



LOW VISION EVALUATION CLINIC SITE COORDINATORS' CHECKLIST

ROLES AND RESPONSIBILITIES

Two to Three Months before Clinic

- ❑ Determine which TVIs have students that will be eligible to participate in the low vision evaluation (LVE) clinic.
 - students must be identified as a special education student AND have an active Individualized Education Program (IEP)
 - student must have potential to benefit from a low vision device
 - students must be preschool through school age
 - a maximum of six students can be evaluated per clinic day
- ❑ Disseminate forms electronically to teachers of participating students
 - Welcome Letter
 - Eye doctor form (including field loss information as pertinent)
 - Teacher / parent pre-clinic questionnaire.
 - Purchase Policy

Remind the TVIs that the forms can also be found on the CDE webpage at:
http://www.cde.state.co.us/cdesped/SD-Vision_Activities.asp

- ❑ Let the TVI know his or her responsibilities:
 - full and timely completion of the needed paperwork
 - preparation of the student and family for the clinic activities
 - attendance of the LVE Clinic with his or her student(s) (this is REQUIRED)
 - review of the report with the parents and student
 - follow-up training on any prescribed device(s)

- ❑ Secure a clinic site room/space that has the following features:
 - room can be locked
 - room is available for the full clinic
 - room is large enough to accommodate an eye chart from 10 feet
 - room can accommodate five tables for different stations
 - room can accommodate up to seven chairs
 - there are power sources (e. g, 5 outlets for power strips)
 - the room is able to be darkened (if possible)
 - there is a waiting area outside of clinic room for parents & children
 - there is nearby access to a photocopying machine
 - there is access to Wi-Fi in the clinic room (if possible)

One Month before Clinic

- ❑ Follow-up with teachers to ensure forms are returned to you in a timely manner

No Later than Two Weeks before Clinic

- ❑ Check to ensure that all forms are full out completely. Forms with partial information should be returned to the TVI for full completion.
- ❑ Fully-completed forms are mailed to the Low Vision Clinic Team (one packet of all students is highly encouraged*). The address is:

Debbie Haberkorn
Colorado Low Vision Evaluation Clinics
CSDB – CIMC
33 North Institute
Colorado Springs, CO 80903

* ***Forms received after the two-week deadline may result in a student not being accepted into the clinic.***

- ❑ Set up schedule of appointments with teachers, based on completion of needed paperwork. Please do not scatter students so there are empty spaces between appointments. This is especially important if a second day of a clinic is scheduled. If there are only enough students for one day, then all students must be scheduled for the first day of the clinic.

- ❑ Confirm schedule time and date of individual appointments with teachers.
 - Schedule the clinic hours between 8:00 a.m. until 5:30 p.m.
 - schedule in 1.5 hour increments with the exception of “re-check” students who may only need a 45 minute time allotment
 - schedule a half an hour for lunch (12:30 to 1:00)
- ❑ Send a map of the clinic site (with a contact phone number for the day of the clinic) and directions where to park to the TVIs and the LVE Clinic Team.
- ❑ Confirm clinic logistics with the LVE Clinic Team.

Phone: (719) 578-2197 Fax: (719) 578-2207
- ❑ Make arrangements for lunch to be available to the clinic team on the day(s) of the clinic. The clinic team members will pay for their own lunches.

Day Before the Clinic

- ❑ Have the room available for the clinic team to set up their equipment.

Day of the Clinic Responsibilities

- ❑ Put up signs to post the waiting area / clinic room.
- ❑ Greet the families and acquaint them with the clinic site.
- ❑ Be available to assist people with directions (via the phone)
- ❑ Be available to assist the clinic team to make needed photocopies, etc.
- ❑ Make arrangements for lunches to be delivered or picked up.

TAKE A BOW FOR ALL OF YOUR HARD WORK!



Thank you for making your regional clinic such a success for the students, families, teachers, and clinic team!