Low Vision Clinic Referral Notification Form

The purpose of this form is to notify the EC Division of potential students who may benefit from a Low Vision Evaluation for the 2016-17 school year. Please complete the form and submit, password protected via email, to the EC Division Low Vision Coordinator, amy.campbell@dpi.nc.gov, by **December 16, 2016**.

LEA Information	
Name of LEA	
Primary Contact Name, email and phone #	
EC Director Name and email	

Student Information					
Student Name(s)	**Age**	**Grade**	**Last Low Vision Evaluation date**	**Low Vision Doctor**	**Anticipated IEP Meeting Date**

Low Vision Clinic Information			
Region	**Location/County**	**Clinic Date**	**Preferred Clinic (place an X in the box of preferred clinic)**
Northeast/Southeast	New Hanover County	02/28/2017	
North Central/Sandhills	Governor Morehead School	03/14/2017	
Piedmont-Triad/Southwest	Charlotte Mecklenberg Schools	04/25/17	
Northwest/Western	Henderson County Schools	05/23/2017	

Signature	
EC Director or Designee Signature	Date

*Once this form is received, password protected via email, the Low Vision Clinic Coordinator will follow-up with the primary contact listed above with additional information. **(see checklist)**

September 2016

Low Vision Clinic Evaluation Checklist

The following forms are required for student participation in a Low Vision Clinic Evaluation. Please submit forms/assessments, according to the time frame listed, to the clinic coordinator listed at the bottom of the document.

REEVALUATION (submit forms/assessments a minimum of 6 weeks in advance of scheduled clinic)	INITIAL REFERRAL (submit forms/assessments as soon as possible)
Functional Vision Assessment (FVA) • A current copy of the FVA; current is at the judgment of the Teacher of the Visually Impaired, based on the student's eye condition.	**Functional Vision Assessment (FVA)** • A current copy of the FVA; current is at the judgment of the Teacher of the Visually Impaired, based on the student's eye condition.
Medical Eye Report • The eye report should document the student's best corrected near and distance visual acuity, as well as any noted eye condition(s). • The report should be current, ideally within one year, but no more than three years depending on the student's eye condition.	**Medical Eye Report** • The eye report should document the student's best corrected near and distance visual acuity, as well as any noted eye condition(s). • The report should be current, ideally within one year, but no more than three years depending on the student's eye condition.
DEC 2 Informed Consent for Evaluation/Reevaluation	**DEC 1** Special Education Referral
DEC 5 Prior Written Notice	**DEC 2** Informed Consent for Evaluation
DEC 7 Reevaluation	**DEC 5** Prior Written Notice
Consent for Release of Information • An LEA should ensure they have consent for the ECD to release information to Dr. Scheiner as well as all parties being able to contact Dr. Scheiner for questions or concerns.	**Consent for Release of Information** • An LEA should ensure they have consent for the ECD to release information to Dr. Scheiner as well as all parties being able to contact Dr. Scheiner for questions or concerns.

To submit documents or for questions, please contact the Low Vision Clinic Coordinator, Amy Campbell, amy.campbell@dpi.nc.gov.

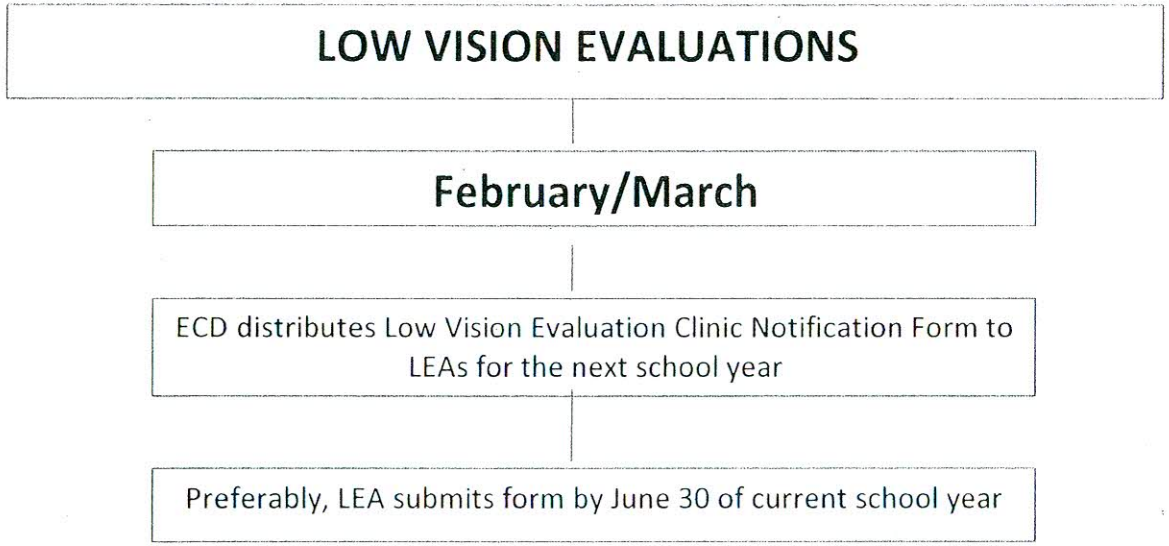
September 2016

The Exceptional Children Division (ECD) makes provision for low vision evaluations through a contracted provider, Dr. Elana Scheiner. O.D. If an IEP Team determines that a student needs a low vision evaluation, based on his or her unique needs, the EC Division will pay for the evaluation. However, any additional costs associated with a low vision evaluation such as travel, if needed, is absorbed by the LEA.

The ECD will be reinstituting low vision evaluation clinics across the state beginning spring 2017. The following process outlined in a flowchart, should not be used to delay or deny an evaluation.

PART ONE

NOTE: FOR THE SPRING 2017 CLINICS, THE PROCESS WILL BEGIN SEPTEMBER 2016.



PART TWO

Reevaluations

LEA Contacts ECD Low Vision Clinic Coordinator once IEP Team has met and determined a Low Vision Evaluation is needed to secure spot in a clinic. If no more clinic spots are available, the student may go to the Cary, NC, office for the evaluation. LEA will be given information to contact the office and schedule the appointment in conjunction with the parent.

Minimum of 6 weeks prior to selected clinic

LEA submits the following documentation to the ECD Low Vision Clinic Coordinator:

- Current/Most Recent Functional Vision Assessment (Current = at the judgment of the TVI based on student's eye condition)
- Current/Most Recent Eye Report (Current = ideally within one year; no more than 3 years depending on student's condition)
- DEC 2 – Informed Consent for Evaluation
- DEC 5 – Prior Written Notice
- DEC 7 - Reevaluation
- Consent for release of information with Doctor

ECD Low Vision Clinic Coordinator provides paperwork to Dr. Scheiner to review prior to clinic

One week prior to clinic

ECD Low Vision Clinic Coordinator makes final contact with LEA to confirm clinic attendance

Initial Evaluations

LEA Contacts ECD Low Vision Clinic Coordinator once IEP Team has met and determined a Low Vision Evaluation is needed.

LEA submits the following documentation to the ECD Low Vision Clinic Coordinator:

- Current/Most Recent Functional Vision Assessment (Current = at the judgment of the TVI based on student's eye condition)
- Current/Most Recent Eye Report (Current = ideally within one year; no more than 3 years depending on student's condition)
- DEC 1 – Special Education Referral
- DEC 2 – Informed Consent for Evaluation
- DEC 5 – Prior Written Notice
- Consent for release of information with Doctor

ECD Low Vision Clinic Coordinator provides paperwork to Dr. Scheiner to review prior to clinic.

LEA/Family is directed by ECD LV Coordinator to contact Dr. Scheiner and schedule the appointment at the Cary, NC, office; or, if a Low Vision Clinic is scheduled to occur within the 90-day timeframe, student may attend if required documents are in and space is available.