

VISION SCREENING PROGRAM PROCEDURE MANUAL

Sec. 1

**MISSOURI STATE UNIVERSITY
UPDATED 6/5/2020**

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Scheduling

Locating the Master Schedule Spreadsheet

All the scheduling information, as well as data for each screening, are kept on a large master schedule spreadsheet. You can access this spreadsheet through SharePoint (see below). Keeping this spreadsheet on SharePoint allows all schedulers to access the spreadsheet and add to it.

How to access the spreadsheet:

1. Go to **missouristate.edu** and log into My Missouri State by clicking on “**Log in**” and then clicking on “**My Missouri State**” (See Figure 1.1)

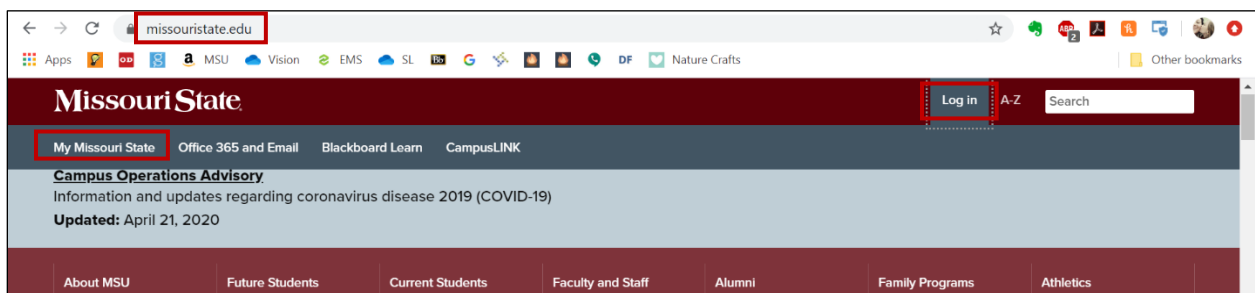


Figure 1.1: Missouri State login screen

2. Log in using your MSU **bearpass login** and **password** (See Figure 1.2)

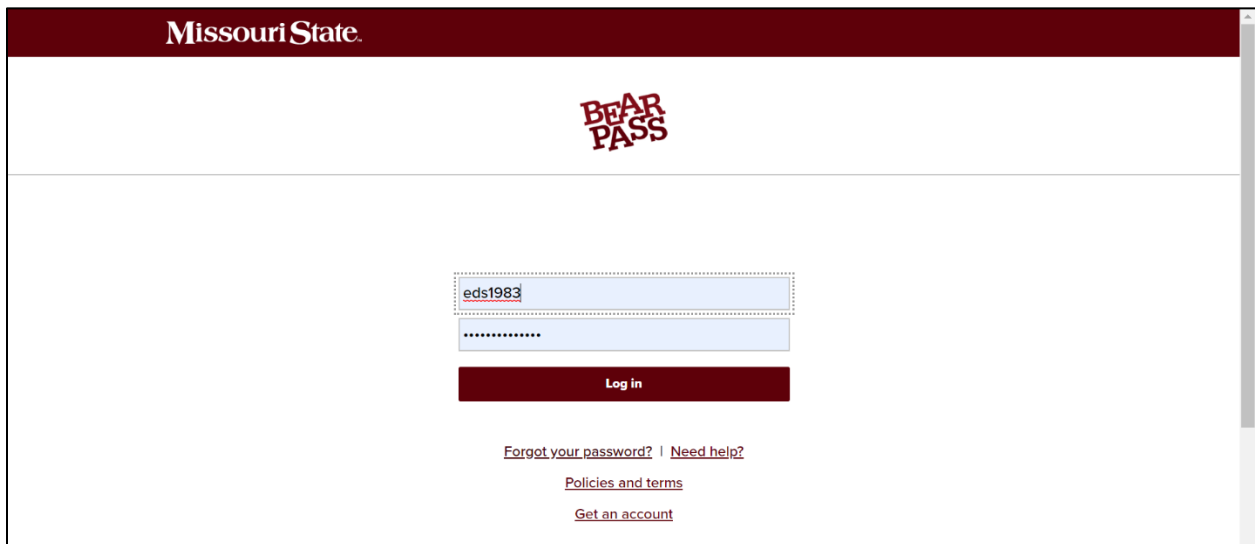


Figure 1.2: Bearpass login

3. On the **Home** page, navigate to the Quick Links section and select **Office 365** (See Figure

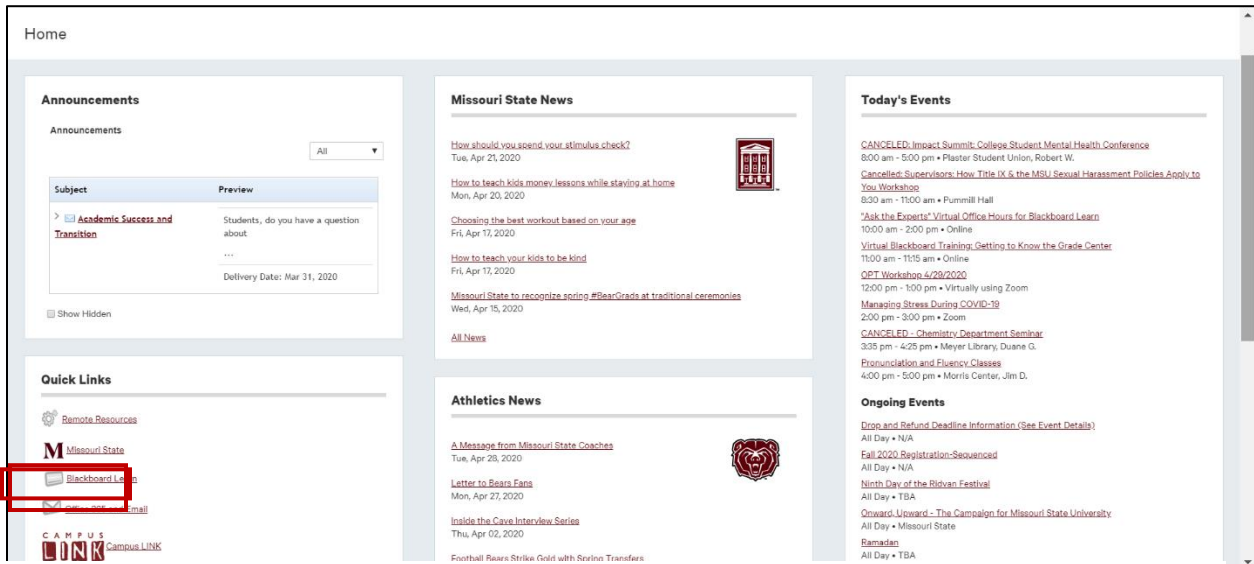


Figure 1.3: Office 365 and Email

4. Now, navigate to the top left corner of the screen and click on the waffle menu (See Figure 1.4)

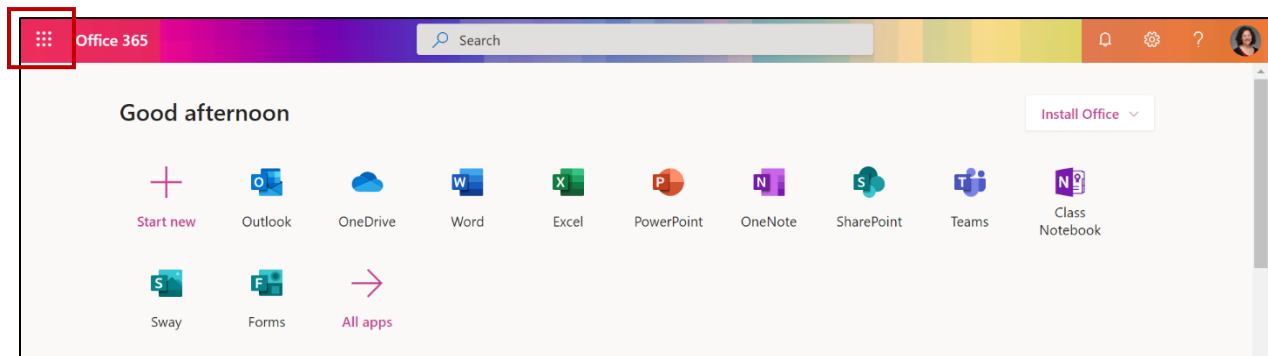


Figure 1.4: waffle menu

5. Then, select the OneDrive tab. (See Figure 1.5)

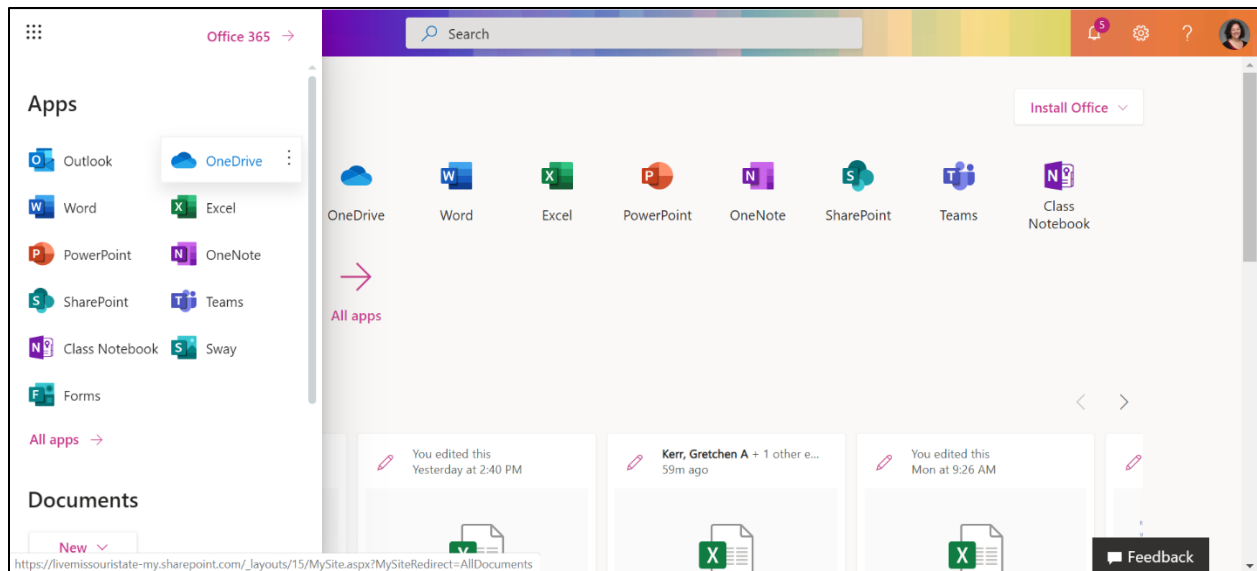


Figure 1.5: OneDrive App

6. Under the Shared Libraries tab, click on **Vision Screening Program** on the left menu (See

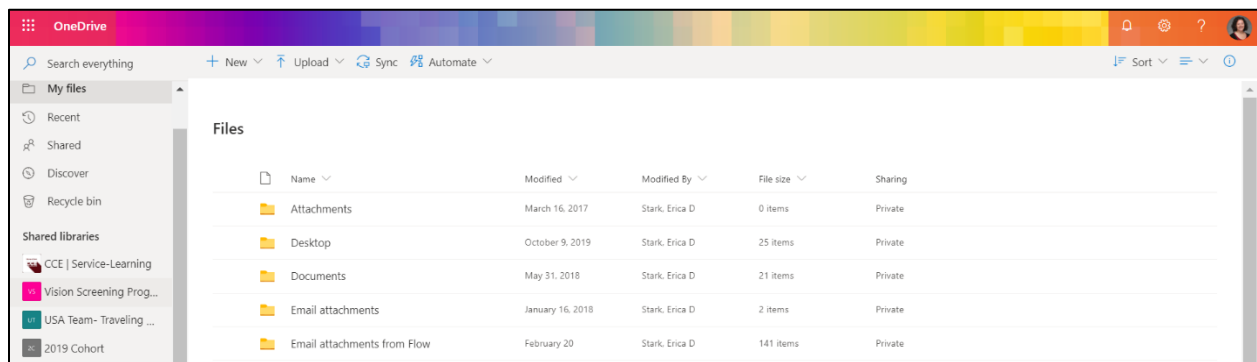


Figure 1.6: Shared Libraries tab

Figure 1.6)

7. Now, click on **Documents** (See Figure 1.7)

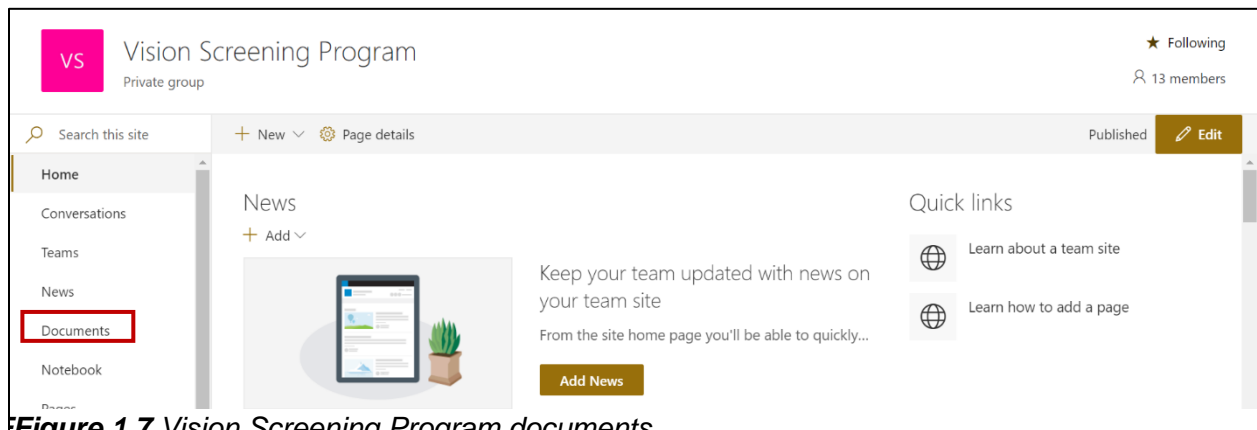


Figure 1.7 Vision Screening Program documents

8. Click on the folder **Vision Schedule Current**. The most current semester's master schedule will be located here (See Figure 1.7)

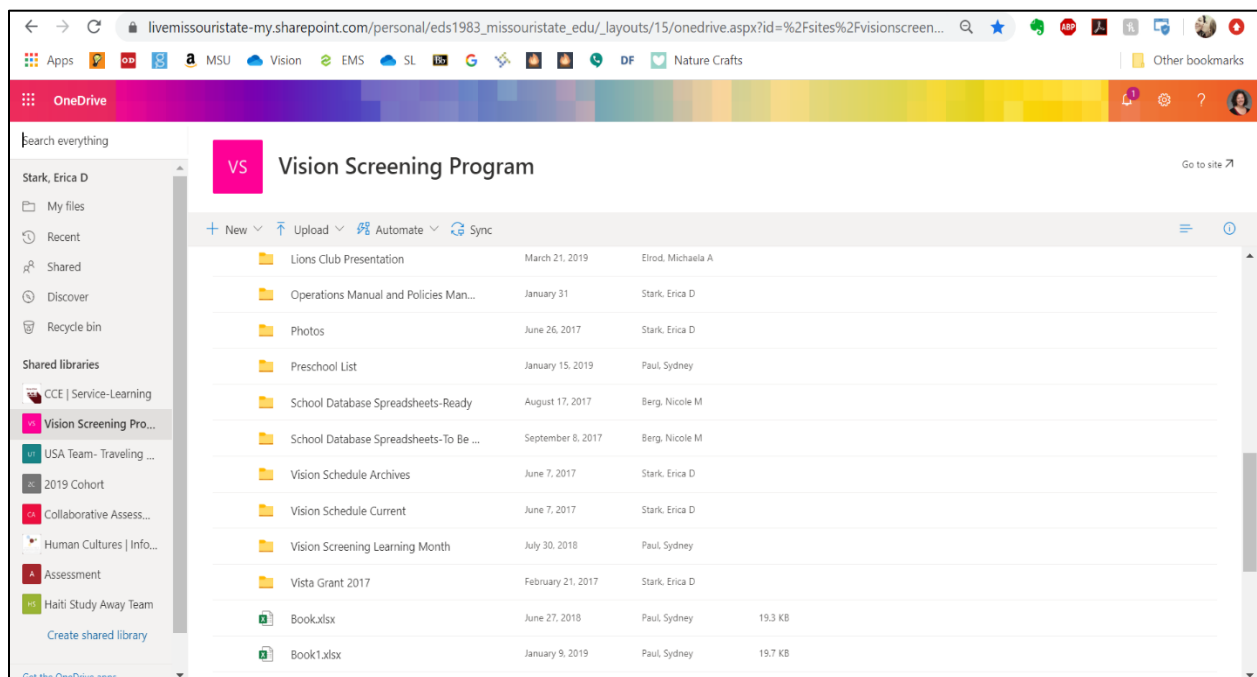


Figure 1.7: Vision Screening Schedule

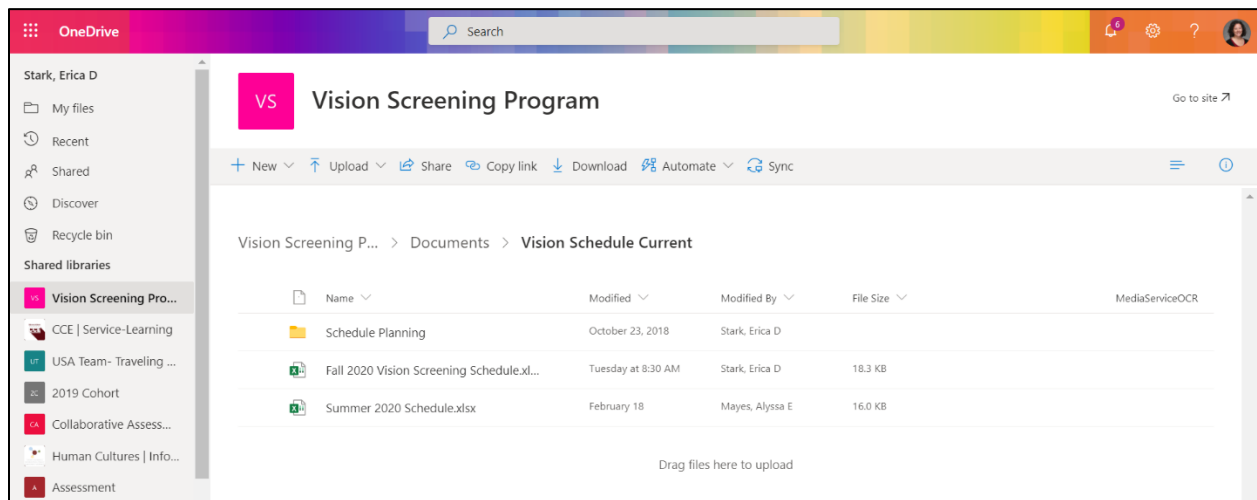


Figure 1.8: Current Vision Schedule

Building a New Schedule:

Step 1- Build the Schedule

1. You can open the current semester's master schedule, then highlight the very top row. Use Ctrl+C to copy all the cells.
2. Then, 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:
 - Usually, we wait until the 3rd or 4th week of the semester to begin screenings. This allows us to complete some of our major service-learning tasks.
 - 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 going out to screen.
 - It makes sense to keep those dates on the calendar but block them off clearly by coding them with **RED** and writing **DO NOT SCHEDULE**, as well as the reason why. This makes it obvious to all schedulers to avoid these dates. See figure 1.9 as an example.

Excel Vision Screening Program > Vision Schedule Current Fall 2020 Vision Screening Schedule - Saved Stark, Erica D

File Home Insert Formulas Data Review View Help Tell me what you want to do Open in Desktop App Share Comments

Undo Paste Cut Copy Format Painter Clipboard Font Alignment Number Conditional Formatting Tables Cells Editing Ideas

	A	B	C	D	E	F	G	H	I	J	K	L
	Spreadsheet recieved?	City	RSRVD	Date	Day of Week	Time	Place Name	Physical Address	Grade (s)	Potential Number to Screen	Contact Person	Phon
19				9/7/2020	Monday		LABOR DAY- NO SCREENINGS					
20				9/8/2020	Tuesday							
21				9/9/2020	Wednesday		Gloria Deo Academy- River Stone Campus				Allison Stone	
22				9/10/2020	Thursday							
23				9/11/2020	Friday							
24												
25												
26				9/14/2020	Monday							
27				9/15/2020	Tuesday							
28				9/16/2020	Wednesday							
29				9/17/2020	Thursday							
30				9/18/2020	Friday							
31												
32				9/21/2020	Monday							
33				9/22/2020	Tuesday							
34				9/23/2020	Wednesday							
35				9/24/2020	Thursday							
36				9/25/2020	Friday		Half Way Schools				Molly Kennedy	
37												
38				9/28/2020	Monday							

Sheet1

Figure 1.9: Vision Screening Schedule

Step 2- Contact Schools and Daycares

For 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 larger district, they may redirect to a head nurse that oversees the entire district and not just the one school.

For daycares, call r and schedule with the director or owner of the daycare. Sometimes, email also works if we have 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 at the middle of the current semester to begin scheduling for the next semester. Scheduling usually continues into the current semester, and as new requests come in, scheduling can continue if they are far enough out to get everything in place.

TIP: For both locations, it may take several tries to get in contact with the person who 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 school or daycare gives you tentative dates, go ahead and enter them into the spreadsheet, even if you don't have all the needed information (as seen in the spreadsheet example above under "Building a new schedule" instructions). Contact the school or daycare at least a month before the screening, as it is good to get back in touch with the location to confirm and add any missing information, and to ensure they have the spreadsheet (for schools) or permission slips (for daycares).

Coding the master schedule

The master schedule has a color-coding system to follow when scheduling. It is located at bottom of master schedule. It is critically important that this color-coding system is followed. See figure 1.10 below for an example of the color-coding system:

	Don't Schedule
	New, Send Confirmation Email
	Confirmed, Ready to rock
	OPEN: SCHEDULE DURING THIS TIME
	Need to reschedule, confirm, update calendars and students
	Screening complete, all data updated

Figure 1.10: Schedule Color-Coding System.

Input screening information into master schedule

It is important to input ALL the information for a screening. On occasion, it will take several tries to get all the needed information from the contact at the school or daycare. Below is the information you should input into the master schedule.

- City where school/daycare is located
- What date the screening will be on
- What day the screening is on
- What time the screening will start and approximately end
- Name of school or daycare
- Physical address of school/daycare
- Grades or ages to be screened
- If possible, the potential number of kids to be screened
- Contact person name (nurse or director)
- Nurse/director phone number for the day-of the screening
- Nurse/contact email
- Any notes about the screening (color vision, if they are 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 with the school/daycare the date and time, and to make sure they have the documents or paperwork they will need. The documents needed by schools and daycares differ slightly.

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 Figure 1.11)

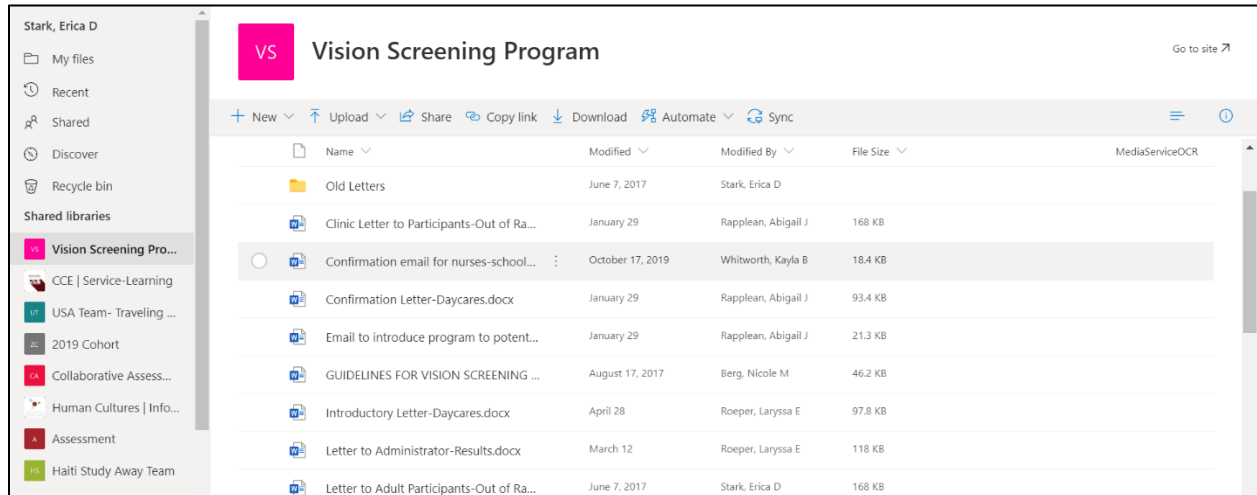


Figure 1.11: Confirmation email for nurses-schools

2. Highlight and copy (Ctrl+C) the words 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 are screening.
4. Attach the **Sample Database for Schools** which is located under Vision Screening Program => Forms, Email Attachments and Flyers => Email Attachments (See Figure 1.12)

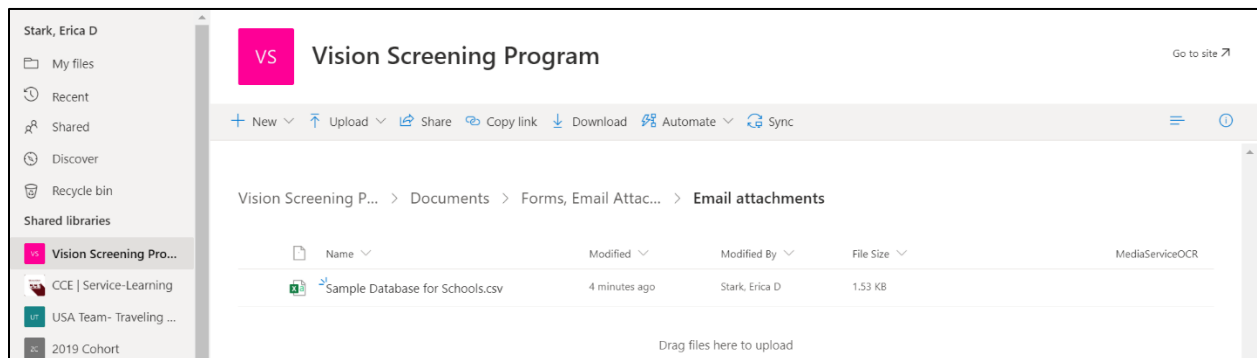


Figure 1.12: Email Attachments

5. Add the email address for the nurse/contact at the school.
6. Double check that all info: Date, time, name of school, email of contact are correct.
7. Send a confirmation email.

Daycares- Permission slips

When scheduling with daycares, you will ask if they want permission forms emailed or mailed physically. Make note of this in the master schedule under the Remarks column. You will then either mail or email permission slips and introductory/confirmation letters to each daycare (both forms are in the Vision Screening SharePoint):

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

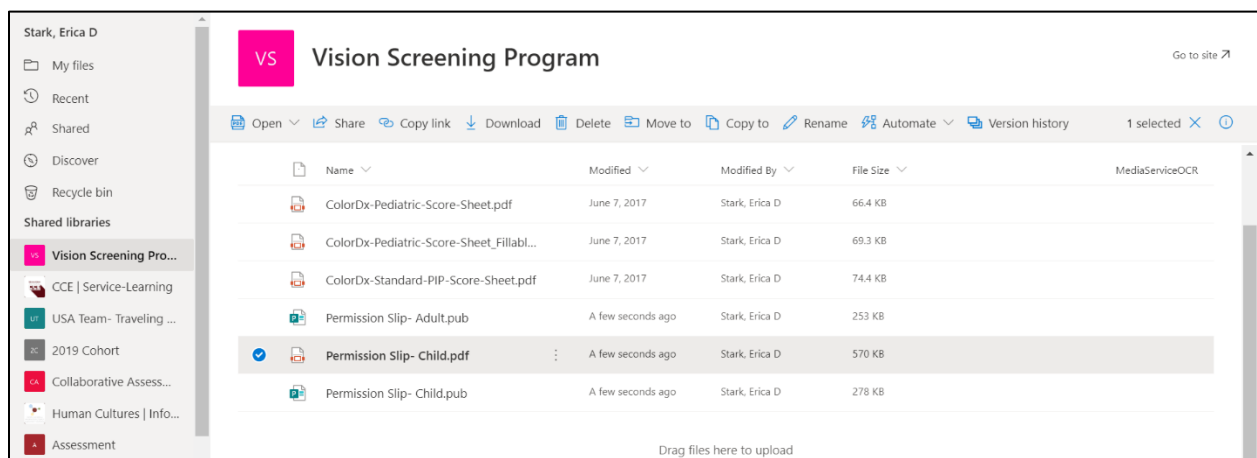


Figure 1.13: Permission slip

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

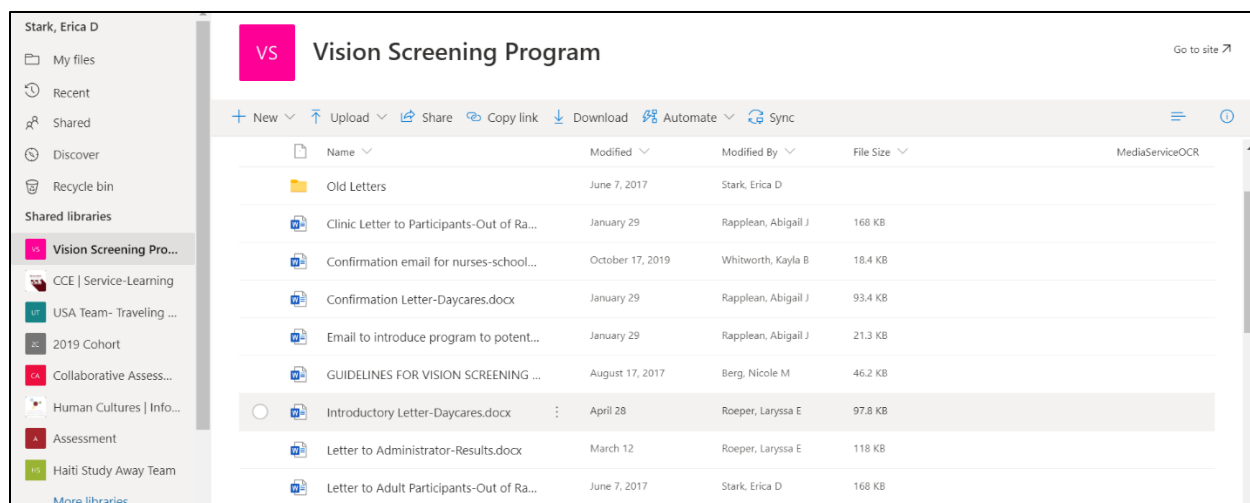


Figure 1.14: Introductory Letters-Daycares

If mailed or delivered physically:

Print off enough permission slips to send to the daycare. Also include an introductory letter explaining the Vision Screening and confirming the screening date and time. Place all in a large envelope, address the envelope as follows:

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

Mark clearly whether it will be delivered or mailed.

If emailed:

Make sure you mark on the spreadsheet that this step has been taken. Go to the Master Schedule and put under the Confirmed tab YES, then highlight the entire row the designated confirmed color of light blue. See more about color coding under Scheduling > Step 3.