



## 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](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 a desk top computer 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!