



Screening Event Checklist

Arrival

- Arrive and check-in/register at the site at least 10 minutes ahead of planned meeting time.
- Get USB drive, printed Screening Worksheet and *Consent Forms* from Site Coordinator
- Turn Spot on and then insert the USB drive to verify the SpotSubjects.csv file. Select **Tools** to **Import** the **SpotSubjects.csv** file. If the Import button isn't highlighted the file is not correct. (After importing tap the **X** in the upper left corner twice to get back to the **Home** screen.)
- Setup room – determine best location for screening, table(s) for printer, paperwork and rewards
- Power on the printer, do a test screening to be sure lighting is correct and printer is connected.
 - Select **Start**, you don't have to enter name, but you do need to enter gender and DOB; then select **Go** to do screening and then **Print** the *Vision Screening Summary*
 - To erase the test screenings, view **History**, **Clear All**, **Delete All Records**.
- Manually draw three columns on Screening Worksheet labeled; Parental Consent, Printed Report, and Result. Put a check in the Parental Consent column for each child with a *Consent Form*
- Load the *Screening Results Letters* in the printer, top of form in first, printed side up.

Screening

- View the **Queue**, either scroll to or **Search** for the name of the subject to be screened.
- Select **Go** to initiate screening and **Print** if the result indicates Screening Complete.
- If the result is Complete Eye Exam Recommended then **Retry** to validate the result. If the result is the same **Print** two copies (one for the parent and one for the Site Coordinator).
- If you are unable to get a result then select **Flag** and also print two copies.
- After printing, mark a check on the Screening Worksheet to indicate that it was printed and also indicate on the list if the Result was a Referral(R) or Flagged (F).
- Now tap **Home** and **Queue** to go to the next person.

Wrap-up

- Confirm reports were printed for all persons screened, if not you can still **Print** from **History**.
- Using the Screening Worksheet, total up the # Screened, # Complete, # Referred, # Flagged and record those numbers on the *Screening Event Summary* form.
- Using **Tools**, **Export** results (check **Exclude Personal Data**) to USB drive.
- View **Queue** then **Clear All** and **Delete Queue** (The only people left in the queue should be those who didn't show up for screening. If Queue is not available for viewing, it means it is empty.)
- View **History** then **Clear All** and **Delete All Records**
- Give Screening Worksheet, *Consent Forms*, and *Screening Summary* printouts to Site Coordinator
- On a PC at the site, delete the *SpotSubject.csv* file from the USB (this is necessary to remove all personal data.)