Lions KidSight USA Foundation is a nationwide program to safeguard the vision of children aged 6 months through 6 years.

According to educational experts, 80% of learning is visual. So if a child can’t see well, he can’t learn well. Yet most young children don’t get their vision screened until they have problems learning or paying attention in school. By then, it may already be too late. Unless vision problems are detected early and corrected, they risk becoming permanent by age 7.

Lions in the USA already screen over a million kids per year through state-wide and local programs often known as “KidSight.” Lions KidSight USA is a national coalition that brings together Lions programs that screen preschool and school age kids, concentrating on children from 6 months to 6 years of age in order create a coordinated national program.

Our mission is to ensure eye screening and follow-up care is given to all kids because every child deserves to learn and see the world clearly. To do this, we will work with Lions to increase the number of screening programs around the country in order to reach more children when it is possible and where it is needed.

This User Guide has been developed to help our Lions Club Vision Screeners in the reporting screening results through the Lions Kidsight USA Screening Data Management System. This guide is a work in process and all capabilities of the website are not yet contained within this guide.
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Logging In

Log in to the Lions KidsightUSA Screening Data Management System at:
http://www.cloudscaper.com/_LKSUSA/DataMgr.html

You will need Adobe Flash for this website to operate. If you receive a warning that Adobe Flash is either not installed, or permission needs to be granted for this website to use Adobe Flash, please follow the instructions on your browser.

At the Log In page, you will see the following:

To Log In to the system, enter your Username and Password and click the [Login] button.
Main Menu

After you have logged into the Lions Kidsight USA Screening Data Management System, you will be directed to the **Main Menu**.

From the **Main Menu**, you will be able to (depending on User Level – see Page 3 for User Level details):

- **Column 1:** Report Screening Results by Vision Screener Device / Method Used (All User Levels)
- **Column 2:** Submit Comments to the website developer and to PID Dr. Ed Cordes, chair of Lions Kidsight USA (All Levels)
  
  Change your Password (All User Levels)
  
  Administer (Add/Edit) Users (User Levels 2 – 4)
  
  Run Reports (User Levels 2 – 4)

- **Column 3:** Add an Event (User Levels 2 – 4)
  
  Add a Club (User Levels 3 - 4)
  
  Add a District (User Level 4)

- **Column 4:** Edit an Event (User Levels 2 - 4)
  
  Edit Club Information (User Levels 2 – 4)
  
  Edit District Information (User Levels 3 – 4)
  
  Edit Multiple District Information (User Level 4)

Please note that, depending on the User Level assigned, not all functions will be visible. The following **Main Menu** page is typical for a Level 2 User.
User Levels

Depending on the assigned User Level, users may create additional Districts, Clubs and Users. A note of caution: while users are able to be deleted, Districts and Clubs will need to be removed by the system administrator.

The following is a list of what each User Level can do and what buttons will be displayed in the Main Menu:

**Level 1 (Club Level):**
- Change Password
- Administer User
- Submit Comments
- Report Screenings [Traditional/Wallchart] [iScreen] [PlusoptiX] [SPOT] [SureSight]

**Level 2 (Club Level):**
- Change Password
- Administer Users
- Submit Comments
- Reports
- Add/Edit Events
- Report Screenings [Traditional/Wallchart] [iScreen] [PlusoptiX] [SPOT] [SureSight]
- Edit Club

**Level 3 (District Level):**
- Change Password
- Administer Users
- Submit Comments
- Reports
- Add/Edit Events
- Report Screenings [Traditional/Wallchart] [iScreen] [PlusoptiX] [SPOT] [SureSight]
- Add/Edit Clubs
- Edit District

**Level 4 (MD Level):**
- Change Password
- Administer Users
- Submit Comments
- Reports
- Add/Edit Events
- Report Screenings [Traditional/Wallchart] [iScreen] [PlusoptiX] [SPOT] [SureSight]
- Add/Edit Clubs
- Add/Edit Districts
Change Password

The menu item [Change Password] gives you the ability to change your User Password.

To change your password, click the [Change Password] button in the Main Menu.

The Password Change Utility page will be displayed. Enter your New Password and re-enter it to Confirm new Password and click the [Update Password] button to save.
Events

Adding a Future Event

There are 2 ways to add an event to the Lions Kidsight USA Screening Data Management System. If this is an event that is scheduled for a future date (example – 2 months from now), click on the [Add Event] button in the Main Menu.

The Add an Event page will be displayed. Please note that your required contact information (Primary Contact Name, Primary Contact Phone, and Primary Contact Email) will be pre-populated in this page from your user profile.
You can now add the event information. The Event Name and Start / End Dates are the only required fields. The optional fields provide the screener with more information that is helpful. This optional information will also be included in reports.

Enter in the required event information (indicated below), as well as any optional information and click the [Save Event] button at the bottom of the page. If you do not click the [Save Event] button, your information will not be saved. For this example, I have entered an event ‘Midlakes Pre-K’ with dates from ‘2018-06-09 to 2018-06-09’.

** PLEASE NOTE –** There are Reminder and Lock fields in the lower right corner of the page. The Reminder (days) field is preset for 30 days. The system will send an email to the ‘Primary Contact Email’ address to remind the contact that the event is going to lock (will not be able to be reported to, nor edited) and to complete any remaining data entries. The Lock (months) field is preset for 12 months. It is the duration that the event is unlocked, thus allowing for entering or modifying the data after the entered screening End Date.

After the [Save Event] button is clicked, the event will be added to the system and an acknowledgement dialog box will pop up. If there is an error in the event information (example – not all required fields are filled in), the dialog box will describe the issue. Click the [OK] button to be returned to the Main Menu.
Adding a Completed Event

If this is an event that has already been completed, you can also add the event in the screening results menu. Click the button on the left for the type of screening device/method that was used for the event.

The Enter Manual Vision Screening Results page will be displayed. You will have the following reporting options to select from: by Event, by Month, and by Quarter.
As this is an event that you are reporting, click the [by Event] button and the next page allows you to either select a screening event to enter results, or to [Add Event].

Clicking the [Add Event] button will bring you to the Add an Event page. Follow the instructions listed in the section: Adding a Future Event in this document. Always be sure to click the [Save Event] button or the information you entered will not be saved.
Editing an Event

Editing an event allows the user to change information, such as the dates of the screening, location, etc. To edit an event, click on the [Edit Event] button in the Main Menu.

The Edit an Event page will be displayed. Use the drop down box on this page to select the event to be edited. For this example, I am editing the Midlakes UPK event which I had previously added.
The **Edit an Event** page for the selected event will be displayed. Make any changes necessary for this event and be sure to click the **[Update Event]** button or the information you entered will not be saved.

The event will be updated in the system and an acknowledgement dialog box will pop up. If there is an error in the event information (example – not all required fields are filled in), the dialog box will describe the issue. Click the **[OK]** button to be returned to the **Main Menu**.

**Deleting an Event**

At this time, events may only be edited; users are unable to delete an entered event.
Reporting Screenings

There are various ways to report screenings to the Lions Kid Sight USA Screening Data Management System. Depending on the club/district preferences and/or requirements, screenings are reported in the frequencies as follows:

- **By Event:** Individual screening events are reported on an event by event basis.
- **By Month:** Cumulative totals for the month are reported on a monthly basis.
- **By Quarter:** Cumulative club totals for the quarter (Jan – March, April – June, July – September, and October – December) are reported on a quarterly basis.

In addition to the reporting frequency, the user also reports by age. The data is reported as follows:

- **All Ages:** Results are entered for all ages with a minimum and maximum age.
- **Age Groups:** Results are entered for various age groups.

Further information may be entered to show the actual refer indicators (optional) that the device recorded in either the All Ages or Age Group reporting.

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### Reporting by ALL AGES

- Totals for Screenings
- Screenings
- Refers
- Doc Visits

### Reporting by AGE GROUPS

- Age Group
  - 0 - 6 mos
  - 7 - 18 mos
  - 19 - 36 mos
  - 37 - 48 mos
  - 49 - 50 mos
  - 61+ mos

### Reporting by ALL AGES with REFER INDICATORS (Optional)

- Age Group
  - Screenings
  - Refers
  - Doc Visits
  - Myopia
  - Hyperopia
  - Anisometropia
  - Anisocoria
  - Strabismus
  - Astigmatism
  - Acuity
  - Ptosis
  - Opacity
  - Coloboma
  - Other

*Refer Indicators are NOT doctor diagnosis but rather results from the screening method or device.*
Screening Results by Event

By All Ages

To report the screening by **ALL AGES**, click the button that corresponds to the type of screening device/method used. The buttons for reporting the screening are located on the left side of the page.

After the button corresponding to the type of screener/method used is clicked, the **Enter Manual Vision Screening Results** page will be displayed. This page allows you to either enter your screenings **by event**, **by Month**, or **by Quarter**. By entering results by event, you will be able to review all past screening events individually. To report screening results for an event that has already been added, click on the **by Event** button.
The following page will be displayed. The drop down box indicated below will contain all events that have been added.

Select the screening event to which you are entering results. In this example, I have selected the ‘Midlakes Pre-K from 2018-06-09 to 2018-06-09‘ event that was added in the previous section.

After an event has been selected, the following Vision Screening Results – by Event data entry page will be displayed.
Please note that the screening results can be either entered by totals for All Ages, or, by clicking the [Show Age Groups] by specific age groups. It is recommended, if possible, to report screenings by age groups.

To report by All Ages, enter the screening information in the boxes indicated below. In this example, children at the Midlakes Pre-K were screened with an age range from 48 – 60 months. There were 20 children screened and 2 were referred for follow-up.

After the screening results have been entered, please be sure to click the [Record Results] button or the information will not be saved. If all of the required information was entered properly, a dialog box will pop up indicating that the results were saved. Clicking the [OK] button will return you to the Main Menu.

** PLEASE NOTE – If the referral rate is less than 5% or higher than 25%, the cells will turn YELLOW. This is allowed, but data entry should be verified. If the Min Age exceeds the Max Age, or any other error occurs in the entry, the appropriate cell will turn RED. This error must be corrected prior to saving results. See the notes on the bottom of the page for more information.
By Age Group

To report the screening by Age Group, follow the steps in the previous section. After an event has been selected, the following page will be displayed. This is the preferred way to enter screening results.

After the [Show Age Groups] button is clicked, the following page will be displayed. In this example, children at the Midlakes Pre-K had their vision screened. Two children were in the 37-48 month age group and 18 children were in the 49-60 month age group. Two of the children in the 49-60 month age group were referred for follow-up.
After the screening results have been entered, please be sure to click the [Record Results] button or your information will not be saved. If you entered all of the required information properly, a dialog box will pop up indicating that the results were saved. You will need to click the [OK] button will return you to the **Main Menu**.

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**IMPORTANT** – Screeners should insure that children referred for follow-up are seen by a vision professional (Doc Visits) and the results are recorded in the screening results page.

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After the Doc Visit results have been entered, please be sure to click the [Record Results] or [Update Results] button at the bottom of the page or your information will not be saved.
Screening Results by Month

To report the screening by month, click the button that corresponds to the type of screening device/method used. The buttons for reporting the screening are located on the left side of the page.

After you click the button corresponding to the type of screener used, you will be taken to the Enter Manual Vision Screening Results – by Event page. Click the [by Month] button to report your club’s monthly totals.
The following page will be displayed. From the drop down box, select the club for which you are entering results. If you are a Level 2 User, you will only be able to select your own club.

You will then be prompted to select the month for which you are entering results. Using the drop down box, select the month – year you are reporting for.

Please note that the screening results can be either entered by totals for All Ages, or, by clicking the [Show Age Groups] by specific age groups. It is recommended, if possible, to report screenings by age groups.
By All Ages

To report by All Ages, enter the screening information in the boxes indicated below. In this example, in August 2018, the Phelps Clubs screened children in the age range from 6 – 60 months. There were 260 children screened and 23 were referred for follow-up.

After you have entered the screening results, please be sure to click the [Record Results] button or your information will not be saved. If you entered all of the required information properly, a dialog box will pop up indicating that the results were saved. You will need to click the [OK] button will return you to the Main Menu.
By Age Group

To report the screening by Age Group, follow the steps in the previous section. After a month has been selected, the following page will be displayed. This is the preferred way to enter monthly screening results.

After the [Show Age Groups] button is clicked, the following page will be displayed. As in the previous reporting scenarios, enter the number of screenings and refers in the Age Group boxes.
After the screening results have been entered, please be sure to click the [Record Results] button or the information will not be saved. If all of the required information was entered properly, a dialog box will pop up indicating that the results were saved. Clicking the [OK] button will return you to the **Main Menu**.

![Screening Data Management System](image)

**IMPORTANT** – Screeners should insure that children referred for follow-up are seen by a vision professional (Doc Visits) and the results are recorded in the screening results page.

After the Doc Visit results have been entered, please be sure to click the [Record Results] button or the information will not be saved.
Screening Results by Quarter

To report the screening by quarter, click the button that corresponds to the model of screener you used. The buttons for reporting the screening are located on the left side of the page.

After the button corresponding to the type of screener used has been clicked, you will be taken to the Enter Manual Vision Screening Results – by Event page. Click the [by Quarter] button to report your club’s quarterly totals.
The Enter Vision Screening Results – by Quarter page will be displayed. From the drop down box, select the club for which you are entering results. If you are a Level 2 User, you will only be able to select your own club.

You will then be prompted to select the quarter for which you are entering results. Using the drop down box, select the quarter you are reporting for.

Please note that the screening results can be either entered by totals for All Ages, or, by clicking the [Show Age Groups] by specific age groups. It is recommended, if possible, to report screenings by age groups.
By All Ages

To report by All Ages, enter the screening information in the boxes indicated below. In this example, in Q3 of 2018, the Phelps Clubs screened children in the age range from 6 – 60 months. There were 670 children screened this quarter and 72 were referred for follow-up.

After the screening results have been entered, please be sure to click the [Record Results] button or the information will not be saved. If all of the required information was entered properly, a dialog box will pop up indicating that the results were saved. Clicking the [OK] button will return you to the Main Menu.
By Age Group

To report the screening by Age Group, follow the steps in the previous section. After a quarter has been selected, the following page will be displayed. Click the [Show Age Group] button. This is the preferred way to enter quarterly screening results.

After the [Show Age Groups] button is clicked, the following page will be displayed. As in the previous reporting scenarios, enter the number of screenings and refers in the Age Group boxes.
After the screening results have been entered, please be sure to click the [Record Results] button or the information will not be saved. If you entered all of the required information properly, a dialog box will pop up indicating that the results were saved. You will need to click the [OK] button will return you to the Main Menu.

**IMPORTANT** – Screeners should insure that children referred for follow-up are seen by a vision professional (Doc Visits) and the results are recorded in the screening results page.

After the Doc Visit results have been entered, please be sure to click the [Record Results] button or your information will not be saved.
The Lions KidsightUSA Screening Data Management System has the capability of recording specific refer indicators for the screening event. Refer indicators may be reported by All Ages, or by Age Group. This information is very important as it may be used by researchers in the future to study children vision issues. The specific reasons why children are being referred, and specific percentages of types of vision abnormalities, may someday lead to advances in research. Reporting by this method is optional.

Please note that refer indicators are not doctor diagnosis but rather results from the screening method or device.

Below is an example of how to enter the screening results by Age Groups. You will follow the same procedure when entering the results with refer indicators, for all ages.

To enter the screening results with the specific refer indicators, click the [Show Refer Indicators] button when entering results for Age Groups.

After you click the [Show Refer Indicators] the following page will be displayed.
Enter the total number of children screened and referred into the 1st two columns. The 3rd column is for reporting the number of referred children that went to an eye doctor. The last columns are for reporting the specific number of each child referred for specific vision abnormalities.

After all of the information has been entered, please be sure to click the [Record Results] or [Update Results] button at the bottom of the page or your information will not be saved.
Reports

There are many reports within the Screening data Management System that can be generated and printed. These reports range from lists of users, events and clubs to screening results and refer indicators.

Generating a Report

The following example shows how to generate a screenings by event report. This would be a report that a club/district could generate to review specific screening events totals and referral rates.

To create a report of screenings that have been scheduled and/or completed click the [Reports] button in the Main Menu.
After the [Reports] button is clicked, the following page will be displayed. To run a report of Screenings by Event completed to date, click the [Screenings by Event] button. You can also run many other reports using other criteria.

![Screening Data Management System](image)

The sample report below shows the Screenings by Event as reported by the club to date. The event for the ‘Midlakes Pre-K is highlighted. If all screenings were entered by event, they will also show in this report.

![Screenings by Event Prepared 06/09/2018](image)
Printing a Report

*** Please note: not all operating systems, or browsers, use the same procedure as described to print a webpage. Refer to your computer’s operating instructions and web browser information for details on how to print a webpage. You may also be able to print the report and save as a PDF document, again depending on OS, browser and printers installed. The example shown below is using the Windows 10 Operating System (OS) with the Google Chrome browser.

After the report has been generated, a copy can be printed. Using your right mouse button, right click on the report and then the Print...

You should receive a print dialog. Click on the [Print] button to send your report to the destination listed.
Administering Users

Adding a User

This option allows Level 2 – 4 Users to add new Users at their level or below. A Level 2 User can add Level 1 and 2 Users in their club, a Level 3 User can add Levels 1- 3 Users in their District, and Level 4 Users can add Levels 1-4 Users in their Multiple District. To add a new User, click the [Administer Users] button on the Main Menu.

When the 1st page is displayed, you can enter new users. Complete all boxes contained in the form and click the [Add User] button to save.
Editing a User

This option allows you to change User information (Name, Address, Phone Number, Email Address and Password) for Users. User Names cannot be changed. Level 1 Users can only edit their own information. A Level 2 User can edit Level 1 and 2 Users in their club, a Level 3 User can edit Levels 1-3 Users in their District, and Level 4 Users can edit Levels 1-4 Users in their Multiple District. To edit an existing user, click the [Administer Users] button on the Main Menu.

Using the drop down box indicated, select the User you wish to change. The form will populate with the current information on record. After the changes are entered, click the [Update User] button to save.
Deleting a User

This option allows you to delete a User. Level 1 Users cannot delete themselves. A Level 2 User can delete Level 1 and 2 Users in their club, a Level 3 User can delete Levels 1-3 Users in their District, and Level 4 Users can delete Levels 1-4 Users in their Multiple District. To delete an existing User, click the [Administer Users] button on the Main Menu.

Using the drop down box indicated, select the User you wish to delete and click the [Delete User] button.
Administering Clubs

Adding a Club

This option allows Level 3 – 4 Users to add new clubs. A Level 3 User can add clubs in their District, and Level 4 Users can add clubs in their Multiple District. To add a club, click the [Add Club] button on the Main Menu.

Enter the club and contact information in the boxes and click the [Save Club] button to save.
Editing a Club

This option allows Level 2 – 4 Users to edit club information. A Level 2 User can edit their own club, a Level 3 User can edit clubs in their District, and Level 4 Users can edit clubs in their Multiple District. To edit a club, click the [Edit Club] button on the Main Menu.

Make necessary changes to the club and/or contact information in the boxes and click the [Save Club] button to save.
Deleting a Club

Users are not able to delete a club. If this must be accomplished, please send a request by [Submitting Comments] to the System Administrator.
Administering Districts

Editing a District

This option allows Level 3 – 4 Users to edit District information. A Level 3 User can edit their own District and Level 4 Users can edit Districts in their Multiple District. To edit a District, click the [Edit District] button on the Main Menu.

Make necessary changes to the club and/or contact information in the boxes and click the [Save Club] button to save.
Deleting a District

Users are not able to delete a District. If this must be accomplished, please send a request by [Submitting Comments] to the System Administrator.