



MD5M Lions KidSight Data Entry and Security



Data Entry:

Both the Welch Allyn SPOT and the PlusOptix vision screening devices allow information on the children screened to be entered in several ways.

- **Anonymous:** This data entry would be used if you do not have a prepopulated list of subjects or you do not want to track results by subject. This method **is not recommended** since you will not be able to compile data to complete the necessary MD5M Lions KidSight reports.
- **Individual entry:** You would enter a patient ID to correspond to a prepopulated list. Or you would enter first name, last name, and date of birth for each subject at the time of screening.
- **Data Base Entry:** This is the preferred way of entering subject data. The pre-school facility or a member of the Lions club would prepare the subject list to include first name, last name, and date of birth in an Excel spreadsheet saved in csv format. This data would then be saved to a USB storage device and imported into the screening system before beginning the screening event.

Data Security:

Once you have completed your screening event and have printed all results and/or saved the results to the USB drive you must erase the information present on the SD card or in the history file in the system. Each system manual has specific instructions for this process.

Under no circumstances shall subject data be retained on the SD card or history file being used with the system.

Data can be saved to the USB drive and this information can be used to print reports if allowed by the system. Once the required reports have been obtained from the USB drive this also should be erased.

HIPAA Basics and Other Privacy Concerns:

The Health Insurance Portability and Accountability Act (HIPAA) generally refers to the federal law governing patient privacy. Lions, in doing vision screening, are not actually conducting medical exams resulting in a diagnosis; we are screening, which results in a referral when necessary.

Therefore, our HIPAA exposure is somewhat limited. However, we still need to be totally aware of our responsibility to protect the privacy of screened children.

- We will NOT include any children's or families' names or addresses in any discussion of the screening results.
- Parents/guardians must sign permission forms allowing their child to be screened.
- All records containing names must be maintained in a strictly confidential manner.
- Any transmission of screening data should be done without inclusion of names and addresses.

Consent Forms:

Non-Refer, once you have completed your screening session and have compiled all the data that you will need for your reports you should shred or otherwise destroy the signed Consent Forms.

Refer, once you have completed your screening session and have compiled all the data that you will need for your reports and completed the follow up process you should shred or otherwise destroy the signed Consent Forms.

Use of Photographs in Marketing Materials

There will be many opportunities to take pictures during your vision screening events. If you are planning on using these images on your club web site or Facebook page or posting on any publicly viewed media, you will need to have the non-Lion people in the image complete a photo release form.

These forms are available on the MD5M Web page under the KidSight Resource section <https://www.kidsightmd5m.org/Resources.php>