Vision Screening Program
Procedure Manual
Sec. 1

Missouri State University
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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)
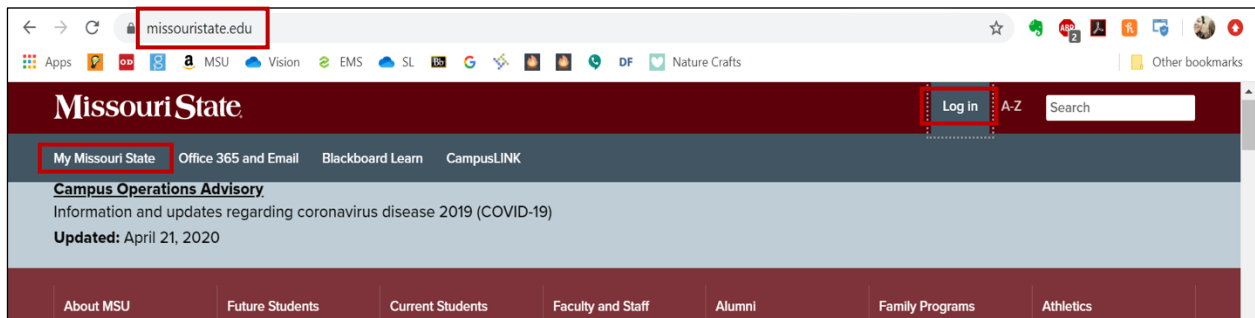

Figure 1.1: Missouri State Homepage

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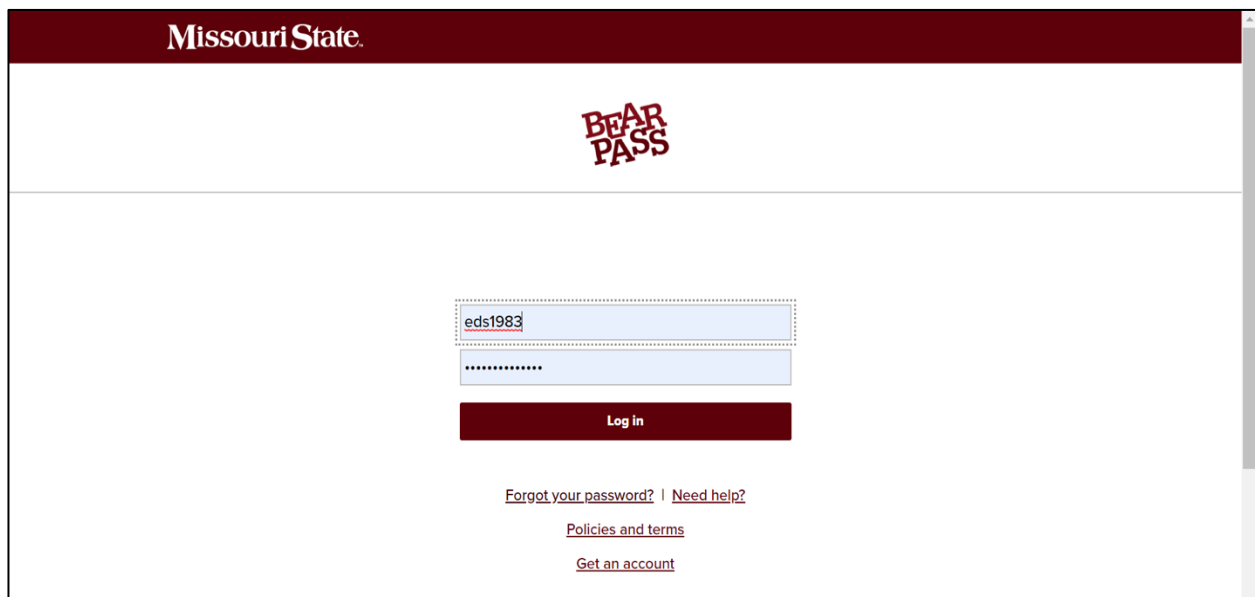

Figure 1.2: Missouri State Login Screen

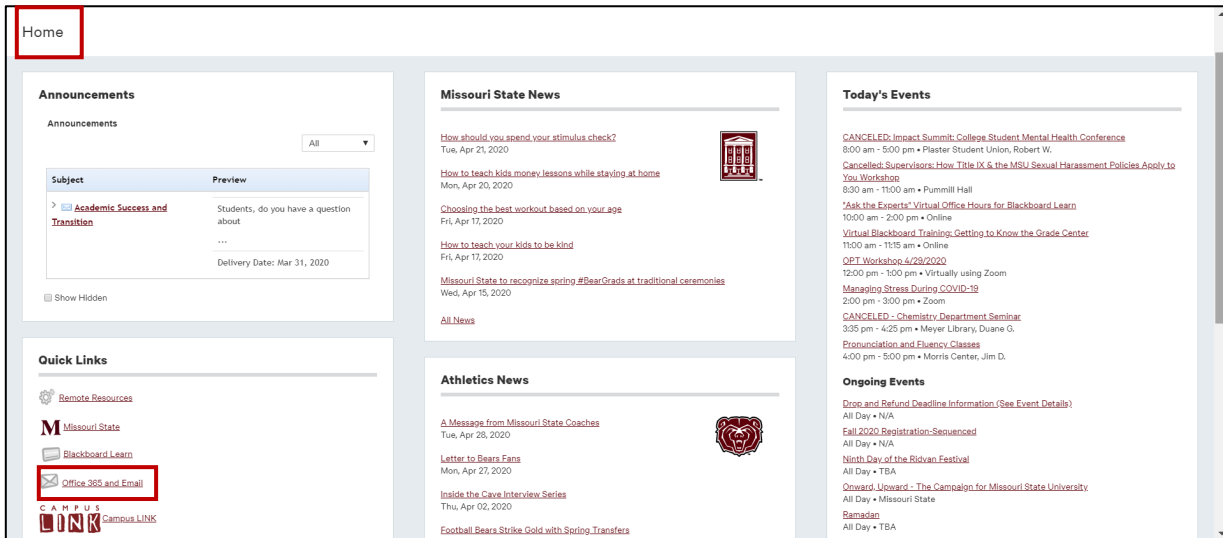3. Under the **Home** tab, select **Office 365 and Email** (see Fig. 1.3)

Figure 1.3: Missouri State Login Homepage

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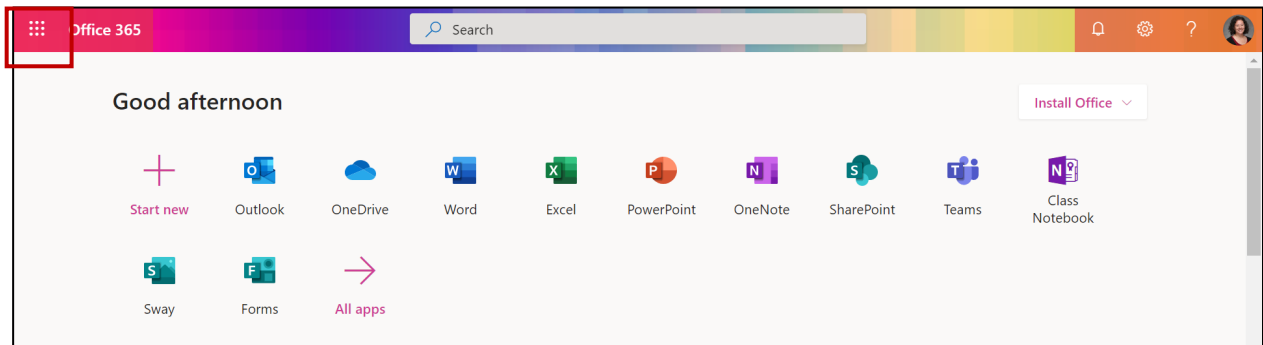

Figure 1.4: Office 365

5. Click on **OneDrive** (see Fig. 1.5)
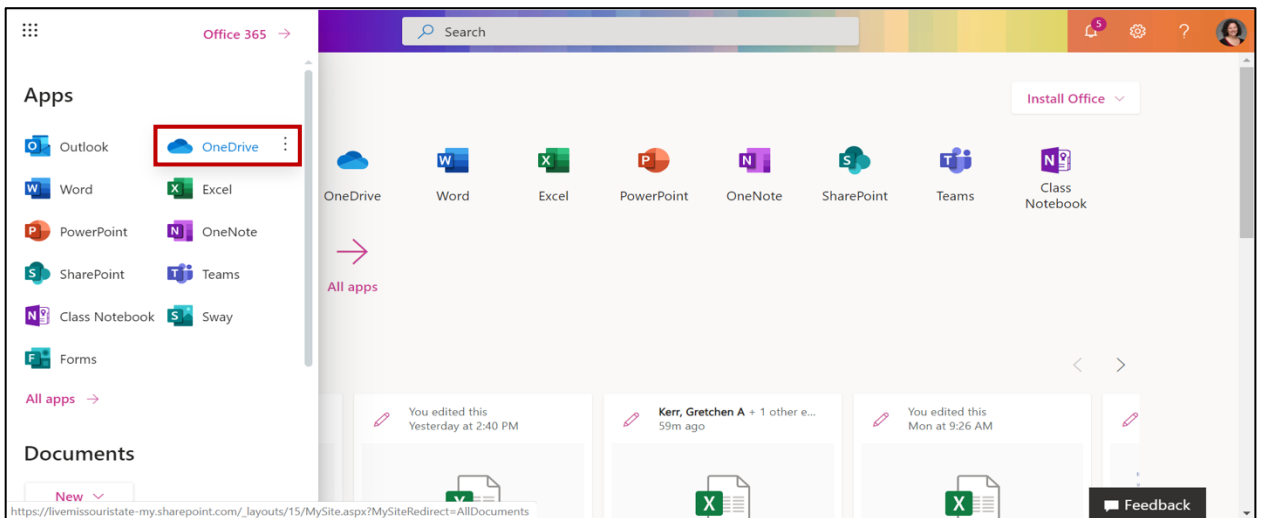
Figure 1.5: OneDrive in Office 365

6. Click on **Vision Screening Program** on the left menu (see Fig. 1.6)
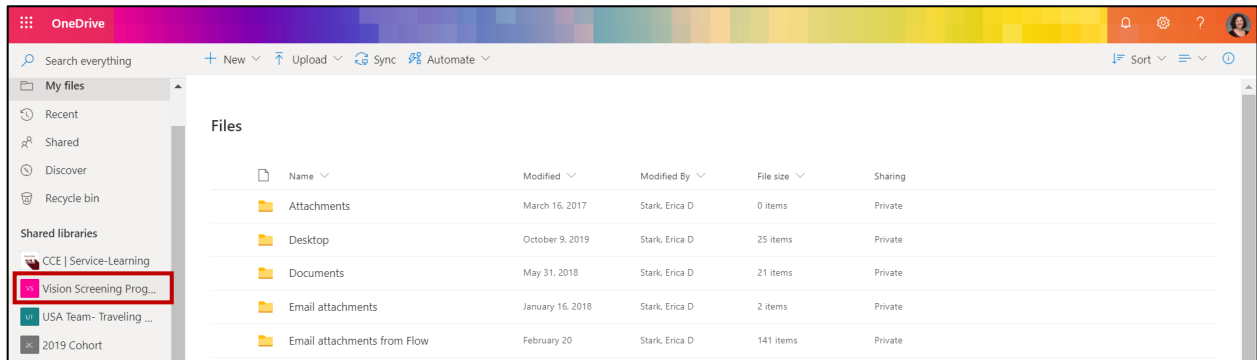
Figure 1.6: OneDrive

7. Click on **Documents** (see Fig. 1.7)

Figure 1.7: Vision Screening Program(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)

Figure 1.8: VSP OneDrive Documents

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

Figure 1.9: VSP, Vision Schedule Current

How to build a new schedule
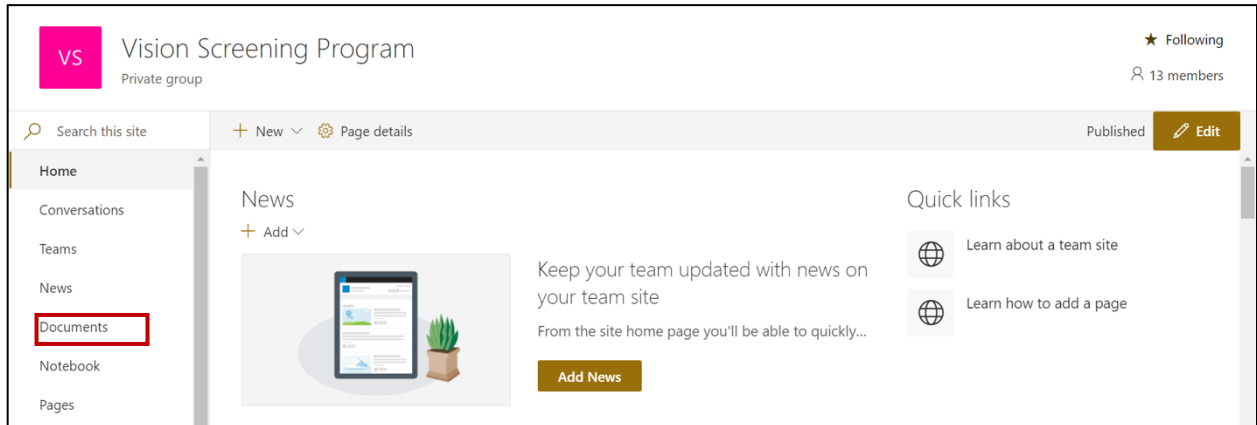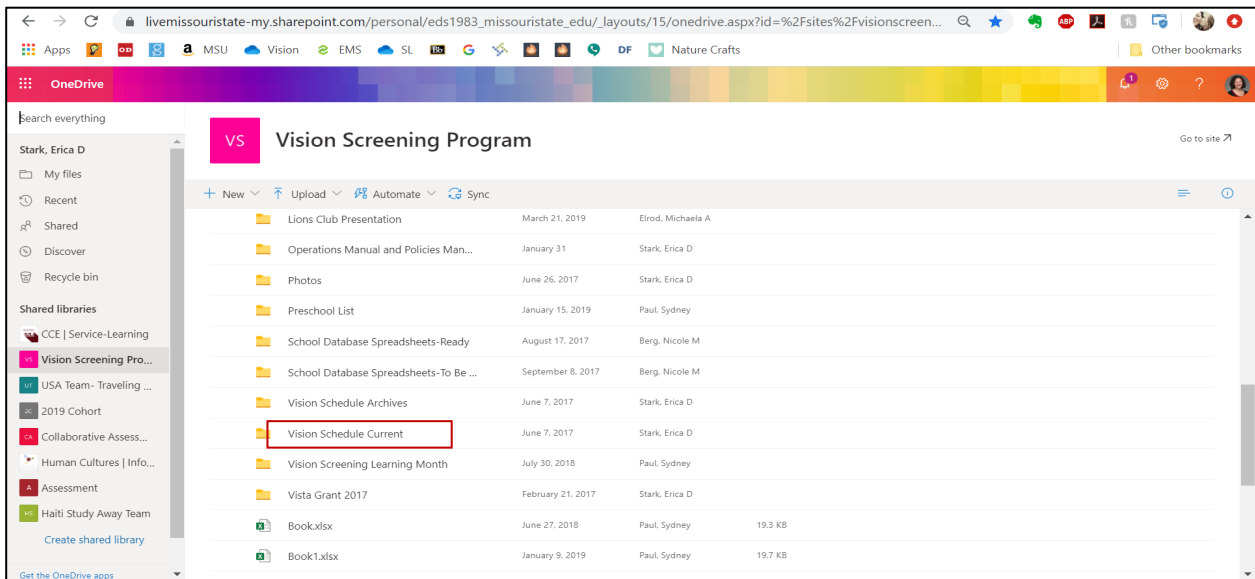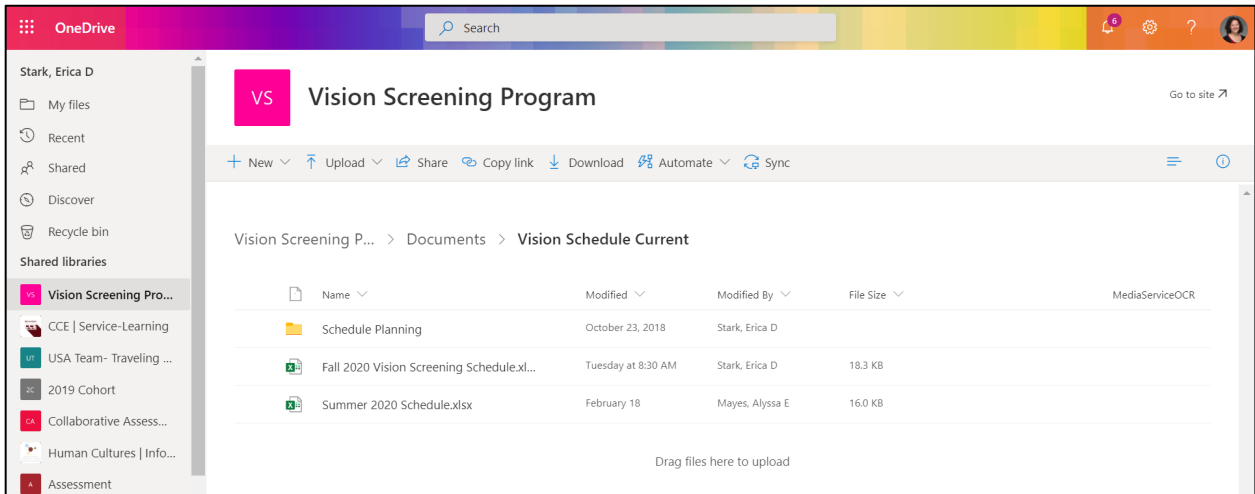
1. Open the current semester's master schedule, then highlight the very top row. Use Ctrl+C to copy all the cells.
2. Make a new Excel spreadsheet inside the Vision Schedule Current folder and use Ctrl+V to paste the headers into this new document.
3. Enter dates for each weekday of the semester.
4. Determine which dates you will NOT schedule any screenings:
   a. Usually, we wait until the 3rd or 4th 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)
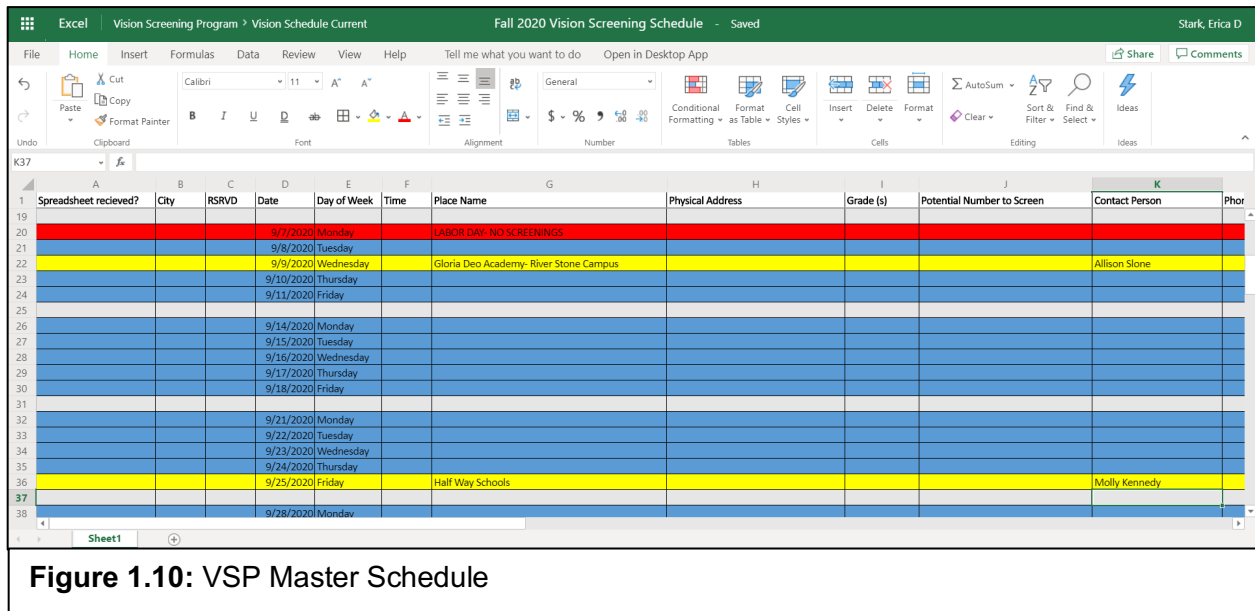

Figure 1.10: VSP Master Schedule

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

1. 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)
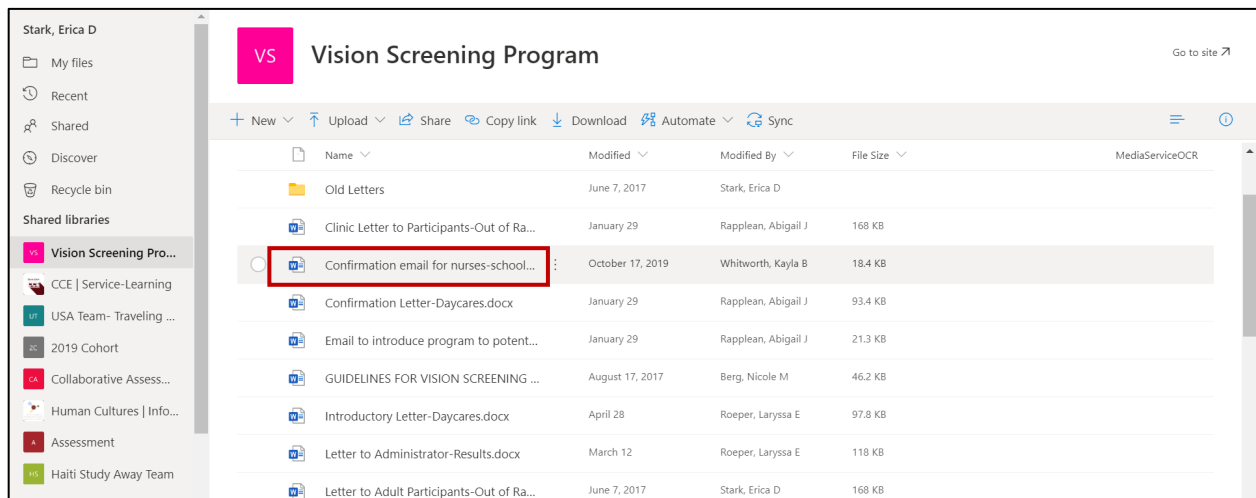

Figure 1.11: Confirmation email for nurses-schools

2. 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.
3. Update the blank spots with the pertinent information for the school you're screening.
4. Attach the **Sample Database for Schools** located under Vision Screening Program > Forms, Email Attachments, and Flyers > Email Attachments (see Fig 1.12)
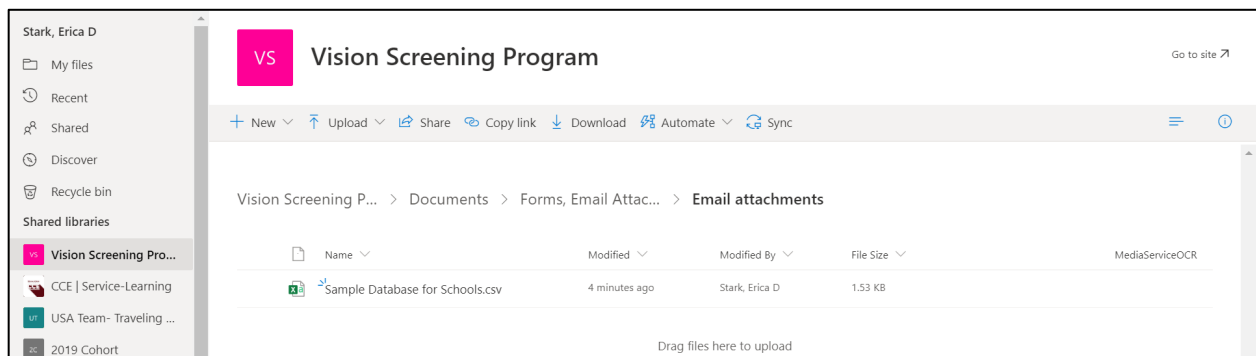

Figure 1.12: Email Attachments

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)
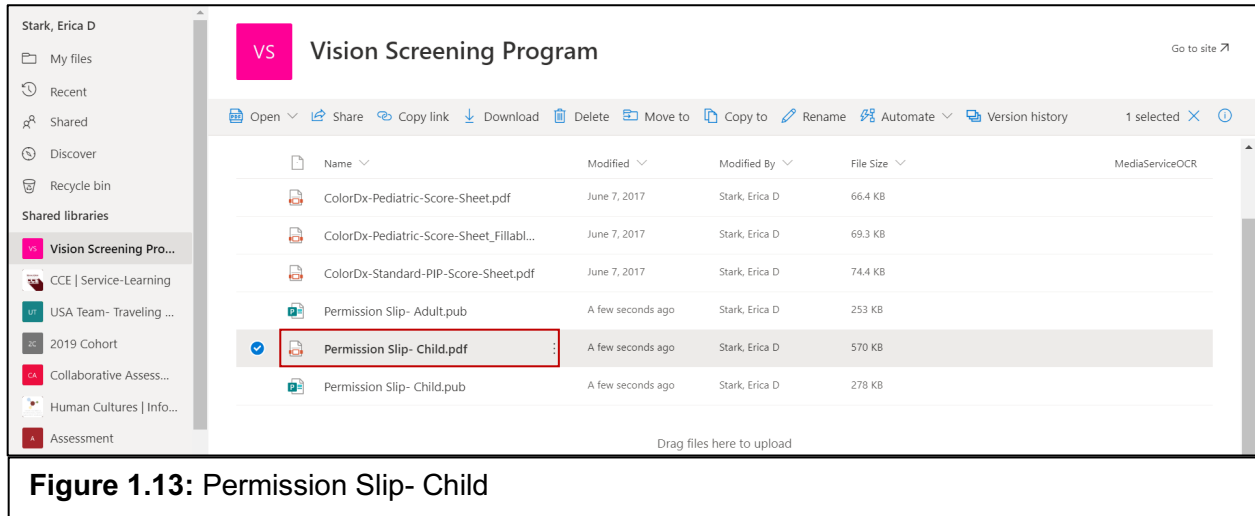

Figure 1.13: Permission Slip- Child

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).
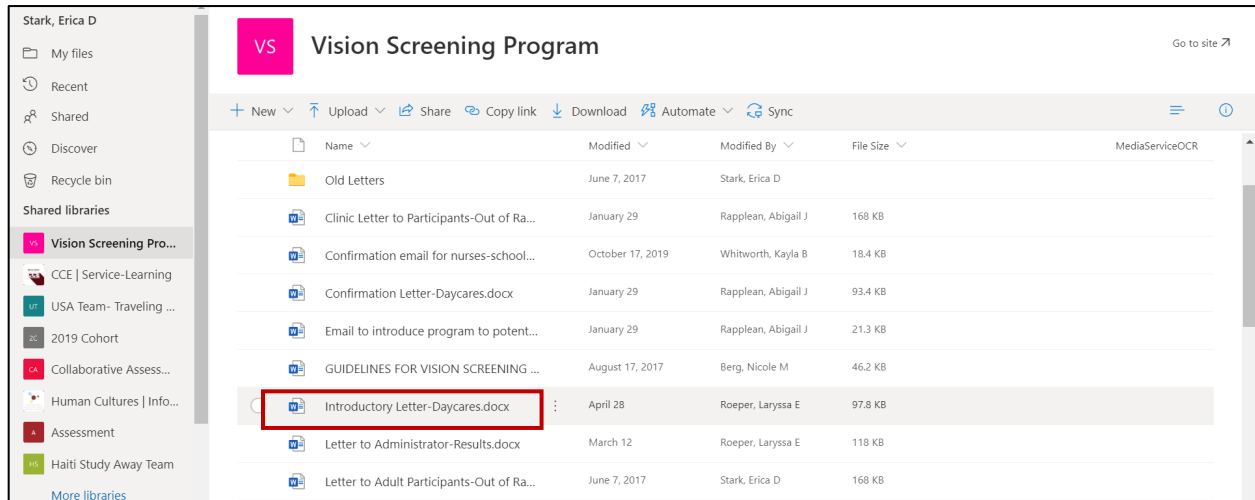   a. Go to Vision Screening Program > Letters. Click on **Introductory Letter-Daycares** (see Fig. 1.14)

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.