

Instructions on Completing VIP Gold Standard Examination Forms

(12/15/03)

Two GSE Forms

There are two different forms for recording the results of the Gold Standard Examination (GSE). One form (Gold Standard Exam [VIP Form GE]) is on white paper and is for children who are not wearing glasses (the great majority). The second form (Gold Standard Exam – For Children with Glasses [VIP Form GG]) is on yellow paper and is for children who are wearing glasses.

Instructions Common to Most Sections

Required and Conditional Items

Items that must be answered are on the left; items that must be answered conditional on the response to a required item are on the right.

Marking Responses Categories

Put a mark ("X", "√", or similar mark) within the parentheses across from the words of the correct response. Do not circle the words. Keep the mark within the parentheses so that only one category has a response marked.

Number of Responses Marked for each Item

Most "items" or questions are labeled individually (2.a, 3, 4, 5A, etc.) One response category should be marked, as categories are meant to be mutually exclusive and complete.

Unable Options

For each examination procedure, examiners are asked to indicate whether the examination can be performed on the child. Generally, procedures that require a subjective response from the child and have a pre-test should be marked "Unable" if the child cannot perform the task and fails the pre-test. "Can't Determine" should be marked when the child's behavior is such that the procedure cannot be started.

Incomplete Procedure

Most examination procedures include an "Incomplete" response option. A procedure is "Incomplete" when it must be stopped (due to a behavioral problem, equipment failure, or lack of time) after the child has previously demonstrated that he/she is able to perform the task. For procedures in which each eye is tested separately, specify whether the procedure was "Incomplete" for each eye. Indicate the responses up to the point at which the test was interrupted.

Procedure-Specific Instructions

Identification

The Coordinating Center will send labels for the GSE forms, one label for each page. Prepare the 7- (or 9-) page form needed for a GSE session before the session by attaching the labels in the Identification Box located on each page. If you need to examine a child for whom you do not have pre-printed labels, clearly print the child's VIP number, name, and date of birth in the Identification Box on each page.

Color Square Test (Item #2)

If the child fails the pretest, mark "Unable" and skip the questions on the green and blue squares (Items #2b and 2c).

Visual Acuity (Item #3)

There are 2 binocular pre-tests; one with training cards and the other with the EVA monitor. Mark only one response. Respond to the question on the Palm display: "Was the child able to do the pretest?" If the answer is "Yes", proceed with the testing. If the answer is "No", (i.e., the child was "Unable"), the message "Full VA Retest Required" will appear on the Palm display and you should proceed to the next procedure in the examination.

If the child completed the pretest, conduct the test and enter the VA for each eye by using the value for the Snellen fraction denominator provided by the Palm in Items 3a and 3b. If the testing is interrupted, mark the box for "Incomplete".


Determine if Visual Acuity re-test is required (Item #4)

The EVA system will tell you if a re-test is required. Visual acuity re-testing is required if the child failed the pre-test, if the test was incomplete or if the child's visual acuity is less than the age-specific norm. Indicate appropriately in item #4.

If the Palm screen displays "No VA Retest", indicate this on the data form. VA testing for the child is concluded. If the Palm screen displays "VA Retest" proceed by following the instructions on the Palm screen. If retesting is required because the child was "Unable" on either of the binocular pretests, retesting should begin with Step 1 (training cards) of Binocular Training/Pre-test.

Stereo Smile Test (Item #5)

If the child fails the pre-test with Card A, mark "Unable to do Card A" and proceed to the cover test. If the child passes the pre-test, mark the last card for which the child correctly identifies 4 presentations. The order of card presentation is displayed on the Gold Standard form. Mark only one response. However, if the testing is interrupted, mark the box for incomplete and the last card for which there were 4 correct responses.

 Cover Test (distance and near) (Items #6 and 7)

If the child will not allow the examiner to begin the test, mark "Can't determine."

For each distance, if a tropia is present, mark "Tropia (total deviation)" and complete the items 7A through 7D on the right side of the form. The magnitude is measured for the total deviation using the alternating cover test. Cover testing at that distance is then concluded. If the testing is interrupted, mark the box for "Incomplete" for each item that was not completed for 7A through 7D.

If a phoria is present, mark "Phoria & no tropia" and complete the items 7E and 7F on the right side of the form. The magnitude is measured using the alternating cover test. If the testing is interrupted, mark the box for "Incomplete" for each item that was not completed. Cover testing at that distance is then concluded.

If neither a tropia nor a phoria is present, mark "No tropia or phoria".

 Versions (Item #8)

If the child will not allow the examiner to begin the test, mark "Can't determine."

If there is a tropia in non-primary gaze, mark items 8A and 8B on the right hand side of the form. These comment fields are for clinical use and will not be entered into the computer database.

 Non-cycloplegic retinoscopy (Item #9)

For each eye, if the child will not allow the examiner to begin the test, mark "Can't determine."

Record the refractive error in standard prescription notation (either plus or minus cylinder form).

1. Record the power of the spherical and cylindrical lenses to the nearest 0.25 diopter using two decimal places (.00, .25, .50, or .75).
2. If there is no cylinder, put a dash in each of the fields for Cyl and Axis.
3. If the refractive error is plano, also put a dash in the Sphere field.
4. Be sure to circle the plus (+) and minus (-) sign!

An optical cross is provided in the "work space" for those examiners who choose to use it. Examiners who use the optical cross must convert their work to standard


prescription notation. Do not submit a form without standard prescription notation marked.

 Anterior Segment (Item #10)

If the child will not allow the examiner to begin the test, mark "Unable."

If there is a condition that warrants care and/or follow-up, mark "Abnormal" and complete item 10A on the right side of the form.

If the anterior chamber is too shallow for drops to be administered, mark that response on the data collection. Do not administer drops. (See below for "If Cycloplegic Drops are Not Administered")

 Drops (Item #11)

You may instill a drop of 0.5% proparacaine in each eye (this drop is optional). Instill two sets of VIP combination drops and mark each drop administered for each eye. Please note that both combination drops are required.

Write in the time that the last drop was given in Item #12.

 Cycloplegic retinoscopy (Item #13)

For each eye, if the child will not allow the examiner to begin the test, mark "Can't determine."

Record the refractive error in standard prescription notation (either plus or minus cylinder form).

1. Record the power of the spherical and cylindrical lenses to the nearest 0.25 diopter using two decimal places (.00, .25, .50, or .75).
2. If there is no cylinder, put a dash in each of the fields for Cyl and Axis.
3. If the refractive error is plano, also put a dash in the Sphere field.
4. Be sure to circle the plus (+) and minus (-) sign!

An optical cross is provided in the "work space" for those examiners who choose to use it. Examiners who use the optical cross must convert their work to standard prescription notation. Do not submit a form without standard prescription notation marked.

 VA Retest (Item #14)

If the Palm displays "No VA retest" then mark that response.

If the Palm displays "VA retest" then mark that response, and test the visual acuity of each eye, following the Palm instructions. Test with full cycloplegic refraction in place. If one eye is worse than the other, please test the worse eye first. If there is no difference, begin testing with the right eye.

Mark in Items 14A and 14B the VA for each eye by using the value for the Snellen fraction denominator provided by the Palm. If the testing is interrupted, mark the box for "Incomplete".

 Binocular Indirect Ophthalmoscopy (Item #15 and # 16)

For each eye, examine each of the structures indicated. Mark "Abnormal" if there is a condition that warrants care and/or follow-up and complete items 15A and/or 16A on the right side of the form as appropriate.

 Extraordinary Findings (Item #17)

If the examiner has detected any clinically significant conditions that have not been previously identified on the Gold Standard Examination form, indicate "Yes" and specify the condition in Item #17A.

 Examiner (Item #18)

Provide the examiner's first and last initial, and VIP certification number.

 Date of Exam (Item #19)

Provide the date of the GSE. Use leading zeros for month and day.




 Page 7

Detach this page from the rest of the form and keep it in the child's VIP folder. Do NOT return this page to the Coordinating Center. This page should be used as a reference to respond to parents' questions.

Error Correction

Correct errors by drawing a single line through the incorrect response, filling in the correct response, and putting the date and the initials of the person making the corrections next to the correction.

If Cycloplegic Drops are Not Administered

-  Drops: Check the box noting that no drops were administered. Leave the time of administration of last drops blank.
-  Cycloplegic refraction: Mark "Can't Determine" for each eye without drops.
-  Binocular indirect ophthalmoscopy: Perform the evaluations that you can. If you do not have sufficient view to make a determination of normal or abnormal, mark "Incomplete"

Interrupted Examinations

If the child leaves the van before all Gold Standard procedures are completed and does not return, draw a line on the data collection form noting the last test completed and write "Child left here." Leave remainder of the responses blank except for the last two items specifying Examiner and Date of Exam.