



## SPECIAL OLYMPICS LIONS CLUBS INTERNATIONAL FOUNDATION OPENING EYES PROGRAM

### CLINICAL DIRECTOR MANUAL



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## History of Special Olympics and Opening Eyes

We are very excited to bring the Special Olympics Lions Clubs International Foundation Opening Eyes (OE) Vision Program, part of the Healthy Athletes' Initiative for Special Olympics Athletes, to you and your area! Please accept our gratitude for volunteering to serve as our Local OE Clinical Director.

This manual has been prepared to give you the information you'll need to successfully organize and complete your Special Olympics Opening Eyes event. Please read the information carefully, even if this is not your first time as a Local OE Clinical Director. We have added quite a bit of new information for you regarding the OE program!

## Special Olympics Mission Statement

**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 disability (ID), 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.

## About Special Olympics

**The concept of Special Olympics** began in the early 1960's when Eunice Kennedy Shriver started a day camp for 100 local children with ID at her home in Rockville, Maryland. From that experience it was clear to Mrs. Shriver that people with ID 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 goal of Special Olympics** is for persons with developmental disabilities including intellectual disability to have the opportunity to become useful and productive citizens who are accepted and respected in their communities. It is the intent of Special Olympics to focus upon abilities, not disabilities

## What Is Opening Eyes?

Special Olympics Lions Clubs International Foundation Opening Eyes (OE) is a program designed to provide quality eye care for all people with developmental disabilities, and particularly for those who are competing as Special Olympics athletes. Dr. Paul Berman as chair of the Sports Vision Section of the American Optometric Association (AOA) developed the original pilot program, which eventually became OE. In 1997, OE became an official program of Special Olympics (SO).



There are several ways that the OE program helps to increase the athlete's access to care: (1) providing vision assessment, refractions, and dispensing of appropriate eyewear to Special Olympic athletes during Special Olympics Events. (2) Making permanent changes in the attitudes of the optometrists, ophthalmologist, and other eye care professionals along with optometry students and ophthalmology residence who volunteer to participate in the OE vision program. (3) Educating the athletes, their guardians, coaches, and administrators about the importance of vision to the athletes' performance in sports, school, and work. (4) Providing continuing education to our volunteer eye care providers to familiarize them with the new and accurate techniques for assessing the vision of this patient population.

Another important way OE helps to increase access to care is by giving volunteer eye care providers and students an opportunity to work with a population to which they may not have had previous exposure. For many of our volunteers at past events, this wonderful experience has opened their eyes to the visual needs of people with ID. The apprehension that they may have previously felt about treating a patient with special needs disappears in this positive, non-threatening environment. This exposure may also have an impact on how an eye care providers will structure his/her practice. Therefore, it is important to include students as well as those already in practice in your group of volunteers. The more eye care providers we can influence and encourage to include patients with special needs in their practices, the more we will help to eliminate one of the major "access to care" issues affecting people with intellectual disabilities.

## Lions Clubs International Foundation Partnership

The Lions Clubs International Foundation (LCIF) has been Special Olympics International partner since 2001 to help support existing OE programs and to help establish new OE 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.

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. Through generous grant support from the Lions Clubs International Foundation, the Special Olympics Lions Clubs International Opening Eyes program is achieving constant growth and is reaching toward its goal of bringing proper eye care to Special Olympics athletes around the world.

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' members need to be invited to participate at OE events, and OE eye care providers will be encouraged to become Lions Clubs members.

## Healthy Athletes sub award capacity grants for OE

All Special Olympics programs that have an OE program are eligible to apply for money from the Lions Clubs International Grant through Healthy Athletes sub award capacity grants processed by Special Olympics International (SOI). The grant is structured to provide money for both new and sustaining programs. New programs may be eligible for costs incurred for one time set-up and equipment costs. Sustaining programs are eligible for lesser amounts of money and may therefore need to do some fundraising if the sustaining amounts are not sufficient. Completing the grant application has to be done collaboratively with the state's local Special Olympics Program – please contact your Healthy Athletes manager or Special Olympics program director.

## Opening Eyes Management Team and Contact Information

OE Director

Bjoern Koehler

Email: [openingeyes@specialolympics.org](mailto:openingeyes@specialolympics.org)

OE Senior Manager

Sally Stein

Email: [openingeyes@specialolympics.org](mailto:openingeyes@specialolympics.org)

## Planning Schedule Check List

### Twelve Months prior to the event:

#### Administrative

- Contact your state's local Special Olympics (SO) Program to let them know that you are coordinating the OE screening for their state or country games. Get acquainted with people with whom you will be working. Find out about any planning meetings, site visits, coaches or delegate meetings that would be appropriate for you to attend...
- Contact your local Lions Clubs District Governor to inform about the date and location of the event
- Contact your state or country association to check for restrictions or requirements when conducting a vision screening which includes refractions (visual analysis). If special information consent forms are necessary, have them included in your local SO mailings to parents and guardians as soon as possible. Prepare informed consent forms (in conjunction with your SO Program) Include permission for athletes to participate in the OE program in their [informed consent form](#). The SO Program will need to send these out well in advance of the games.
- Get the athlete's competition schedule from your local SO contact. If possible, plan for certain teams to come to the OE program at a prearranged time.

### Six Months prior to the Event

#### Administrative

- Assemble your team and distribute assignments,
- Decide with your SO Director the days and hours of operation for the program. Introduce your site coordinator to the local SO Games coordinator.
- You and/or your site coordinator need to make a visual inspection of the screening site. Location is very important! You want a site that is easily accessible to the athletes (preferably within walking distance of the competition areas or the eating area). You need to make sure that there is electricity available and that the lighting can be arranged to suit your needs. If you are in a building, make sure it is accessible to wheelchairs. If you are at an outdoor site, you will need to place the tent (with sides) on a flat area and have accessibility to electricity.
- Write periodic announcements to be put into local SO mailings to coaches/parents informing them of the screening.
- Work with your SO program to fill out your budget and Healthy Athletes capacity Grant Application.
- Fill out program needs form (PNF) using this link (page 24 for further details on the PNF): <https://app.smartsheet.com/b/form/731dd0fed0174ddaa2750f362967d1a5> . Please contact Sally Stein for support if needed.
- Contact your state or country optometric/professional association's executive director and president to inform them of the program and to help get the needed volunteers from all over your state or country.



- Make contacts with potential sponsors for equipment.
- Arrange for ophthalmic equipment from a local source(s) school, colleges, distributors etc.

### Site

- Give local SO Games Coordinator the On-Site List (see appendix)
- Make a floor plan for the screening space. If you are in a building, you will need to find out about fire codes - you cannot block exit doors. See sample layout page 15
- If you are not part of the program where Essilor Vision Foundation is working to fabricate lenses arrange for 1-2 local optical laboratories to fabricate the glasses and sports goggles. Many of the jobs will be single vision plastic, or polycarbonate however there will be some bifocals and some polycarbonate sport specs.
- Make a protocol for dispensing the glasses by mail, with your SO program through the state or country Association or with the fabricating lab.

### Volunteer/Education

- Begin advertising for volunteer optometrist, ophthalmologists, and other eye care professionals as well as non-clinical volunteers (Lions): you need at least 50 volunteers/day
- Advertise the vision screening in your state, local or country optometric/professional association's newsletter
- Contact all Optometry/Ophthalmology academic programs in your area. Let them know about the vision program in advance and plan for volunteers.
- Make a list of near-by hotels for out-of-town optometrists/eye care practitioners for housing. Housing should be limited to those who must travel 90 minutes or more. Optometrists/ eye care practitioners should room two per each room and students four per each room
- Start a list of "willing providers" optometrists/eye care practitioners and ophthalmologists for follow-up care.
- Translate the [Opening Eyes screening form \(HAS form\)](#), vision report card and screening protocols into your native language. Find all forms in the appendix.

## Three Months prior to the event

### Administrative

- Stay in contact with your local SO Program.
- Include OE brochure in all mailings to volunteers, donors, coaches etc.
- Get your state, local or country optometric/professional association involved in setting up local publicity
- Confirm program needs items with Sally Stein

### Site

- Check that your local SO coordinator understands your on-site needs (see On Site list).
- Coordinate with your local SO contact for tables, chairs, pipe and drape, fans, electricity, etc. for screening site (see On Site list in appendix)
- Contact your state's or country's local Special Olympics Program contact person to find out about schedules, parking, and credentials

### Volunteer/Education

- Continue to advertise screening in state, local or country association's newsletter for more exposure
- Make sure that you have local optometrists/ eye care providers for every day of the event.
- Contact Optometry/Ophthalmology schools to arrange for student and faculty volunteers
- For those needing overnight accommodations: Rooms are for double occupancy only and four to a room for students. Non-volunteers or spouses must pay for their part of the rooms
- Send out volunteer letters
- Order T-shirts –use proper logos (please see page 14. Logos might change so please ask for the latest ones)
- Make copies of the HAS form, protocols sheets.

## One Month prior to the event

### Administrative

- Request any other information you may want, such as Olympic Village maps, directions to the site for your volunteers, parking information, plans for inclement weather, credentials, etc. You may also want to find out if it would be appropriate to have volunteers from OE participate in the Opening Ceremonies parade. As you get closer to your event date, you may wish to also talk to the local SO organizers about making public announcements about the vision program during the games. It is also nice to give people who have been helpful to you one of our t-shirts as a "thank you" for their work on our behalf. (Security guard, local SO coordinator etc.)
- Check with your local SO Program about eye emergency referrals. If your state/country allows you to handle such emergencies, you may need to have a slit lamp and BIO available at the medical station (not at the screening site). You will then need to designate "on call" optometrist/eye care practitioner for such emergencies. If you do not want to handle any emergencies, then familiarize yourself with the SO protocol for such situations.

### Site

- Confirm on site arrangements: tables, chairs, tent, electric etc. There should be overnight security every night for the site until the equipment is removed.
- Check when the tent or indoor site will be set up and ready for you to occupy
- Arrange for equipment to be delivered to screening site.



- Confirm delivery and pick-up times for your equipment. Plan on setting up equipment the day before the screening (it takes about 6-8 hours to set up and calibrate and charge all the equipment). You will need electric, tables and chairs in place on the day you do set-up. Check for bad weather site alternative. If there is an indoor site, make sure you have adequate space and can control the lighting. (See On site list in the appendix).
- Finalize arrangements for equipment: Make sure you have everything on your Equipment Lists. If anything is missing, please contact Sally Stein.
- Stay in contact with your local SO contact person
- You will need 4-6 people to help with set-up. (If you are having volunteer training the day before the event, plan to set up on that day either before or during volunteer training).
- Finalize any parking permits.
- Make up sponsor banner and signs. You can order sponsor banner and program banners for your first-time event. Please submit your needs through the PNF form (see page 24).
- If you plan on faxing dispensing information to a local lab- make sure you have access to a fax machine. If the GOC (Games Operation Center) is going to be nearby to Olympic town that would be where you would find a fax and copier. If not, know where to find one close to your location.

### Volunteer/Education

- After CE you will need 2-3 hours of hands-on instructions on the equipment, protocol review and to assign volunteers to their stations. We suggest that you arrange a meeting with your volunteers (professional and lay people) prior to the screening to get them familiar with the tests and protocols. If you are unable to do that – make sure that you schedule adequate time to train your volunteers properly.
- Finalize hotel accommodations, make room assignments
- Finalize volunteers' schedule- send a letter to each volunteer with special instructions on parking, credentials, T-shirts, CE seminar, schedules, Hand instruments etc.

## Two to one weeks prior to the event

### Administrative

- Contact your local OE team to make sure everyone has completed their assignments.
- Stay in contact with your local SO Program

### Site

- Stay in contact with your local SO Program for last minute arrangements
- Contact OE team to go over last-minute arrangements.
- Confirm security!

### Volunteer/Education

- Be sure all your volunteers know their schedules.
- Choose area monitors (see Volunteers section) and make sure they understand their jobs
- Prepare referral lists of people who have agreed to see people with ID to be handed out at the screening

## Day before Screening

### Administrative, Site and Volunteer

- Set up site
- Check on hotel arrangements for out-of-town volunteers and suppliers
- Meet with your out-of-town guests

## During the Vision Screening

### Administrative

- Check with local SO Program on food, water, and reception for your volunteers.
- Be available for interviews from local media
- Oversee screening operations, athlete flow, refraction/Rx, dispensing and fabrication of eyewear and screening data entry.

### Site

- Oversee set up and break down of screening site
- Make sure that all equipment is packed up and shipped back
- Confirm pick up of large equipment
- Oversee sending prescriptions to outside labs

### Volunteer/Education

- Distribute name tags, volunteer assignments and T-shirts
- Go over screening protocols.
- If you are having volunteer training, there should be sufficient time to review the protocols and hands on experience on the instruments. Review of screening protocols and equipment may take 1-2 hours
- Allow sufficient time for volunteers to eat.

## Post Screening

### Administrative

- Send out Thank you letters to all sponsors and donors
- Send out Thank you letters to local Special Olympics staff
- Fill in the online Event Summary report see the tutorial following
- Begin planning your next event with your local SO Program
- Finalize any bills with your local SO Program, and plan your budget for the following year

### Site

- Make sure that all glasses are delivered to athletes
- Inventory all your supplies
- Send back any borrowed equipment promptly

### Volunteer/Education

- Send out Thank you letters to all volunteers
- Send out Volunteer Certificates and CE certificates see samples on disk

## Screening data entry and event evaluation

All screening data collected at OE events is the sole property of SO and OE. No research or publication of this data is permitted without the consent of SO and OE including the informed consent of the athlete.

Programs that received a grant for the event are required to enter the screening data into the Healthy Athletes software. Tutorials for tablet and post event screening data entry can be found [here](#) (scroll down to the Opening Eyes specific documents on the website).

You must report your data to the OE team or through following link

<https://app.smartsheet.com/b/form/a0648245f6114c5f8e34ac9971d7acea> after you have finished your event.

This report is required as part of your grant application. You will be required to report the number of athletes seen, number of prescription eyeglasses, number of prescription sport goggles, number of plano sport goggles, number of sunglasses, number of professional volunteers, number of student volunteers, number of Lions/Leo volunteers, number of non-professional volunteers, number of athletes needing a referral. We recommend that you have a volunteer take this data during your event.

## Forms & Equipment

### Screening Forms / Test Protocols

The [Opening Eyes screening form](#) will be the only screening forms that can be used at OE events. You will need to distribute copies of the test protocols to each volunteer. Non-English-speaking programs should arrange to translate all appropriate forms and letters into their native languages. The forms are updated from time to time. For the most recent version of the screening forms are available on the [Opening Eyes resource page](#).

### Informed Consent Forms

All SO athletes sign [informed consent forms](#) before being allowed to compete in Special Olympics Games. Recently local SO Programs have included wording in the local SO informed consent form which would allow the athletes to participate in Healthy Athletes Initiative Screening such as the OE vision screening as part of the regular SO activities. All SO Programs will be asked to include this wording for your events. Please check with your SO Program Director to make sure this has been done.

Some states /countries may have specific requirements for what constitutes a vision screening. For example: Some state laws consider a screening to be a complete exam if a refraction is included. In this example since it is now a full exam the law stipulates that dilation is required. It is imperative that you check ahead of time to identify if your state or country has any restrictions on screenings or requires the parent or legal guardian to sign a disclaimer recognizing that the OE screening is not a complete exam. It is strongly suggested that if your state or country requires such disclaimers a statement should be drafted by the state, local or country association's lawyer. These disclaimers should be included in the registration materials that your local Special Olympics Program mails to parents and guardians prior to the Games.

### Other forms

Most of the forms can be downloaded through [Opening Eyes resource page](#), otherwise please contact Bjoern Koehler.

- Athlete Summary Report Card (front and back page: see appendix) - remember to put your own name in on the report card as the local contact.
- Congratulations on your new glasses
- Hold Harmless Agreement
- Screening Protocols
- Hold Harmless Agreement
- Essilor lab forms (to order lenses/glasses through an Essilor lab assign to your event)
- Essilor lens kit forms for events where onsite edging service is offered

## Clinical Supplies

Please refer to the equipment lists in the appendix. There are 5 types of lists. Screening Equipment, Dispensing Equipment, Eye Health Equipment, Basic Supplies and Misc. Equipment. The local SO coordinator will be receiving an additional list called the On-Site List (appendix)

## Equipment

In most cases, the local Special Olympics organization will provide tables, chairs, electricity and tents for you, but in some cases, you may be required to rent them. As Local OE Clinical Director you must work with your local SO contact to rent or get free use of these items (See onsite list in appendix).

We can provide every program with ophthalmic frames, plano sunglasses, sport goggles, stereo tests, color tests, near and distance Lea Charts, program, and sponsor banners as well as cases for the glasses. Other equipment such as portable slit lamps, tonometer's and auto-refractors may be available for loan. For US programs we can also provide branded volunteer working attire (t-shirts), phoropter stands and an onsite lens edging service that allows you to fabricate eyewear at the event. It is recommended that you source locally as much loaned equipment as possible. In some cases, you may want to purchase smaller re-useable equipment such as occluders, pd rulers, dispensing tools etc.

Most Non-US programs must find local sponsors. If you are unable to locally arrange for equipment you must contact Sally Stein at least 12 weeks before your event to insure equipment availability. It is your responsibility as the OE Clinical Director arrange for delivery and pick up of equipment from local sources. If you have difficulty, please contact Sally Stein immediately.

### **Important timelines for ordering supplies, equipment and edging services:**

For US programs: submit the PNF (program needs form) at **least 60 days** before the event. If you need onsite edging service, please submit request in February of the respective calendar year.

For Non-US programs: submit the PNF (program needs form) at **least 90 days** before the event

## Branding: Logos, Business Cards, Volunteer attire, Banners

Each SO Program will receive the official OE Logos. You will need to contact your SO Director to obtain the logo.

**Letterhead and business cards may be used only with the permission of your local SO Program.** You may use the title of Clinical Director as follows:

Your Name, Clinical Director OE Program

Special Olympics Your state or country program



You should also work with your local Special Olympics Program to order T-shirts. If you are receiving funds from the Lions Grant, then your T-shirts must have the official OE Logo. We require that the OE Logo be on the front of the T-shirt and should be the only logo in the field. The Golisano, Lions, Essilor and Safilo logo will go on the back of the shirt. For programs in the US, it is required to have the official Center of Disease Control (CDC) logo placed on the shirt as well. If you have other sponsor logos, you should put them on the back or on the sleeves of the shirt. In order to minimize costs, you can also use the logos in single color (e.g. white logos on dark t-shirt) except the CDC logo which must include the blue background color (see sample below). For Logos, please contact Bjoern Koehler



An OE banner and a Global Sponsor Banners (Essilor and Safilo) will also be provided. Screening site banners will be given to every SO program. If your local SO program has not received these banners, make sure to request one on your online PNF (see page 24).

## Name Badges/Sashes

We recommend that the optometrists/eyecare practitioners name badges all be one color, student badges be another color, and non-optometric/professional volunteer badges a third color. Using different colors like this will make it easy to select the right people/skills if you need to shift volunteers around. We also suggest that you get some stickers (like gold stars, etc.) to identify volunteers who speak different languages or who are designated monitors. You can also use different color sashes or hats to identify designator monitors or coordinators.

## Meals

At most Special Olympics events, a meal is provided for the volunteers. Arrangements should be handled through the local Special Olympics coordinator. If no meal is being provided for the volunteers, you should arrange to provide lunch for your volunteers. This can be sandwiches, water, chips, etc. from a local deli or market.

If the weather is expected to be hot on the day of your event, make sure you can provide adequate cold water throughout the day. Find out if the local SO Program will provide water for you. If not bring cups, coolers with ice, and small individual bottles of water or rent portable water coolers (that use ice instead of electricity) to keep water cold.

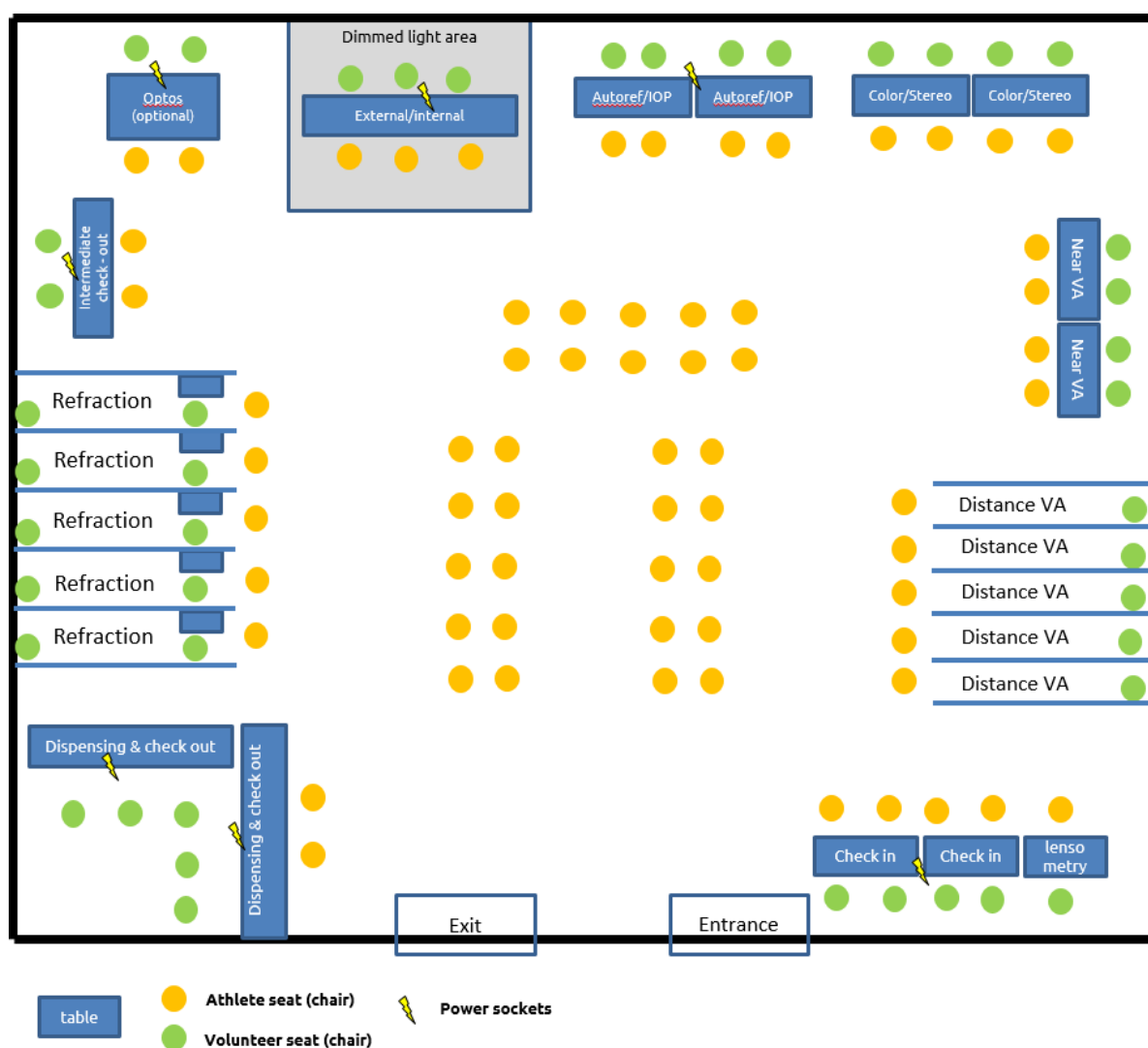


## Screening Overview

### Setting Up Your Site

The tent, tables and chairs should have been delivered to your site when you go to set up on the day of your event. Arrange the set-up time with the local Special Olympics coordinator based on when the site will be available to you, and when your event is scheduled to start. Allow at least 3-4 hours for set up with 4 or more people to help.

One of the most frequently used designs is to arrange the stations so that the flow is in a circled direction. This way, the electrical outlets can be put around the perimeter and the athletes can be directed in a continuous circle. See sample site layout below representing a typical **OE venue for 3-4 screening days and 1000 screenings in total.**



If your screening is to be conducted indoors make sure that you have seen the site on a previous visit so that you can control the lighting in different areas. The ideal indoor set up is to have two adjoining rooms one for the tests that need brighter illumination (such as color vision, stereo, cover test, near acuity, tonometry and check out). The other room would be for tests requiring darker illumination (such as pupils, external, ophthalmoscopy and retinoscopy). You will still need to arrange the electrical outlets and partitions to suit your needs.

Registration (should be set up outside of the tent or room), where the athletes will check in and complete whatever paperwork is necessary (see the REGISTRATION section of this booklet for more details). Set up at least two tables with 3 chairs on each side of the table for registration. This should be on the side of the tent that the athletes will most likely walk by on their way to and from other venues.

OE signage should be on this side of the tent, so the athletes/coaches can read what is going on at this site. We recommend covering all the tables with tablecloths (or plastic) which makes the site neater and easier to keep clean. We have found that a marker system is helpful to direct the athletes from one station to the next.

Numbered and/or different colored signs standing tall on the tables (so they can be seen above the heads of people sitting there) or hung from the tent over the tables will probably work best. Then, the athletes can be instructed to move “to the blue sign” or to “the area marked #1”. This is an easy way to make it clear to an athlete where they should go next, and to avoid the congestion caused by athletes wandering around, not sure where they are supposed to be.

## Registration Area/Check in

You will need a brief pre-event meeting with your registration volunteers, so they understand the proper method of filling out the registration form. The athletes come to the registration table first. Your volunteers will fill out the top of the form. The registration volunteers must also get a brief case history. You'll need a supply of pens and clipboards to use if they have to go around to the front of their table to take information from an athlete in a wheelchair.

For complete information on informed consent and assent please refer to the “[Guidelines for a Standardized Vision Evaluation](#)” booklet.

**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 ID playing together with athletes) may participate in the vision programs (athletes receive priority) but only athletes will receive refractions and any glasses (including sunglasses)**

## Vision Screening Area

For complete description of screening tests see "[Guidelines for a Standardized Vision Evaluation manual](#)". Please find hereunder It and Volunteer requirements for a typical OE venue as described on page 15:

Station	Tablets	Laptops	Printer	Stations	Volunteers	General	Clinical	Volunteer Qualifications
Check in	4	1	1	4	4	2+2*	2	2 x Lion/non Clinical + 2 optometry student+*2 disinfection sergeants
Distance Vision Acuity lane	5			5	10	5	5	1 x Optometry student & 1 Lion / nonclinical/Per Station
Near Vision Acuity test	4			4	4	4+1*	0	1 x Optometry student or non clinical/per station+*1 disinfection sergeants
Color & Stereo test	4			4	4	4+1*	0	1 x Optometry student or non-clinical/per station+*1 disinfection sergeants
Autorefraction	2			2	2	1*	2	1 x Optometrist or optometry Student per station+*1 disinfection sergeants
NCT/IOP (Tonometry)	2			2	2	1*	2	1 x Optometrist or optometry Student per station+*1 disinfection sergeants
Internal & External eye exam (Slitlamp)	4			4	4	2*	4	2 x Ophthalmologist or optometrist with qualification+*2 disinfection sergeants
(Intermediate) check out	3	3	1	3	3	1*	3	1 x Optometrist per station (highly qualified, should be the CD) +*1 disinfection sergeants
Retinal Imaging Cameras optional	1			1	1	1*	1	1 x Optometrists or Ophthalmologist licensed to evaluate +*1 disinfection sergeants
Refraction lanes	5			5	10	5+4*	5	2-3 x Optometrist skilled in refraction & 1 x Lion / nonclinical/per station+*4 disinfection sergeants
frame dispensing area and check out	4	2	2	1	4	3+2*	3	Opticians, Lions, Essilor volunteers, students, non-clinical+*2 disinfection sergeants
<b>Total</b>	<b>38</b>	<b>6</b>	<b>4</b>	<b>35</b>	<b>48</b>	<b>23+16*</b>	<b>27</b>	<b>+*16 disinfection sergeants if required</b>

## Refraction & Rx Monitor

This station should be near the refracting area. The eye care professionals at this area are responsible for:

- Making sure the athletes have completed all the stations and that the top part of the form is complete too.
- Reviewing the results of the screening tests,
- Deciding which athletes to refer for a refraction
- Reviewing all the data after the refraction to determine a final Rx.

The person doing check out must review the incoming data especially distance and near acuity. If there is a discrepancy (e.g., myopic refraction but 20/20 unaided acuity) the athlete should be returned to that screening station and be re-tested. For complete information on Check Out please refer to the "[Guidelines for a Standardized Vision Evaluation](#)" booklet.

Those athletes who have not passed the screening and need a refraction will be asked to sit in a designated waiting area until there is an open refracting lane.

We have found that many times other people who are not waiting for a refraction will sit in these waiting areas. Therefore, we recommend using a "post-it" or other "ticket" indicating that the athlete is waiting for a refraction.

An athlete who passes the screening with his/her current Rx may be allowed to get a replacement pair of glasses if the current pair of glasses is in poor condition. The checkout person may also determine if that athlete needs sport goggles (based on the Rx and the risk factor of the sport). An athlete may receive either plano or prescription sport goggles even if they do not require new corrective lenses or a new prescription (the current Rx can be used if the athlete passes the screening). The athlete would then be directed to the dispensing area.

For those who have successfully completed the screening, the optometrist/eye care practitioner will complete the bottom of the screening form and then will send the athlete to the checkout table where the athlete will receive the appropriate check-out instructions, referral list and a copy of the vision report card. Each exiting athlete should get a copy of the athlete's report card and, if additional care is needed, a referral list of participating eye care providers. The completed forms should be placed in folders and the HAS forms should be reviewed for completeness.

Often athletes must leave before completing the screening and return later. Their screening sheets should be kept at the Registration/Check out table and placed in a folder marked "Incomplete".

## Checkout

When the athlete has completed his/her screening they should go to the checkout station. The optometrist/eye care practitioner at the checkout station should do a final review of the athlete's screening form especially if any pathology or suspected pathology was noted. If a referral for follow-up care is needed a list of willing providers should be given to the athlete/coach/parent.

This is a good checklist to print out:

## Checklist for final Checkout:

- Check for name, gender, date of birth and HAS NUMBER (if any) on the top of the screening form
- Make sure you have the athlete's city/state or country listed
- Check for completeness of the form:
  - o Make sure all stations are complete
  - o Check all boxes
- Review history before sending to refraction

### Refraction:

Give athlete a "Refraction" slip

If it is not completely and immediately obvious why you are sending the athlete back to refraction, write a note on the slip. (Ex: Check +/-0.50 over Rx, needs bifocal, etc.)

### Recommendations:

#### KEEP THE ORIGINAL FORM

If a phone call should be made to make sure the athlete receives needed follow up services (very high pressure, cataract evaluation needed, etc.), please put the form in the folder marked "Follow up."

Fill out the [Vision Report Card](#) and give it to the athlete.

Give the athlete a "Sunglasses" slip if they will not be getting prescription glasses. (The athlete will not be able to get a pair of sunglasses without the slip. Sunglasses are NOT for coaches, family members, etc.)

### Criteria for sport goggles:

Sport goggles should be dispensed to any amblyopic or monocular athlete and to any athlete who competes in a contact or high-risk sport such as soccer, basketball, baseball. If the athlete currently wears regular glasses and/or if the athlete participates in a contact sport (such as basketball, soccer, baseball) or any other sport in which eye injuries are likely (roller skating, ice skating, etc.) they should also be fitted for a pair of sport goggles. Athletes with high minus or plus Rx's may also need protective or swim goggles. Those in non-contact or low risk sports (track, baseball throw, etc.) may or may not get sport goggles.

Congratulations on your new glasses- this form should be given to the athlete, so they understand how and when to use their new glasses.

## Referral and Follow-up

An important part of Special Olympics Opening Eyes Program is a referral list of local facilities/offices where patients with special needs can go for continued vision care. This list can include your volunteer doctors and the offices/institutions with which they are affiliated as well as surgical/medical personnel willing to see persons with ID. (Make sure you have contacted these referral sources prior to including them on your list.) Copies of this list should be given to each athlete.

The Referral list should also be explained to those athletes' needing referrals for specific conditions such as strabismus, cataracts, dilated exams etc. Many athletes may already have their own eye care physicians (we are giving our list out as an alternative especially to those who do not have their own eye care provider).

## Refraction Area

At all OE screenings there must be at least two refracting lanes. One or two optometrists/eye care practitioners licensed in the Host State and must be on hand to sign any Rx's written. Since we are using the Lea Charts for both incoming visual acuity and refraction proper lighting needs to be considered. If retinoscopy is done at the refracting lane than a light source will be needed to illuminate the Lea chart. There should also be near point Lea Charts at refraction for those presbyopia athletes or those needing a near point correction. After the refraction, the final Rx must be reviewed and approved by an optometrist/eye care practitioner at the check-out Station. If a new Rx is to be prescribed the athlete is, then taken to the dispensing area to select a new frame and/or sport goggles.

## Dispensing and Fabrication

All OE programs must provide glasses and/or sport goggles for the athletes. The dispensing station should be the last station. Set up at least 2 tables with 4 chairs on the outside where the athletes can sit. Display frame models of different sizes and colors where both the dispenser and the athlete can view them. The Dispensing volunteers must fill out the dispensing form –we recommend using the sample and printing it as 3 part no-carbon required see appendix (or use a dispensing form provided by your lab). **MAKE SURE ALL THE ATHLETE INFORMATION IS FILLED IN SUCH AS NAME, ADDRESS, CITY, STATE, COUNTRY, PD AND RX.**

- If glasses are to be sent to an outside lab and then sent to the athlete after the screening make sure that the form has the athlete's, coach's, or the guardian's complete name, address, and phone number (see sample).
- If an edger is available on site and the glasses can be made that day write down what time the athlete should return to pick up the glasses.
- When the athlete picks up their glasses they should be given the Rx explanation sheet -explaining when and how to use the glasses e.g. for full time use, for reading, not for sports etc. (*see sample*)

### Lens Kit Replacement form

New lens kits are for programs that using first time on-site edging. For those programs receiving an Essilor Stock Lens Kit, Replacement forms can be found on the Essilor Changing Life Through Lenses portal under resources. Directly following your event, please complete the replacement lens form, do not wait until your next year's event. We strongly recommend that you assign a volunteer at the Dispensing Station to fill out the Form as lenses are taken from the kit. Experience has shown us to be the most efficient way. Both lens kits forms can also be found in the appendix.



## Lens ordering system (US programs only)

**US programs** using [Essilor Vision Foundation's online charity ordering system "Changing Life through lenses"](#) be referred to page 32 to find the Tutorial.

Changing Life through Lenses™ allows eye doctors and charities to create an online account for no-cost prescription eyeglasses and access to resources on charitable engagement. Essilor Vision Foundation works with schools, nonprofits, charitable doctors, and communities to provide vision exams and glasses to underserved individuals. Without charitable doctors and advocates for vision, millions of children across the United States would be unable to see the world clearly.

**Non-US programs** will be provided with an Essilor lab form (also available on the [OE website](#)). The form is to be completed and send together with the selected frame or goggle to an Essilor lab which will be assigned to each of your events. The national/state program, together with the Clinical Director and the Essilor lab, is responsible for distributing the finished glasses to the athletes.

## Closing Down

Allow at least 2-3 hours to completely pack up. At the end of the screening, you should try to leave everything at your site, as much as possible, the way that you found it. That generally means tables and chairs folded and stacked, and everything (except garbage) that you brought in taken out. Make sure the garbage is in containers, and the containers in locations that are acceptable to the local SO Organizers.

Designate one person to oversee returning all equipment, banners, forms etc. Pick-up times of large equipment needs to be verified and there should be security at the site until all equipment is returned.

Prior the event, discuss with your SO Program if they will be entering the HAS data or your team will.

## Shipping

If you are returning loaned equipment back to OE it is imperative that equipment is returned in the correctly marked box and is ready for pick up the next business day following your event. A UPS driver with shipping labels will arrive at the location/address listed on the PNF where the equipment was delivered. If the location needs to be changed a 48-hour business notice is needed and the same pick up timelines apply.

## Import and Customs

If your program is going to receive frames/lenses/equipment/etc. from outside your country, you must prepare your grant budget to include those costs.

Importing Equipment:

1. Get a list of all items that will be sent to you and the value and weight of each item. Find out what kind of documentation must accompany the shipments and find out who must prepare / approve those documents (e.g., your country's consulate)
2. The carrier (UPS, DHL, AIRBORNE, FEDEX) may ask you for VAT numbers, clearance codes, purpose of the import/export etc.
3. The purpose is non-sales donations to Special Olympics athletes participating in Special Olympics Games (give place and date). You must get a written statement from your SO program regarding its purpose, tax status, and its agreement to be the temporary importer of record. Find out if your SO chapter has a customs broker.
4. provide TAX ID number or charity number if applicable if required by customs clearance
5. When the equipment arrives in your country it will most likely be inspected, X-Ray-ed and opened. (Make sure to verify the contents, please utilize tracking numbers to track anticipated delivery).
6. Be prompt in picking up items from custom to avoid unnecessary custom issues.
8. There are maybe taxes that must be paid until the item are shipped back to the original country.
9. Find out what is the procedure for shipping items back to their original country once your event is completed.  
There is usually a short time (a day-a week) before which you must ship the items back otherwise you may be charged the import taxes on them! So, you must ship the items back right away. You must make sure that the equipment is correctly packed in its case and that all the pieces are included (batteries, cords, fuses etc). Please notify Sally Stein immediately if anything is broken or missing. The equipment should be double boxed with appropriate packing materials. If the original box is broken or unusable, please replace it (this is reimbursable expense on your budget).
10. If you are sending the items to another country for their games, check with your carrier for the paperwork that will be needed.

## Applicant Responsibilities

### ***The Program applicant will:***

1. Submit grant application to SOI 60 days prior to the screening event (SO program responsibility).
2. Commit to providing local Lions Clubs volunteers opportunities at your Opening Eyes event.
3. Commit to working with the trained Clinical Director in organizing a successful vision care screening consistent with the Opening Eyes standards that will be sustainable.
4. Submit accounts of disbursed funds to SOI within 30 days following the Opening Eyes event.
5. Maintain receipts and other documentation to substantiate claims and expenditures.
6. Submit the provided Standardized Data Collection Form and Evaluation of Events Summary following the Opening Eyes screening to SOI within 45 days of the event.
7. Acknowledge the Special Olympics, Inc. - Lions Clubs International Opening Eyes program partnership in all relevant public documents, press materials, opening ceremonies and public statements.

The following items are suggestions recommended by SOI as *BEST PRACTICES* to ensure a successful Opening Eyes event:

- Participation of Clinical Directors in coaches/delegate meetings,
- Allowing for scheduling athletes for participation in the screening whenever possible
- Making the Opening Eyes Screening available to non-competing SO Athletes
- Including Clinical Directors in the planning and promotion of the Opening Eyes Screening

## Budget Preparation

Your first step is to meet with your Local SO Executive Director and discuss what support (In kind and/or money) they will be able to give you. You will need to discuss your specific site needs with your Local SO Director and explain the program if he or she is not familiar with it.

You will need to estimate what costs you might incur for your OE event.

Hotel Accommodations should only be for those volunteers traveling more than 90 minutes from screening site. Double occupancy for optometrists/eye care practitioners and quadruple occupancy for students.

- Contact local hotels for rates. Ask for discount for Special Olympics.
- Determine if meals are provided or if you need to plan for meals
- Plan if you need a room for Volunteer training prior the event - get price for meeting room and services (projector, mic, etc.).

### Meals

- Will your SO program provide any meals?
- Reception

### T shirts

- Contact Local SO Program-will they provide T-shirts?
- Contact T-shirt vendor- get prices for printing logos.
- For US programs only: provide number of T-shirts you will need in the PNF form

### Equipment (shipping, customs, taxes etc.)

- Get an estimation of the shipping costs to and from your event.
- Get an estimation of the import taxes due (based on the value of the items). Ask if there are any preparation fees that you must pay to fill out the paperwork.
- Get an estimation of the cost to insure the items when you ship them (all equipment must be insured).
- Estimate the costs of re-packing the items.

#### Bank costs

- All Grant monies will be wire -transferred to your Local SO Program's bank account- they will need to check to see if there are any fees for this and if there are any fees for currency exchange.

#### Administrative costs

- The Grant will not pay for administrative costs such as computers, secretarial costs, rent etc.
- Ask for Local SO Program what administrative assistance they can provide for mailings, publicity, telephone, meetings, etc.

#### Disposable/Reusable Equipment

- See Equipment list and estimate costs of needed items

#### Printing

- Ask if your local SO Program can provide any assistance with this. If not estimate the costs of printing screening protocols and any other printed materials needed.

#### Travel

- Some travel expenses for the Clinical Director may be covered (travel expenses will need to be pre-approved)

## Completing the Program Needs Form (PNF)

Please contact Sally Stein to receive instructions on how to order supplies through the PNF online form.

#### What's a PNF:

- The PNF form is used to identify what supplies are needed for an event, fulfill supplies and to track events on a master schedule.
- Even if you don't need supplies, we ask you to complete a PNF with the date and location of your event for tracking purposes.

Accessing a new PNF for your event: <https://app.smartsheet.com/b/form/731dd0fed0174ddaa2750f362967d1a5>

## Pre-post event logistic instructions and event data reporting

To ensure that the requested supplies and equipment arrives in time for your event fill out the PNF at least two months before your event, (FOR NON-US EVENTS WE WILL NEED THIS INFORMATION AT LEAST 3 MONTHS IN ADVANCE)

When the items arrive inspect them immediately for damage and make sure to charge all

batteries well in advance of your event.

\*\*\*\*\*IF ANY ITEMS ARRIVE DAMAGED, NOT IN WORKING ORDER, OR MISSING PIECES YOU NEED TO CONTACT Sally Stein IMMEDIATELY\*\*\*\*\*

In many cases the equipment from your event will be sent directly to the next states event. Therefore please be respectful of the next CD receiving this equipment to ensure it is in proper working order.

### Event Data Reporting

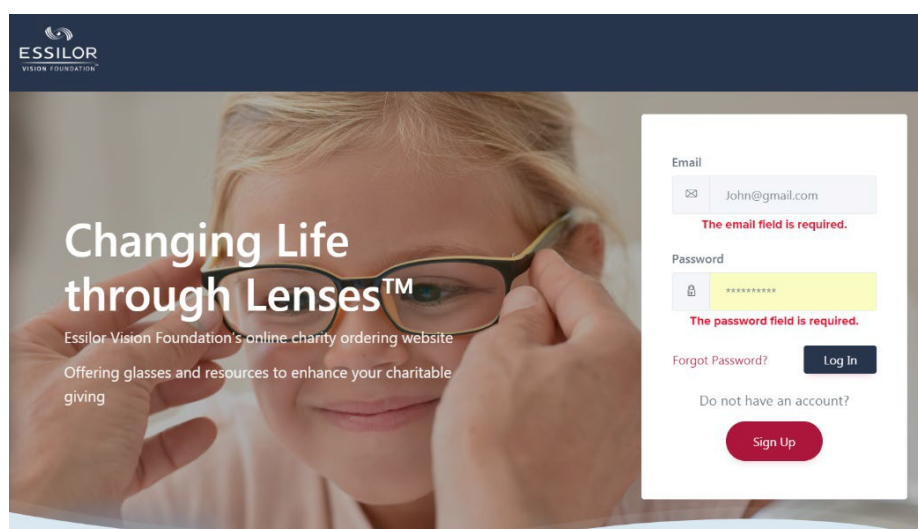
Reporting the data after the event is just as important. The Event Summary form that every CD must fill out can be accessed using following link: <https://app.smartsheet.com/b/form/a0648245f6114c5f8e34ac9971d7acea>. This data is used for our end of year report to the LCIF, Essilor and Safilo. Without this data we cannot fulfill the deliverable of our grant and sponsor requirements. Grant renewal is based on this data. The Event Summary Sheet should be filled out shortly after the event when all details are fresh in one's mind and when all forms are available for calculation. The fields that need to be reported are how many volunteers and what kind: professional, optician/technicians, student, Lions, others. How many athletes were seen, how many needed prescription glasses, needed sports eyewear, and plano sunglasses as well as how many referrals needed. See following tutorial on how to enter your Event Summary data online.

## Order your lenses: The Essilor Vision Foundation's lens ordering system (US programs only)

Changing Life through Lenses™ allows eye doctors and charities to create an online account for no-cost prescription eyeglasses and access to resources on charitable engagement. Essilor Vision Foundation works with schools, nonprofits, charitable doctors, and communities to provide vision exams and glasses to underserved individuals. Without charitable doctors and advocates for vision, millions of children across the United States would be unable to see the world clearly. **To use the system at your event you need laptops, stable internet connection and printers**

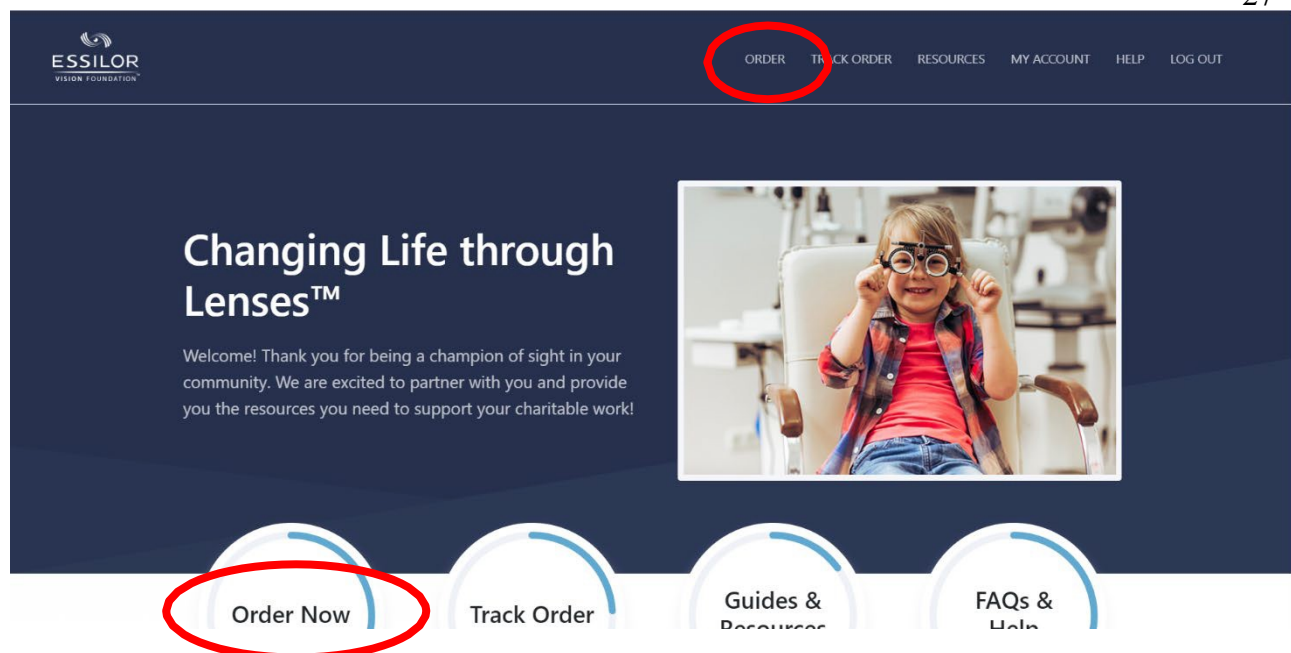
### Essilor lens ordering system

US programs using [Essilor Vision Foundation's online charity ordering system "Changing Life through lenses"](https://changinglifethroughlenses.org/referral/openingeyes) (<https://changinglifethroughlenses.org/referral/openingeyes>)



- Create an account by signing up with your email and a password
- Once you click "Sign Up" you'll be asked to select an Account Type – please select **"Non-Profit"**
- The first question on the registration form is whether you are considered a covered entity, Opening Eyes programs are not considered covered entities so please enter **"no"**
- On the second question, select **"Non-Profit places orders for glasses"**
- For "Legal Organization Name" please enter **"Opening Eyes – City/State of your local chapter"** (e.g. Opening Eyes – Dallas, TX)
- For Organization Type, select **"Local Chapter"**
- **Do not check** the "Multi-Location Organization" checkbox!
- In the address field, **enter the address that you would like your orders to be shipped** when completed.





### 1. Getting started: place your order

**General Information**

**Prescribing Doctor\***

Jim Halpert, OD

If your doctor is not listed, click this to add them. You can choose to save the doctor for future orders or only use one time for this order

**Patient First Name\***

Clark

For Opening Eyes orders, this field is not necessary. You can always select "Not Applicable"

**Patient Last Name\***

Kent

One way to help identify athletes may be to include a prefix before the last name. For instance, you may enter "DAL-Kent" to indicate that this athlete is from Dallas County.

**Referral Organization\***

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

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.

### 2. Enter general information

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

Age is the only required field in this section. If you only have the date of birth you can enter it in the previous field and the age will be calculated for you.

3. Patient demographic: While most of this information is not required, please provide as much as possible. This information will be used to help Essilor Vision Foundation and its partners improve our programs and serve more families with much needed vision correction.

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  
(RE or OD)

Left Eye  
(LE or OS)

+20.00

+19.75

+19.50

+19.25

RE/OD

LE/OS

Near PD

LE/OS

Only 1 PD Measurement

Lens Design

Lens Material\* ?

Lens Treatment

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

IMPORTANT: Check this checkbox to add prism or request a special lens treatment, material, or power.

**4. Place your order:** This is one of the most important sections of the order form. Be very careful to accurately copy the doctor's prescription. If you used the Opening Eyes paper order forms the fields should be in the same order. If not, very carefully read the prescription before entering

Unless otherwise specified on the order form/RX, select Polycarbonate Clear on all orders.

**Tip:** The RX fields are searchable dropdowns. To speed up the order entry process, type in the prescription (including the plus (+) or minus (-) signs, and hit “Enter” to select, then “Tab” to move to the next field.

Unless otherwise specified on the order form/RX, select Single Vision for Single Vision orders and Flat Top 28 for Bifocals.

## Frame Information

Please select the order type from the icons below.\*

### Frame to Come



Most orders for the Opening Eyes program will be 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

### 5. Enter frame information.

## Additional Information

#### Shipping Address: ?

Eye See You  
Testing Again 234556  
DALLAS, TX 75234

☐ Use a different shipping address for this order

Orders will ship to the address on your account by default. You can change the shipping address for an order by checking this box. Or go to the My Account page to change the address on your account

#### Patient/Order Notes (not sent to lab)

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

This field can be used for additional patient notes that you may want to document. Please note, this is **not** shared with the lab so this field cannot be used for special instructions on the order.

### 6. Place an order. Additional information.

Print the order summary. Keep one copy and send the lab copy along with the respective frame to the Essilor 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

**Phone:** 2222222222

**Shipping:** Eye See You

**Address:** Testing Again 234556  
DALLAS, TX 75234



**Patient:** Test Please Cancel Test Please Cancel

**E-Order #:** SP2JEBPM

**Lab Job ID:** TEST73821

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

7. Once your order is submitted print out the order summary form and send the frame along with the lab copy of the summary order form to the Essilor lab. Keep the other copy for reference!

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

All **NON-US Programs** will be assigned to an Essilor lab in their country or region. Please order your lenses using the Essilor order form in the Appendix.

# Appendix

## EQUIPMENT LIST

If necessary, OE will assist you in arranging for equipment, however, the goal of the Train the Trainer program is to make each state chapter of OE self-sufficient. The other categories are the responsibility of the local arrangements committee. Many of the items can be used at subsequent games and should be stored away for that use after the games are completed.

**Screening Equipment**

1. ☐ \_\_\_\_\_ Distance Lea Charts for distance VA and refracting lanes \_\_\_\_\_ *Provided By OE*
2. ☐ \_\_\_\_\_ Polaroid Glasses *Provided By OE*
3. ☐ \_\_\_\_\_ Preschool Stereo-test *Provided By OE*
4. ☐ \_\_\_\_\_ Color Vision Made Easy *Provided By OE*
5. ☐ \_\_\_\_\_ Near Lea Charts *Provided By OE*
6. ☐ \_\_\_\_\_ Non-mydratic Camera (optional)
7. ☐ \_\_\_\_\_ Auto-refractor
8. ☐ \_\_\_\_\_ Phoropter, chairs, and stands
9. ☐ \_\_\_\_\_ Instrument Tables
10. ☐ \_\_\_\_\_ Slit Lamp/90 diopter lens
11. ☐ \_\_\_\_\_ Tonometer
12. ☐ \_\_\_\_\_ Extra batteries for all equipment
13. ☐ \_\_\_\_\_ Lensometer
14. ☐ \_\_\_\_\_ Trial frame / (3) trial lens set
15. ☐ \_\_\_\_\_ ALL /eyecare practitioner should bring Sciascopy bars
16. ☐ \_\_\_\_\_ Occluders
17. ☐ \_\_\_\_\_ ALL eyecare practitioner bring own ophthalmoscopes
18. ☐ \_\_\_\_\_ ALL eyecare practitioner bring own retinoscopes
19. ☐ \_\_\_\_\_ Targets - distance & Near (cover test)
20. ☐ \_\_\_\_\_ Prism bars or loose prisms
21. ☐ \_\_\_\_\_ Stickers for fixation / tongue depressors
22. ☐ \_\_\_\_\_ Wells for recharging handles
23. ☐ \_\_\_\_\_ Laser pointers (optional)
24. ☐ \_\_\_\_\_ clip on occluders (optional)
25. ☐ \_\_\_\_\_ occluder glasses (optional)

**Dispensing Equipment**

26. ☐ \_\_\_\_\_ Pupillometer/pd ruler
27. ☐ \_\_\_\_\_ Frame display
28. ☐ \_\_\_\_\_ Frame warmer
29. ☐ \_\_\_\_\_ Dispensing tools, screws, etc.
30. ☐ \_\_\_\_\_ (2) Dispensing Mirrors
31. ☐ \_\_\_\_\_ Sport frames *Provided By OE*
32. ☐ \_\_\_\_\_ Frames (all sizes)
33. ☐ \_\_\_\_\_ Cases/Lens cleaner
34. ☐ \_\_\_\_\_ Stock Lenses
35. ☐ \_\_\_\_\_ Frame trays
36. ☐ \_\_\_\_\_ Edgers or lab
37. ☐ \_\_\_\_\_ Lab forms for dispensing
38. ☐ \_\_\_\_\_ Internet connection, 2 laptops and 2 printers for lens ordering system (US programs only)
39. \_\_\_\_\_



**Eye/Health Equipment**

- 40. ☐ \_\_\_\_\_ boxes of alcohol pads or Bottled alcohol
- 41. ☐ \_\_\_\_\_ Emergency Eye Kit - patch, gauze, Saline
- 42. ☐ \_\_\_\_\_ Irrigating Solutions, antibiotics, fox shields, fluorescein,
- 43. ☐ \_\_\_\_\_ Topical Anesthetic, FB remover, etc.
- 44. ☐ \_\_\_\_\_ Surgical Gloves
- 45. ☐ \_\_\_\_\_ Rx pads
- 46. ☐ \_\_\_\_\_ Q-tips
- 47. ☐ \_\_\_\_\_ Waterless disinfectant soap

**Basic Supplies**

- 48. ☐ \_\_\_\_\_ Extensions cords various lengths
- 49. ☐ \_\_\_\_\_ Large garbage bags
- 50. ☐ \_\_\_\_\_ Facial Tissue
- 51. ☐ \_\_\_\_\_ Clip Boards
- 52. ☐ \_\_\_\_\_ Tape measure
- 53. ☐ \_\_\_\_\_ Post it notes
- 54. ☐ \_\_\_\_\_ Pens
- 55. ☐ \_\_\_\_\_ Rubber bands
- 56. ☐ \_\_\_\_\_ Staplers /staples
- 57. ☐ \_\_\_\_\_ Power Strips/Bars
- 58. ☐ \_\_\_\_\_ Duct tape
- 59. ☐ \_\_\_\_\_ Paper Clips
- 60. ☐ \_\_\_\_\_ Plastic tablecloths or large roll of plastic
- 61. ☐ \_\_\_\_\_ Plastic files container with hanging files (legal size)
- 62. ☐ \_\_\_\_\_ Packing tape
- 63. ☐ \_\_\_\_\_ Scissors / box cutter
- 64. ☐ \_\_\_\_\_ Tool Set (screwdriver, Phillips screwdriver, hammer, pliers, wire cutters & stripper, etc.
- 65. ☐ \_\_\_\_\_ Portable desk lamps

**Misc. Supplies**

- 66. ☐ \_\_\_\_\_ C L Solutions and cases, artificial tears, ocular decongestants
- 67. ☐ \_\_\_\_\_ HAS forms/Report card (see appendix)
- 68. ☐ \_\_\_\_\_ OE Banner
- 69. ☐ \_\_\_\_\_ Referral list of participating optometrists/eyecare practitioners
- 70. ☐ \_\_\_\_\_ Station Labels
- 71. ☐ \_\_\_\_\_ Give a way - stickers, pins etc.
- 72. ☐ \_\_\_\_\_ Electric fans for ventilation (2 or more) or air conditioning
- 73. ☐ \_\_\_\_\_ Name Tags and holders
- 74. ☐ \_\_\_\_\_ Screening Protocol sheets
- 75. ☐ \_\_\_\_\_ Coolers for ice/drinks
- 76. ☐ \_\_\_\_\_ Hooks or plastic rings for hanging the banner
- 77. ☐ \_\_\_\_\_ Thank You sign for donators
- 78. ☐ \_\_\_\_\_ Screening Sign "Services are for athletes only"
- 79. ☐ \_\_\_\_\_ Paper Towels

## ON SITE LIST

Local OE Clinical Director: Send this list to your Special Olympics' liaison. You are responsible for following up and making sure these items are arranged.

- ☐ Location in Olympic Village
- ☐ **OUTDOOR LOCATION:** Opaque Tent (we need the inside of the tent to be fairly dark) 40' X 40' square or 50' x 50' **'with sides'** (150 to 230 square meters)
- ☐ **INDOOR LOCATION:** Minimum 1600 square feet minimum (150 square meters) if possible 2 separate but adjoining rooms so that lighting can be controlled.
- ☐ Standing Fans (or air conditioning if possible)
- ☐ Lighting: standing lamps or lamps on clamps
- ☐ Partitions (8 foot or 2.5 meters lengths) for inside the tent: approx. 20 top pieces and 30 upright pieces and bases (minimum)
- ☐ Stakes for securing pipe and drape bases
- ☐ Rope for securing pipe and drape
- ☐ Tables (approx. 1 meter x 2.5 meter)
- ☐ Chairs
- ☐ Electricity and Extension cords and multiple plug outlets
- ☐ Security: from first night until all equipment has been picked up
- ☐ Parking Permits if needed for equipment delivery and pick up
- ☐ Food and water
- ☐ Credentials for volunteers (if any)
- ☐ Volunteer consent forms (if any)
- ☐ laptops, printers, and internet connection for HAS data entry and Essilor online lens ordering system