## Vision Screening Program Procedure Manual Sec. 1

Missouri State University Updated 6/5/2020

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# Scheduling

## Step 1: Build Master Schedule Spreadsheet

Scheduling information and data for each screening is kept on a large master schedule spreadsheet. You can access this spreadsheet through SharePoint. Keeping this spreadsheet on SharePoint allows all schedulers to access the spreadsheet and to add to it.

#### How to access the spreadsheet

1. Go to **missouristate.edu** and log into your My Missouri State account by clicking on **Log in** and then clicking on **My Missouri State** (see Fig. 1.1)

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Figure 1.1	: Missouri State	Homepage				

2. Log in using your MSU **BearPass login** and **password** and then click on **Log in** (see Fig. 1.2)

Missouri State.	
	BEAR PASS
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	Forgot your password?   <u>Need help?</u> Policies and terms <u>Get an account</u>
Figure 1.2: Missouri State Login	Screen

- Home Announcements Missouri State News Today's Events Announcements CANCELED, Imnact, Summit: College, Student Mental Health, Conference 800 am - 500 pm - Plaster Student Union, Robert W. Gancelled, Supervision: How The K. & the MSU Sexual Harasament Policies Apply to You Workshop How should you spend your stimulus check? Tue, Apr 21, 2020 All Ŧ How to teach kids money lessons while staying at home Mon, Apr 20, 2020 Subject Preview Students, do you have a question about Choosing the best workout based on your age Fri, Apr 17, 2020 > E Academic Success and <u>"Ask the Experts" Virtual Office Hours for Blackboard Learn</u> 10:00 am - 2:00 pm • Online Transition Virtual Blackboard Training: Getting to Know the Grade Center 11:00 am - 11:15 am • Online How to teach your kids to be kind Fri, Apr 17, 2020 Delivery Date: Mar 31, 2020 OPT Workshop 4/29/2020 12:00 pm - 1:00 pm • Virtually using Zoom <u>Missouri State to recognize spring #BearGrads at traditional ceremonies</u> Wed, Apr 15, 2020 Managing Stress During COVID-19 2:00 pm - 3:00 pm • Zoom Show Hidden CANCELED - Chemistry Department Seminar 3:35 pm - 4:25 pm • Meyer Library, Duane G. All News Pronunciation and Fluency Classes 4:00 pm - 5:00 pm • Morris Center, Jim D. Quick Links Athletics News Ongoing Events Remote Resources Drop and Refund Deadline Information (See Event Details) All Day • N/A M Missouri State A Message from Missouri State Coaches Tue, Apr 28, 2020 (c) Fall 2020 Registration-Sequenced All Day • N/A Blackboard Learn Letter to Bears Fans Mon, Apr 27, 2020 Ninth Day of the Ridvan Festival All Day • TBA Office 365 and Email Onward. Upward - The Campaign for Missouri State University. All Day • Missouri State Inside the Cave Interview Series Thu, Apr 02, 2020 Ramadan All Day • TBA Football Bears Strike Gold with Spring Transfers
- 3. Under the Home tab, select Office 365 and Email (see Fig. 1.3)

Figure 1.3: Missouri State Login Homepage

4. Click on the waffle menu (see Fig. 1.4)

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5. Click on **OneDrive** (see Fig. 1.5)

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Shared libraries			Desktop	October 9, 2019	Stark, Erica D	25 items	Private	
CCE   Service-Learning			Documents	May 31, 2018	Stark, Erica D	21 items	Private	
vs Vision Screening Prog vr USA Team- Traveling			Email attachments	January 16, 2018	Stark, Erica D	2 items	Private	
× 2019 Cohort			Email attachments from Flow	February 20	Stark, Erica D	141 items	Private	

6. Click on Vision Screening Program on the left menu (see Fig. 1.6)



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Pages				
Figure 1.7: ∖	ision Screening Progra	m(VSP) OneDrive		

8. Click on the folder **Vision Schedule Current**. The most current semester's master schedule will be located here (see Fig. 1.8)

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ared libraries	Preschool List	January 15, 2019	Paul, Sydney	
CCE   Service-Learning	School Database Spreadsheets-Ready	August 17, 2017	Berg, Nicole M	
Vision Screening Pro	School Database Spreadsheets-To Be	September 8, 2017	Berg, Nicole M	
USA Team- Traveling	Vision Schedule Archives	June 7, 2017	Stark, Erica D	
Collaborative Assess	Vision Schedule Current	June 7, 2017	Stark, Erica D	
Human Cultures   Info	Vision Screening Learning Month	July 30, 2018	Paul, Sydney	
Assessment	Vista Grant 2017	February 21, 2017	Stark, Erica D	
Haiti Study Away Team	Book.xlsx	June 27, 2018	Paul, Sydney 19.3 KB	
Create shared library	Book1.xlsx	January 9, 2019	Paul, Sydney 19.7 KB	

### Figure 1.8: VSP OneDrive Documents

**9.** Once you've reached the VSP Vision Schedule Current, you are ready to open the master schedule.

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#### How to build a new schedule

- 1. Open the current semester's master schedule, then highlight the very top row. Use Ctrl+C to copy all the cells.
- 2. Make a new Excel spreadsheet inside the Vision Schedule Current folder and use Ctrl+V to paste the headers into this new document.
- 3. Enter dates for each weekday of the semester.
- 4. Determine which dates you will NOT schedule any screenings:
  - a. Usually, we wait until the 3<sup>rd</sup> or 4<sup>th</sup> week of the semester to begin screenings. This allows us to complete some of our important service-learning tasks.
  - b. Go through the academic calendar and find any dates when students will not be in school. You might also determine dates that affect your program and would make it difficult to have enough students available to screen.
  - c. Keep those dates on the calendar but block them off clearly by coding them with **red** and also by writing **DO NOT SCHEDULE** along with the reason why. This makes it obvious to all schedulers to steer clear of these dates (see Fig. 1.10)

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## Step 2: Contact Schools and Daycares

When contacting schools, you will usually email the school nurse. A good starting point is the person of contact from the previous screening we did at that school (refer to previous year's master schedules). If the school is in a bigger district, sometimes they redirect to a head nurse that oversees the entire district and not just the one school.

When contacting daycares, call the center and schedule with the director or owner of the daycare. Sometimes email also works if we've been there before and have their email on file (again, reference previous year's master schedules).

**Timing**: For both locations, it is appropriate to begin reaching out around the middle of the current semester to schedule out for the next semester. Scheduling usually continues into the current semester; as new requests come in, scheduling can continue as long as they're far enough out to get everything prepared for the screening.

**Tip:** For both locations, sometimes it takes several tries to get in contact with the person that can schedule the screening. Sometimes it can take them a while to respond, so persistence is key.

## Step 3: Enter School or Daycare Information into Master Schedule

If a location gives you tentative dates, enter them into the spreadsheet even if you don't have all the needed information (as seen in the spreadsheet example above under "How to build a new schedule" instructions). At least a month before the screening, it is recommended to get back in touch with the location to confirm and add any missing information and ensure they have the necessary spreadsheets (for schools) or permission slips (for daycares). Instructions for both of these will be below under Step 4: Confirm Screening with School or Daycare.

#### **Coding the Master Schedule**

The master schedule has a color-coding system to follow when scheduling. It will be located at bottom of master schedule and is very important to follow.

Don't Schedule
New, Send Confirmation Email
Confirmed
OPEN: SCHDULE DURING THIS TIME
Need to Reschedule, Confirm, Update Calendars and Students
Screening Complete, All Data Updated

### **Input Screening Information into Master Schedule**

It is important to input **all** information for a screening into the master schedule. It will sometimes take several tries to get all the needed information from the contact at the school or daycare.

- City where school/daycare is located
- The date of the screening, including the day of the week
- · What time the screening will start and approximately end
- Name of school/daycare
- Physical address of school/daycare
- Grades or ages to be screened
- Potential number of kids to be screened (if possible)
- Name of contact nurse/director
- Nurse/director phone number for the day of the screening
- Nurse/contact email
- Any notes about the screening (color vision; if the group contains kids and adults; incoming K screening; lunch times to schedule around; special directions to find the location; etc.)

## Step 4: Confirm Screening with School or Daycare

Once the screening is scheduled, it is important to confirm the date and time with your person of contact and to make sure they have the documents or paperwork they will need. The process varies slightly between schools and daycares.

#### **Schools- Database Spreadsheet Template**

 Once a screening has been scheduled at a school, you will need to send out an email using the template located on SharePoint under Vision Screening Program > Letters. Click on Confirmation email for nurses-schools (see Fig.1.11)

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Vision Screening Pro	0	Confirmation email for nurses-school	October 17, 2019	Whitworth, Kayla B	18.4 KB	
CCE   Service-Learning	<b>1</b>	Confirmation Letter-Daycares.docx	January 29	Rapplean, Abigail J	93.4 KB	
< 2019 Cohort		Email to introduce program to potent	January 29	Rapplean, Abigail J	21.3 KB	
Collaborative Assess		GUIDELINES FOR VISION SCREENING	August 17, 2017	Berg, Nicole M	46.2 KB	
Human Cultures   Info		Introductory Letter-Daycares.docx	April 28	Roeper, Laryssa E	97.8 KB	
Assessment		Letter to Administrator-Results.docx	March 12	Roeper, Laryssa E	118 KB	
Haiti Study Away Team		Letter to Adult Participants-Out of Ra	June 7, 2017	Stark, Erica D	168 KB	

Highlight and copy (Ctrl+C) the text in the body of this document and paste (Ctrl+V) it into the body of a new email draft.

- Update the blank spots with the pertinent information for the school you're screening.
- Attach the Sample Database for Schools located under Vision Screening Program
- > Forms, Email Attachments, and Flyers > Email Attachments (see Fig 1.12)

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Figure 1.12:	Email Attachments								

- 5. Add the email address for the contact at the school.
- 6. Double check that all info (date, time, name of school, email of contact) is correct.
- 7. Send confirmation email.

#### **Daycares- Permission Slips**

When scheduling with daycares, you will ask if they want the permission forms emailed or mailed physically. Make note of their decision in the master schedule under the Remarks column. You will then either mail or email two documents to each daycare (both forms are in the Vision Screening SharePoint).

- 1. Permission slips. Parents need to fill these out and return them to the daycare before the date of the screening.
  - a. Go to Vision Screening Program > Forms, Email Attachments, and Flyers > Forms. Click on **Permission Slip- Child** (see Fig. 1.13)

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A Assessment	Drag files here to upload							

- 2. Introductory/confirmation letter (if via email, you can copy the content of this letter to the body of the email rather than attaching it).
  - a. Go to Vision Screening Program > Letters. Click on Introductory Letter-Daycares (see Fig. 1.14)

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Vision Screening Pro	Confirmation email for nurses-school October 17, 2019 Whitworth, Kayla B 18.4 KB		
CCE   Service-Learning USA Team- Traveling	Confirmation Letter-Daycares.docx January 29 Rapplean, Abigail J 93.4 KB		
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Collaborative Assess	GUIDELINES FOR VISION SCREENING August 17, 2017 Berg, Nicole M 46.2 KB		
Human Cultures   Info	Introductory Letter-Daycares.docx : April 28 Roeper, Laryssa E 97.8 KB		
Assessment	Letter to Administrator-Results.docx March 12 Roeper, Laryssa E 118 KB		
Haiti Study Away Team	Letter to Adult Participants-Out of Ra June 7, 2017 Stark, Erica D 168 KB		
Figure 1.14:	Introductory Letter- Daycares		

**If mailed or delivered physically:** Print off the correct number of permission slips for the daycare; include an introductory letter explaining the Vision Screening and confirming the screening date and time. Place all slips and introductory letter in a large envelope. Address the envelope as follows:

Name of School c/o Name of contact Street Address City, State, Zip code

Again, mark clearly whether it will be delivered or mailed.

**If emailed:** Make sure to mark on spreadsheet that this step has been taken. Go to the Master Schedule, write YES under the Confirmed tab, then highlight the entire row the designated light blue color for confirmed dates. See more about color coding under Scheduling > Step 3.