automated through the SSA KidCheck Plus software.**



KidCheck Vision-Screening Instructions

The Alabama Legislature funds a statewide program providing annual vision-screening and follow-up eye care services for every K/2/4 public school student. Children who fail the K/2/4 vision-screenings are referred directly to Sight Savers America, a non-profit organization under contract to provide follow-up eye care services for the Alabama Department of Education.

Sight Savers America will automatically coordinate follow-up eye care services for every student who fails a SSA KidCheck Plus vision-screening in 2011-2012. Unlike past years, this will happen automatically through the new SSA KidCheck Plus wireless software program and you will not need to manually provide these referrals anymore.

This Sight Savers program will limit the burden of additional health care services placed upon Alabama's school nurses and ensure that each child receives his or her necessary eye care with a local eye care professional.

SSA KidCheck *should not* vision-screen children in grades K, 2 & 4 since the State of Alabama already provides this service.

Sight Savers America provides comprehensive follow-up eye care services to every student who fails a KidCheck vision-screening including, but not limited to: dilated eye exam, eyeglasses, assistive technology for low vision, repair/replacement of broken or lost eyeglasses and other prescribed treatment **for eligible children**. Children are referred to eye care professionals in their local area throughout Alabama.



Physical Assessment Equipment & Supplies

Supplies:

Height charts (2)
Tongue blades
Scales (2)
Vision charts & Index cards
Gloves
Hand sanitizer
Duct Tape

Otoscope speculas (1 for each student)
Batteries for Otoscopes
Pen Lights
Thermometers and sheathes
Measuring stick/tape
Garbage Bags
Stapler, Staples

Equipment:

Scales
Audiometers
Otosopes (at least 6)
Blood pressure cuffs
Stethoscopes

Tables
Extension cords
Extra Ink Pens
Clip boards



Reception Supplies

Pens
Markers
Tape
SSA KidCheck Schedule

Extra consent forms
List of participating and non-participating students
Light Snacks - for nursing students
Bottled Water - for nursing students



Parent Consent Form

Dear Parent:

Your child will have an opportunity for a FREE health screening through the Sight Savers America KidCheck Program. The screenings will be conducted during a health fair at school. A parent report form, indicating results of your child's screenings, will be sent home to you following the screening.

- **GENERAL HEALTH:** Height, weight, temperature, respiratory and heart rates, blood pressure, heart and lung sounds, inspection of the eyes, ears, nose, throat, lungs and heart.
- **VISION:** *Parents of children who fail their school vision-screening will be contacted by Sight Savers America for follow-up eye care services.*

Sight Savers America KidCheck will collect data from our health screening to compare it to data across the state. Your child's individual information is confidential and will *never* be published. Sight Savers America complies with all current HIPAA security and privacy regulations.

We hope that you will allow your child to participate in this event. Please sign and return the form tomorrow. If you have any questions, you may contact your school nurse.

_____ Yes, I give permission for my child to participate in the school's SSA KidCheck health fair.

_____ No, I prefer that my child does not participate in the school's SSA KidCheck health fair.

Parent Name _____ Parent Signature _____ Date _____

Home Phone () _____ Other () _____ Email _____

Mailing Address _____ City _____ Zip _____

Survey Information

If your child will be participating in SSA KidCheck, please provide the following information:

Child's Name: _____ Date of Birth: ___/___/___

Grade: _____ Teacher: _____

Has your child seen a doctor in the last year? Yes ___ No ___

Has your child seen a dentist in the last year? Yes ___ No ___

Please list diagnosed medical conditions, if any: _____

Health Insurance (Please check appropriate box)

Medicaid ALL KIDS Private Insurance No Insurance

Follow-up Guidelines After Screenings

- After each student finishes all screenings, Assessment Forms are checked by a nurse or other trained person. Students with a gross abnormality (such as high blood pressure or heart rate) are sent back for a recheck.
- Follow-up is based on acuity of the student's health need. Serious findings are addressed that day (such as acute infections, signs of physical abuse, and other results that cannot wait).
- Parental reports with a summary of the results of SSA KidCheck are automatically generated by the SSA KidCheck Plus software and two copies will be printed at for each child when they arrive at the check-out station.
- SSA KidCheck staff will be on hand at each event and will staple relevant health informational materials to the parental report. For example, if a child has an abnormal BMI result, information on BMI and nutrition will be attached. School nurses should ensure that parents receive this printed parental report along with any relevant health informational materials that are stapled to it.
- Follow-up on a case by case basis as needed for children failing non-vision screenings. This includes necessary steps such as monitoring at school, suggesting parents consider taking the child to the doctor, and/or providing direct referrals to doctors and dentists.
- Work with your ALL Kids Regional Coordinator to ensure that the parents of every uninsured child going through KidCheck have access to the joint public health insurance application.
- Collect and report success stories to the SSA KidCheck Office.

