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.
确认个人预约的时间和日期与教师联系。

- 安排诊所的时间从上午8:00到下午5:30。
- 按1.5小时的增量安排，除“复查”外，学生可能只需要45分钟的时间。
- 安排半小时的午餐（12:30到1:00）。

发送诊所的地点地图（包括诊所当天的联系方式和停车方向）给电视和LVE诊所团队。

确认诊所的物流与LVE诊所团队。

电话：(719) 578-2197  传真：(719) 578-2207

安排诊所当天为诊所团队提供午餐。诊所团队成员将自费午餐。

**Day Before the Clinic**

- 确保房间可供诊所团队设置设备。

**Day of the Clinic Responsibilities**

- 挂上指示牌，指示等候区/诊所房间。
- 欢迎家庭并介绍他们到诊所。
- 可以通过电话提供方向。
- 可以帮助诊所团队制作所需的复印件等。
- 安排午餐的供应或接送。

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**TAKE A BOW FOR ALL OF YOUR HARD WORK!**

感谢您为学生、家庭、教师和诊所团队做出的努力，使您的地区诊所这样一个成功。

(08/14)