



Special Olympics
Lions Clubs International
Foundation
Opening Eyes®



**SPECIAL OLYMPICS LIONS CLUBS INTERNATIONAL FOUNDATION
OPENING EYES® PROGRAM**

CLINICAL DIRECTOR MANUAL



Jan2026

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Special Olympics began in the early 1960's when Eunice Kennedy Shriver started a day camp for 100 local children with IDD at her home in Rockville, Maryland. From that experience it was clear to Mrs. Shriver that people with IDD were far more capable in sports and physical activities than many experts believed. In the summer of 1968 Mrs. Shriver and the Chicago Park District organized the first Special Olympics Games, which were held at Chicago's Soldier Field. One thousand athletes from the United States and Canada competed in that inaugural event.

The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for all children and adults with intellectual and developmental disabilities (IDD), giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Special Olympics Healthy Athletes History

July 1-9, 1995: Healthy Athletes® debuts at the 9th Special Olympics World Summer Games in New Haven, Connecticut

January 1997: Healthy Athletes becomes an official initiative, offering free vision, hearing and dental screenings as well as injury prevention clinics and nutrition education.

1999: FUNfitness begins. Developed in collaboration with the APTA, this screening assesses flexibility, functional strength and balance.

2000: Health Promotion begins. This discipline focuses on nutrition, hydration, sun safety, hygiene and health behaviors such as smoking cessation that promote good health.

2003: Fit Feet begins. Led by podiatrists, this discipline exams the foot health and gait of athletes.

2004: MedFest begins: The MedFest program, which features a sports physical exam conducted by a physician, is launched to assist athletes obtain medical clearance to participate in Special Olympics events.

October 2007: Shanghai, China hosts the 12th Special Olympics World Games. Young Athletes debut at these Games.

February 2013: At the World Winter Games in PyeongChang, more athletes receive free health screenings in a single day during the 2013 games than at any other time in the history of the Healthy Athletes program: 2,569 screenings on 1 February alone.

July 2015: The Golisano Foundation announces a \$25 million gift to expand the reach and impact of the Special Olympics global health program -- the largest single donation ever received by Special Olympics. This is in addition to Tom Golisano's previous gift of \$12 million, announced in 2012.

2017: Strong Minds begins. In response to the high prevalence of mental health and behavioral issues in individuals with ID, Special Olympics launches Strong Minds to improve the emotional well-being of athletes and improve their ability to apply copying skills.

September 2021: The Golisano Foundation announces a \$30 million gift to Special Olympics to expand their health programming -- the largest single private gift in Special Olympics' history. This takes the total commitment of Tom Golisano to Special Olympics' inclusive health initiatives to \$67 million.

2022: Healthy Young Athletes begins: A holistic pediatric screening for children aged 2-7 yrs, Healthy Young Athletes is launched and piloted across a number of countries.

June 2023: Over 15,000 Healthy Athletes screenings completed at the World Summer Games in Berlin over 8 days, including a record 193 of the 195 participating countries having athletes screened. Over 1,300 pairs of prescription eyewear were distributed, and 259 hearing aids were fitted including 51 3-D printed custom molds.

What Is Opening Eyes?

A discipline of Healthy Athletes, the Lions Clubs International Foundation Opening Eyes program provides non-dilated vision screenings, refractions, and fabrication of prescription eyewear to Special Olympic athletes. Opening Eyes strives to positively impact the attitudes of the optometrists, ophthalmologists, opticians, eye care professionals, along with optometry students and ophthalmology residents, who volunteer to care for people with intellectual and developmental disabilities (IDD). Opening Eyes Clinical Volunteers serve to educate the athletes, their guardians, and coaches about the importance of vision in performance in sports, school, and work. Through generous donations from our corporate sponsors, Safilo who provides frames, and OneSight EssilorLuxottica Foundation who provides lenses, athletes will receive appropriate eyewear at the culmination of the screening.

The Opening Eyes screening does **NOT** replace a comprehensive eye exam, which includes dilation. Unified partners are not eligible to receive eyewear. Athletes, Unified partners, coaches, and guardians should be aware of this when present at the screening.

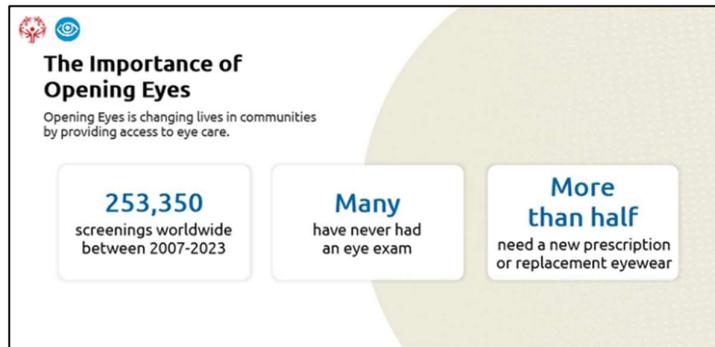
Lions Clubs International Foundation Partnership

The Lions Clubs International Foundation (LCIF) has been Special Olympics International partner since 2001 to help support Opening Eyes programs worldwide through grants and volunteers. LCIF is the grant-making arm of the Lions Clubs International, the world's largest service club organization with more than 1.4 million members in 49,000 clubs. Lions are committed to providing humanitarian service around the globe, and for the past eight decades, have been at the forefront of blindness prevention and eye health initiatives.

For their generosity The Lions Clubs International Foundation is a Global Sponsor which is the highest level of Special Olympics' sponsorship. The partnership will be a working relationship between Lions Clubs members and eye care providers on a worldwide basis. Lions Clubs members should be invited to participate in all Opening Eyes events and Special Olympic Clinical Directors and all clinical volunteers are encouraged to become Lions Clubs members.



Why Opening Eyes?



- Athletes may not have access to quality eyecare, and some have never had an eye exam
- Athletes may not realize they have a problem with their eyes or vision and need a new prescription
- Athletes may not have the financial resources to cover the cost of an eye exam or glasses
- Athletes may not be able to respond consistently to routine vision testing, unless it's adapted, or alternative methods are used
- Athletes may not be able to advocate for themselves should they suspect there is a problem with their vision

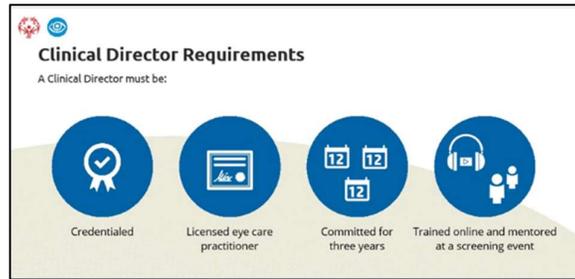
Special Olympics International supports the Lions Clubs International Foundation Opening Eyes® screenings with equipment, supplies, lab services, frames, lenses, banners, shirts, etc. **only if all stations are completed up to and including Refraction. If a screening is not in compliance with the Opening Eyes protocol, funding will not be available.**

Unified partners are allowed to participate in the screening up to but **not including Refraction**. Unified partners should allow athletes with IDD priority if there are wait times. Unified partners are not eligible to be screened in Refraction or receive eyewear or products.

Opening Eyes® teaches eye care professionals around the world how to better screen, care for, and communicate with individuals with IDD. These providers return to their communities better equipped to eliminate barriers faced by individuals with IDD.

Clinical Director Requirements

It is recommended to have multiple Clinical Directors in your state or territory. See [recruitment flyer template](#).



Opening Eyes Clinical Director Background and Requirements

- Licensed optometrist, ophthalmologist, or certified eyecare practitioner credentialed according to regional standards and criteria to evaluate vision and eye health
- Three years of clinical experience post degree, or one year of residency
- A three-year commitment to an active role as an Opening Eyes Clinical Director
- Complete the Clinical Director blended learning online training and in-person experience at an Opening Eyes screening with an approved mentor
- Comply with the global partnerships, screening & dispensing protocol, and partner engagement requirements
- Supervise eyecare professionals to ensure screening protocol is followed at all Opening Eyes stations

The role of an Opening Eyes Clinical Director includes, but is not limited to:

1. **Determining event opportunities**
Identifying and scheduling Opening Eyes screenings is a joint effort between the Clinical Director and their local Special Olympic program. Building professional relationships and connecting with the local community will help deliver a successful Opening Eyes event.
2. **Recruitment of volunteers**
Clinical Directors are best positioned to identify and train eyecare professionals to serve as clinical volunteers in Opening Eyes. Recruit ample numbers of clinical and non-clinical volunteers including Lions Clubs members to support the screening.

Potential volunteers may come from:
 - Private practices
 - Universities/colleges/schools
 - Health and professional associations
 - Medical facilities
 - State and local public health agencies
 - Local Lions Clubs
3. **Sourcing Equipment & Supplies**
Needed supplies & equipment may be available to Clinical Directors through donations or loans obtained by networking with local sponsors, private practices, and health services. If local sources are not available specific equipment & supplies can be requested through SOI. Through generous donations from our global sponsors, Special Olympics athletes will receive appropriate eyewear at the completion of the screening. Only SOI approved frames are allowed.
4. **Setting Up and Supervising the Opening Eyes Venue**
The Clinical Director is responsible for supervising the set up and delivery of the Opening Eyes screening, ensuring all protocols are followed and overseeing breakdown.
5. **Collecting and Reporting Screening Data**
Screening data collected at each screening station is used to determine the need for referrals and to assess the vision and eye health of Special Olympics athletes. This data provides Special Olympics Programs and their global stakeholders with information to increase awareness and provide more services. Clinical Directors are supervising quality data entry through the Healthy Athletes System (HAS) during the event to document screening data collected.
6. **Preparing the Healthy Athletes Grant Application**
Clinical Directors will work with their local Special Olympics Program to develop a Healthy Athletes Grant application to submit to Special Olympics International. These grants assist Programs in purchasing interactive educational materials, athlete giveaways, signage, and other supplies and equipment needed to conduct a successful Opening Eyes screening.
7. **Completing the Opening Eyes Event Evaluation**
Post-event evaluation information is critical information needed to continuously improve and adapt the screening to the needs of the athlete. The Clinical Director is responsible for collecting screening numbers, number of eyewear distributed, number of clinical, and general volunteers as well as Lions Clubs members who volunteer, including athlete stories and photos, and submitting this information to Special Olympics International via the Opening Eyes event evaluation.



The Clinical Director will work with the program to form a team of clinical and general volunteers.

- Contact the local Lions Clubs
- Recruit and train volunteers
- Secure necessary equipment
- Tour potential Opening Eyes venues to plan the station layout
- Go over screening protocols and review instruments/equipment prior to event and for each shift
- Set up and break down venue and coordinate the return of equipment immediately following the event
- Oversee eyewear data entry and sending prescriptions to outside labs
- Returning equipment
- Coordinate with the program to verify Tax IDs and/or Import certificates prior to completing the PNF
- Complete the required Opening Eyes [Post Event Evaluation](#) following your event

Volunteers may include ophthalmologists, optometrists, opticians, orthoptists, optometry students, optometry and ophthalmology residents, ophthalmic technicians, Lions Clubs members, and general volunteers.

Note:

- **Screening results are captured in minus cylinder**
- **Only licensed optometrists and ophthalmologists are allowed to perform refractions, ophthalmic technicians or assistants are not allowed to conduct refractions**

Make sure you follow your state, country, or province regulations governing vision care and professional licensure.

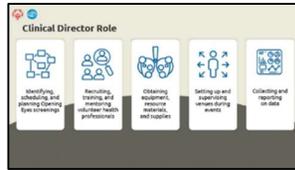
The scope of the Program, number of athletes attending the event, and the hours that the Opening Eyes venue will be open will determine the number of volunteers needed each day.

Clinical Director acknowledgment

You may use the title of Clinical Director as follows: **(you may not use the logo)**

Your Name, state or country program, Clinical Director Lions Clubs International Foundation Opening Eyes Program®

Clinical Director Role and Checklist



- ✓ Contact your local Lions Clubs to inform members about the date and location of the event and invite them to participate.
- ✓ Contact your state or country association to check for restrictions or requirements when conducting a vision screening which includes refractions.
- ✓ Coordinate with the program so that you are aware of the athlete's competition schedule, plan accordingly with adequate volunteers for non-competition times. It may be helpful to prearranged times for teams to attend.
- ✓ Coordinate with your program for supplies and allowable budget items through the Healthy Athletes capacity Grant Application.
- ✓ Complete the program needs form, [PNF](#), 60 days in advance of the event. Connect with your health program manager to ensure delivery times and appropriate supply needs. If you are having SOI equipment delivered, please ensure you are available to inspect, ensure proper function and charge equipment well in advance of the event. Even if you don't require supplies, we ask you to complete a PNF with the date and location of your event for tracking purposes. Note all supplies and equipment must be kept in a climate-controlled environment.
- ✓ Overseeing set up and breakdown, it is recommended that you have individual bins clearly marked and inventory is taken pre and post event. You are responsible for ensuring that equipment is properly packed, confirming equipment is functional, all parts included, and handheld/charging bases associated numbers match. In the US return shipping labels will be provided to the health program manager and required to be shipped the next business day following the event. There are no exceptions, the next program is expecting this equipment to arrive timely for their event and in good condition. If equipment is non-functional or damaged please do not ship to next event, insert note in equipment case as to the reason of damage and contact openingeyes@specialolympics.org immediately.
- ✓ Source ophthalmic equipment locally first from schools, colleges, distributors etc.
- ✓ Clinicians will need to bring Ophthalmoscopes, Retinoscopes, Trial lens sets/trial frames, volk 90 lens, phoropters, prism bars etc., See [equipment and supply list](#) for complete details.
- ✓ Imports & Customs: Allow shipping companies to broker receiving frames and supplies, if you have an outside broker, please note on the PNF and be aware that once a third party is engaged, SOI has limited follow up. Ensure documentation is in order, provide tax ID/tax exempt certificate or charity #, import/export certificate on the PNF. Be prepared for delivery, do not allow products to sit in customs. Verify contents once received. Note we take every precaution to avoid taxes and customs fees, however, you may incur said fees. Please make sure that your program provides all receiving documentation and NGO certificates are in place to avoid unnecessary fees.
- ✓ Contact your state or country optometric/professional association to recruit clinical volunteers from your state or country.
- ✓ Make contact with potential supporters for equipment, from local source(s) school, colleges, distributors, local labs etc.
- ✓ Ensure that you have the [hold harmless agreement](#) and that all volunteers have signed daily and each shift. You will need to assign a volunteer to this task if you have set rotating schedules for volunteers.
- ✓ Frames are supplied by SOI through the [PNF](#). All ophthalmic frames and plano sunglasses must come from SOI supplied by **Safilo**, our global partners. DO NOT accept outside donations. If you have questions, please contact openingeyes@specialolympics.org
- ✓ You are not allowed to contact our global sponsors directly. If you require assistance with frames and/or lab services, please contact OpeningEyes@specialolympics.org
- ✓ If ordering frames from the Europe/Eurasia region, it advised that the frame request **must be made 75 days prior to event** to allow for ordering, processing, and delivery prior to your event. If the request is less than 60 days, the request will not be able to be fulfilled due to contractual agreements.
- ✓ Your state program is responsible to collect athlete informed consent forms. Included in this form is permission to take photos of athletes participating in the screening. You may take pictures of athletes and volunteers unless an athlete requests not to, please be respectful of athletes.
- ✓ It is required to complete the [Post Event Evaluation](#) post event. Photos and impactful stories of how Opening Eyes positively impacted the athlete's vision and/or lifestyle is included in this evaluation.

Other informational Forms:

[Athlete Vision Report Card](#) ; [Congratulations on Your New Glasses](#); [hold harmless agreement](#); [Recruitment Flyer Template](#)

Obtaining Equipment



Obtaining Equipment, Resources, and Materials

Prepare for the Opening Eyes event by securing the proper equipment, tests, branded shirts and banners.

Secure required equipment for vision and eye health screening in advance. Some equipment is available from Special Olympics International. It is imperative to store equipment, tests, charts, banners, and frames in a **climate-controlled environment**.

Please source equipment locally. If unable to obtain required equipment and supplies, access the [PNF](#) for SOI availability. Complete the PNF 60 days prior to the event.

[Opening Eyes program banners](#), horizontal/vertical that include sponsors are required and must be displayed in the Opening Eyes venue along with the Healthy Athletes banner. Flag banners are not to be used as a substitute for the horizontal or vertical options.

[Opening Eyes T-shirts](#) can be sourced locally, or US programs can use the vendor listed in the equipment and supply list or contact the SONA RHM for fillable PNF order form and/or resource page. All volunteers, including CDs, are required to wear the branded volunteer shirt. If the program prefers a polo shirt, it must be branded with the appropriate Opening Eyes Logos. (fillable order form available for US programs) An optional template is provided below for your reference. Kindly be aware that **Polo's should be reserved exclusively for approved CDs**. Please also consider available funding when placing orders for shirts to ensure compliance and budget constraints.



Location of Print: Unless otherwise noted on the proof, all prints will be located as follows:
Front: 2" - 4" Down from Collar Seam **Back:** 2" - 4" Down from Collar Seam **Left Chest:** 2" - 4" Down from Collar Seam
 Size of print shown relative to a Large shirt **Sleeve:** 0.5" up from Seam with 1" variance & 1.5" - 2.5" Across from Center of Chest

Clinical Director Polo Shirts



Location of Print: Unless otherwise noted the proof will be located as follows.
Right Chest: 2"-4" from Collar Seam **Back:** 2-4" from Collar Seam
Left Chest: 2"-4" from Collar Seam **Side:** .025" from side seam 9" wide 11 1/2" high

SET UP

Actual event layouts depend on venue size, anticipated screening numbers, number of volunteers, and the duration of the event. It is important to set up the day before the event.

You will need a minimum of 4-6 people to help with set-up. Set up may take 4-8 hours depending on venue size and expected number of screenings. Choose a lockable room equipped with electrical outlets across the venue, proper lighting with the ability to adjust the light in identified areas (or by using a dark tent or a pipe and drape) for internal eye assessment.

The room must accommodate a separate entrance and exit, clearly marked, and be able to sufficiently accommodate an appropriate number of tables and chairs to organize the Opening Eyes stations and waiting areas.

Stations must be clearly labeled, and athlete flow must be distinguishable. The layout needs to be logical and comfortable for the athletes. Directional signage is important to ensure people know where to go throughout the venue. [See supply list](#)

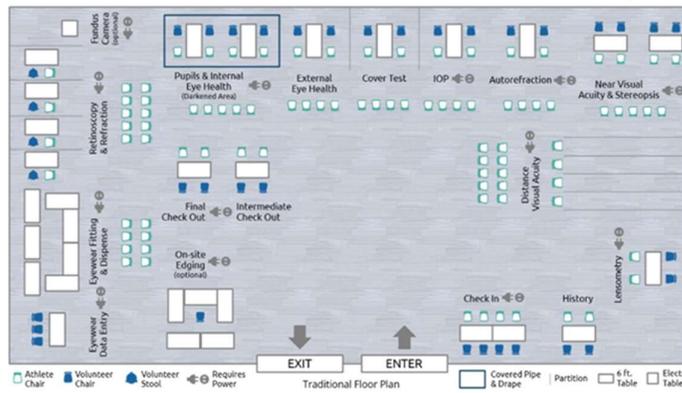
You will need to inspect and charge equipment. Equipment should be inspected and confirmed functional at least 1 week prior to the event in case of damage or malfunction. This will allow time for a replacement if available. Inspection needs to be performed by an eyecare professional to ensure functionality. Please work with your program health manager to arrange time for inspection and quality control.

You and your program manager will need to make a visual inspection of the screening site. You need to ensure appropriate electricity and lighting. If you are at an outdoor site, be aware that some equipment is sensitive to humidity and therefore may not function in poor weather conditions.

- Make sure that all equipment is checked, packed in original containers and shipped promptly the next business day following your event
- Confirm delivery and pick up with your SO Program

Traditional Floor Plan

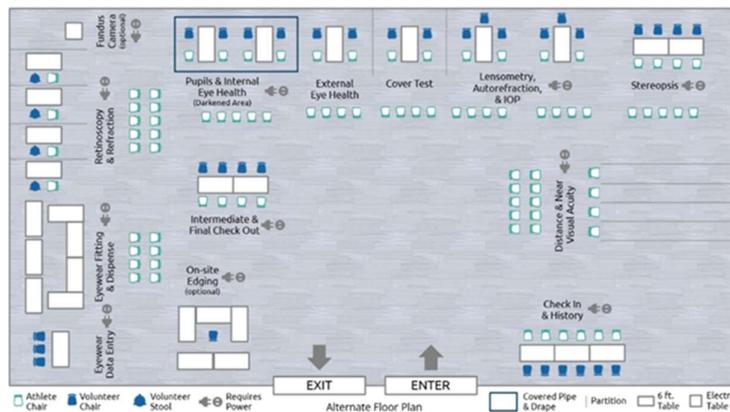
This floorplan is geared towards hand-held equipment and will need modification for table-top equipment models.



Alternate floor plan (combined stations)

This floorplan is geared towards hand-held equipment and will need modification for table-top equipment models.

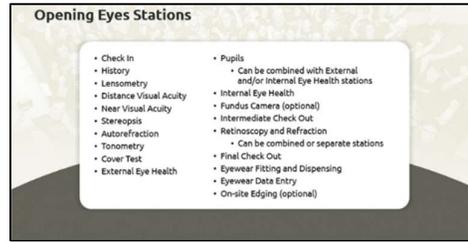
Combined stations enhance athlete flow, reduces screening time, and minimizes the need for station disinfection. **Fundus cameras (Optional)** are not a dedicated station; their placement is determined by clinician based on the type of camera sourced. It is recommended to place them prior to Internal Eye Health Station if the goal is to capture photos of all athletes.



Example at the lensometry station, you will have one optician to read the athlete eyewear while an eyecare professional performs autorefraction and tonometry. (2 ECP to 1 athlete).

Station/Volunteers based on 150 athlete screening

Opening Eyes					
Station Title	Estimated # Testing Sites	Estimated # Volunteers	General	Clinical	Volunteer Qualifications
Station 1: Check In	4	4	4	0	General/Lions Clubs members or Clinical
Station 2: History	2	2	2	0	General/Lions Clubs members or Clinical
Station 3: Lensometry	2	2	0	2	Clinical: Opticians, advanced optical technicians
Station 4: Distance Visual Acuity	4	8	4	4	1 Clinical, 1 General/Lions Clubs member per testing site
Station 5: Near Vision Acuity & Stereopsis	4	4	0	4	Clinical: Optometry student, optician, optometric technician, or General
Station 6: Autorefraction	2	2	0	2	Clinical: Optometrist, optometry student, optician, optometric technician
Station 7: Intraocular Pressure (IOP)	2	2	0	2	Clinical: Optometrist, optometry student, optician, optometric technician
Station 8: Cover Test	2	2	0	2	Clinical: Optometrist, advanced optometry student w/optometrist supervision, orthoptist
Station 9: External Eye Health	2	2	0	2	Clinical: Optometrist, advanced optometry student with optometrist supervision
Station 10: Pupils & Internal Eye Health	4	4	0	4	Clinical: Ophthalmologist or optometrists
Optional: Fundus Camera	1	2	0	2	Clinical: Ophthalmologist or optometrists, and optometry student or optometric technician.
Station 11: Intermediate Check Out	2	2	0	2	Clinical Director and at least one optometrist or ophthalmologist
Station 12: Retinoscopy & Refraction	4	8	4	4	1 Clinical optometrist or ophthalmologist, 1 General/Lions Clubs member per testing site
Station 13: Final Check Out	2	2	0	2	Clinical Director and at least one optometrist or ophthalmologist
Station 14: Eyewear Fitting & Dispensing	1	4	2	2	Clinical: opticians, optometry students, optometric technicians; General: Lions Clubs members, sponsor volunteers
Station 15: Eyewear Data Entry	3	3	0	3	Clinical: opticians, optometry students, optometric technicians
Optional: On-site Edging	1	2	0	2	Clinical: Optician or optical technician from edging company
Total	39	51	16	35	



Check In and History



As athletes arrive at the venue, volunteers greet them and complete their Check In either by the digital system or paper forms, (digital preferred if available) be sure to have backup paper forms available in case of technical issues. **All stations must be completed.** Volunteers must complete all questions in both the Check In and History sections. (Not to be filled out by athlete or guardian) See 2.0 HAS form & 2.0 Optical form on resources page

Inform athletes that the Opening Eyes screening typically takes 45 minutes to 1 hour to complete. If they have a competition soon, it is recommended that they return at a time when they can complete the full screening without interruption.

Volunteer T-shirts should be available at this station. Upon arrival, **all volunteers** must sign in and complete the Hold Harmless Agreement. **ALL** volunteers are required to wear the Opening Eyes branded shirt (including CDs) while volunteering in the Opening Eyes Discipline.

The Check In and History stations can be combined or separate.



Volunteers

- At least two general or clinical volunteers
- Good fit for Lions Clubs and Leos members
- Enthusiastic volunteers who explain the process clearly



Volunteers:

This station requires at least two general or clinical volunteers. Lions and Leo Clubs members enjoy the opportunity to participate at this station. Leos are young members of Lions Clubs; Leo stands for Leadership, Experience, Opportunity. This is the athlete's first impression of Opening Eyes; select volunteers who can explain the process clearly and enthusiastically.

Equipment:

For the Check In and History stations, you will need an Opening Eyes Program banner, a Healthy Athletes banner, tablets, 2.0 HAS forms, and Opening Eyes volunteer T-shirts.



Procedure:

- Greet the athlete
- Complete the Check In and History sections
- Explain the duration that the Opening Eyes screening may last 45-60 minutes
- Instruct athletes to wear their glasses throughout the screening unless directed by the clinician overseeing a specific station

PLEASE NOTE: Many times, coaches, delegates, parents, and other volunteers will ask to go through the screening. Our policy is that only athletes and Unified Partners (people without IDD playing together with athletes) may participate in the Opening Eyes Vision screening (athletes receive priority) but only athletes will receive refractions, and any glasses (including sunglasses) Unified partners are not eligible for refractions, frames, sunglasses or other products. It is recommended that a sticker is placed on the paper HAS at refraction indicating that this is the stopping point for Unified partners.

Keep in mind that an athlete may have to leave the Opening Eyes® event to compete in their sport. Be sure to document this on screening completion section and inform the athlete where to return for screening completion

Lensometry

At the Lensometry station, the athlete's current prescription will be verified and recorded, including documenting measurements, accurately determining if there is a bifocal and/or prism present in the glasses. This station can be separate or combined with Autorefraction and Tonometry, see alternate floor plan for reference.

Clinical Volunteers:

This station requires a licensed optician or experienced optical technician skilled at determining current prescription, including bifocals and prism.



Optical Volunteers

This station requires a licensed optician or experienced optical technician skilled at accurately determining current prescription, including bifocals and prism.



Equipment:

For the Lensometry station, you will need: lensometers, which require power and extension cords; pupilometer and pupillary distance (PD) ruler, dotting ink and pad, lens marking pens and lens clock.

Procedure:

Take the athlete's glasses, clean the lenses prior to reading the Rx, verify the prescription, record if a bifocal and/or prism is present. It may be necessary to measure pupillary distance (PD), and base curve. A manual lensometer is recommended over an auto-lensometer for accuracy and consistency. For convenience there is an optional prismatic evaluation section as needed by not required to be completed.



Procedure

Take the athlete's glasses, verify the prescription, measure pupillary distance (PD), optical center, base curve, and record if a bifocal and/or prism is present.

Options:

Lensometry, Autorefraction, and Tonometry stations can be combined if Lensometry is after Distance Visual Acuity, Near Visual Acuity and Stereopsis. A clinical volunteer can perform Autorefraction and Tonometry while Lensometry is performed by the optician or optical technician. This is a time-saving process and will prevent the athlete from moving from station to station, reducing screening time and the disinfection process.

Distance Visual Acuity



Clinical Volunteers:

Optometrists, opticians, optometry students, and experienced Lions Clubs volunteers with knowledge of performing visual acuities are preferred at this station.

Equipment:

For the Distance Visual Acuity station, you will need a distance LEA chart, a pointer, appropriate lighting, a patch or occluders, or special frames designed to permit complete occlusion of one eye at a time, painters tape/duct tape and a tape measure. Near Visual Acuity can be combined with the Distance Visual Acuity station for efficiency. The tape measure is used to accurately measure the distance and for measuring "walk-up" distance.

Procedure:

- Measure 10'/3m distance and place **tape** to maintain consistent and accurate measurements throughout the screening.
- Record type of visual acuity chart used; LEA chart is preferred. Record the Snellen equivalent for a 3 meter/10-foot distance.
- Record LEA for the method of visual acuity testing. The athlete responds by pointing, matching, hand-signing, or speaking. **The information from this station will guide the clinician at the Refraction and Check Out stations. Record Right eye, left eye, & both eyes.**

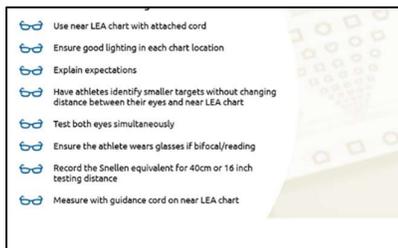
Helpful hints: It is recommended that if you combine Distance and Near VA, you start with the Near VA's for the athlete to adapt to the test and become familiar with the process and symbols prior to performing Distant VA's. Ensure to use the measuring cord for consistent and accurate near VA's, 40cm or 16-inch testing distance. Keep charts at the program level and store in climate-controlled environments to maintain quality and integrity. Take inventory before and after the event to manage supplies effectively and stay within budget.

Accommodations:

If the athlete cannot identify the largest symbol on the LEA chart, the test should be continued with an ophthalmologist or optometrist. **"UNABLE TO TEST" should not be selected.** Ask them to slowly walk up until the largest symbol can be correctly identified. Select "walk-up" and record the distance to the chart using the tape measure. If the athlete cannot complete the walk-up accommodation, use a torch/pen light to see if the athlete can localize light. If they're unable to localize, indicate no light perception if a response is unable to be determined or they cannot report its appearance. If the athlete can localize light with torch or pen light, indicate that light perception was used. Again, this needs to be performed by an

optometrist or ophthalmologist.

Near Visual Acuity



Volunteers:

This is a great station for general or clinical volunteers who can patiently explain what the athlete is expected to do for the test.

Equipment:

For the Near Visual Acuity station, you will need a near LEA chart **with attached measuring cord**, and good lighting for each chart location.

Procedure:

The volunteer needs to be able to coach the athlete to try to identify the smaller targets without changing the distance between their eyes and the near LEA chart **using the measuring cord**. Both eyes are tested at the same time, and the volunteer needs to ensure if the athlete wears glasses for near viewing, (bifocal or reading glasses) they are wearing them and using the near segment portion for this test.

- Record the Snellen equivalent for a 40cm or 16-inch testing distance.
- Make sure that you consistently measure the near vision distance using the attached measuring cord to ensure measuring near visual acuities at the correct distance.



Stereopsis



Volunteer:

This is a great station clinical volunteers or for general who can patiently explain what an athlete is expected to do for the test.

Equipment:

For the Stereopsis station, you will need a set of the PASS (Preschool Assessment of Stereopsis with a Smile) or RDE (Randot E) SOI provides only the Stereopsis with a Smile, not the RDE test. The RDE test is acceptable, but Smile is preferred.

3 Cards:

Card **A** = DEMO

Card **B** = 480 seconds of arc

Card **C** = **BLANK** Card

1 Intermediate Polarized Viewer glasses (Not to be used as sunglasses)

1 Measuring tape (for measuring 40cm testing distance)

Instruction manual

Procedure:

If the athlete wears glasses, be sure to place the stereo glasses over the athlete's glasses and, if wearing a bifocal, use the near segment portion for this test.

To ensure the athlete is clear on the task, demonstrate using the demo target and the blank when explaining the test. Be sure to tell the athlete that not everyone can find the "smile" or the "E" and that is okay. This test is a forced choice response and does not require a verbal response.

Care/Handling & Storage: Clean cards with a soft, damp, lint-free cloth. Dampen cloth using glass cleaner or mild detergent/water.

Tests must be stored in a dry cool place away from direct sunlight, cards/tiles are susceptible to damage if exposed to heat and humidity. If a climate-controlled environment is not available 24/7, it is recommended by the manufacturer to store tiles in a refrigerator to avoid damage. *Keep charts at the program level properly stored to maintain quality and integrity. Take inventory before and after the event to manage supplies effectively and stay within budget.*

Autorefraction



Volunteer:

This test should be performed by a clinical volunteer such as an optometrist, eye care professional, optometry student, optician, or trained ophthalmic technician. This test does not require a verbal response.

Equipment:

At the Autorefraction station, you will need a tabletop or handheld autorefractor, such as a Retinomax, which requires power. Be sure to have at least one handheld model to be used with athletes in wheelchairs. Source equipment locally, handheld equipment may be available through SOI, see PNF to check availability in your region. If an autorefractor is not available a skilled clinician should perform dry retinoscopy.

Autorefraction is a baseline assessment of the refractive error. Ensure that you are documenting the reliability rating to avoid invalid results. This is important for the clinician at Refraction and Check Out stations in determining an accurate prescription for the athlete.

You should never prescribe off the results of autorefractor for determining athlete prescriptions.

Fully charge any batteries prior to the event and ensure that the units are working properly. Keep units charged for the next event. Ensure that the handheld units match the charging base, especially when packing up for shipping to the next event. Units will not charge without corresponding bases and will not be functional for the next screening. Do not send damaged or malfunctioning equipment to the next program screening.

Intraocular Pressures (IOPs) Tonometry



Volunteers: This test should be performed by a clinical volunteer such as an optometrist, eye care professional, optometry student, optician, or experienced optometric technician.



Equipment:

The station should have a desktop non-contact tonometer (NCT) or handheld iCare tonometer, handheld tonometers require single-use probes and an appropriate trash receptacle. One single-use probe is used for each athlete screening. Each box contains 100 probes.

The hand-held iCare Tonometer uses 4 AA batteries; ensure you have spare batteries on hand. The probe will not function properly if using older batteries. The iCare tonometer case contains extra batteries and a screwdriver for removing batteries prior to shipping as well as replacing batteries.

Cover Test



The Cover Test station should have:

- Clinical volunteer such as an optometrist or experienced eye care professional.

Equipment:

- Near fixation targets
- Finger puppets
- Stickers
- Fixation sticks
- Distance fixation target
- Torch or pen light
- Prism bars
- Occluders



Volunteers:

The cover test should be performed by a clinical volunteer such as an optometrist, orthoptist or experienced eye care professional.

Equipment:

This station will need near fixation targets (such as finger puppets, stickers, or fixation sticks). To perform the distance cover test, you will also need a distance fixation target, torch/pen light, prism bars, and occluders.

Helpful hints: It is recommended that you start with the Near cover test so the athlete can adapt to the test and become familiar with the process and fixation targets/occluders prior to performing Distance cover.

External, Pupillary Testing, and Non-Dilated Internal Eye Health



Volunteers:

This test should be performed by an experienced clinical volunteer, such as an optometrist or ophthalmologist.

Equipment:

Slit lamps, Ophthalmoscopes, panoptic, Volk-90 lens, torch/penlight, fixation light, pipe & drape or darkened area.

External, Pupillary Testing, and Non-Dilated Internal Eye Health

An optometrist or ophthalmologist will perform the tests at this screening station. External Eye Health, Pupils, and Internal Eye Health can be combined or separate stations.

<p>Separated station equipment:</p> <p>External Eye Health:</p> <ul style="list-style-type: none"> • Slit lamps <p>Pupils: (Tested in External or Internal Eye Health)</p> <ul style="list-style-type: none"> • Torch or pen light 	<p>Internal Eye Health:</p> <ul style="list-style-type: none"> • Slit lamps • Ophthalmoscope or panoptic and respective charger (requires power) • Fixation light • Volk-90 lens • Pipe and drape or darkened area 	<p>Combined station equipment:</p> <ul style="list-style-type: none"> • Slit lamps • Ophthalmoscopes • Volk-90 lens • Torch or pen lights • Pipe and drape or darkened area
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Procedure:

The eye health station evaluates the external and anterior segment of the eye. The direct consensual and afferent pupillary response and the internal health status of both eyes. Using a biomicroscope or a direct ophthalmoscope, make sure the screening area is dimmed to allow the pupil to dilate for better evaluation of internal eye health. This test is to be performed with non-dilated eyes. At this station, you will evaluate the integrity of the eyelashes, eyelids, puncta, conjunctiva, sclera tear layer, cornea, anterior chamber iris and the lens record any abnormalities on the screening form.

Continue with the evaluation of the response of pupil to light, followed by the evaluation of the fundus of the eye, including the optic nerve head containing the disc margin, color and contour of the rim tissue, disk size and depth. Then examine the fovea/macular area and vasculature, arteries and veins, recording any aberrant findings.

Fundus Camera (Optional)



The Retinal Imaging camera is not a dedicated station and can be placed before or after Internal/External Eye Health Station, determined by the clinician and based on type of imaging equipment and goal of capturing athlete photos.

SOI does not provide fundus cameras; however, it is recommended that you source locally for loan and/or fundraise for program purchase.

Intermediate Check Out



Intermediate Check Out is performed after all stations prior to refraction are completed to determine if the athlete proceeds to the Retinoscopy and Refraction Station. This station should be performed by an experienced clinical volunteer such as an optometrist or ophthalmologist, preferably one of the Clinical Directors. Written prescriptions or screenshots of the form/tablet are not permitted.

Responsibilities:

The eye care professionals at this station are responsible for:

- Making sure the athletes have completed all the stations.
- Reviewing all data from the stations and determining results based on findings. The check out clinician, typically one of the clinical directors, will determine if there is a discrepancy in any of the data and if the athlete should be returned to a station(s) to be retested.
- It is recommended that athletes with a refractive error go to Refraction to determine if their corrected visual acuity can be improved. It is the expectation regardless of if their DVA is 20/40 or better, to improve an athlete's vision **if possible**. Please plan for enough refraction lanes and clinicians skilled in retinoscopy and refraction to support the anticipated number of screenings to avoid delays at this station.
- Athletes who need a refraction will be asked to sit in a designated waiting area until there is an open Retinoscopy/Refraction Lane. It is recommended using a "post it" or other "ticket" with a number indicating that the athlete is waiting for a refraction so athletes can be seen in turn.

The athlete will return to Final Check Out following retinoscopy and refraction for recommendations and potential referrals. This can be a combined station or separate Final Check Out Station.

If no prescription change is necessary at intermediate Check Out, initiate Final Check Out and follow recommendations for referrals.

If a Unified Partner has participated in the screening, they do not proceed to refraction, initiate Final Check Out. Unified Partners are not eligible for any optical products including sunglasses. Written prescriptions or screenshots of the form are not permitted.

Eyewear options: Intermediate Check Out

- An athlete who completes the screening with their current prescription (no prescription change) may be allowed to get a replacement pair of glasses **if** their current pair of glasses are in poor condition. The Check Out clinician may also determine if that athlete needs sport goggles, either plano or prescription, only if competing in a contact sport. The athlete would then be directed to the Fitting & Dispense station.
- Athletes who do not require a distance prescription are eligible for a pair of plano sunglasses if they have completed the screening. **Do not dispense plano sunglasses to athletes with a distance prescription**, sunglasses are not to be used as fit overs. *Sunglasses and/or optical products are not for coaches, family members, Unified partners, or volunteers.
- Athletes may come to the screening with a prescription from a community eyecare professional. The athlete would be eligible for products **only if** participating in the complete screening. It is the expectation that the athlete completes all screening stations and goes to refraction to confirm the written prescription before being directed to the Fitting & Dispense station. Completing a screening form as "Unable to Test" in this case is not allowed.
- **PLEASE NOTE: Many times, coaches, delegates, parents, and other volunteers will ask to go through the screening. Our policy is that only athletes and Unified Partners (people without IDD playing together with athletes) may participate in the vision programs (athletes receive priority) but only athletes will receive refractions and glasses/products (including sunglasses). Unified partners are not eligible for refraction and/or products. It is recommended that a sticker is placed on the paper HAS at refraction indicating that this is the stopping point for Unified partners.**

Retinoscopy & Refraction



Depending on the availability of qualified volunteers, these stations can be combined or separated.

At the Refraction/Retinoscopy station, the most appropriate correction for athletes who need new glasses is determined. For this station, it is advised to recruit eye care specialists that are experienced in refracting patients with special needs such as children and people with disabilities. When prescribing glasses for an athlete, consider the following: what are the athlete's visual needs, their sport, occupation, and age. **(data is recorded and collected in Minus Cylinder only)**

We have found that many times others who are not waiting for a refraction will sit in these waiting areas. We recommend using a "post it" or other "ticket" with a number indicating that the athlete is waiting for a refraction.



Volunteers:

This test should be performed by an experienced clinical volunteer such as an optometrist, or Ophthalmologist, skilled in Retinoscopy and Refraction, and a general volunteer to assist the eye care practitioner. **Ophthalmic technicians are not allowed to perform Retinoscopy and Refraction.**

Volunteers

Clinicians with Retinoscopy and Refraction experience, and one general volunteer as a pointer.





Equipment:

LEA charts are used for Retinoscopy/Refraction lanes, and a light source will be needed to illuminate the LEA chart. There should also be near point LEA charts at Refraction for those presbyopic athletes or athletes needing a near point correction, trial lens set with trial frame and prism/Sciascopy bars.

Equipment

- Distance and near LEA charts
- Light source or lamp (requires power)
- Trial lens and frame kits
- Sciascopy bars
- Prism bars
- Phoropter and stand
- Volunteer Pointer



- Retinoscope and charger (requires power, including extension cords)
- Pipe and drape (optional for refracting lanes, recommended for retinoscopy testing)
- Stool with wheels for ECP
- Occluders
- Wall mounting or easels for distance LEA chart

Phoropter:

The equipment will vary between sites and geographic locations but will include either a phoropter and stand and/or trial lens set with a trial frame. Phoropters are not supported by SOI and need to be sourced locally. Phoropter stands are available for loan only in the US.

Phoropter

Equipment varies between sites and geographical locations, and will need to be sourced locally.





Challenges:

Keep in mind challenging retinoscopy and refractive cases, such as older athletes, large changes in refraction, new prescriptions that vary greatly from the current glasses, or large differences between two eyes with poor motor skills.



Final Check Out



When the athlete has completed Retinoscopy/Refraction, they should go to Final Check Out.

This review should be performed by an experienced clinical volunteer, such as an optometrist or ophthalmologist, **preferably the Clinical Director**. The eye care practitioner does a final review of the athlete's screening form, ensuring all stations are complete, recommending any station retesting if necessary and making appropriate recommendations.

Athletes may receive a routine, non-urgent, or urgent referral for follow-up care as a result of screening. Athletes should be referred for a routine comprehensive eye exam that includes dilation.

A screening summary and referral recommendation are given to the athlete or their guardian. (See [report cards](#) on resources page)

The athlete is directed to the Fitting & Dispense Station to choose eyewear and/or sport goggles recommended by the Final Check Out clinician.

Eyewear options: Final Check Out

Athletes who present with a correction are eligible for either:

- One pair of bifocals, or
- One pair of distance dress eyewear, or
- One pair of distance dress eyewear and/or one pair of near dress eyewear
- One pair of distance sport goggles if participating in a contact sport (Single Vision ONLY, clear lenses)
- If the athlete presents with a distance prescription and competes in swimming, swim goggles can be provided if available.
- Refer to recommendations page to view prescription ranges for sport goggles and swim goggles.
- Transition lenses are available in select regions and must be documented on the optical form for approval as a **medical necessity**. Excessive requests will be denied. These decisions are made **solely by the clinician at Check Out** and cannot be made by volunteers at the fitting station.
- Progressive lenses are available in select regions and must be documented on the optical form for approval as a **medical necessity**. They can only be approved if an athlete attends the screening wearing progressives, 1st time progressives are not allowed, excessive requests will be denied.

Key Reminders for Screening Processes

Below are critical action points to support smooth and compliant event execution:

Completion of All Screening Stations

- All stations must be completed for the event to qualify as an Opening Eyes screening
- Athletes may not skip stations if they bring an outside prescription. The full screening must be completed, and the prescription should be reviewed and verified as part of the process.

Digital and Paper Form Completion

- For digital forms, aim for the green circle indicates the station is complete and accurate
- Paper forms must have all fields completed. Please ensure that handwriting is clear and legible especially in the "Other Abnormality" field as this information is critical for follow up and referral care and data accuracy.
- Only use: "Unable to Test" when an athlete truly cannot be tested—not due to time constraints or lack of clinical volunteers

Clinical Director Requirement

- A licensed OE CD from the governing body's area must be present at the event. Events cannot proceed without a qualified CD on-site.
- At no time should any medications be administered or called into a pharmacy. This is a screening and not a comprehensive eye exam. If an athlete requires further evaluation or treatment, a referral should be provided to the appropriate eyecare professional or clinic.

Volunteer Coverage

- All stations must be properly staffed. If you're short on volunteers or clinicians, consider rescheduling the event in advance. If you need assistance with volunteer recruitment, please do not hesitate to reach out for guidance.

Athlete Engagement your interaction with athletes is a critical part of creating a supportive and empowering environment. Remember, you are not just providing clinical services, you are contributing to an unforgettable athlete experience.

- **Engage meaningfully** with each athlete. Take time to introduce yourself, make eye contact, and show genuine interest in who they are and beyond their clinical needs.
- **Celebrate their achievements:** Ask about their competitions, medals earned, acknowledge their hard work and dedication.
- **Be present and enthusiastic:** Bring positive energy into each interaction. Smile, encourage, and support the athlete throughout the event.
- **Stay athlete focused:** Keep your full attention on the athlete during the screening. Make them feel valued and supported.
- **Take your time:** Never rush the athlete through the screening. Every interaction should be conducted at the athlete's pace, with care and attentiveness. Make the experience meaningful for them and for you.
- **Train and empower your volunteers:** Provide clear instructions, model respectful and compassionate care, and set expectations for athlete engagement. If volunteers are struggling or uncertain, reassure them that support is always available.
- **Lead with patience:** Let volunteers know that all questions are welcome, encourage them to seek guidance during the event. Reassure your team that asking for support is a strength, foster a learning environment and encourage open communication.



Many athletes will have a passport to identify that they have completed the screening, Please provide stickers/stamps only if the screening has been completed.

Eyewear Fitting & Dispense Station



Optical Volunteers:

Experienced opticians and/or optical technicians with fitting and dispensing skills should fit athletes with appropriate frames suitable for the prescription and facial features and take accurate measurements. General volunteers can assist with frame styling/selection but must have qualified opticians approve fit and take measurements. It is expected that you will assist athletes in frame styling and selection.



Optical Volunteers

Experienced opticians and/or optical technicians with fitting and dispensing skills should fit athletes with appropriate frames suitable for the prescription and take accurate measurements. General volunteers can assist with frame selection but must have a qualified optician approve fit and take measurements.



Approved Eyewear:

At this station, the optical volunteers will assist athletes to choose an appropriate pair of dress eyewear from a current selection of styles, colors and sizes provided by our global partners through SOI. Ensure that all frames are approved and supplied by SOI to comply with our partners' and sponsors' contractual agreements. **Do not accept independent donations.**

- You will need an appropriate selection of eyewear to give the athlete a choice and ensure that you have enough styles and sizes to properly fit the athletes' facial features and prescription needs. Request frames through the PNF **60 days** in advance of the event.
- Frames and sunglasses are to be displayed so athletes can choose from the selection, it is **unacceptable to display in/on top of plastic bags**
- Allowable Frames:** Sourced through **SOI PNF**
 - Ophthalmic Frames: Safilo
 - Sunglass Frames: Safilo
 - Sport Goggles : SOI as available
 - Swim Goggles: SOI, may not be available in all regions
 - Specs4Us: SOI (Ophthalmic frames for Down Syndrome)

Lenses/lab services provided by Onesight EssilorLuxottica Foundation



Approved Eyewear

Athletes choose from the eyewear provided by our global partners through SOI. Ensure frames comply with agreements. Independent donations are not allowed.



Equipment:

- Optical forms, pupilometers, PD rulers, frame warmer and small optical hand tools, trays and a lens clock should be available at this station
- See resources page for 2.0 & [1.0 Optical forms](#) for documenting prescription, frame measurements, and pupillary distance measurements, bifocal segment measurements (if a multi-focal). Contact openingeyes@specialolympics.org for assistance.
- It is imperative to document all information on the optical form and confirm against the HAS form for accuracy.**

Sport Goggles:

Sport goggles may be available for those athletes who participate in contact sports only, either prescription or non-prescription goggles. Sport goggles are limited, be conscious to not to over request these products. **Tinted lenses in sport goggles are not allowed.**



Plano Sunglasses:



Plano Sunglasses

Athletes who completed the screening and do not need distance vision correction are eligible for plano sunglasses.



Plano sunglasses are available to those athletes who have completed the screening and present without the need for distance vision correction. **Athletes who present with a distance prescription are not eligible for plano sunglasses or fit overs.**

At the Fitting & Dispense Station, **display frames without plastic bags** to ensure athletes can choose their frames without distractions or obstacles. Group frames in sections of male, female, and children's and plastic/metal for simplicity and efficient re-stocking during the event.



Eyewear Options:

- One pair of bifocals, or (Flat top bifocals are standard, if an athlete is currently wearing a progressive, check to confirm if progressives are allowed in your region as a special order only. (1st time progressives are not allowed) You must complete the **Medically Necessary Special Request/Instructions (Requires Approval). Transitions and/or tinted lenses are considered special orders** and not provided as a standard option. These lenses may only be recommended and requested when there is a documented medical necessity. The criteria for such lenses may be approved only for athletes with qualifying medical conditions such as albinism, due to lack of pigmentation, or other retinal disorders.
- One pair of distance dress eyewear, or
- One pair of distance dress eyewear and/or one pair of near dress eyewear
- One pair of distance sport goggles if participating in a contact sport (Single Vision ONLY, clear lenses)
- If swim goggles are available in your region, athletes who present with a distance prescription and participate in SO competition swimming are eligible, **plano swim goggles are not allowed**. Note: swim goggles take extra time to fabricate, please be conscious not to overwhelm the labs.
- See optical form for prescription ranges for sport goggles and swim goggles.



Frames are supplied by SOI through the [PNF](#). **All ophthalmic frames and plano sunglasses must come from SOI.** Through the generous donations from our global sponsors, **Safilo**. DO NOT accept outside donations. If you have questions, please contact openingeyes@specialolympics.org

If ordering frames through the PNF for the Europe/Eurasia region, be advised that the frame request **must be made 75 days prior to the event** to allow ordering, processing, and delivery prior to your event. If the request is less than 60 days, the request will not be able to be fulfilled due to contractual agreements.

Eyewear Dispensing and Delivery

IT IS IMPORTANT TO NOTIFY ATHLETES AT THE TIME OF FITTING THAT IT MAY TAKE THE MINIMUM OF **4-12 WEEKS** TO RECEIVE THEIR EYEWEAR FOLLOWING THE COMPLETION OF THE EVENT.

If you have On-Site Edging, set up an area near the Fitting & Dispense Station with dispensing tools and inform athletes where to pick their glasses up and what time they should return.

It is the expectation for the Clinical Director to arrange to have **all prescription eyewear verified for prescription accuracy** once the glasses have returned from the lab. Once verified, the program can mail to the athlete. **Do not include lab form with prescription eyewear.**

PRIOR TO SHIPPING GLASSES TO ATHLETES:

Ensure the program removes the lab copy and retains it in a secure area. Replace the lab copy with the athlete's name and dob. This ensures that the athlete/parent/guardian will not use the information on the Form for duplication on an internet eyewear website.

At times, athletes, parents and caregivers have reached out to our partners and/or attempted to use the lab copy for a prescription.

On-Site Edging (Optional/US)

On-site Edging
On-site edging is optional and will take advance preparation to secure equipment, supplies, and skilled volunteers. Contact your local edging manufacturer representative or local lab for volunteers.

Volunteers and equipment:

- Technician
- Optician
- Edger
- Lensometers
- Ink
- Lens marker or china marker
- Blocker
- Blocks
- Block pads
- 5-gallon bucket
- Hand stone
- Trays
- Hand tools
- Stock finished lenses




On-site Edging is optional and will take preparation well in advance to secure equipment, supplies, and skilled volunteers. Contact your local edging manufacturer representative or contact a local lab for volunteers/equipment. To perform On-site Edging, you will need a technician, optician, edger, lensometers, ink, lens marker or china marker, blocker, blocks, block pads, five-gallon bucket, hand stone, trays, and hand tools to be sourced locally. Stock finished lenses are provided by our Global sponsor. (US only)



On-site edging will allow many athletes to receive their eyewear during the duration of the event.

If you do not have access to our supporters for on-site edging, please contact Openingeyes@specialolympics.org

Stock Lens Replacements

Replacement stock lens forms can be found on the OneSight EssilorLuxottica Foundation, Changing Life Through Lenses portal under resources. Download the form, complete, and email directly to the address provided on the form. Paper forms will not be accepted. You will need to request lenses 2 months prior to your event. It is recommended to order replacement lenses directly following your event (same calendar year) to accurately document lenses used for our partners and avoid last minute request. It is strongly recommended that you assign a volunteer at the On-site Edging Station to fill out the Form as lenses are taken from the kit and/or retaining the lens envelopes for accuracy.



Stock Lens Account

Your account is eligible to place bulk orders for stock lenses. If you have a finish lab or access to edging equipment this would allow you to dispense same day to your eligible patients.

Apply Now

Request Type: One Time Single Support

Request Type *

One-Time Support - a single order for one specific project or event

Ongoing Support - apply for online ordering account (1-2 orders per month or more)

Order Information

Please download and complete this [Order Form](#) then upload it below. Upon submitting this form, your order will be reviewed and you'll be contacted if approved or if additional information is needed.

Upload Completed Order *

Choose File No file chosen

Eyewear Data Entry

Eyewear Data Entry
Documenting prescriptions for fabrication will vary between sites and geographic locations.

Online Order Support
If your region supports online order entry, complete the order in the portal and send forms to the qualified lab for fabrication with the printed online lab order form.
Handwritten forms are not acceptable. You will need laptops, wireless printers, and Wi-Fi to complete online entry.

Offline Not Supported
If your region does not support online order entry, lab forms should be completely filled out, including prescriptions, measurements, and complete frame information.
Forms should be duplicated and confidentially stored by the Program, in case a duplicate or replacement order is necessary.



Documenting prescriptions for fabrication will vary between sites and geographic locations.

If your region is supported by online order entry, it is required to complete the order in the Global Sponsor portal and send frame with online printed order form to the lab. You will need laptops, wireless printers, and Wi-Fi. See [supply list](#) for additional details and needs. It is important to double-check your entry for accuracy.



If your region is not supported by online order entry, lab forms should be provided and must be **filled out completely, including prescription, measurements, and complete frame information.** Forms should be duplicated and securely stored by the Program, in case a duplicate or replacement order is necessary. Contact Openingeyes@specialolympics.org if you require assistance or guidance with lab forms and/or locations.

If your region is not supported by online order entry, use **2.0 Optical Form** or **1.0 Optical Form** found on the **resources page under Athlete Report & Screening Guides:** ensure completeness, including prescription, measurements, and complete frame information. Copy forms, send original to lab and securely store the duplicate at the program level. Complete information is required in case a duplicate or replacement order is necessary.

OneSight EssilorLuxottica Vision Foundation Changing Life Through Lenses (US programs only)

To enter orders on-site at your event you need laptops, internet , wireless printers and supplies for processing orders, see [Supply List](#).

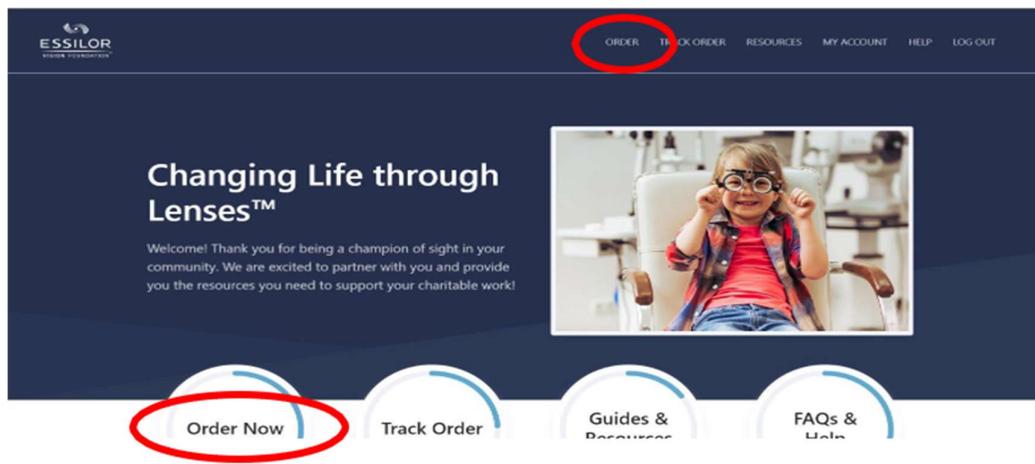
Log in, <https://changinglifethroughlenses.org/referral/openingeyes> to ensure that the Special Olympics Opening Eyes logo is located on the top of the page. If not, you are not registered as an Opening Eyes account. Please notify Openingeyes@specialolympics.org for assistance.



It is required that you notify Openingeyes@specialolympics.org if you change your Special Olympics Opening Eyes Login and/or password. This is used for lab confirmations and VIK.

If you do not see the Opening Eyes Logo once logged in, then you may be registered on the general US website which is used for many charitable organizations. The Special Olympics Opening Eyes portal is unique for OneSight EssilorLuxottica and link specific. The Opening Eyes portal is for Special Olympics athletes only, do not enter other charitable orders through the SO portal. Entries are counted and monitored by our corporate sponsors. Entering orders other than SOI athlete limits the total number of eyewear allowable through OneSight EssilorLuxottica for our athletes. Contact openingeyes@specialolympics.org if another account is needed. One account per state is allowed unless there is more than one program per state.

It is the expectation to share the Special Olympics Opening Eyes account login and password with the Opening Eyes discipline manager and your SO Health Program Manager. Please notify openingeyes@specialolympics.org if any changes to login and/or password have been made.



General Information

Prescribing Doctor*
Jim Halpert, OD

Patient First Name*
Clark

Patient Last Name*
Kent

Referral Organization*
Not Applicable

If this patient was referred, please select the primary referral organization. If there was no referral organization involved, please select "Not Applicable".

By selecting or indicating a Referral Organization for this order, you hereby consent to the disclosure to such Referral Organization of the prescribing doctor's information including, without limitation, to name and number of orders placed and warrant that you are authorized to provide such consent.

If your clinical director is not listed, click this to add them. You can choose to save the doctor for future orders.

This field is not necessary. Please select "Not Applicable"

Please ensure that you are spelling first and last names correctly in proper order for accurate identification at dispense/delivery.

Patient Demographic

Please enter as much of the following information as possible

Patient DOB MM/DD/YYYY

Age*

Patient Gender

Patient Ethnicity

First Time Glasses Wearer
 Yes No Unsure

First Time Eye Exam
 Yes No Unsure

Enter age or date of birth, if DOB entered, age will autofill. Gender, ethnicity, first time glasses wearer and first-time eye exam is not required.

Order Information

If the lens options do not meet the needs of the patient, please complete as much of the order form as possible and check the box below to include additional information in the section for special requests.

Please select the lens type from the icons below.*

Single Vision **Bifocal**

Sphere* **Cylinder** **Axis** **Addition** **Seg. Height**

Right Eye (R or OD) +25.00

Left Eye (L or OS) +19.75

RE/O +19.25 LE/OS

Near PD

Lens Design **Lens Material***

The lens options above do not meet the medical needs of this patient.

Check here to show additional Rx fields to request prism. For lens treatment, (medically necessary only, requires approval), material, or power, check Special Request. If an order requires approval, you cannot print the form until you receive an approval email. Keep frames and paper forms separate.

Ensure quality control and avoid prescription errors by accurately transferring the prescription. If you are using paper order forms, the fields should be in the same order. Prescriptions during the screening are measured recorded in minus cylinder, it is best to be consistent throughout.

Show Additional Rx fields.

Horiz. Prism **Base** **Vert. Prism** **Base** **OC Height**

Right Eye (RE or OD)

Left Eye (LE or OD)

Special Requests/Instructions

The lens options above do not meet the medical needs of this patient.

Frame Information

Please select the order type from the icons below.*

Frame to Come



All orders for the Opening Eyes program are Frame to Come

Uncut



Please enter as much information as possible to assist the lab in correctly identifying the frame.

Manufacturer

i.e. FGX

Brand

i.e. Lantis

Model

i.e. Sidekick, L00015, or Strike/L00132

Frame Type*

Color*

i.e. Tortoise, Red

Eye Size

i.e. 50

Temple Length

i.e. 140

Additional Information

Shipping Address: ⓘ

Eye See You
Testing Again 234556
DALLAS, TX 75234

Use a different shipping address for this order

Patient/Order Notes (not sent to lab)

This information is for your internal use only and will not be shared with the laboratory.

Orders will ship to the address on your account by default. You can change the shipping address by checking this box. Or go to the My Account page to change the address on your account. **Do not mail glasses directly to athletes**

This field can be used for additional patient notes that you may want to reference/document. Please note, this is for internal use only and not viewed by the lab.

Do not mail glasses directly from the lab to the athlete. Our sponsors do not support direct mail other than to the programs/CD.

If an authorization for a special order is required, you will not be able to print the lab form. Keep paperwork and frame aside. You should receive an email authorization within two business days. Once received mail to lab immediately.

Print the order summary. Keep customer copy and attach frame securely to the lab copy to the assigned lab.

Print Order Summary

Remake/Redo Order

Place New Order

Lab Information

If this is a Frame to Come order, please send your frame along with the lab copy of the order summary to this lab:

Dallas DC Lab
501 E Corporate Dr.
Lewisville, TX 75057
Phone:

Customer and Order Information

Customer Name: Eye See You



Email: cttlbusiness@essilorvisionfoundation.org

Patient: Test Please Cancel Test Please Cancel

Phone: 2222222222

E-Order #: SP2JEBPM

Shipping Eye See You

Lab Job ID: TEST73821

Address: Testing Again 234556
DALLAS, TX 75234

Submitted: 06/15/2018 11:04:24AM

Once your order is submitted print form, cut in half and secure the lab copy with the frame and send to lab. Retain customer copy at the program level in a secure location. You may also print a list of orders from the portal by using the filter date range.

Please arrange for an optician or a qualified/certified individual to verify the prescriptions after they have been fabricated and returned from the OneSight EssilorLuxottica lab to ensure accuracy of the prescribed eyewear prior to sending the glasses to the athletes.

If a remake is necessary, please submit under remake/redo and describe reason. Do not place a new order as this will impact on the allowable number of glasses for our athletes.

***When glasses return from the lab, following prescription verification, label glasses with athlete name and DOB and then coordinate with the program to mail/dispense to the athlete.

DO NOT SEND A COPY OF THE LAB FORM TO THE ATHLETE WITH THEIR GLASSES

The lab form includes the prescription and measurements and is not a valid prescription, athletes are not to use this form to order glasses on-line or contact our sponsors.

Screening Data and Post Event Evaluation

Programs that received a grant for the event are required to enter the screening data into the Healthy Athletes software. Tutorials for tablet and event screening data entry can be found [here](#). You must report your data post event for sponsor requirements in the [Opening Eyes Event Evaluation](#). This report is required as part of your grant application. You will be required to report the following numbers:

- ✓ screenings
- ✓ prescription dress eyewear
- ✓ prescription sport goggles
- ✓ plano sport goggles
- ✓ plano sunglasses
- ✓ clinical volunteers (types, Optometrist/MD)
- ✓ optometry students
- ✓ Lions/Leo members
- ✓ non-clinical/general volunteers
- ✓ athletes needing a referral (routine/non-urgent/urgent)
- ✓ photos & stories

Community Based Screenings

If you can support community-based screenings in your office/community, please reach out to join our Opening Eyes Healthy Community Program in your area. There are opportunities to support with products and services similar to the in-person Opening Eyes event. This is an opportunity for people with IDD to have access to care for those who may not be able to attend the HA screenings.



Special Acknowledgement goes to Dr. Paul Berman former chair of the Sports Vision Section of the American Optometric Association (AOA) who developed the original pilot program in 1991. In 1997 Opening Eyes became an official program of Special Olympics Healthy Athletes.