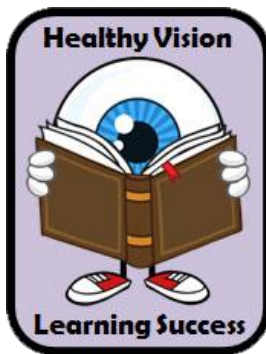


New Mexico Lions Operation KidSight, Inc.



Policy and Procedures Handbook



**Lions Clubs International
Multiple District 40**

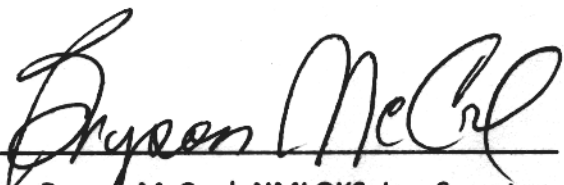
Policy and Procedures Handbook

New Mexico Lions Operation KidSight, Inc.

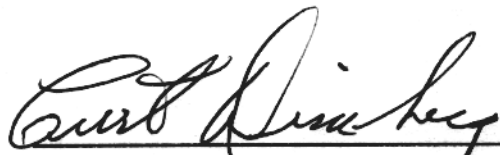
9 March 2018


Revision 1.7

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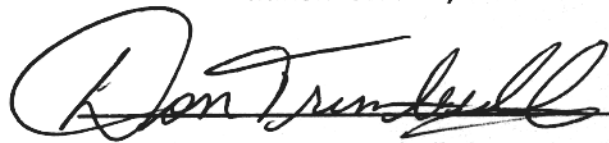

Don Trumbull, Executive Director

Table of Contents

SECTION I. NMLOKS INC., ORGANIZATION BACKGROUND	7
1. Organizational Information	7
a) NMLOKS History	7
b) Overview and Description of NMLOKS Programs and Services	9
c) Mission Statement	10
d) Vision Statement	10
2. Organizational Structure	10
a) NMLOKS Organization Chart	10
b) NMLOKS Board Members	11
c) Job Descriptions	11
d) MD40 Screening Programs	15
3. Organizational Documents	15
a) NMLOKS, Inc., Articles of Incorporation	15
b) NMLOKS, Inc., By-Laws	15
c) Lions Clubs International Approval	15
d) NMLOKS, Inc., Incorporation Letter	16
e) NMLOKS, Inc., 501c3 Letter	16
f) NM Department of Health Standards for Vision Screening in NM Schools	16
SECTION 2. NMLOKS, INC., PROGRAM POLICIES	16
1. Screening Policy	16
2. Training Policy	16
3. Program Evaluation Policy	16
4. Record Keeping and Reporting Policy	16
SECTION 3. NMLOKS, INC., PROGRAM PROCEDURES	16
1. Screening Procedure	16
a) Pre-Screening Operations	17
b) Set-Up	17
c) Screening Process	21
d) Evaluation Process	22
e) Screening Results Documentation	24
f) Screening Results Interpretation	24
g) Disclaimer	26
h) Referral Follow-up Procedure	26
i) Screening Problems	28

2. Training Procedures	29
a) Training of New Screening Teams	29
b) Recertification of Screening Teams	30
3. Program Evaluation Procedure	30
a) Program Results Data	30
b) Program Evaluation Process	30
4. Record Keeping and Reporting Procedures	31
a) Annual Report	31
b) Financial Reporting	31
c) Reports to Grant Providers	32
ENCLOSURE 1. NMLOKS, Inc., Articles of Incorporation	33
ENCLOSURE 2. NMLOKS, Inc., By-Laws	37
ENCLOSURE 3. Lions Clubs International Approval	49
ENCLOSURE 4. NMLOKS, Inc., Incorporation Letter	51
ENCLOSURE 5. NMLOKS, Inc., 501c3 Letter	57
ENCLOSURE 6. NMLOKS, Inc., NM Screening Standards	59
ENCLOSURE 7. NMLOKS, Inc., Certification Check List	65
ENCLOSURE 8. NMLOKS, Inc., Additional Information on Printing	67
ENCLOSURE 9. NMLOKS, Inc., Example of Letter to the Referred Child’s Parent	71
ENCLOSURE 10. NMLOKS, Inc., NM Eye Professionals Approved by NMLOKS, Inc.	73
ENCLOSURE 11. MOA Between NMLOKS, Inc. and Dr. Todd Goldblum	75

SECTION I. NMLOKS INC., ORGANIZATION BACKGROUND

1. Organizational Information

a) NMLOKS History

In 1998, Lion Bill Allen of the Ruidoso (NM) Valley Noon Lions Club saw an article in *The Lion* magazine about a new project that Lions had started in Tennessee. The project was the vision screening of young children (ages 1-7 years) to identify risk factors (e.g., nearsightedness, farsightedness, astigmatism, etc.) that could possibly cause amblyopia or “lazy eye.” It was reported in the article that if the child did develop amblyopia and it was left untreated, it could lead to a lifetime of vision problems or possibly blindness.

Lion Bill Allen made some inquiries and found out the Club could buy a PhotoScreeener Polaroid camera for \$3,000, which the Club promptly did. The Club in turn coordinated with the Region IX Child Find and the eye screening by the Lions became part of the annual children’s health fairs in Lincoln County. The program expanded until the Club was covering all of Lincoln County and the Mescalero Apache Reservation.

In February 2002, a group of Lions in clubs in Otero County (Alamogordo Breakfast, Alamogordo Noon, Alamogordo Downtown, Alamogordo Evening, Tularosa, High Rolls, Cloudcroft, and Timberon) decided they wanted to start the screenings in their communities so they petitioned District 40S for the funds to purchase a PhotoScreeener, which was approved. The Alamogordo Breakfast Lions Club eventually became the lead Club and began their screening program which now covers all of Otero County. Programs soon followed in Silver City, Artesia, and Carlsbad, all using the PhotoScreeener, except Silver City which used a Welch-Allyn SureSight. The Photoscreeener used Polaroid film that cost \$1 per picture. Since two shots were needed for each picture, it took about five minutes per child since the film had to “develop” to determine if a good picture had resulted. The pictures were sent to Vanderbilt University for evaluation (\$1.50 per picture) with results being provided normally in about a month.

In 2006, Lions from the Ruidoso Valley Noon Lions Club and the Alamogordo Breakfast Lions Club began an effort to present the program to other Lions Clubs across New Mexico. In May 2006, the Ruidoso Valley Noon Lions were informed by Vanderbilt University that as of January 2007, they would no longer be evaluating the pictures. After some investigation on the Internet, the iScreen, LLC, company was contacted about their digital iScreen Camera System. Note that iScreen, LLC, primarily dealt with pediatric doctors who used the iScreen system to screen their patients. They agreed to let the Ruidoso Valley Noon Lions try out their camera on a pay-as-you-go basis where they paid iScreen so much per picture evaluated. The iScreen camera took a digital picture of the child’s eyes which was uploaded after the screening to iScreen for evaluation with results back in a couple days. The first screening that occurred with the new camera was in October 2006. To the screening

team's astonishment and delight, the new system was so much easier, faster, and cheaper to use than the PhotoScreener.

The Ruidoso Valley Noon Lions continued to use the iScreen camera on a trial basis until September 2007 when the Club decided to purchase the system for \$8,000 which included no charge for picture evaluation for the first three years. After the three years, cost of evaluation of the pictures would be negotiated with iScreen.

In September and November 2007 respectively, Alamogordo Breakfast and Taos Lions purchased the iScreen camera with the same picture evaluation plan. In 2008, Lions Clubs in Las Vegas, Portales, Albuquerque (together with the NM Lions Eye Bank), Deming, Santa Fe, Carlsbad, and Artesia purchased iScreen cameras.

In February 2008, those NM Lions Clubs who were conducting KidSight screenings decided to form an organization, New Mexico Lions Operation KidSight (NMLOKS). Soon after, a request was made to become part of the NM Lions Eye Foundation, a 501c3 organization. The request was granted, which permitted NMLOKS to apply for grants and donations to purchase screening equipment, set up and maintain a Central Office to conduct follow-up on referred children, and to pay for eye exams and glasses for children whose families could not afford it.

In January 2009, Dr. Todd Goldblum, MD, who is a medical advisor for the NMLOKS Program, discovered that a new digital screening camera, the PlusOptix S09, was on the market. After testing the new system, it was decided that due to the lower price and instant diagnosis read out, the PlusOptix S09 would be the preferred system for new clubs starting the program. During 2009, PlusOptix S09 cameras were purchased by Lions Clubs in Lea County (Hobbs, Lovington, Eunice, and Tatum), Gallup, Moriarty, Rio Rancho, and Silver City. The Los Alamos Lions purchased a new iScreen camera.

Since the Program has expanded significantly, it was decided in December 2011 to split away from the NM Lions Eye Foundation and become a separate 501c3 organization. NMLOKS soon after was incorporated and received official approval from Lions Clubs International to use the Lions' name and logo. NMLOKS, Inc., received its 501c3 status with the IRS in February 2014.

Today, 25 NMLOKS screening teams are active across New Mexico. During the 2016-17 school year, over 40,000 children were screened (up from about 32,000 in 2015-16) during 426 screening sessions for a total of 4727 Lion hours. Of the 40,149 children screened, 8,163 children were found to possibly have a vision problem that could cause amblyopia or lazy eye if not treated as well as negatively impacting the child's ability to read and learn.

NMLOKS Directors met with NMDOH in December 2014 to discuss the possibility of NMLOKS contracting with them to administer the Save Our Children Sight Fund. They were very impressed with the NMLOKS presentation and provided a contract in January 2015. NMLOKS signed the contract with NMDOH to administer the Save Our Children Sight Fund. The latest contract with NMDOH now extends to 2019-20.

The NMLOKS Central Office was opened on 1 February 2015. Lion Brenda Dunn is the NMLOKS Program Manager and her office is in the Lions Community Center in Las Cruces. The primary purpose of the NMLOKS Central Office is to provide prompt technical and logistical support to the NMLOKS screening teams with respect to ensuring they are conducting their screenings appropriately (i.e., teams are annually certified) and that they have adequate equipment and materials. Other duties include the administering of the Save Our Children Sight Fund, the training of new screening teams, and outreach to grow the Program.

b) Overview and Description of NMLOKS Programs and Services.

The eye, muscles that control the eye, optic nerve, and the area of the brain that gives us vision are completely developed, no matter how perfectly or imperfectly, by the age of six. Vision deficiencies that may have occurred during development will be difficult to treat after vision development is completed. Many of these problems, when caught early enough can be completely corrected, and the earlier they are diagnosed, the better the chance of correction and the easier and less expensive the treatment. Children's vision disorders include near sightedness, far sightedness, astigmatism, strabismus and other eye problems that can cause amblyopia.

Amblyopia, or lazy eye, is the eye condition noted by reduced vision where the brain, for some reason, does not fully acknowledge the images seen by the amblyopic eye. This almost always affects only one eye but may manifest with reduction of vision in both eyes. It is estimated that three to five percent of children under six have some form of amblyopia.

The brain must receive clear and equal images from the eyes during the critical eye development period. Anything that interferes with clear vision in either eye during the critical period (birth to 6 years of age) can result in amblyopia. The most common causes of amblyopia are constant strabismus (constant turn of one eye), anisometropia (significantly different vision/prescriptions in each eye), and/or blockage of an eye due to trauma, lid droop, etc. If one eye sees clearly and the other sees a blur, the good eye and brain will inhibit (block, suppress, ignore) the eye with the blur. Thus, amblyopia is a neurologically active process. If not treated, the inhibition process (suppression) can result in a permanent decrease in the vision in that eye that may not be able to be corrected with glasses, lenses, or lasik surgery. Since amblyopia usually occurs in one eye only, many parents and children may be unaware of the condition. Far too many parents fail to take their infants and toddlers in for vision screening and many children go undiagnosed until they have their eyes examined at the eye doctor's office at a later age.

Early treatment of amblyopia is usually simple, employing glasses, drops, and/or eye patching. Improvements are possible at any age, but early detection and treatment of amblyopia offer the best outcome. ***If not detected and treated early in life, amblyopia can cause a permanent loss of vision with associated loss of stereopsis (two eyed depth perception).***

Vision screenings such as those conducted by the NMLOKS, Inc., are needed for all young children. The 20/20 eye chart or acuity screening is difficult to perform in

young children. Note that amblyopia causes more visual loss in the under 40 group than all the injuries and diseases combined in this age group.

At the end of each NMLOKS screening session, the screening team director will provide the school nurse or Head Start Health Specialist with the referral follow up forms (by class) and measurement reports of those children assessed of possibly having a vision problem. The school nurse or Head Start Health Specialist will provide a copy of the referral follow up form to the teachers of the classes screened so they can alert the parents that their child should have an eye exam. The school nurse or Head Start Health Specialist are also given instructions for how parents can notify NMLOKS, Inc., for financial aid for eye exams and treatment if they are not covered by Medicaid or private insurance or if there is not a Medicaid eye professional in the referred child’s community.

c) Mission Statement.

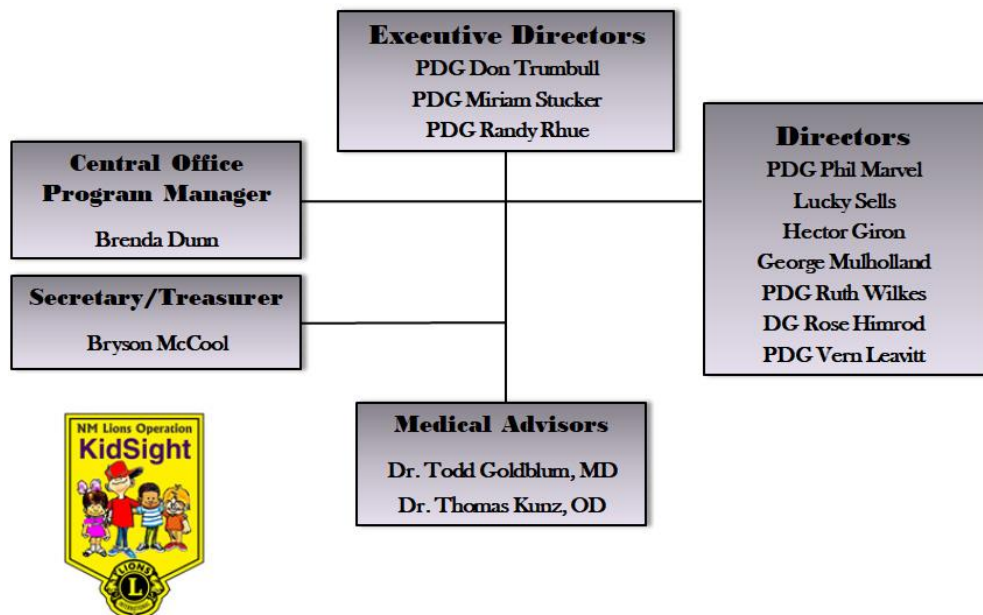
The mission of New Mexico Lions Operation KidSight, Inc., is to establish and maintain a sustainable program that will insure yearly eye screening and follow-up exam and treatment (if needed) for all young children ages 3 to 7 years in New Mexico. If the family of a referred youth does not have the financial wherewithal to pay for the eye exam and treatment or if there is not an eye professional in the child’s community that takes Medicaid, New Mexico Lions Operation KidSight, Inc., will assist in finding the funds to do so.

d) Vision Statement.

NMLOKS, Inc., envisions an environment where every 3-7 year old child in the state will have the opportunity to receive a free eye screening thus reducing, if not eliminating, the risk of amblyopia as well as other vision problems that can adversely impact reading and learning.

2. Organizational Structure

a) NMLOKS Organization Chart



b) NMLOKS Board Members

Executive Director

PDG Miriam Stucker
11212 Malaguena Ln. NE Albuquerque, NM 87111
505-275-8339 miristuc@yahoo.com

Executive Director

PDG Randy Rhue
3729 Glenfield Dr. Clovis, NM 88101
575-760-6717 r.rhue@live.com

Director

PDG Phil Marvel
9 Tasmania Las Cruces, NM 88012
575-640-3273 marvel5154@gmail.com

Director

PDG Vern Leavitt
PO Box 4 Polvadera, NM 87828
575-418-8614 lionvern@yahoo.com

Director

George Mulholland
2900 Karen Dr. Las Cruces, NM 88001
575-526-3708 georgemulholland@comcast.net

Medical Advisor

Dr. Thomas Kunz, OD
330 E Boutz Rd. Las Cruces, NM 88005
575-526-3314

Secretary/Treasurer

W. Bryson McCool
5557 Red Fox Rd. Las Cruces, NM 88007
575-652-4029 brymccool@gmail.com

Executive Director

Donald J. Trumbull, PDG
PO Box 791 Moriarty, NM 87035
505-832-6330 kdbull@q.com

Director

PDG Ruth Wilkes
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Alamogordo, NM 88310

Director

Lucky Sells
4505 Hodgin Lane NW Albuquerque, NM 87120
505-883-7020 luckynjanice@hotmail.com

Director

DG Rose Himrod
2583 Calle Delfino Santa Fe, NM 87505
505-231-2246 lionrosesantafe@apl.com

Director

Hector Giron
PO Box 1379 Anthony, NM 88021
575-882-2539 hectorgiron8@gmail.com

Medical Advisor

Dr. Todd Goldblum, MD
303 Mulberry St NE Albuquerque, NM 87106
[505] 243-9739 admin@familykidseye.com

Program Manager

Brenda Dunn
1501 N.Solano Dr. Las Cruces, NM 88001
575-525-5631 lionbrendadunn@gmail.com

c) Job Descriptions

- **Executive Directors.** The Executive Directors shall be the chief executive officers of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation. They shall perform all duties incident to their office and such other duties as may be required by law, by the Articles of Incorporation and Bylaws, or which may be prescribed from time to time by the Board of Directors. The Executive Directors shall preside at all meetings of the Board of Directors and at all meetings of the members. Except as otherwise expressly provided by law, by Articles of Incorporation, or by the Bylaws, he/she shall, in the name of the corporation, execute any business instruments which may from time to time be authorized by the Board of Directors.
- **Directors.** The Board of Directors, which includes the Executive Directors, Directors and the Secretary/Treasurer, shall have the power to manage all the affairs of the corporation and make and enforce all rules, agreements and contracts, not inconsistent with the NMLOKS, Inc., Articles of Incorporation and By-Laws, necessary or in their judgment desirable for the proper transaction of the corporation business and operation. They shall have entire jurisdiction over all matters pertaining to the care, conduct, control, supervision and management of the corporation.

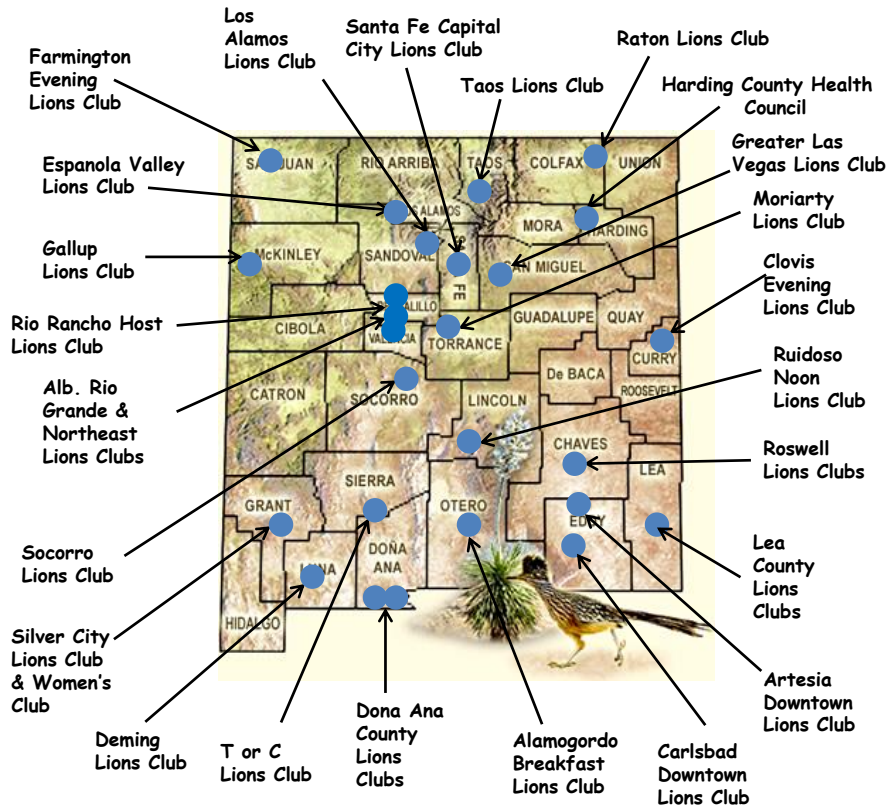
- **Secretary.** The duties of the Secretary are:
- Certify and keep at the principal office of the corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.
 - Keep at the principal office of corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceeding thereof.
 - See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
 - Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the corporation.
 - Keep at the principal office of the corporation a membership book containing the name and address of each and any members, and in case in the case where any membership has been terminated. He or she shall record such fact in the membership book together with the date on which such membership ceased.
 - Exhibit at all reasonable times to any director of the corporation, or to his or her or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.
 - Assist in the planning and directing of major NMLOKS, Inc., fundraisers at the state level. Advise and provide assistance for Clubs conducting local fundraisers in their communities. Explore all possible avenues for potential grants. Application for grants referred by the Secretary will be approved by the NMLOKS, Inc., Board of Directors. Once applied for, the status of the grant will be reported by the Secretary to the NMLOKS, Inc., Board of Directors.
 - Responsible for collecting and tabulating screening and referral data from the clubs for each of their screenings to include funds expended to conduct the screenings. The data will be entered into a central database from which reports can be generated for NMLOKS, Inc., status reports.
 - Responsible for communicating with the participating clubs to ensure the referral and follow-up results for their screenings are provided in a timely manner. Assemble a packet for the parents of the referred children which will contain several items such as: a cover letter to the parents/guardians explaining their child was screened and the results show there may be a vision problem and the child should be seen immediately by an eye professional for a full eye exam; the referral certificate produced by the screening system; a list of eye professionals in the parent's community; and inform parents that that NMLOKS, Inc., has funds to help financially

constrained parents whose children are not covered by Medicaid or other state children's health programs.

- Responsible for other administrative duties which include coordinating with clubs to ensure they are conducting their screenings according to approved NMLOKS, Inc., procedures and guidelines.
 - In general, perform all duties incidents to the office Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.
- **Treasurer.** The duties of the Treasurer are:
- Have charged custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
 - Receive, and give receipt for, moneys due and payable to the corporation from any source whatsoever.
 - Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements
 - Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
 - Develop an annual budget for the upcoming fiscal year at the beginning of each fiscal year. The budget will be presented to the NMLOKS, Inc., Board of Directors for review and approval. The budget will be reviewed for adequacy, and modification, if necessary, during each quarterly NMLOKS Board meeting. The budget will provide the projected and actual (to date) expenses and income for NMLOKS, Inc.
 - Develop financial reports that will be presented at the quarterly NMLOKS, Inc., Board meetings. The quarterly financial report will provide an audit (show specific expenses and income) of the NMLOKS, Inc., bank account. Also, the budget will be presented and any projected required expenses for the next quarter will be explained in detail.
 - Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.
 - Render to the Executive Directors and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
 - Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

- In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.
- **Program Manager.** With oversight from the NMLOKS Executive Directors and Secretary/Treasurer, the Program Manager overall responsibility is to ensure the KidSight Program not only be able to operate at the highest level of professionalism and efficiency, but be able to grow to a point where all 3-7 year old children in NM have the opportunity to receive a free vision screening and if referred, an eye exam and treatment if not covered by Medicaid or insurance.
- Contact Clubs in communities where children are not currently being screened to set up making a presentation to them with the intent that those clubs join the program. Issues such as the screening process, funding, and follow-up will be covered in the presentation. Further coordinate with the club after the presentation to encourage and facilitate their ultimate participation. Once a new Club signs on to the program, provide training for members who will be conducting the screenings. Attend the first screening(s) conducted by the Club to ensure they are following proper procedures. If a new camera system is used by a Club, be involved in the training.
 - Be responsible for investigating new screening devices and providing performance and cost comparisons between those devices and the ones currently being used by NMLOKS, Inc. The NMLOKS, Inc., Board of Directors will use the comparison reports to determine when a new screening system should be purchased in lieu of the current system(s).
 - Provide current NMLOKS, Inc., articles to newspapers and other forms of media across the state explaining the contributions Lions are making for the children in NM. Included in the articles should be a list of NMLOKS, Inc., grantors.
 - Be the NMLOKS, Inc., liaison with organizations such as the NM Optometric Association that are part of the eye examination and treatment process in New Mexico.
 - Work with NMDOH to administer the Save Our Children Sight Fund.
- **Medical Advisor.** The Medical Advisor's primary function is to provide the correct parameters required by the screening devices such that optimal screening results are produced (i.e., false positives are minimized). The Medical Advisor will review annual screening and referral data to verify validity of the parameters of the screening devices.

d) MD40 Screening Programs.



3. Organizational Documents

a) NMLOKS, Inc., Articles of Incorporation

The NMLOKS, Inc., Articles of Incorporation can be found in Enclosure 1.

b) NMLOKS, Inc., By-Laws

The NMLOKS, Inc., By-Laws can be found in Enclosure 2.

c) Lions Clubs International Approval

The letter from Lions Clubs International approving the use of the Lions name and logo by NMLOKS, Inc., can be found in Enclosure 3.

d) NMLOKS, Inc., Incorporation Letter

The NMLOKS, Inc., Incorporation letter can be found in Enclosure 4.

e) NMLOKS, Inc., 501c3 Letter

The NMLOKS, Inc., 501c3 letter can be found in Enclosure 5.

f) NM Department of Health Standards for Vision Screening in NM Schools

The NMDOH Standards for Vision Screening in NM Schools can be found in Enclosure 6.

SECTION 2. NMLOKS, INC., PROGRAM POLICIES

1. Screening Policy

NMLOKS, Inc., teams, which are composed of Lions and other volunteers, will

screen children ages 3-7 years old (i.e., Pre-K, K, and 1st grade). While the screening of older children is not recommended or within the scope of the Program, they can be screened if the Lions Club(s) involved have the resources to do so. Resources used to screen children older than 7 years should not adversely impact the resources required for screening of 3-7 year old children. Also, screening results of children above 1st grade should be kept separate from those of children in Pre-K, K, and 1st grade.

2. Training Policy

It is the policy of NMLOKS, Inc., that all individuals involved with the screening of young children be adequately trained and annually certified according to New Mexico Department of Health standards. A check-list certification process (Enclosure 7) will be used to re-certify screeners every year.

3. Program Evaluation Policy

The NMLOKS, Inc., vision screening program will include procedures to assess that referrals are being made in a credible manner such that false positive and false negative results are minimized to an acceptable level as defined by the New Mexico Department of Health standards. Assessment will also be made to ensure that appropriate care for referred children is being delivered as a result of vision screening. A vision screening program that collects data from the screenings and requests school nurses and Head Start Health Specialists to submit eye exam results should be able to address the following key programmatic questions:

- 1) How many New Mexico children with visual problems are being identified and helped by the state program?
- 2) Can the sensitivity, specificity, and positive and negative predictive values of the vision screening methods be defined?
- 3) Considering that New Mexico has a shortage of pediatric eye care providers, are appropriate guidelines being used to refer students to eye care specialists for comprehensive examinations and glasses/contact lenses prescriptions?

4. Record Keeping and Reporting Policy

The NMLOKS, Inc., Program Manager will maintain depository of all screening and follow-up data. The Program Manager will be responsible for the entry and maintenance of this information in spreadsheets or data bases. The Program Manager will provide screening and follow-up reports on a quarterly basis to the Secretary. The Treasurer will generate financial reports for approval by the Board of Directors.

SECTION 3. NMLOKS, INC., PROGRAM PROCEDURES

1. Screening Procedure

The approved NMLOKS, Inc., procedures to conduct a screening, are as follows.

a) Pre-Screening Operations

The screening team director will coordinate with the school nurse or Head Start Health Specialist to set a date for the screening. The school nurse or Head Start Health Specialist will be informed that a student list, which includes name and date of birth for each student, will be needed at the time of the screening for each class to be screened. The screening team director should also inform them about the screening and follow up process (which will be explained in detail in later paragraphs).

On the day of the screening, the screening team members should arrive at the site at least 30 minutes before the scheduled start. The screening location should have already been coordinated with the school nurse or Head Start Health Specialist. It is beneficial that the location be a place with which the children are familiar. It is also important the location not have any bright or direct sunlight shining in through the windows or direct fluorescent lights overhead as this may interfere with image evaluation. A long (25' or greater) extension cord will allow the camera system to be set up in the optimal spot in the room.

b) Setup

[1] *System Setup.* The camera system setup (please see Figure 1) is as follows. Connect the VGA cable from the monitor to the PlusOptix S09 base unit. The keyboard and mouse are connected to the PlusOptix S09 base unit by means of USB cables or wireless USB adapters. The laser printer is also connected to the PlusOptix S09 base unit by means of a USB cable (do not turn on at this time). **DO NOT CONNECT THE PRINTER TO THE USB PORTS ON THE MONITOR. ALSO DO NOT PLUG THE USB CABLE INTO THE PRINTER NETWORK PORT (RIGHT BELOW THE USB PORT).** Note that if the laser printer is not used (or will not work), a USB thumb drive can be plugged into the camera base unit after the camera boots up which will permit referral certificates to be downloaded and printed at a later time.

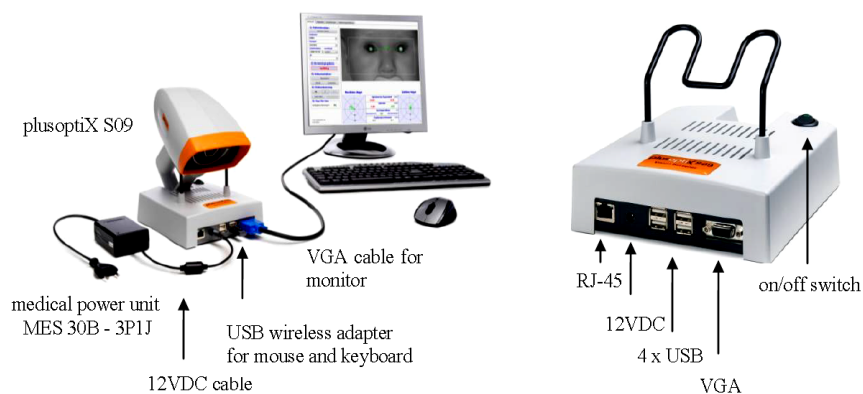


Figure 1. PlusOptix Camera system setup

Attach the 12V DC connector to the PlusOptix S09 base unit and the power unit to a 110 – 220 V AC (50 – 60 Hz) power plug. Switch on the monitor before you switch on the PlusOptix S09. After the program loads (approximately 1.5

minutes or less), the “PlusOptix Start Page” appears (Figure 2). Switch on the laser printer or plug in the USB thumb drive. Once start-up has occurred, it is recommended to examine the settings to ensure each is what is desired. Click on “Settings” at the top of the startup page.

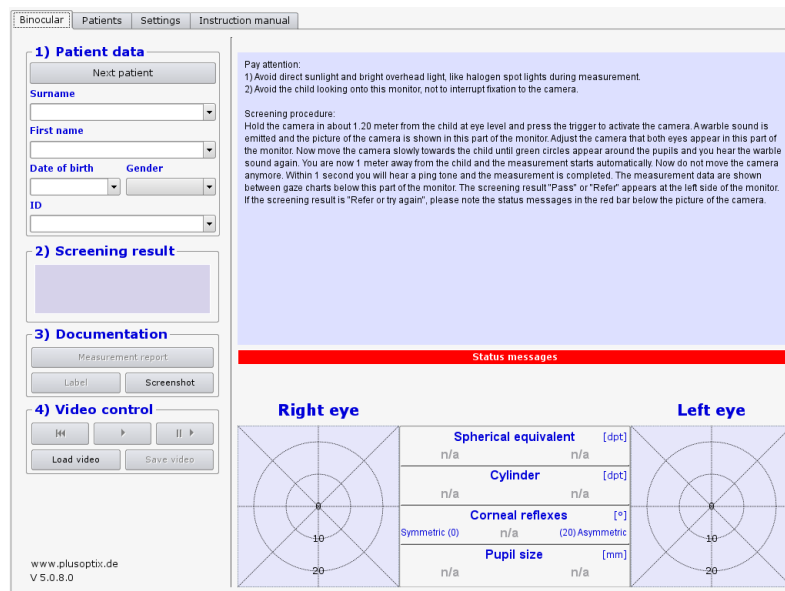


Figure 2. PlusOptix Start Page

As each settings page appears, a security query will occur. Simply type in “YES” to any queries to perform a settings change. Figure 3 shows the PlusOptix S09 settings page.



Figure 3. PlusOptix S09 Settings Page

In the “General” settings window, the basic settings are shown. These settings allow the operator to: use the minus or plus cylinder for

astigmatism measurement (minus is default); set the volume of the warble sound that occurs while the camera is locking onto the child’s eyes; and set the video image to black and white (default) or false colors if the Bruckner test is desired. The default settings will be applicable to any screenings done by NMLOKS screening teams.

[2] *Installing A Print Device.* To be able to print a screenshot or a screening measurement report (i.e., referral certificate), a suitable print device must be installed. The HP P1505n laser printer should already be connected to the PlusOptix S09 directly via USB cables. Click on “Settings” and then on “Printer” as shown in Figure 4.

Since the drivers for the laser printer are already loaded, the laser printer will be automatically recognized by the PlusOptix S09 once it is connected via the USB cable. A printing device must be assigned to each document type, i.e., Screenshot, Label, and Measurement Report. For each document type, click on “Select a printer” and a printer configuration will appear. For “Screenshot” and “Measurement Report,” select the P1505n printer. Ignore the setting for the label maker. Since the printer driver is already installed and the camera is not on a network, ignore the printer installation and selection options. Enclosure 8 provides more information on printing.

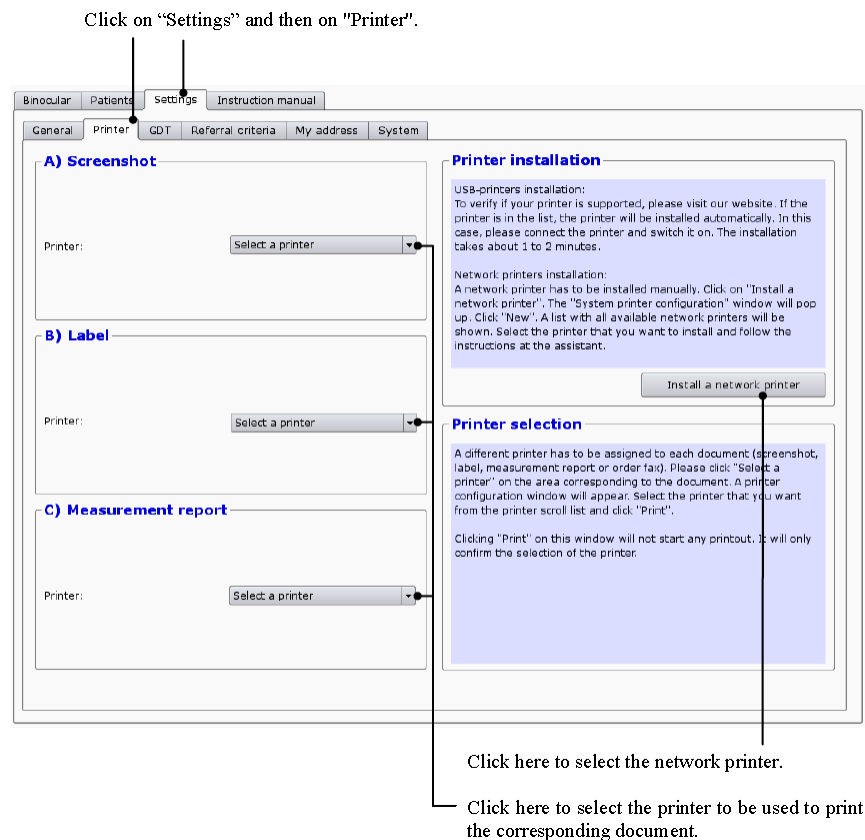


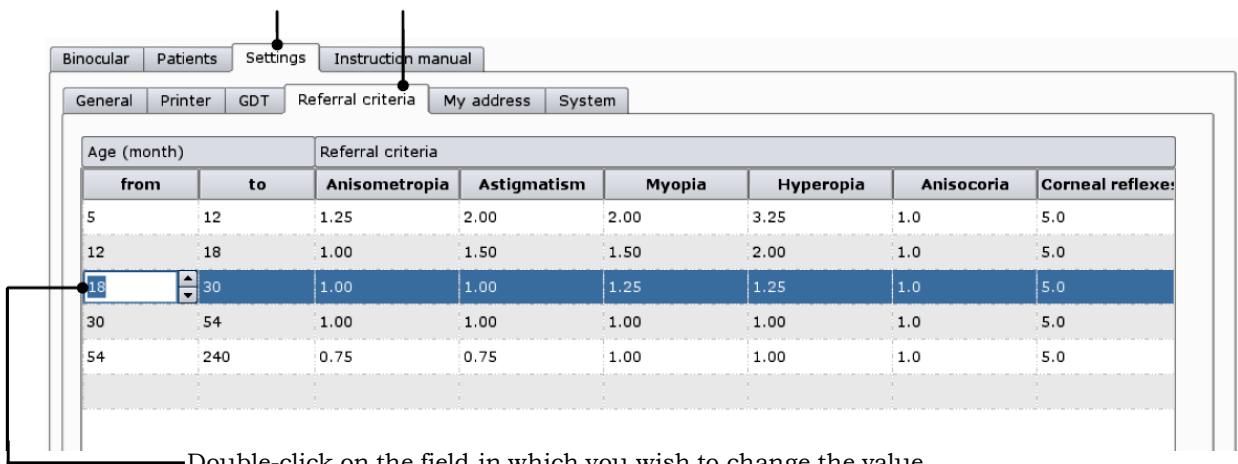
Figure 4. Print Device Page

Note that a PDF-printer is already installed on the PlusOptix S09. If the screen shots and referral certificates are to be downloaded to a USB thumb

drive, the PDF-printer is the selected as the printer (it is necessary to have already inserted a USB thumb drive into one of the free USB ports on the PlusOptix S09 base unit). After a successful measurement and then clicking on “Measurement report” or “Screenshot,” the document will be saved automatically on the thumb drive as a PDF document. The documents can then be printed at a later time on a computer with a printer.

[3] *Referral Criteria.* As seen in Figure 5, referral criteria must be specified as a function of age and vision disorder. To change the age group and the referral criteria, proceed as follows. First click on “Settings” and then on “Referral Criteria.” To change an age or referral criteria, enter either the number using the keyboard or click upwards or downwards on the arrow until the required value appears. Confirm your change by pressing “Enter” on your keyboard. Please note that the “from” age of one line must be the same as the “to” age of the line above.

Click on “Settings” and then on “Referral criteria”.



Double-click on the field in which you wish to change the value

Figure 5. Referral Criteria Page

Figure 6 shows the approved referral criteria values for the vision disorders (anisometropia, astigmatism, myopia, hyperopia, anisocoria, and asymmetry) the PlusOptix can assess. These values have been reviewed by the NMLOKS, Inc., Medical Advisor and should be used for children in New Mexico.

Age (Months)	Anisometropia	Astigmatism	Myopia	Hyperopia	Anisocoria	Corneal Reflex
6-12	1.50	2.50	3.00	3.00	1.50	10.00
12-36	1.25	2.50	2.25	2.50	1.25	10.00
36-84	1.25	2.00	1.75	2.50	1.25	10.00
85-240	1.25	1.50	1.25	1.50	1.25	10.00

Figure 6. Referral Criteria for NMLOKS

The definition of the values for each of the vision disorders are:

Anisometropia Difference of the spherical equivalents of both eyes

Astigmatism	Cylinder value
Hyperopia	Spherical equivalent for hyperopia
Myopia	Spherical equivalent for myopia
Anisocoria	Difference of the pupil diameter of both eyes
Asymmetry	Asymmetry of the corneal reflexes of both eyes

If the screening measurement results are equal to or greater than the referral criteria, a “Refer” will occur. If the screening measurement results are less than the referral criteria, a “Pass” will occur.

[4] *Contact Information.* Click on “Settings” and then “My Address” as seen in Figure 7. The operator can use the “Name and Title” information to specify the screening location and the “Address, phone, fax, email” to specify contact information for the screening site Director. This information will be printed on all measurement reports.

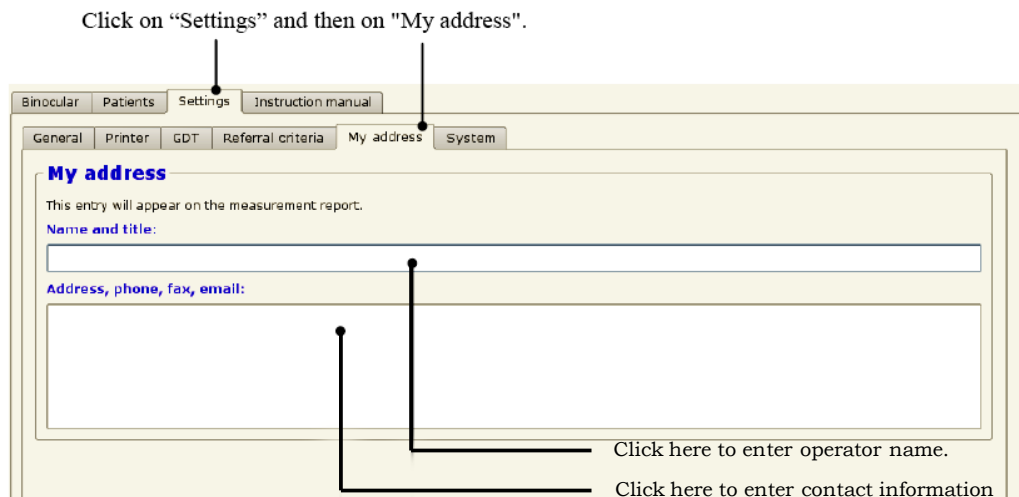


Figure 7. Referral Criteria for NMLOKS

[5] *System Information.* System settings are accessed by clicking on “Settings” and then on “System.” Default system settings for language, License, keyboard, date format (for child’s birth date) are made by PlusOptix. Also check to see the Date and Time are current. If any system settings need to be changed, click on the appropriate button and make the change. Once any desired changes have been made, click on “Binocular” to return to the Start Up page.

[6] *Camera Setup.* The PlusOptix S09 camera should be connected as previously explained. The camera will be held free hand and to help ensure the camera will be is one meter in front of the child’s eyes, a piece of tape is placed on the floor in front of the person doing the screening where the child will be asked to stand. Once everything is set up, the screening process can begin.

c) Screening Process

The teacher or nurse will provide a class list of students (name and birth date) to be screened to the Lion(s) at the check-in. A child then steps up the tape on

the floor to be screened. The child's name, birth date, and sex information are entered into the computer. It is a good idea to double check the child's name (i.e., the name is indeed for the child being screened) to ensure there is not a mix-up, which can be hard to straighten out after the screening session. Do not bring the camera up for the child to look at until the child's information has been entered. This reduces the chance of the child focusing on the camera for some period of time which can result in accommodation occurring (the ability of eye muscles to contract and change the shape of the lens) and possibly allow the child to pass the screening when there could very well be a vision problem.

The child looks at the camera such that the head is level with the camera and not tilted horizontally or vertically and the trigger is pressed (do not hold down) to activate the camera. A warble sound is emitted and the child's eyes are shown on the monitor. The camera is adjusted such that both eyes appear in the white box on the monitor screen. If the distance between the child's eyes and the camera is correct (i.e., one meter), green circles will appear around the pupils and the measurement then starts automatically. Note that white squares will appear around an eye if the child's eyes are out of range (greater than or less than approximately one meter or 39.37 inches) or red squares appear if the head is tilted vertically or horizontally. Once the green circles are achieved around the eyes, within one second, there is a ping sound and the measurement is completed.

d) Evaluation Process

As shown in Figure 8, the measurement results appear in charts below the eye picture. The screening results should show a "Pass" or "Refer" at the side of the screen. Note that the pass or refer results are based on the referral criteria used by the camera system.

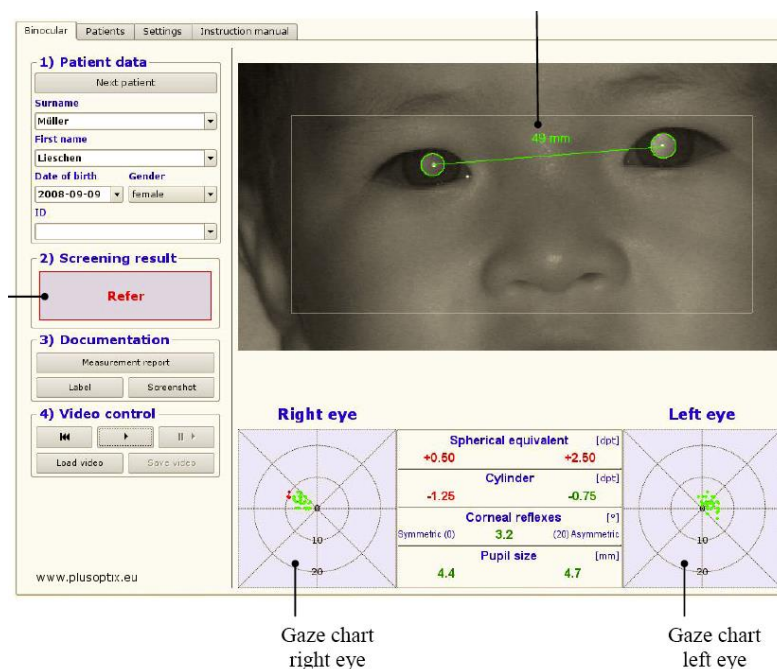


Figure 8. Screening Results

If the results show a “Pass, the screening measurement values lie with the acceptable range defined by the preset referral criteria and “Pass” should be marked by the student’s name. The school nurse, teacher, or parent should be informed that while the child passed this screening, the screening should be repeated annually as the child’s eyes change while the child’s eyes are developing (vision development is normally done by age 7 or 8) and new visual impairments could occur.

If the results show a “Refer,” one or more of screening measurement values lie outside the range of the preset referral criteria and “Refer” should be marked by the student’s name as well. This means the child should immediately see an eye professional for a full dilated eye exam.

If the screening result is “Refer or try again,” the status messages in the red bar below the picture on the screen are noted. The following could cause this to occur:

[1] If there is a white square around one or both pupils, it means the distance between the child’s eyes and the camera face is greater than or less than one meter. The distance should be measured with a tape measure and the camera moved accordingly and the screening process repeated.

[2] If there is a red square around one or both pupils, the diameter of the pupils should be checked to see that they are within the acceptable limits of 4 and 8 millimeters. If the pupils are too small, turn the lights off in the room or have the child close their eyes for 30 seconds or more. If the child’s pupils are too large, have the child glance up at the lights or look out a window. If the size of the pupils is within the acceptable range, check to see if the child’s head is square with the camera. If the forehead of the child is tilted forward or backwards or sideways, the camera will be unable to get a accurate reading. If the head is tilted to far in a sideways angle, a red dot will be displayed in the gaze charts.

[3] If the PlusOptix S09 does not find the pupil within 20 seconds, the measurement process is automatically terminated. The most common reasons for this are:

- * One or both pupils are not completely displayed on the screen which is most likely caused by eyelashes or the eyelid being partially over the pupil(s). Have the child try to open their eyes wider or have someone gently lift the child’s eyelids and rescreen.
- * If the child is easily distracted or has a problem fixating on the camera face, the groups of red dots will be outside the center circles in the gaze charts. The child should be reminded to look at the camera face and try again. If no measurement can be achieved after numerous tries, the child should be referred to an eye professional for clarification.

- * One or both pupils show different brightness patterns which indicate media opacities, corneal damage, a foreign particle, or other problems. The child should be referred to an eye professional for clarification.

[4] Status Message – Infrared Noise. The infrared component in the ambient light is too strong. Close window blinds and/or switch off warm light sources such as halogen and incandescent lights.

[5] Status Message – Measurement Out of Range. If the spherical equivalent is greater than or equal to +5.00 dpt, the measurement value shows “Hyperopia” which means the child is very far-sighted. If the spherical equivalent is greater than or equal to -7.00 dpt, the measurement value shows “Myopia” which means the child is very short-sighted. In both cases the child should be referred to an eye professional.

e) Screening Results Documentation

After each child is screened, there are three options to save and/or print the results which will occur when the appropriate button under documentation on the screen is clicked:

- * Measurement report which can be printed or saved to USB-stick (Fig. 9)
- * Screenshot which can be printed or saved on USB thumb drive (Figure 10)

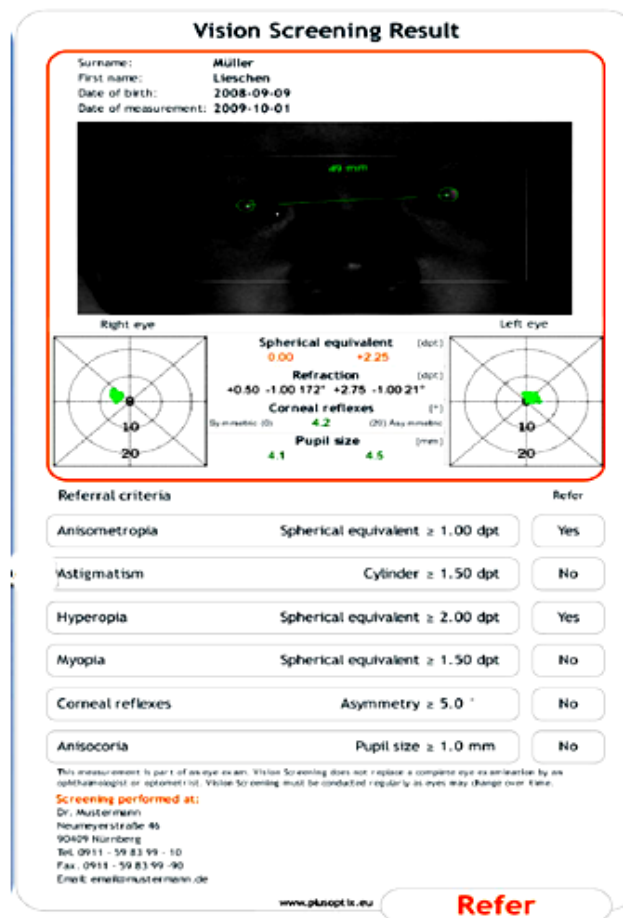


Figure 9. Screening Measurement Report

A measurement report (Figure 9) will be printed on the laser printer or saved to the USB stick for every referral. If a measurement cannot be achieved, a screenshot (Figure 10) can be printed on the laser printer or saved to the USB stick.

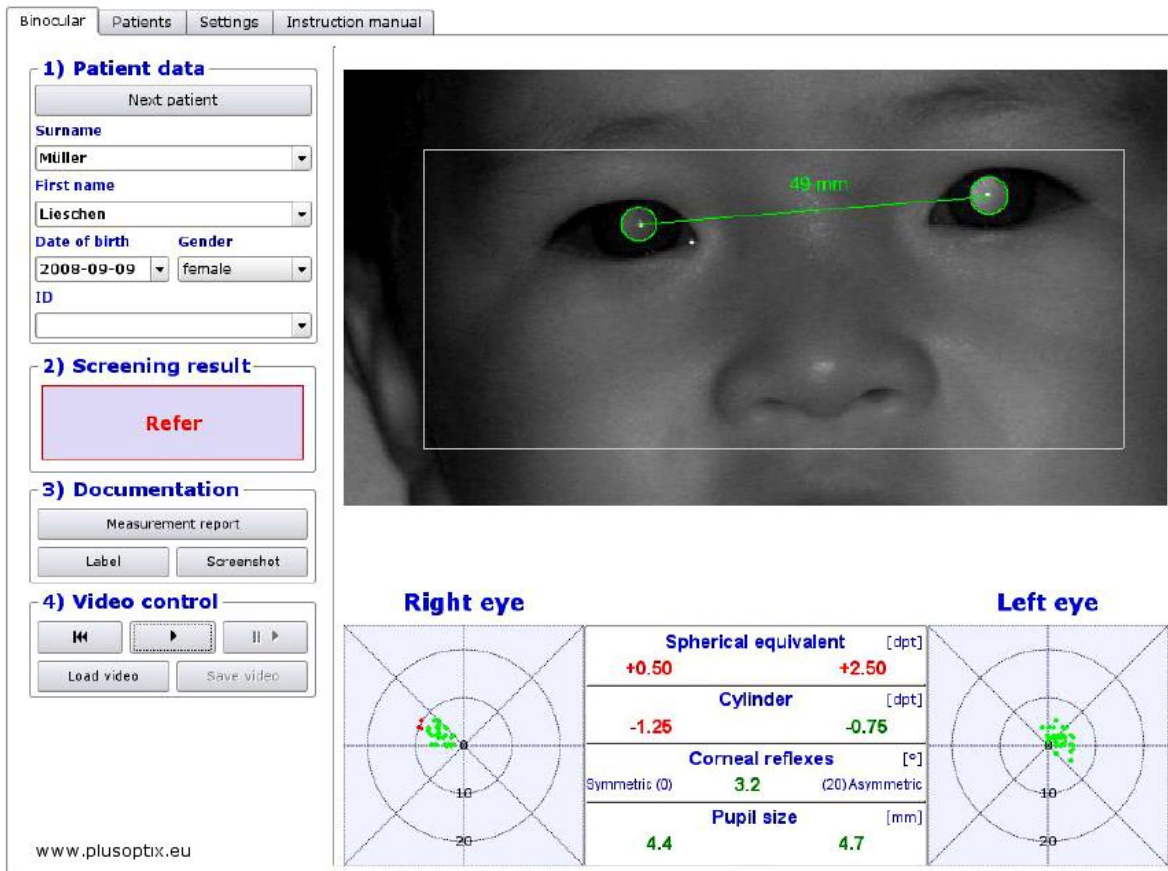


Figure 10. Screenshot

f) Screening Results Interpretation

[1] *Spherical Equivalent*. The referral criteria for hyperopia (farsightedness), myopia (shortsightedness) and anisometropia (differential refraction between the eyes) are indicated in the spherical equivalent. This measurement is calculated from the sphere + $\frac{1}{2}$ cylinder. Conversion to the spherical equivalent is necessary to be able to specify identical referral criteria for measurements in plus and minus cylinders. Where the spherical equivalents of both eyes are different, anisometropia is present. The spherical equivalent with a plus prefix (+) indicates farsightedness (hyperopia). The child sees blurred objects at short range, but can compensate for slight to medium hyperopia (bilateral) either partially or completely by accommodation. The spherical equivalent with a minus prefix (-) indicates shortsightedness (myopia). The child sees blurred objects at a distance and cannot compensate for this impairment by means of accommodation.

[2] *Cylinder*. The cylinder is indicated by means of a minus (-) or plus (+) prefix and indicates astigmatism (corneal irregularity). In this case, a point is

displayed as a line on the retina, and the child sees everything as distorted and blurred. If the cylinder values of both eyes are different, anisometropia is present.

[3] *Corneal Reflexes.* Where the corneal reflexes are not symmetric (point clouds on the gaze charts), a squint (strabismus) cannot be excluded. One eye deviates from the parallel eye position, and depending on the degree of deviation, the child may have double vision. The asymmetry of the corneal reflexes indicated is the difference of the mean values of the point clouds on the gaze charts.

[4] *Pupil Diameter.* Where the pupil diameter of the right and left eyes differ by 1 mm or more, anisocoria is present. Anisocoria is congenital or can be a symptom of an eye disease. Investigation by an eye professional is recommended.

[5] *Media Opacities.* On close examination of the pupils on the video image, different brightness structures or black dots can be detected. This indicates media opacities (e.g. a cataract), a foreign particle or corneal damage. The images in Figure 11 provide a clear indication of cataract-like structures.

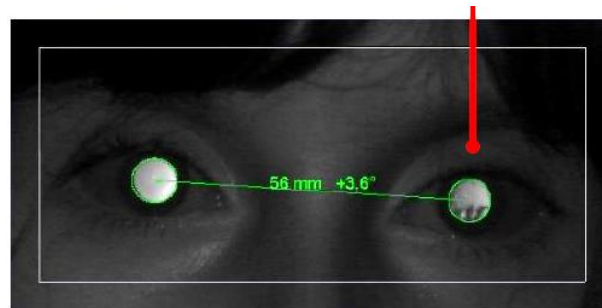


Figure 11. Possible media opacities

g) Disclaimer.

When dealing with school nurses and Head Start Health Specialists, Lions must stress that the screening done by NMLOKS, Inc., is primarily to detect possible vision disorders that can cause amblyopia and are only part of the comprehensive screening regimen that every young child should be receiving on an annual basis if a complete exam is not performed by an eye professional. Examples of other types of screening the child should also be receiving annually are for acuity, color, and depth perception.

h) Referral/Follow Up Procedure

Once a screening session is completed, the screening team director will provide the school nurse or Head Start Health Specialist with the copies of the measurement reports for those children who were referred. The screening team director will inform the school nurse or Head Start Health Specialist that the parents of all referred children should be notified and provided with a copy of the measurement report and a letter from the NMLOKS Central Office advising them that the screening showed their child may have a vision problem and should immediately see an eye professional for a complete vision exam.

Information concerning financial support if needed is included with the letter. The letter will also be available in Spanish if needed. Enclosure 9 provides an example of the letter that the school nurse or Head Start Health Specialist can send to the parents of each referred child. A complete list of eye professionals who have signed up for the KidSight Program can be found in Enclosure 10.

The screening team director will provide the school nurse or Head Start Health Specialist with a follow-up worksheet (example shown in Figure 12) where the screening team has filled in the name of each referred child, their age, and the vision problem(s) designated by the camera. The follow-up information, which is now required by NMDOH to be provided, will be filled in by the school nurse or Head Start Health Specialist as it becomes available. The NMLOKS Program Manager will contact the school nurse or Head Start Health Specialist several months after the screening to obtain the follow-up worksheet. It is understandable that not every referred child will see an eye professional for whatever reason. What is extremely important is that this follow-up information (no matter how complete) is obtained from the school nurse or Head Start Health Specialist and provided to the NMLOKS, Inc., Program Manager. Without this valuable information, NMLOKS, Inc., will not be able to assess the accuracy of the screenings and the effectiveness of the Program.

NMLOKS REFERRED STUDENT FOLLOW UP REPORT FORM					
Filled Out By Screening Team ONE CLASS PER PAGE				Filled Out By School Nurse	
Screening Date: _____	Teacher Name: _____ Referred Child's Name	Age	Problem(s) Identified By Camera	Seen by Eye Doctor? (Y or N)	If YES, did child receive glasses? (Y or N)

Vision Problem Code: A - Astigmatism M - Myopia H - Hyperopia AN - Anisometropia AC - Anisocoria S - Corneal Reflex (Strabismus)
 NM - No measurement - considered a REFER NOTE: A child with glasses on during screening unable to get a result - do standard acuity

UPON COMPLETION OF YOUR FOLLOW UP PLEASE RETURN TO: BRENDA DUNN, Program Manager
 1501 N. Solano Dr. Las Cruces, NM 88001 575-525-5631 FAX: 575-524-1699 nmlionskidsight@gmail.com
 Screeners Names: _____

Figure 12. Example of Follow-Up Worksheet for Referred Children

At the conclusion of each screening, the screening team director will fill in one line of the Site Report Log (example shown in Figure 13) that provides information about the screening. The Site Report should then be sent to the NMLOKS, Inc. Program Manager on a monthly basis.

Date	Screening Site	Children's Age Range	# Screened	# No Measurement	# Referred	Total Man Hours	Total Miles Travelled

Figure 13. Example of a Screening Team Site Report Log

i) Screening Children With Glasses. Students with glasses will be screened also if possible to see if the glasses' prescription is working. There may some cases where you will not be able to get a measurement due to glare, scratches on the glasses, etc. In the case where a measurement cannot be achieved, designate on the class student sheet that the nurse conduct an acuity screening to determine if the glasses are indeed working.

j) Screening Problems

Camera Freeze Up. If the camera freezes up, turn it off and wait about 15 seconds. Turn the printer off as well as pulling the memory stick if it is inserted. Turn the camera on. Once the camera reboots and the “Binocular” page appears, connect the printer and turn it on (and insert the USB thumb drive if it is being used). Be sure to check the settings to be sure they have not changed. This should take care of the problem. If the camera does not reboot, there is a more serious problem that will have to be addressed by NMLOKS, Inc. Immediately call one of the NMLOKS, Inc., Program Manager or the Secretary/Treasurer and alert them of the problem. They will try and walk you through some steps to fix the camera or get another one quickly for the screening team to use.

Laser Printer Will Not Print. First be sure the USB cable is inserted in the USB port and not the network port on the back of the printer. Next be sure the printer settings are correct, i.e., the designated printer for screen shots and measurement reports is the HP P1505n. Next, turn the printer off and wait about 10 seconds before turning it back on. If the laser printer still will not print, turn it off and disconnect it from the camera base. Put the USB thumb drive into a USB slot on the base unit and then designate “PDF” as the printer option for a screen shot and measurement report. The rest of the referral measurement reports will then be on the memory stick which can then be placed in the school nurse’s or Head Start

Health Specialist's computer and printed out when the screening is concluded. Notify the NMLOKS Program Manager or Secretary/Treasurer and they will get you a replacement printer as soon as possible.

Date Problems. If an error message occurs about the child's birth date, go into Settings and click on System. Click on Select under Date and Time to verify that they are current. If they are not, change them so they are current. This means the battery in the computer needs to be replaced. Call the NMLOKS Central Office to schedule a battery replacement. In the meantime, you will need to reset the Date and Time each time you use the S09.

If the problem is not the Date and Time settings, simply change the birthday month entry (e.g., 08/04/2012 --> 09/04/2012) to see if that will work.

2. Training Procedures

It is imperative that individuals involved with the KidSight Program intuitively understand all aspects of the screening process. Prior to the acquisition of the PlusOptix cameras, the screening results for the previous cameras (PhotoScreener and iScreen) were evaluated by an eye professional or person trained to do so. This meant all the screening teams had to do was take a "good" picture which was a relatively simple procedure. However, that is not the case with the PlusOptix S09 as the camera will instantaneously provide a pass/fail assessment. This means the screening team has to know exactly what they are doing to guarantee that a correct assessment is being made.

Therefore, comprehensive training should be conducted for new teams of screeners. In addition, due to the turnover of team members, screening teams should be recertified annually to ensure they are cognizant of current screening procedures and are compliant with NMDOH screening standards.

a) Training of New Screening Teams.

[1] The NMLOKS, Inc., Program Manager is responsible for training new screening teams. A date for a training session is set that is compatible with the schedules of the screening team to be trained and the Program Manager. A presentation will be made where the screening and follow up procedures (as described in Section 3.1) are covered in detail. A PlusOptix S09 camera system will be setup and used as part of the demonstration. The Program Manager will remain at the training site to answer any questions or go over any areas of possible confusion. Emphasis will be on the nuances involved with correctly interpreting the results of a screening which is extremely important to keeping false positives and negatives to a minimum.

[2] Once a screening team has been trained, they are ready to start scheduling screening sessions. They will notify the Program Manager of their first screening which she will attend as an observer to ensure they are performing as intended. The screening team can always contact the Program Manger if a camera hardware or software problem arises or if there is a procedural issue that needs to be addressed.

b) Recertification of Screening Teams.

A major issue with the KidSight screening program is that the makeup of screening teams frequently changes as Lions Clubs gain and lose members each year. This means the knowledge/experience base of a screening team will fluctuate. To ensure their performance meets the NMLOKS, Inc., standards, every year the Program Manager will attend a session being conducted by a screening team. If he/she observes the team is indeed performing at a sufficient level, they will be recertified. A certification checklist to be used by the Program Manger is presented in Enclosure 7. A letter of certification will be provided to the corresponding Lions Club and a copy filed at NMLOKS, Inc. If the Program Manger determines performance is not up to NMLOKS, Inc., standards, the screening team will be required to attend a training session.

3. Program Evaluation Procedure

a) Program Results Data.

A critical aspect of the effectiveness of NMLOKS, Inc., is the compilation, evaluation, and presentation of the results of the KidSight screenings conducted by NMLOKS, Inc. Lions Clubs throughout New Mexico. Required data items are:

- * *Number of children screened*
- * *Number of referred children*
- * *Number of referred children who saw an eye professional*
 - *Number who needed treatment*
 - *Number who do not need treatment*
 - *Positive Predictive Value (PPV) =*

$$\frac{\text{Number who need treatment}}{\text{Number who need treatment} + \text{Number who do not need treatment}}$$

- * *Number of screening sessions conducted*
- * *Total number of man hours expended*

These results are necessary for several reasons. First, screening results are used as part of the quarterly and annual reports for the NMLOKS, Inc., Board of Directors and entities that have provided grants to the program. Second, performance results can be used in applications for grants. Third, screening results can be an impressive part of any public relations efforts for the program as well as for Lions Clubs. Lastly, results are needed to assess the screening assessment accuracy and effectiveness of the Program.

b) Program Evaluation Process.

The NMLOKS, Inc., Secretary is directly responsible for collecting the screening results information from the screening teams immediately after each screening session. This will require that the screening teams are diligent about providing their screening results in a timely manner to the Secretary. That information is then entered into the NMLOKS, Inc., database. Annual screening and follow-up data will be provided to Dr. Todd Goldblum, the NMLOKS, Inc., Medical Advisor, for his

review to determine if the referral criteria used in the cameras need to be revised or not (as described in Enclosure 11).

4. Record Keeping and Reporting Procedures

NMLOKS, Inc., is required to keep track of all sources of financial support, including contributions, grants, sponsorships and all other forms of revenue. This revenue should be regularly input into a manual ledger or computerized software or handled by a certified professional. Copies of all documentation, such as monthly statements and receipts, will be stored by the NMLOKS, Inc., Treasurer and organized for easy access. Books and records will be available should an agent from the IRS request to see them. A monthly reconciliation of the records will keep the bookkeeping accurate. A recording of funds used for services and operating expenses should be maintained for all monies paid by NMLOKS, Inc. Records should show a clear and concise money trail of money coming in and going out.

a) Annual Report

An annual report to the Board of Directors must be made at the end of the fiscal year. The annual report will start with a brief letter from the NMLOKS, Inc., Executive Directors which will address whether the organization met its goals for the year, what programs it will offer within the next year or so and what challenges it faces. A section of the annual report must highlight the main purpose NMLOKS, Inc., the causes it supports, the actions or role it plays in the New Mexico communities and a list its accomplishments. This section includes NMLOKS, Inc., mission statement and the ongoing objectives. The final section will include the financial reports.

b) Financial Reporting

The financial reports listed below must be completed on an annual basis, but they can also be useful to management and the Board of Directors throughout the year. An audit of the financial statements is sometimes required by contributors, and the state may require audited financial statements if contributions over a specified amount are received.

NMLOKS, Inc., will be required to file IRS Form 990. This information return is filed annually and is due by the 15 November. The return, once filed, is open to the public for viewing. It shows donors and grantors the financial health of NMLOKS, Inc.

Statement of Financial Position. This report is equivalent to a Balance Sheet as it shows a snapshot of the assets, liabilities, and net assets as of a particular date. The assets and liabilities must be classified as either current or noncurrent. Donor-imposed restrictions provide direction on how net assets should be categorized: unrestricted, temporarily restricted, or permanently restricted.

Statement of Activities. Known as the Income Statement to profit-seeking organizations, this report shows the revenue, expenses, and changes in net

assets over the course of one year. Like the net asset categories Statement of Financial Position, the revenue received with donor restrictions must be shown as either temporarily or permanently restricted on the Statement of Activities. However, all expenses are recorded as unrestricted.

Statement of Cash Flows. This report reconciles accrual-based accounting to the changes in cash. The statement is broken down into three sections: investing activities, financing activities, and operating activities. Investing activities are those that either use cash to make a purchase of an asset or receive cash from the sale of an asset. Financing activities include changes in cash from the settling of liabilities or the incurrence of liabilities. Operating activities are anything that does not fall into the first two categories, as well as any non-cash items (i.e. depreciation).

Statement of Functional Expenses. Even though this report is not required for all non-profit organizations, there may some requirement for the reporting of expenses by functional classification, either through the Statement of Activities or in the footnotes to the financial statements. Natural expenses, like rent, are divided between three functions: program services, management and general, and fundraising. This is particularly important since NMLOKS, Inc., has to file Form 990 to the IRS.

c) Reports to Grant Providers

In addition to the daily accounting, NMLOKS, Inc., is required to file periodic reports to the grant providers, showing how grant monies are being spent. Such reports will include a narrative about the program, as well as the financial information, numbers of people served, data about in-kind and matching donations used to date, and statistical information about the people served.

ENCLOSURE 1. NMLOKS, Inc., Articles of Incorporation

**ARTICLES OF INCORPORATION
OF
NEW MEXICO LIONS OPERATION KIDSIGHT, INC.
A NON-PROFIT CORPORATION**

The undersigned incorporator(s), in order to form a non-profit corporation under the laws of the state of New Mexico, adopt the following Articles of Incorporation:

ONE: The name of this corporation shall be **New Mexico Lions Operation KidSight, Inc.**

TWO: The mission of **New Mexico Lions Operation KidSight, Inc.**, is to establish and maintain a sustainable program that will insure yearly eye screening and follow-up exam/treatment (if needed) for all young children in New Mexico. If the family of a referred youth does not have the financial wherewithal to pay for the eye exam and treatment, **New Mexico Lions Operation KidSight, Inc.**, will assist in finding funds to do so.

THREE: The principle place of business of this corporation shall be the state of New Mexico with address ~~913 Bakers Pl. Alamogordo, NM 88310 7407.~~
5557 Red Fox Rd. Las Cruces, NM 88007

FOUR: This corporation is organized exclusively for one or more of the purposes as specified in Section 501 (c)(3) of the Internal Revenue Code.

The specific purposes for which this corporation is organized are:

- A. The purposes for which **New Mexico Lions Operation KidSight, Inc.** is organized are exclusively charitable and educational within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1986 the corresponding provision of any future United States Revenue law.
- B. Notwithstanding any other provision of these articles, this organization shall not carry on any activities permitted to be carried on by an organization exempt from Federal income tax under section 501 (c)(3) of Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.
- C. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes with the meaning of section (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office of the corporation is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

D. To solicit, collect and otherwise raise money to fund those aims and goals of the **New Mexico Lions Operation KidSight** which are exclusively charitable and within the meaning of section (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

FIVE: The manner in which the Directors are elected are as follows:

A. **TIME OF ELECTIONS:** Elections shall be conducted every five years to elect the Officers and Directors. Elections shall begin no earlier than May 1 and conclude no later than June 30 of the year of the election.

B. **METHOD OF ELECTIONS:** The Board of Directors shall determine the time and methods by which the election shall be conducted, in a manner not inconsistent with this Articles of Incorporation and applicable law.

SIX: The corporate powers of this corporation are as provided in Section 53-4 of New Mexico Statutes.

SEVEN: These Articles of Incorporation may be amended as follows:

A. At any regular or special meeting of the Corporation, at which a quorum is present, by affirmative vote two-thirds of the members present and voting, providing the Trustees have previously considered the merits of the amendments.

B. No amendment shall be put to a vote unless written notice thereof stating the proposed amendment shall have been given to each member, by mail or personal delivery, at least two weeks prior to the meeting at which the vote on the proposed amendment is to be taken.

EIGHT: The name and street address of the initial registered agent of this corporation is:

~~Charles Galusha 913 Bakers Pl. Alamogordo, NM 88310.~~
William Bryson McCool 5557 Red Fox Rd. Las Cruces, NM 88007

NINE: The names and the street address of the initial directors and incorporators are:

Executive Director	Lion W. Bryson McCool** 5557 Red Fox Rd. Las Cruces, NM 88007 Maude M. Stucker, PDG 11212 Malaguena Ln. NE Albuquerque, NM 87111
Executive Director	Curtis Dimberg 120 Lower Terrace Dr. Ruidoso, NM 88345
Executive Director	Donald J. Trumbull, 2 nd VDG D40N PO Box 791 Moriarty, NM 87035
Program Director/Administrator	Lion Charles Galusha** 913 Bakers Pl. Alamogordo, NM 88310
Director	Maria Rodriguez Gallegos 720 3rd St. Alamogordo, NM 88310 Brian Crawford PO Box 781 Mesilla Park, NM 88047

Director ~~Lion Jennifer J. Long~~
~~161 Comanche Dr. Carlsbad, NM 88220~~
~~PDG Kitty Callender~~
~~120 Lower Terrace #10 Ruidoso, NM 88345~~

Director ~~Lion George Elizondo~~
~~PO Box 1533 Alamogordo, NM 88311~~
~~PDG Phil Marvel~~
~~9 Tasmania Las Cruces, NM 88012~~

Director ~~Lion Miriam Stucker, PDG~~
~~11212 Malaguena Ln. NE Albuquerque, NM 87111~~
~~Lucky Sells~~
~~4505 Hodgin Lane NW Albuquerque, NM 87120~~

Director ~~Lion Maryanne L. Sanders~~
~~PO Box 302 Las Vegas, NM 87701~~
~~PDG Carlos "Cali" Tellez~~
~~PO Box PO Box 64 La Mesa, NM 88044~~

Director ~~Lion Elizabeth Thomas~~
~~1656 Plum Rd. Rio Rancho, NM 87144~~
~~PDG Johnty Cresto~~
~~1906 Gladden Ave. Apt. B Gallup, NM 87301~~

Director ~~William O'Brien~~
~~410 Nicholas Socorro, NM 87801~~
~~Hector Giron~~
~~PO Box 1379 Anthony, NM 88021~~

Director ~~George Mulholland~~
~~2900 Karen Dr. Las Cruces, NM 88001~~

Medical Director ~~Advisor~~ ~~Todd Goldblum, MD~~
~~303 Mulberry NE Albuquerque, NM 87106~~

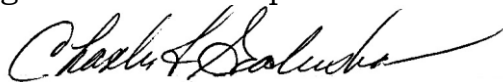
Medical Director ~~Terry Marquardt, OD~~
~~903 New York Ave. Alamogordo, NM 88310~~

Secretary/Treasurer ~~William Bryson McCool~~
~~5557 Red Fox Rd. Las Cruces, NM 88007~~

~~** Incorporators —~~

The undersigned incorporators have executed the Articles of Incorporation this 21 December 2011.

Signatures of Incorporators:




CHARLES GALUSHA
 NMLOKS Program Director/Administrator

W. BRYSON MCCOOL
 Executive Director

THESE ARTICLES OF INCORPORATION HAVE BEEN AMENDED AS DESIGNATED WITH NMPRC ON 21 MAY 2013.

ENCLOSURE 2. NMLOKS, Inc., By-Laws

**BYLAWS
OF
NEW MEXICO LIONS OPERATION KIDSIGHT, INC.
A NON-PROFIT CORPORATION**

ARTICLE I OFFICES

Section 1. Principal Office

The principal office of the corporation is located at 5557 Red Fox Rd. Las Cruces, NM 88007. *(Amended 17 May 2013 by Directors at NMLOKS, Inc, Board Meeting during 2013 Lions State Convention.)*

Section 2. Change of Address

The designation of the county of the corporation's principal office may be changed by amendment of these Bylaws. The Board of Directors may change the principal office from one location to another within the named county by noting the changed address and effective date below, and such change of address shall not be deemed, nor require, an amendment of these Bylaws:

5557 Red Fox Rd. Las Cruces, NM 88007

Dated: May 17, 2013

Dated: _____, 20__

ARTICLE II MEMBERSHIP

Section 1. Membership

The membership of the corporation shall be open to a representative from each Lions Club in New Mexico (to include the Lions Club in Window Rock, AZ) that has an active Lions Operation KidSight program in their community. Membership is also open to interested community members. There shall be no dues payable by any member.

ARTICLE III NONPROFIT PURPOSES

Section 1. IRC Section 501 (c) (3) Purposes

NM Lions Operation KidSight, Inc., is organized exclusively to maintain a sustainable program that will insure yearly eye screening for all young children in New Mexico. No part of the net income of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 2. Specific Objectives and Purposes

The specific objectives and purposes of this corporation shall be to solicit, collect and otherwise raise money for children's eye screening purposes: to expand, contribute, disburse, and otherwise handle and dispose of the same for such purposes relating to the aims and goals of the NM Lions Operation KidSight, Inc., and the International Association of Lions Clubs. Included are contributions to other Lions entities or to institutions organized for the same or similar purposes; to assist in harmonizing and making more efficient the work of other charitable organizations in the local community concerned with the eye screening of young children; all of which shall be within the meaning of section 501(c)(3) of the Internal Revenue Code.

Section 3. Conflicts of Interest

The corporation shall not enter into any transaction or arrangement that might benefit the private interest of any officer or director of this corporation, that violates the conflicts of interest policies of Lions Clubs International or that, violates any other applicable state and federal laws governing conflict of interest application to nonprofit and charitable organizations. The board of directors shall adopt policies and procedures as appropriate and necessary to ensure the corporation operates in a manner consistent with its charitable purposes and does not engage in activities that could jeopardize its tax-exempt status.

ARTICLE IV DIRECTORS

Section 1. Number of Directors

There shall be a minimum of ten (10) Directors.

Section 2. Qualifications

Directors shall be members of a Lions Club or Interested community members who are actively participating in the NM Operation KidSight Program. Non-voting Board members are Program medical advisors and State Representatives and Senators acting in an honorary capacity. No other qualifications are required except as specified above.

Section 3. Powers

Subject to the provisions of the laws of New Mexico and any limitations in the Articles of Incorporation and these Bylaws relating to action required or permitted to be taken or approved by the members of this corporation, the activities and affairs of this corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors.

Section 4. Duties

It shall be the duty of the directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation, or by these Bylaws;
- (b) Appoint and remove, employ and discharge, and except as otherwise provided in the Bylaws, prescribe the duties and fix the compensation, if any, of all employees of the corporation;
- (c) Supervise all officers, agents and employees of the corporation to assure that their duties are performed properly;
- (d) Meet at such times and places as required by these Bylaws;
- (e) Register their addresses with the Secretary of the corporation, and notices of meetings mailed or emailed to them at such addresses shall be valid notices thereof.

Section 5. Term of Office

Each director shall hold office for five years.

Section 6. Compensation

Directors shall serve without compensation except that reasonable expense reimbursement, relating to operation of the corporation, may be authorized by the Board of Directors.

Section 7. Place of Meetings

Meetings shall be held at places (or other means such as conference calls) as may be determined by the Board of Directors.

Section 8. Regular Meetings

Regular meetings of Directors shall be held quarterly at such time the Board of Directors shall determine.

Section 9. Special Meetings

Special meetings of the Board of Directors may be called by the Executive Directors or by any two directors, or if different, by the persons specifically authorized under the laws of New Mexico to call special meetings of the Board. Such meetings shall be held at the place designated by the person or persons calling the special meeting.

Section 10. Notice of Meetings

Unless otherwise provided by the Articles of Incorporation, these Bylaws, or provisions of law, the following provisions shall govern the giving of notice for meetings of the board of directors:

- (a) Quarterly or Special Meetings. At least one week prior notice shall be given by Secretary of the corporation to each director of each quarterly or special meeting of the board. Such notice may be oral or written, may be given personally, by first class mail, by telephone, or by email, and shall state the place, date and time of the meeting and the matters proposed to be acted upon at the meeting. In case of email notification, the director to be contacted shall acknowledge personal receipt of the email notice by return email or telephone call within twenty four hours of the first email transmission.
- (b) Waiver of Notice. Whenever any notice of a meeting is required to be given to any director of this corporation under provisions of the Articles of Incorporation, these Bylaws, or the law of New Mexico, a waiver of notice in writing signed by the director, whether before or after the time of the meeting, shall be equivalent to the giving of such notice.

Section 11. Quorum for Meetings

Except as otherwise provided under the Articles of Incorporation, these Bylaws, or provisions of law, no business shall be considered by the board at any meeting at which the required quorum is not present, and the only motion which the Executive Directors shall entertain at such meeting is a motion to adjourn.

Section 12. Majority Action as Board Action

Every act or decision done or made by a majority of the directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation, these Bylaws, or provisions of law require a greater percentage or different voting rules for approval of a matter by the board.

Section 13. Conduct of Meetings

Meetings of the Board of Directors shall be presided over by the Executive Directors of the corporation or, in their absence, by a director chosen by a majority of the directors present at the meeting. The Secretary/Treasurer of the corporation shall act as a secretary of all meetings of the board, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting. Meetings shall be governed by Roberts Rules of Order insofar as such rules are not inconsistent with or in conflict with the Articles of Incorporation, these Bylaws, or with provisions of law.

Section 14. Vacancies

Vacancies on the Board of Directors shall exist (1) on the death, resignation or removal of any director, and (2) whenever the number of authorized directors is increased.

Any director may resign effective upon giving written notice to the Executive Directors, the Secretary, or Board of Directors, unless the notice specifies a later time for the effectiveness of such resignation. No director may resign if the corporation would then be left without a duly elected director or directors in charge of its affairs, except upon notice to the Office of the Attorney General or other appropriate agency of New Mexico.

Directors may be removed from office, with or without cause, as permitted by and in accordance with the laws of New Mexico.

Unless otherwise prohibited by the Articles of Incorporation, these Bylaws or provisions of law, vacancies on the board may be filled by approval of the Board of Directors. If the number of directors then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the directors then in office or by a sole remaining director. A person elected to fill a vacancy on the board shall hold office until the next election of the Board of Directors or until his or her death, resignation, or removal from office.

Section 15. Non-Liability of Directors

The directors shall not be personally liable for debts, liabilities, or other obligations of the corporation.

Section 16. Indemnification by Corporation of Directors and Officers

The directors and officers of the corporation shall be indemnified by the corporation to the fullest extent permissible under the laws of New Mexico.

Section 17. Insurance for Corporate Agents

Except as may be otherwise provided under provisions of law, the Board of Directors may adopt a resolution authorizing the purchase and maintenance of insurance on behalf of any agent of the corporation (including a director, officer, employee, or other agent of the corporation) against liabilities asserted against or incurred by the agent in such capacity or arising out the agent's status as such, whether or not the corporation would have the power to indemnify the agent against such liability under the Articles of Incorporation, the Bylaws or provisions of law.

ARTICLE V OFFICERS

Section 1. Designation of Officers

The officers of the corporation shall be the ~~Program Director/Administrator~~, Executive Directors and Secretary/Treasurer.

Section 2. Qualifications

Any person who is a current member of the Board of Directors may serve as an officer of this corporation.

Section 3. Election and Term of Office

Elections shall be conducted every five years to elect the Officers and Directors. Elections shall begin no earlier than May 1 and conclude no later than June 30 of the year of the election. The Board of Directors shall determine the time and methods by which the election shall be conducted, in a manner not inconsistent with this Articles of Incorporation and applicable law.

Section 4. Removal and Resignation

Any officer may be removed, either with or without cause, by the Board of Directors, at any time. Any officer may resign at any time by giving written notice to the Board of Directors or Secretary of the Corporation. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. The above provisions of this section shall be superseded by any conflicting terms of a contract which has been approved or

ratified by the Board of Directors relating to the employment of any officer of the corporation.

Section 5. Vacancies

Any vacancies caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors. In the event of a vacancy in any office other than that of Executive Directors, such vacancy may be filled temporarily by appointment by the Executive Directors until such time as the Board shall fill the vacancy. Vacancies occurring in offices of officers appointed at the discretion of the board may or may not be filled as the board shall determine.

Section 6. Duties of the Executive Directors

The Executive Directors shall be the chief executive officers of the corporation and shall, subject to the control of the Board of Directors, supervise and control the affairs of the corporation and the activities of the officers. They shall perform all duties incident to their office and such other duties as may be required by law, by the Articles of Incorporation, by these Bylaws, or which may be prescribed from time to time by the Board of Directors. The Executive Directors shall preside at all meetings of the Board of Directors and at all meetings of the members. Except as otherwise expressly provided by law, by Articles of Incorporation, or by the Bylaws, he/she shall, in the name of the corporation, execute any business instruments which may from time to time be authorized by the Board of Directors.

Section 7. Duties of the Secretary

- A. Certify and keep at the principal office of the corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.
- B. Keep at the principal office of corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceeding thereof.
- C. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- D. Be custodian of the records and of the seal of the corporation and affix the seal, as authorized by law or the provisions of these Bylaws, to duly executed documents of the corporation.
- E. Keep at the principal office of the corporation a membership book containing the name and address of each and any members, and in case in the case where any membership has been terminated. He or she shall record such fact in the membership book together with the date on which such membership ceased.
- F. Exhibit at all reasonable times to any director of the corporation, or to his or her or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the corporation.
- G. In general, perform all duties incidents to the office Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these

Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Section 8. Duties of the Treasurer

- A. Have charged custody of, and be responsible for, all funds and securities of the corporation, and deposit all such funds in the name of the corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.
- B. Receive, and give receipt for, moneys due and payable to the corporation from any source whatsoever.
- C. Disburse, or cause to be disbursed, the funds of the corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements
- D. Keep and maintain adequate and correct accounts of the corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- E. Exhibit at all reasonable times the books of account and financial records to any director of the corporation, or to his or her agent or attorney, on request therefore.
- F. Render to the Executive Directors and directors, whenever requested, an account of any or all of his or her transactions as Treasurer and of the financial condition of the corporation.
- G. Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.
- H. In general, perform all duties incident to the office of Treasurer and such other duties as may be required by law, by the Articles of Incorporation of the corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

Section 9. Compensation

The officers shall serve without compensation except that reasonable expense reimbursement, relating to operation of the corporation, may be authorized by the Board of Directors.

ARTICLE VI COMMITTEES

Section 1. Special Purpose Committee

The Board of Directors may, by a majority vote of its members, designate a Special Purpose Committee consisting of five board members and may delegate to such committee the powers and authority of the board in the management of the business and affairs of the corporation, to the extent permitted, and except as may otherwise be provided, by provisions of law.

By a majority vote of its members, the board may at any time revoke or modify any or all of the Special Purpose Committee authority so delegated, increase or decrease but not below two (2) the number of the members of the Special Purpose Committee,

and fill vacancies on the Special Purpose Committee from members of the board. The Special Purpose Committee shall keep regular minutes of its proceedings, cause them to be filed with corporate records, and report the same to the board from time to time as the board may require.

Section 2. Other Committees

The corporation shall have such other committees as may from time to time be designated by resolution of the Board of Directors. These committees may consist of persons who are not also members of the board and shall act in an advisory capacity to the board.

Section 3. Meetings and Actions of Committees

Meetings and action of committees shall be governed by, noticed, held and taken in accordance with the provisions of these By-Laws concerning meetings of the Board of Directors, with such changes in the context of such By-laws provisions as are necessary to substitute the committee and its members for the Board of Directors and its members, except that the time for regular and special meetings of committees may be fixed by resolution of the Board of Directors or by the committee. The Board of Directors may also adopt rules and regulations pertaining to the conduct of meetings of committee to the extent that such rules and regulations are not inconsistent with the provisions of these Bylaws.

ARTICLE VII EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

Section 1. Execution of Instruments

The Board of Directors, except as otherwise provided in these By-laws, may by resolution authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 2. Checks and Notes

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidence of indebtedness of the corporation shall be signed by the Program Director/Administrator and countersigned by the Treasurer or one of the Executive Directors of the corporation. The checking account shall have a minimum of three (3) authorized signatures.

Section 3. Deposits

All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4. Gifts

The Board of Directors may accept on behalf of the corporation any contributions, gifts, bequest, or devise for the nonprofit purposes of this corporation.

ARTICLE VIII CORPORATE RECORDS, REPORTS AND SEAL

Section 1. Maintenance of Corporate Records

The corporation shall keep at its principal office:

- A. Minutes of all meetings of directors, committees of the board and, if this corporation has members, of all meetings of members, indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;
- B. Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains, and losses;
- C. A record of its members, indicating their names and addresses and the termination date of any membership;
- D. A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members of the corporation at all reasonable times during office hours.

Section 2. Corporate Seal

The seal of the corporation shall be the NM Lions Operation KidSight, Inc., emblem which will contain the Lions Emblem, as authorized by Lions Clubs International, and the name of the Corporation inscribed within. Failure to affix the seal the corporate instruments, however, shall not affect the validity of any such instrument.

Section 3. Director's Inspection Rights

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the corporation and shall have such other rights to inspect the books, records and properties of this corporation as may be required under the Articles of Incorporation, other provisions of these Bylaws, and provisions of law.

Section 4. Member's Inspection Rights

Each and every member shall have the following inspection rights, for a purpose reasonably related to such person's interest as a member.

- A. To inspect and copy the record of all members' names, addresses and voting rights, at reasonable times, upon written demand on the Secretary of the corporation, which demand shall state the purpose for which the inspection rights are requested.
- B. To obtain from the Secretary of the corporation, upon written demand on, and payment of a reasonable charge to, the Secretary of the corporation, a list of the names, addresses and voting rights of those members entitled to vote for the election of directors as of the most recent record date for which the list has been compiled or as of the date specified by the member subsequent to the date of demand. The demand shall state the purpose for which the list is requested. The membership list shall be made within a reasonable time after the demand is received by the Secretary of the corporation or after the date specified therein as of which the list is to be compiled.

- C. To inspect at any reasonable time the books, records, or minutes of proceedings of the members or of the board or committees of the board, upon written demand on the Secretary of the corporation by the member, for a purpose reasonably related to such person's interests as a member.
- D. Members shall have such other rights to inspect the books, records and properties of this corporation as may be required under the Articles of Incorporation, other provisions of the Bylaws, provisions of law.

Section 5. Right To Copy and Make Extracts

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection shall include the right to copy and make extracts.

Section 6. Periodic Report

The Board shall cause any annual or periodic report required under law to be prepared and delivered to an office of New Mexico or the members of this corporation, to be prepared and delivered within the time limits set by law.

ARTICLE IX IRC 501 (C)(3) TAX EXEMPTION PROVISIONS

Section 1. Limitations on Activities

No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provisions of these By-Laws, this corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Section 2. Prohibition Against Private Inurement

No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors or trustees, officers, or other private persons, except that corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

Section 3. Distribution of Assets

Upon the dissolution of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed for one or more exempt purposes within the meaning of Section (c) (3) of the Internal Revenue Code or shall be distributed to the federal government, or to a state or local government, for public purpose. Such distribution shall be made in accordance with all applicable provisions of the laws of this state.

ARTICLE X AMENDMENT OF BY-LAWS

Section 1. Amendment

These By-Laws may be amended by the general membership of the organization at its regular annual meeting by affirmative vote of a majority of the members present in person and voting.

ARTICLE XI CONSTRUCTION AND TERMS

If there is any conflict between the provisions of these By-Laws and the Articles of Incorporation of this corporation, the provisions of the Articles of Incorporation shall govern.

Should any of the provisions or portions of these By-Laws be held unenforceable or invalid for any reason, the remaining provisions and portions of these By-Laws shall be unaffected by such holding.

All references in these By-Laws to the Articles of Incorporation shall be to the Articles of Incorporation filed with an officer of New Mexico and used to establish the legal existence of this corporation.

All references in these By-Laws to a section or sections of the Internal Revenue Code shall be to such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors of this corporation, and we consent to, and hereby do, adopt the foregoing bylaws, consisting of eleven preceding pages, as the bylaws of this corporation.

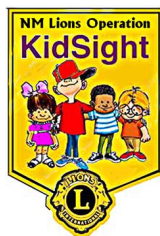
Date: 21 December 2011

Signatures of Incorporators:



CHARLES GALUSHA

WILLIAM B. MCCOOL



THESE BY-LAWS WERE AMENDED AT THE NMLOKS, INC., BOARD MEETING ON 17 MAY 2013.

ENCLOSURE 3. Lions Clubs International Approval



Lions Clubs International

300 W 22ND STREET • OAK BROOK ILLINOIS 60523-8842 USA • 630.571.5466

May 30, 2014

Lion Bryson McCool,
Secretary/Treasurer
New Mexico Lions Operation KidSight, Inc.
5557 Red Fox Rd.
Las Cruces, NM 88007

Dear Lion McCool,

This will acknowledge receipt of the corporate documents of the New Mexico Lions Operation KidSight, Inc. in accordance with the board's criteria with respect to use of the Lions name and emblem.

I have reviewed the corporate documents enclosed with your correspondence and find the same to be in compliance with the board's criteria. I would like to take this opportunity to remind you that a copy of the organization's corporate documents must be submitted annually for the license to use the Lions name and emblem to continue.

We wish to point out that the scope of our review of the organization's corporate documents is generally limited to compliance with the board's criteria for use of the Lions name and emblem. Compliance with federal, state, or local laws is the responsibility of the organization, as we do not have a tax attorney on our staff or counsel familiar with the intricacies of New Mexico law.

On behalf of the International Board of Directors I would like to thank the New Mexico Lions Operation KidSight, Inc. for the cooperation given in this matter, and extend best wishes for your continued success.

Very truly yours,

A handwritten signature in black ink that reads "Jennifer Quinn-Vasovic".

Jennifer Quinn-Vasovic
Paralegal

ENCLOSURE 4. NMLOKS, Inc., Incorporation Letter

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

DISTRICT 1 Jason Marks
DISTRICT 2 Patrick H. Lyons
DISTRICT 3 Douglas J. Howe
DISTRICT 4 Theresa Becenti-Aquilar
DISTRICT 5 Ben L. Hall



1120 Paseo de Peralta
P.O. Box 1269
Santa Fe, NM 87504-1269
Johnny Montoya, Chief of Staff
CORPORATIONS BUREAU
(505) 827-4508

June 13, 2012

NEW MEXICO LIONS OPERATION KIDSIGHT, INC.

913 BAKERS PL

ALAMOGORDO NM, 88310

RE: NEW MEXICO LIONS OPERATION KIDSIGHT, INC.

NMPRC# 4609158

This Commission has approved and filed the Articles Of Incorporation for the above captioned corporation effective May 11, 2012. The enclosed Certificate Of Incorporation is evidence of filing, and should become a permanent document of the corporation' s record:

The referenced approval does not constitute authorization for the above referenced corporation to transact any business which requires compliance with other applicable federal or state laws, including, but not limited to, state licensing requirements. It is the corporation' sole responsibility to obtain such compliance with all legal requirements applicable thereto prior to engaging in the business for which it has obtained approval of the referenced document.

The enclosed first report is to be completed and filed by July 13, 2012 , with a filing fee of \$10. The original first report is to be filed with our office. Thereafter, a corporate report must be filed annually on or before the fifteenth day of the FIFTH month following the corporation' taxable year-end. Late filing penalty of \$10 will be added for untimely filing of any report. The first report is not filed in lieu of any required corporate report. The report is required to be filed whether a corporation is active or inactive or until such time that the corporation is relieved from filing the report as required by law.

A supplemental report shall be filed within thirty days if, after filing of the corporate report, a change is made affecting the report. Please contact this commission for additional information and supplemental report forms.

Your canceled check, as validated by this commission, is your receipt. If you have any questions, please contact the Charter Document Division at (505) 827-4511 for assistance.

Charter Document Division

Ted Flanagan

TED.FLANAGAN@STATE.NM.US

505-827-4664



NEW MEXICO PUBLIC REGULATION COMMISSION

Certificate Of Incorporation

OF

NEW MEXICO LIONS OPERATION KIDSIGHT, INC.

4609158

The Public Regulation Commission certifies that the Articles Of Incorporation, duly signed and verified pursuant to the provisions of the

Nonprofit Corporation Act

(53-8-1 To 53-8-99 NMSA 1978)

have been received by it and are found to conform to law. Accordingly, by virtue of the authority vested in it by law, the Public Regulation Commission issues this Certificate Of Incorporation and attaches hereto a duplicate of the Articles Of Incorporation.

Dated : **May 11, 2012**

In testimony whereof, the Public Regulation Commission of the State of New Mexico has caused this certificate to be signed by its Chairman and the seal of said Commission to be affixed at the city of Santa Fe.

Stacy Starr-Garcia

Bureau Chief

Patrick H. Lyons

Chairman

MAY 11 2012

**ARTICLES OF INCORPORATION
OF
NEW MEXICO LIONS OPERATION KIDSIGHT, INC.
A NON-PROFIT CORPORATION**

The undersigned incorporator(s), in order to form a non-profit corporation under the laws of the state of New Mexico, adopt the following Articles of Incorporation:

ONE: The name of this corporation shall be **New Mexico Lions Operation KidSight, Inc.**

TWO: The mission of **New Mexico Lions Operation KidSight, Inc.**, is to establish and maintain a sustainable program that will insure yearly eye screening and follow-up exam/treatment (if needed) for all young children in New Mexico. If the family of a referred youth does not have the financial wherewithal to pay for the eye exam and treatment, **New Mexico Lions Operation KidSight, Inc.**, will assist in finding funds to do so.

THREE: The principle place of business of this corporation shall be the state of New Mexico with address 913 Bakers Pl. Alamogordo, NM 88310-7407.

FOUR: This corporation is organized exclusively for one or more of the purposes as specified in Section 501 (c)(3) of the Internal Revenue Code.

The specific purposes for which this corporation is organized are:

A. The purposes for which **New Mexico Lions Operation KidSight, Inc.** is organized are exclusively charitable and educational within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1986 the corresponding provision of any future United States Revenue law.

B. Notwithstanding any other provision of these articles, this organization shall not carry on any activities permitted to be carried on by an organization exempt from Federal income tax under section 501 (c)(3) of Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

C. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes with the meaning of section (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principle office of the corporation is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

D. To solicit, collect and otherwise raise money to fund those aims and goals of the **New Mexico Lions Operation KidSight Inc.** which are exclusively charitable and within the meaning of section (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

FIVE: The manner in which the Directors are elected are as follows:

A. **TIME OF ELECTIONS:** Elections shall be conducted every five years to elect the Officers and Directors. Elections shall begin no earlier than May 1 and conclude no later than June 30 of the year of the election.

B. **METHOD OF ELECTIONS:** The Board of Directors shall determine the time and methods by which the election shall be conducted, in a manner not inconsistent with this Articles of Incorporation and applicable law.

SIX: The corporate powers of this corporation are as provided in Section 53-8-5 of New Mexico Statutes.

SEVEN: These Articles of Incorporation may be amended as follows:

A. At any regular or special meeting of the Corporation, at which a quorum is present, by affirmative vote two-thirds of the members present and voting, providing the Trustees have previously considered the merits of the amendments.

B. No amendment shall be put to a vote unless written notice thereof stating the proposed amendment shall have been given to each member, by mail or personal delivery, at least two weeks prior to the meeting at which the vote on the proposed amendment is to be taken.

EIGHT: The name and street address of the initial registered agent of this corporation is: Charles F. Galusha 913 Bakers Pl. Alamogordo, NM 88310.

The corporation registered office address is:
913 Bakers Pl. Alamogordo, NM 88310.

NINE: The names and the street address of the initial directors and incorporators are:

Program Director/Administrator	Charles F. Galusha** 913 Bakers Pl. Alamogordo, NM 88310
Executive Director	William B. McCool** 5557 Red Fox Rd. Las Cruces, NM 88007
Executive Director	Curtis Dimberg 120 Lower Terrace Dr. Ruidoso, NM 88345
Executive Director	Donald J. Trumbull PO Box 791 Moriarty, NM 87035
Director	Maria Rodriguez Gallegos 720 3 rd St. Alamogordo, NM 88310
Director	Jennifer J. Long 161 Comanche Dr. Carlsbad, NM 88220

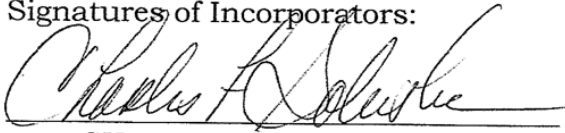
Director	George Elizondo PO Box 1533 Alamogordo, NM 88311
Director	Maude M. Stucker 11212 Malaguena Lane NE Albuquerque, NM 87111
Director	Maryanne L. Sanders PO Box 302 Las Vegas, NM 87701
Director	Elizabeth Thomas 1656 Plum Rd. Rio Rancho, NM 87144
Director	William O'Brien 410 Nicholas Socorro, NM 87801
Medical Director	Todd Goldblum, MD 303 Mulberry NE Albuquerque, NM 87106
Medical Director	Terry Marquardt, OD 903 New York Ave. Alamogordo, NM 88310
Secretary/Treasurer	William B. McCool 5557 Red Fox Rd. Las Cruces, NM 88007

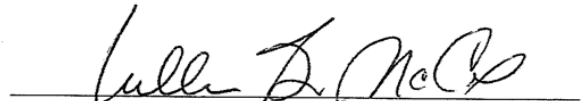
** Incorporators

The undersigned incorporators have executed the Articles of Incorporation this:

8th Day of May in the year of 2012.

Signatures of Incorporators:


CHARLES F. GALUSHA


WILLIAM B. MCCOOL

STATEMENT OF ACCEPTANCE OF APPOINTMENT
BY DESIGNATED INITIAL REGISTERED AGENT

I, Charles F. Galusha

FILED
NMPRC
Corporation Bureau

MAY 11 2012

hereby acknowledge that the undersigned individual or corporation accepts appointment
as Initial Registered Agent of _____
New Mexico Lions Operation KidSight, Inc.

the corporation which is named in the annexed Articles of Incorporation.



*(Sign on this line if the registered agent named in the Articles of Incorporation is an individual.
If this line is signed, the two lines below do not apply and must be left blank.)*

.....
CORPORATION ACTING AS A REGISTERED AGENT ONLY

(If the following lines are used, the signature line above does not apply and must be left blank)

*(If the registered agent named in the Articles of Incorporation is a corporation, type or print the name
of that corporation here.)*

By _____
(An authorized officer of the corporation being appointed as registered agent must sign here)

ENCLOSURE 5. NMLOKS, Inc., 501c3 Letter

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **FEB 28 2014**

NEW MEXICO LTONS OPERATION KIDSIGHT
INC
313 BAKERS PL
ALAMOGRDO, NM 88310-7407

Employer Identification Number:
45-4901616
DLN:
17053277349022
Contact Person:
GINGER T. JONES ID# 31646
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
May 11, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947

Standards for Vision Screening in New Mexico Schools

Rationale:

Pursuant to House Bill 1283 and Senate Bill 1149 passed by the 2007 legislature, these vision screening standards are established by the vision advisory committee appointed by the Secretary of the Department of Health.

Target Population for Required Screening:

Section 22-13-30 NMSA requires that, unless a parent affirmatively prohibits the visual screening, a vision screening test be administered to students enrolled in school in the following grades including new and transfer students:

- pre-kindergarten,
- kindergarten,
- first grade and
- third grade.

Vision Screeners:

Section 22-13-30 NMSA also requires that a school nurse or the nurse's designee, a primary care health provider or a lay eye screener administer the school vision screening tests.

Vision Screening Standards:

Traditional vision screening is one of three screening methods (see charts below) considered appropriate for vision screening in New Mexico schools. **In place of traditional vision screening, photoscreening using identified devices is appropriate for students in pre-kindergarten, kindergarten, and first grade.** If photoscreener is not used, Sloan is the preferred screening method. When neither the traditional method nor the photoscreening method can be used due to student's inability to adhere to instructions for either of these methods, use of the alternative vision screening method is appropriate. A pre-screening observation (see chart below) is to be performed on all students undergoing vision screening by any method.

The following screening method charts list the minimum test standards for each screening method.

Pre-Screening Observation All grades	
Clinical Observation	Referral Criteria
Eye Appearance	<p>Refer for any of the following:</p> <ul style="list-style-type: none"> • Cloudy or milky appearance • Keyhole pupil • Sustained eye turn inward or outward • Droopy eyelids • Absence of eyes moving together • Abnormal pupil constriction or dilation • Difference in size, shape, etc. of eyes • Excessive tearing • Jerky eye movements (nystagmus)
Visual Behaviors	<p>Refer for any of the following:</p> <ul style="list-style-type: none"> • Inconsistent visual behavior • Visually inattentive or uninterested • Difficulty sustaining eye contact • Holds objects close to face • Bending close to view objects • Tilts head • Stares at lights and ceiling fans • High sensitivity to room light or sunlight • Appears to look beside, under or above an object or person • Bumping into things • Tripping over objects

**Traditional Vision Screening Method
Ages 3 years and older**

Required Test	Results/Referral Criteria	Suggested Testing Tools
<p>Distance Visual Acuity</p>	<p><u>3 through 5 years of age:</u> Passing test line is 20/40.</p> <p>Refer if either eye tests 20/50 or above.</p> <p>Refer if more than 1 test line difference between the eyes.</p> <p><u>6 years and older:</u> Passing test line is 20/30.</p> <p>Refer if either eye tests 20/40 or above.</p> <p>Refer if more than 1 test line difference between the eyes.</p>	<p>Snellen Letter Charts</p> <p>HOTV- linear or crowding bar</p> <p>Lea Symbol Chart – linear or crowding bar</p>
<p>*Ocular Alignment</p>	<p>Passing is identification of test object.</p> <p>Refer for failure to identify test object.</p>	<p>Random Dot E (preferred)</p> <p>Stereo Fly or Butterfly</p> <p>Randot Preschool Stereoacuity</p>
<p>*Color Vision</p>	<p>Notify parent/guardian with failure to pass any standard color vision test. Consider referral to eye care provider for anticipatory guidance.</p>	<p>Standard Color Vision Chart</p>

* These tests required only once in any of the target population grades

Photoscreening Method Pre-kindergarten, Kindergarten, First Grade, Third Grade		
Required Test	Results/Referral Criteria	Currently Approved Photoscreeners
Photoscreen	For passing criteria refer to recommendations of the American Association for Pediatric Ophthalmology and Strabismus (AAPOS) vision screen committee* at www.aapos.org (preferred). Alternatively may refer to the manufacturer's manual for the specific photoscreener used.	Welch Allyn Suresight Welch-Allyn SPOT PlusOptix S09 & S12 iScreen

*Donahue SP, Arnold RW, Ruben JB; AAPOS Vision Screening Committee. [Preschool vision screening: what should we be detecting and how should we report it? Uniform guidelines for reporting results of preschool vision screening studies.](#) J AAPOS. 2003 Oct;7(5):314-6.

Alternative Vision Screening Method[†] Ages 3 years and older		
Required Test	Results/Referral Criteria	Suggested Testing Tools
Visual Acuity	For passing/referral criteria refer to the manufacturer's criteria for the testing tool.	Bailey Hall Cereal Test Colenbrander Lea Symbols Low Vision Chart Teller Acuity Cards McDowell Kit
^{††} Ocular Alignment	Passing is equal corneal light reflex in each eye. Refer with unequal corneal light reflex.	Hirschberg Test

[†]This method of testing to be performed by school nurses, teachers of visually impaired or other professionals with training in alternative vision screening.

^{††} This test required only once in any of the target population grades.

Screening Referrals:

Section 24-1-32 NMSA requires that when the vision screen of a student indicates the need for further evaluation, the student's school shall notify the student's parent of that need and provide information on the availability of funds from the save our children's sight fund appropriated to the department of health. The notice shall state that the parent, if the student is not already covered by health insurance for a comprehensive eye examination, may apply to the fund for the following expenses as a result of the screening:

- A. A comprehensive eye examination by an optometrist or ophthalmologist whose services are used to follow up the school vision screen;
- B. The cost of contact lenses or polycarbonate lenses and frames for eyeglasses; and
- C. Replacement insurance for lost or broken lenses.

Periodic Review of Standards:

These New Mexico Vision Screening Standards will be reviewed by a committee appointed by the Secretary of the Department of Health every two years and updated for alignment with currently best practices.

ENCLOSURE 7. NMLOKS, Inc., Certification Check List

SCREENING TEAM CERTIFICATION

Screening Team Director: _____ **Date:** _____

Name and Signature of Program Manager/Director Performing Certification:

Name: _____ **Signature:** _____

Pre-Screening Tasks

- Screening session has been adequately coordinated with the school nurse or Head Start Health Specialist.

Screening Set-Up Tasks

- Screening team arrived at the screening site in time to setup and meet start time.
- Room selected for screening was conducive for screening.
- Equipment was setup and camera system booted up with no problems.
- Screening site name and screening team contact information has been entered on the “My Address” page in the camera.
- Screening team has copy of NMLOKS Policy & Procedures Handbook for reference.

Screening Tasks

- Children’s heads are properly positioned, i.e., looking straight ahead. The child is not permitted to look at the camera until ready to be screened to reduce accommodation.
- Camera is in an optimum position, i.e., camera is at proper distance from and level and square with child’s eyes to ensure camera is not aimed up or down or sideways.
- A procedure is in place to ensure child’s eyes are 1 meter from camera face.
- The screening results are properly interpreted. If the result is “Refer or try again,” the screening team knows what the causes may be and corrects any problems in an attempt to get a “Pass” or “Refer” result. If after several “Refer or try again” results, the child is referred.
- If no measurement (“Pass” or “Refer” or “Refer or try again”) can be obtained, most likely means screener is doing something wrong. However, there may be rare instances (no more than 1-2 per 100 children screened) where no measurement can be achieved and these should be considered as a “Refer.”

Follow-Up Tasks

- The screening team director provides the school nurse or Head Start Health Specialist with: 1) The measurement certificates for the referred children; 2) The Referral Follow Up Form that contains the referred children’s names, ages, and the vision problems specified on the measurement reports.
- The team understands an entry for every screening session must be entered on the Screening Site Report Log, which is provided to the NMLOKS, Inc., Program Manager on a monthly basis.

ENCLOSURE 8. Additional Information on Printing

Printer Setup. Note the HP Laserjet p1505n is the only laser printer that is compatible with the Plusoptix S09. Once the camera system has booted up, the p1505n can be turned on. A message in the lower right corner of the screen pops up that indicates the camera recognizes the printer – click on the message and it disappears. Go to “Settings” and then “Printer.” The resulting screen should look like the screen in Figure 8-1. If the printer names as shown below are what is on your screen, you should be able to print a Screenshot and Measurement Report on the laser printer and a label on the laser writer.

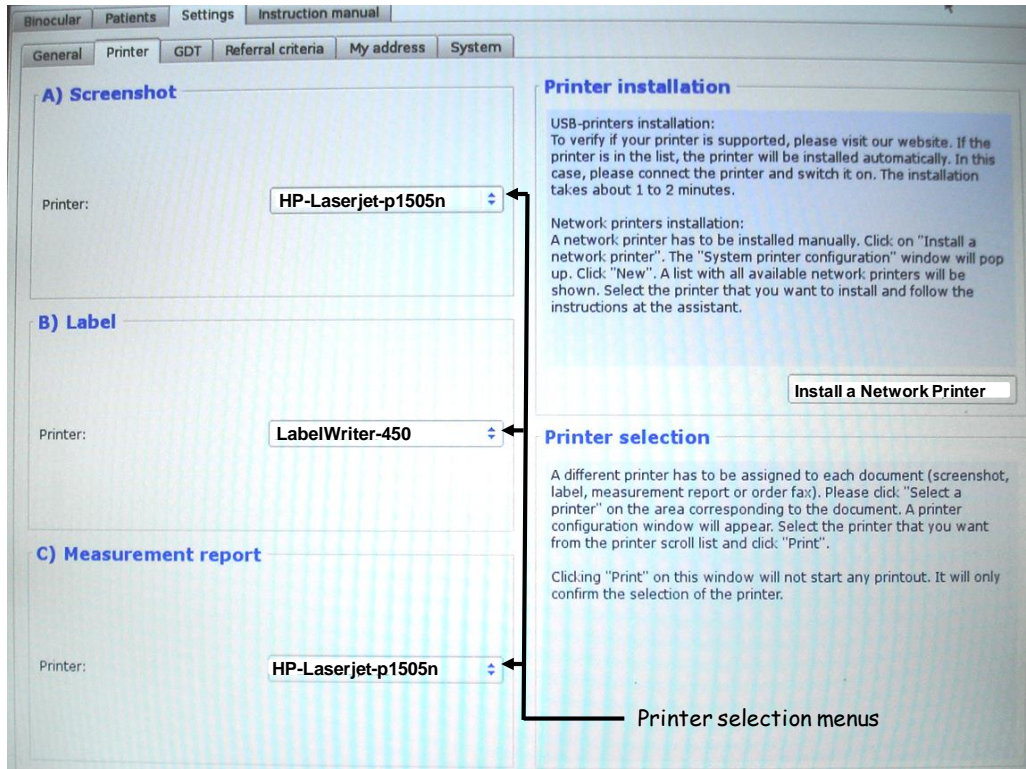


Figure 8-1. Printer Selection Screen

If the printer names are not the same as shown above for Screenshot and Measurement Report, tap on the arrows to the side of each menu and select the appropriate printer type for each. After each child is screened, you should be able to print a screenshot, label, and/or measurement report by tapping the appropriate button on the screening screen. Note that a small box should appear on the screen letting you know that the print request is being processed and the printing should start in about 10 seconds or less. Once the small box disappears, you can begin typing in the information for the next child to be screened.

What if the Laser Printer Does Not Print? If the laser printer does not print, do the following.

1. Tap on the “Install a Network Printer” box on the right hand side of the Printer Selection Screen and the screen in Figure 8-2 should appear.

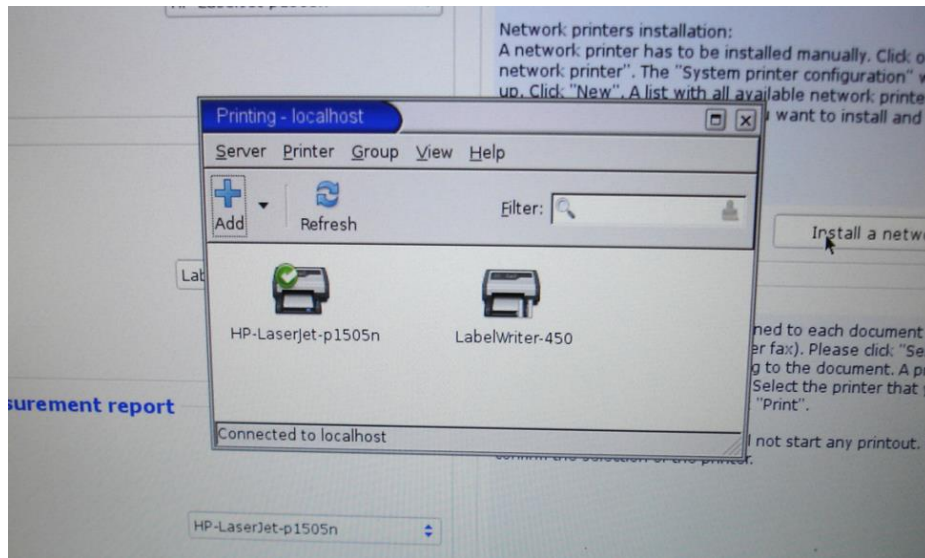


Figure 8-2. Printer-localhost Screen

2. If the laser printer is not working, right click on HP-Laserjet-p1505n icon and the printer action menu appears.

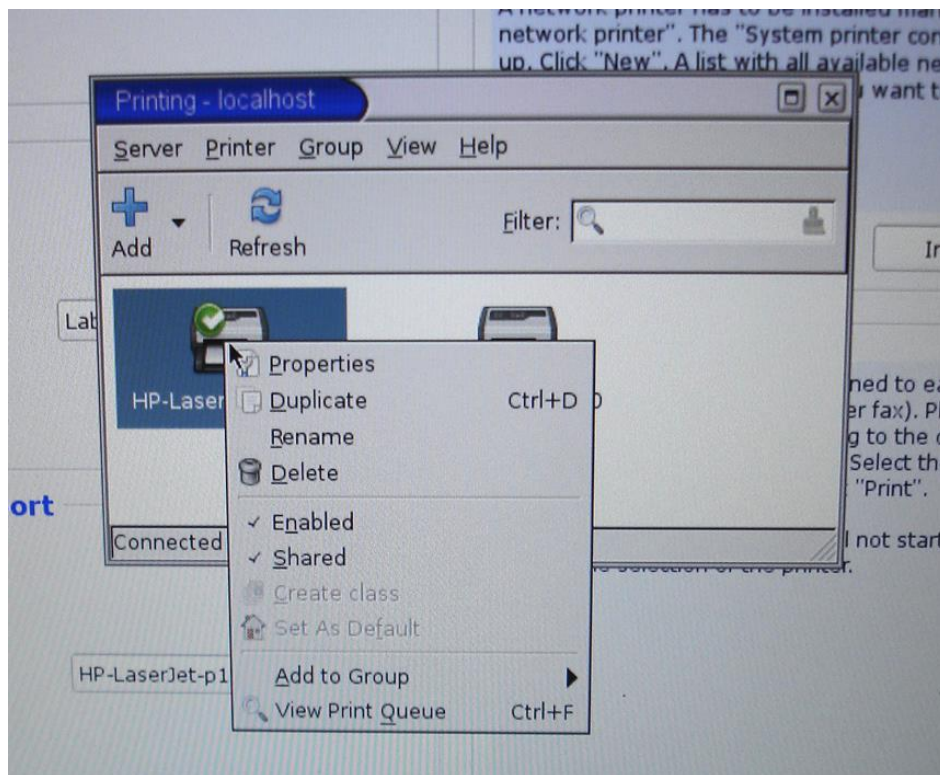


Figure 8-3. Printer Action Menu

3. Click on “View Print Queue” and the print status queue appears as seen in Figure

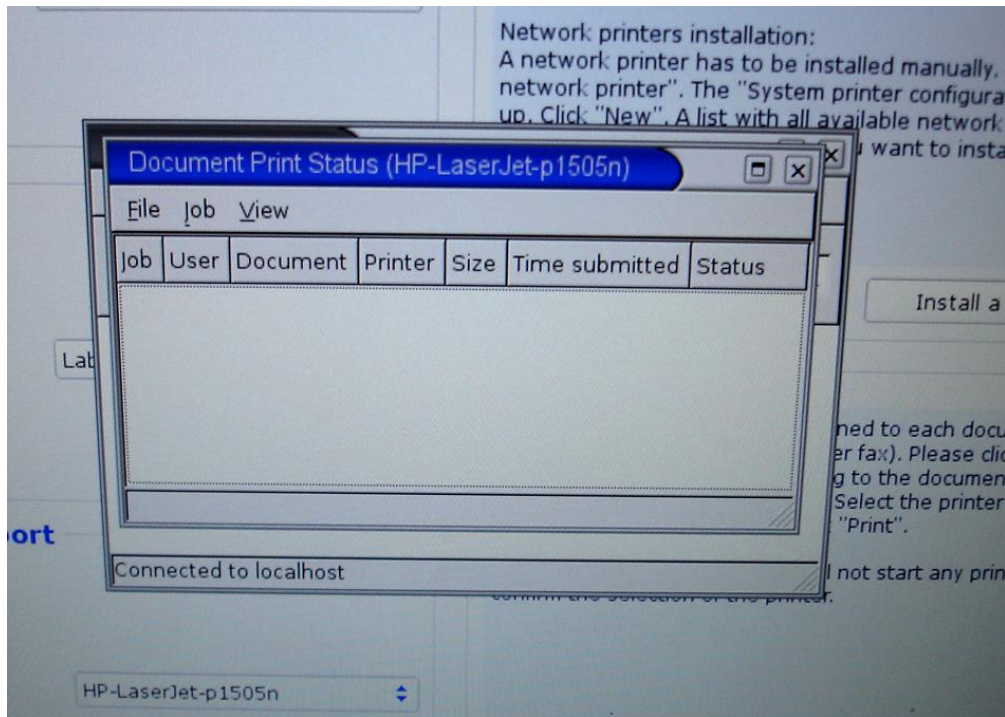


Figure 8-4. Printer Status Queue

4. If there are no documents shown in the queue, shut the camera and printer off. After about 20 seconds, turn the camera on. When it has booted up, turn the printer on. Once you have a screening result again on the screen, try printing it. If the printer still does not print, turn the printer off and disconnect it and insert the thumb drive into the of the camera base. Go to the “Printer” screen and select “PDF” for the “Screenshot” and “Measurement Report.” This will generate files on the thumb drive that can be printed on a computer after the screening session. Contact the NMLOKS, Inc., Program Manager to coordinate getting another printer.

If a document is shown in the queue, first turn the printer off. Get out of the Printer Status Queue (tap the “x” in the upper right of the screen) and go back to the printer-localhost screen and right click on the HP-Laserjet-p1505n icon. Select the “Delete” option and the HP-Laserjet-p1505n icon should disappear. If there are any other HP-Laserjet-p1505n icons in the printer-localhost screen, delete those also. Go back to the “Binocular” screen. Turn the printer on and a message in the lower right corner of the screen pops up that indicates the camera recognizes the printer – click on the message and it disappears. Try printing again. If the printer still does not print, turn the printer off and disconnect it and insert the thumb drive into the of the camera base. Go to the “Printer” screen and select “PDF” for the “Screenshot” and “Measurement Report.” This will generate files on the thumb drive that can be printed on a computer after the screening session. Contact the NMLOKS, Inc., Program Manager to coordinate getting another printer.

ENCLOSURE 9. Example of NMLOKS, Inc., Letter to the Referred Child's Parents



Dear Parent,

Your child participated in their annual vision screening today performed by New Mexico Lions Operation Kidsight. Your child was referred for a possible vision problem. We recommend that you:

1. Schedule an appointment with an eye doctor as soon as possible.
2. Take the following Measurement Report with you to the eye doctor.
3. If your child is NOT currently covered by Medicaid or private insurance, please contact us for instructions to receive financial assistance for your child's eye exam and glasses through the program.

Your child might not have mentioned having trouble seeing. Often times, children don't know they have a vision problem because it is "normal" to them or they are unable to describe it. It is not like if they have a stomach ache and can tell you about it.

Fortunately, most childhood vision problems can be corrected successfully if the problem is identified early. By following up with an eye doctor in a timely fashion, you can ensure your child's healthy vision.

Remember, poor vision can result in your child doing poorly in school and may even lead to behavior problems due to their frustration caused by not being able to see well.

If I can help in any way with your child's vision needs, please feel free to contact me.

Sincerely,

Brenda Dunn

Brenda Dunn, Program Manager
New Mexico Lions Operation Kidsight, Inc.
1501 N. Solano Drive
Las Cruces, NM 88001
Phone: 575-525-5631
Fax: 575-524-1699
Email: nmlionskidsight@gmail.com

Your child was referred for a possible vision problem!



WHAT SHOULD YOU DO NEXT?

- 1. Schedule an appointment with an eye doctor**
- 2. Take the referral certificate to your eye appointment**
- 3. Complete the “Chance to Win \$50” form and return it to us**



PHONE
575-525-5631



FAX
575-524-1699



ADDRESS
1501 N. Solano nmlionskidsight@gmail.com
Las Cruces, NM



EMAIL

DID YOU KNOW?

- Your child might not complain about poor vision because it is “normal” to them.**
- 3 out of 20 children have an eye problem.**
- Healthy vision is key for a child to be able to read and learn well.**

ENCLOSURE 11. MOA Between NMLOKS, Inc. and Dr. Todd Goldblum

MEMORANDUM OF UNDERSTANDING

This Memorandum sets forth an understanding between New Mexico Lions Operation KidSight, Inc. (hereinafter referred to as "NMLOKS") and Dr. Todd Goldblum (hereinafter referred to as "Dr. Goldblum") with regard to Dr. Goldblum's status as a medical advisor for NMLOKS.

Dr. Goldblum agrees to serve as a medical advisor to NMLOKS which will consist of duties including advice regarding equipment and policies and procedures applicable to vision screening performed by NMLOKS. Dr. Goldblum shall not be responsible for any additional duties nor shall he be responsible for individual patient care under this program.

Dr. Goldblum shall not be responsible for direct supervision of any NMLOKS personnel including, but not limited to, screeners, nurses, or any other professional administering examinations to children under the program.

The parties anticipate that Dr. Goldblum's involvement as medical advisor shall be for approximately one (1) hour per month. The parties also anticipate that Dr. Goldblum would not be asked to attend more than one (1) or two (2) meetings per year in order to fulfill his role as a medical advisor.

NMLOKS shall indemnify and hold harmless Dr. Goldblum for any and all acts which may be asserted against him as medical advisor to NMLOKS including, but not limited to, a claim for medical malpractice, breach of contract, or a tort claim. In this regard, NMLOKS will add Dr. Goldblum as a third party insurer under any officer/director policy and/or any other applicable insurance policy that they may carry. To the extent that NMLOKS is covered under the New Mexico Tort Claim Act, Dr. Goldblum would also be a covered individual in the event of a claim.

Dr. Goldblum shall not be responsible for indemnification and/or any payment for a claim brought against NMLOKS even if such claim is attributable in part or in whole to any actions performed by Dr. Goldblum as the medical advisor in accordance with this Memorandum of Understanding.

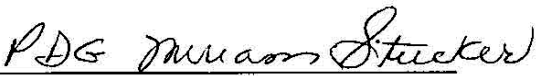
Dr. Goldblum shall not be responsible for any charting and/or oversight of any medical record and/or document involved with vision screening. All such records are the sole property of NMLOKS and it shall be their responsibility to maintain proper records including retrieval and storage.

This Memorandum of Understanding will continue unless either party gives the other party thirty (30) days notice of their intent to dissolve the relationship stated herein.


Dr. Goldblum shall not receive any remuneration for performing services hereunder and it is understood by both parties that any such medical advice is given as a volunteer, and as such, Dr. Goldblum would be acting in a charitable capacity as a Good Samaritan.

Dated: 31 August 2013

By:



PDG MIRIAM STUCKER
Executive Director
NMLOKS, Inc.




DR. TODD GOLDBLUM, MD



CURT DIMBURG
Executive Director
NMLOKS, Inc.



DG DON TRUMBULL
Executive Director
NMLOKS, Inc.



BRYSON MCCOOL
Secretary/Treasurer
NMLOKS, Inc.